April 2025 Classification: SWORN
Union: EPOA
Salary: $4,945 - $6,011 per month

POLICE OFFICER

DEFINITION

Under general supervision, performs a variety of routine and complex public safety work in the performance of police patrol, investigation, traffic regulation, and related law enforcement activities.

Officers are assigned to a scheduled shift (generally 11 or 12 hours per shift as of the date of recruitment – shifts periodically rotate) and may be required to work overtime, either as an extension of the scheduled shift or as needed, weekends, holidays, or be called back in emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees within this classification; they represent only a summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all listed duties and may be required to perform, additional position specific duties.

- Provide general patrol, investigation, and related law enforcement duties typical of a municipal law enforcement agency;
- Respond to calls for service for all local law enforcement activities;
- Provide proactive law enforcement activities to deter, suppress, and detect criminal activity;
- Provide traffic control and enforcement, including parking enforcement;
- Provide basic first aid/first responder services as needed;
- Investigate and render necessary aid at traffic accidents;
- Investigate criminal activity and violations of local ordinances and state laws;
- Take appropriate notes and document incidents and crimes using departmental forms and computerized systems;
- Detain, arrest, and transport to appropriate facilities persons involved in crimes or misconduct;
- Exercise discretion and judgment in determining appropriate and legal course of action in difficult and emergency situations, with or without immediate supervision or assistance;
- Carry out all law enforcement duties in conformance with Federal, State, County, and City laws and ordinances;
- Identify, isolate, preserve, and maintain physical evidence;
- Summon emergency medical services and fire services as needed;
- Conduct follow-up investigations;
- Identify, seek out, and interview/interrogate victims, witnesses and suspects;
- Prepare for and provide testimony in court proceedings;
- Prepare a variety of written reports and records including notes, field interrogation reports, Department of Motor Vehicles forms and reports, citations, written warnings, incident reports, and crime reports.
- Participate in community-oriented policing activities, and assist citizens with such matters as locked or stalled vehicles, crime deterrence and prevention, presentations, neighborhood safety, etc. ;

(ESSENTIAL DUTIES AND RESPONSIBILITES CONTINUED)

- Coordinate activities with other officers, City departments, County departments, and other agencies as needed;
- Maintain effective communication with supervisory and management personnel;
- Safely utilize and maintain departmental and City equipment, supplies and facilities;
- Other related duties as required.

EMPLOYMENT GUIDELINES

Ability to:

- Read and write the English language;
- Bi-lingual communication skills (English/Spanish) desirable;
- Learn applicable laws, ordinances, statutes, procedures, and departmental/City rules and regulations;
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances;
- Perform physical and mentally demanding work, often under stressful conditions;
- Communicate effectively, both orally and in writing;
- Prepare clear and concise reports, correspondence, records, and other written materials;
- Establish and maintain effective working relationships;
- Exercise sound judgment in evaluating situations and in making decisions;
- Follow verbal and written instructions;
- Make sound, independent decision in emergency situations;
- Operate and maintain, in proper operating condition, a police patrol car, assigned weapons, and other specially assigned equipment such as camera and tape recorder for recording evidence;
- Learn the City's geography;
- Safely and effectively operate all vehicles, equipment, and devices noted herein;
- Safely and skillfully use firearms and other police equipment;
- Meet and maintain City/departmental physical standards;
- Meet and maintain professional standards of dress and appearance;
- Comply with applicable residence/response time policies prior to completion of probationary period.
- Successfully complete departmental Field Training program and successfully pass/complete one year probationary period. Employment may be terminated without cause during probationary period.
- Must be of good moral character and of temperate and industrious habits.

Knowledge of:

- Modern law enforcement principles, procedures, techniques and equipment;
- Investigation and identification techniques and equipment;
- Rules of evidence regarding search, seizure, and the preservation of evidence;
- Courtroom procedures and techniques for testifying;
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations;
- Safety practices and equipment related to the work including the safe use and proper care of firearms;
- Modern office practices, methods and computer equipment;
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed;

- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations;
- Local geography.

Education/Experience/Training:

- High School diploma or equivalent;
- Satisfactory completion of an accredited P.O.S.T. academy and possession of academy P.O.S.T certificate.
- A combination of education, experience, and training which would likely provide the required knowledge and abilities may be qualifying.

Licenses/Certificates:

- Possession of a Basic Certificate issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.);
- Possession of a valid and appropriate California driver's license issued by the State of California Department of Motor Vehicles without suspension or revocation;

TOOLS AND EQUIPMENT USED

- Police patrol vehicle;
- Other vehicles, potentially including bicycles, motor-driven cycles, electric vehicles, off-road vehicles;
- Two-way radios and other communications equipment;
- Computer hardware and software;
- A wide variety of firearms, including but not limited to department issued handguns, shotguns, and rifles;
- Batons – telescopic, side-handle, straight-handle, etc.;
- Handcuffs and other standard restraint devices;
- Tasers, stun guns, and other weapons and immobilizing devices;
- First aid devices and equipment;
- Electronic devices related to job duties.
- Speed detection and enforcement equipment.

PHYSICAL DEMANDS

- The employee will frequently operate a motor vehicle.
- The employee will occasionally be required to physically restrain others.
- The employee will occasionally be required to physically defend themselves or others from physical attack.
- The employee is frequently required to talk and hear clearly and effectively;
- The employee is frequently required to sit, stand, walk, use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, binocular vision, depth perception, and the ability to adjust focus.
- The employee may occasionally sit for extended periods of time utilizing a computer or other equipment.

WORK ENVIRONMENT

- Must be able to work extended or varying shifts, weekends, and holidays or be called back in emergency situations;

- The employee will work in extremely diverse physical environments – indoor and outdoor;
- The employee will work in all manner of outside weather conditions;
- The employee occasionally works around, in, or near moving mechanical parts, high or precarious places; flammable or explosive environments, wet or humid conditions, toxic, noxious, or caustic substances, in extremes of temperature, and in all manner of terrain and conditions;
- The noise level in the work environment is usually moderate, but can fluctuate significantly;
- Employees are required to be able to, in a professional manner, interact with staff and department personnel, members of the public, and/or private representatives who may be in a variety of emotional states and/or under tense or other adverse conditions.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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