

Police Officer I

GENERAL:

Under the direction of an assigned supervisor, perform law enforcement and related services to safeguard the lives, property and constitutional rights of citizens in the City; patrol assigned areas, respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce State and Federal laws; enforce City and County ordinances; and perform a variety of specialized duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is typically the entry level class in the professional police series requiring sworn police status. The class is distinguished from the II level as a training class. The incumbent in this class would lack a complete knowledge of Department policies, procedures, and precedents and not yet be able to perform the full range of duties assigned to the Police Officer II level without immediate supervision.

SUPERVISION RECEIVED AND EXERCISED BY:

Immediate supervision is provided by a Police Sergeant or duty assigned Corporal.

REPRESENTATIVE ESSENTIAL DUTIES:

The job of Police Officer involves a variety of activity in responding to public requests for service and crime prevention. Officers prepare and file police reports of crimes and other incidents. Officers patrol assigned geographical areas in a police car equipped with specialized equipment for the purposes of controlling traffic, preventing crime and disturbances of the peace and to arrest persons who violate criminal statutes. The officer also notes suspicious persons and reports these activities to their superior officers. The officer reports hazards and disburses unruly crowds at gatherings. The officer renders first aid at accidents and investigates the causes and results of accidents. The officer directs traffic around accidents, fires or other disruptions. The officer inspects public establishments requiring licenses to ensure compliance with local, state and federal rules and regulations. The officer warns, cites or arrests persons violating local ordinances, state or federal laws. The officer issues citations to traffic violators and writes and files daily activity reports provided by the department. The officer notifies departments within the city of locations of abandoned vehicles, traffic interruptions, hazardous materials spills, or other incidents which require the need of a response by those departments.

The officer works a set number of hours and performs law enforcement activities during his or her assigned shift. On any given shift, the officer may perform any or all of the following functions: cite traffic violators, respond to burglaries, domestic disputes, robberies, traffic collisions, and homicides. The officer also responds to calls for assistance from citizens, handles intoxicated persons and dangerous animals. The officer is also required to remain visible and actively seek out and identify crimes in progress.

The officer is required to prepare detailed reports of his or her activities, and to submit those completed reports to the department in a timely fashion, usually the same day the act occurs. Officers must be prepared to physically subdue and arrest a violent and dangerous person.

The officer will be required to work any number of shifts in a given year, including swing shift (4 p.m. to 12 a.m.) and/or a graveyard shift (12 a.m. to 8 a.m.). The officer must be able to work irregular and overtime hours as well as normal daily hours.

The officer must be able to stand for great lengths of time during a lengthy criminal investigation or traffic accident investigation. The officer must be able to write reports or complete citations while standing and remaining constantly aware of his surroundings and the hazards that may occur. The police officer must be able to walk while he/she is going to a home, or a business, or the site of an accident where he is required to take a report. The officer must walk from his police car to other locations in order to perform his or her duties. The officer may also be required to walk for long periods of time and over long distances while performing foot patrol in order to create more visibility in certain areas.

The officer is required to spend a great deal of time sitting, while either driving his patrol car or as a passenger. In fact, the majority of the officer's time will be spent in this manner.

The officer must be able to stoop and bend as would be necessary if the employee is at the site of a robbery or burglary in progress and is picking up or looking for evidence or criminals. The officer may find it necessary to stoop and bend to pick up an uncooperative prisoner who will fight with the officer. The officer may be required to assume awkward positions in order to maintain control of the person to be arrested.

The officer will be required to lift prisoners unassisted if they are not cooperative or are unconscious. The officer may be required to lift injured persons who are not conscious and cannot assist the officer in standing or sitting. On occasion, it may be necessary for the officer to carry a prisoner or carry an individual, or his partner, in an injured condition, from a circumstance which may be life threatening. The officer may be required to carry a person weighing up to or more than 200 pounds.

The officer will also be required to carry items such as brief cases or weapons, and also will be required to wear a Sam Browne belt which will contain the implements of his profession and may weigh from 10-20 pounds when equipped with his radio, handcuffs, baton, flashlight and extra ammunition. The officer may be required to carry such additional items as may be necessary in

the performance of his or her duties, such as: shotguns, notebooks, papers and pencils, blank report forms, assault rifles, etc.

The officer may be required to push stalled cars out of the roadway in order to alleviate traffic problems or be assigned bicycle patrol as a portion of a beat assignment.

The officer may be required to balance himself or herself while walking on a roof or a fence.

The officer needs to have sufficient physical strength to climb ladders and to jump or pull him or herself over walls that are in some cases 6' or higher in height.

The officer needs to climb fences, kick in doors, break windows or otherwise engage in a forcible entry into a location.

The officer must be able to crouch, crawl, kneel and/or stand on tiptoes.

The officer will be required to maintain fitness for duty as established by department standards.

The officer will be required to go from a sitting, sedentary position to a physically taxing one, such as driving fast or running quickly, at a moments notice.

The officer must talk and converse with other individuals, and hear and listen to what individuals are telling him.

The officer will be required to remain in constant communication on the two-way radio with the police station, and the officer will be required to know a speaking police code system for use when communicating on the radio.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Department organization, policies and directives after instruction.

Principles, practices and procedures used in law enforcement.

State, County, City and Federal laws and ordinances.

Recent legislation and court decisions affecting law enforcement activities.

Rules of evidence and laws of arrest.

Interviewing and interrogation techniques.

Geography of the City, County and specific areas of assignment.

Traffic and crowd control techniques.

Crime scene preservation and investigation methods and techniques.

Proper use and care of police weapons.

Records-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Demonstrates Ability to:

Protect the lives, property and constitutional rights of citizens.

Maintain current knowledge of the law and modern law enforcement techniques.

Analyze situations accurately and adopt an effective course of action.

Assure the safety and security of those in custody.

Receive, book, process and discharge inmates.

Supervise, observe, move, escort and secure inmates during daily activities.

Present evidence and testimony in court.

Respond to crime and emergency scenes and take immediate and appropriate action.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Understand and work within scope of authority.

Relate effectively to people of a variety of cultures, languages, disabling conditions, and socio-economic situations.

Establish and maintain cooperative and effective working relationships with others.

Comply with safety standards and regulations.

Add, subtract, multiply and divide quickly and accurately.

Maintain records and prepare reports.

Work independently with little direction.

Observe legal and defensive driving practices.

Work confidentially with discretion.

After long periods of lapsed time display an ability to record and recall accurately, information, direction or complaints given to or received from supervisors, citizens or suspects.

Physical Requirements:

The officer must be found to be free from any physical, emotional, or mental condition which might affect the exercise of the powers of a peace officer, or adversely affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed physician and surgeon or by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the positions has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards.

EXPERIENCE, EDUCATION AND LICENSES:

At date of application, a Police Officer I must be a high school graduate or possess a GED equivalent.

At date of appointment, a Police Officer I must possess a California POST approved Police Basic Academy Completion Certificate.

At date of appointment, a Police Officer I must possess a valid California driver's license, a current First Aid and CPR card.

RESIDENCY:

Must reside within 10 miles of the City or 15 minutes driving time to the Police Department within 1 year from date of permanent status.

The City reserves the right with the concurrence of the Department Head, to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley - an equal opportunity employer.