



# POLICE OFFICER

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FLSA Status: Non-Exempt

Revised: December 2005, November 2006, May 2007, November 2008, September 2009, February 2011, October 2011, November 2012, November 2013, October 2016, December 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

Under general supervision of a Police Sergeant, the Police Officer is a sworn position assigned to field operations to patrol for the prevention and detection of crime and enforcement of laws and regulations within the philosophy of community oriented policing. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems at the entry level and make recommendations at the advanced level. A Police Officer does not have independent purchasing authority.

## **DISTINGUISHING CHARACTERISTICS**

The Police Officer is distinguished from the Police Recruit by completion of P.O.S.T. Basic Police Academy training. This is a non-supervisory position.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Enforces laws and regulations and apprehends law breakers
- Conducts crime investigations
- Patrols for the prevention and detection of crime and enforcement of laws and regulations
- Responds to radio messages or telephone instructions and investigates reported disorders or crimes
- Notes and reports complaints, accidents, offenses and damages to property
- Reports abandoned or damaged vehicles
- Directs traffic
- Makes arrests, issues citations and warnings
- Prepares reports on arrests and property impounded
- Inspects crime scenes and questions witnesses
- Analyzes clues and information related to criminal activities
- Reviews modus operandi of known criminals
- Reports on the progress of investigations and prepares assigned cases for court
- Serves warrants
- Appears in court to testify regarding arrests and other law enforcement activities
- Writes complex and detailed reports
- Operates patrol vehicles
- Administers first aid or CPR when appropriate
- Develops cooperative working relationships and mutual aid agreements with other local public safety representatives

- Develops and maintains partnership building with the residential and business community as well as the other working departments within the Town of Colma
- Adheres to department rules, regulations, orders and procedures
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Operations, services and activities of a comprehensive municipal law enforcement program
- California driving regulations and motor vehicle operations
- Basic English composition, grammar, spelling and math
- Simple record keeping methods
- Methods and techniques of criminal investigation
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs
- Principles and practices of crime prevention, suppression and law enforcement
- Use of firearms and other modern police equipment

### **Ability to:**

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain physical condition appropriate to the performance of peace officer duties and responsibilities
- Effectively deal with personal danger
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment and vehicles
- Exercise sound judgment and rational thinking under stressful circumstances
- Demonstrate intellectual capabilities during training and testing processes
- Utilize word processing and spreadsheet programs and personal computer
- Work effectively with a wide variety of individuals and groups, including other staff and the public
- Acquire knowledge of applicable policies, practices and functions of the division, department, Town and other governmental agencies
- Prepare and maintain accurate records and reports
- Operate a variety of office equipment
- Maintain a high degree of confidentiality

## **EDUCATION AND EXPERIENCE**

Must attain 21 years of age at date of appointment.

Any combination of education and experience that would likely provide the required knowledge and abilities. Typical ways would be:

- Possession of a G.E.D. or High School Diploma or equivalent
- Completion of at least thirty (30) semester units at an accredited college or university (by the due date for the application), to be eligible to participate in the selection process

- Previous volunteer or paid experience in law enforcement is desired

### **Licenses and Certificates**

- P.O.S.T. certification within the last 3 years
- Possession of, or the ability to obtain, a valid California Driver's License, which must be maintained as a condition of employment, as well as a satisfactory driving record
- Certification in First Aid and CPR

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Hearing and vision necessary to perform all duties of police service
- Dexterity and agility sufficient to operate and care for firearms
- On a continuous basis, incumbents must sit in a vehicle or in meetings for long periods of time
- Use a two-way radio
- Establish and maintain interpersonal relations with department and staff, administrators and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Work extended and/or flexible hours including nights, weekends and holidays
- Perform all duties listed on the job description except those determined to be incidental