



# City of Pacifica

## POLICE OFFICER

### **DEFINITION**

Under general supervision, to promote community order, to protect life and property, to prevent crime, to maintain order, to enforce laws, ordinances, and constitutional mandates, to do investigative work in detection of crime, to perform public service tasks, while working varying hours and shifts, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level, sworn position serving the city of Pacifica maintaining and fostering high ethical, and professional standards within the police department and throughout the community. Responsible for protecting life and property while enforcing the California Penal Code, California Vehicle Code and Pacifica Municipal Codes

### **SUPERVISION RECEIVED/EXERCISED**

Receive general supervision from the Police Sergeant, Police Corporal, Police Captain and/or the Chief of Police.

### **ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Protect life and property through patrolling assigned areas.
- To maintain law and order.
- Answer calls for service from citizens regarding criminal activity and other matters relating to the safety of the community.
- Investigate crimes through contact with victims, suspects, and witnesses collecting, processing, and storing evidence.
- Monitor traffic to prevent accidents. Enforces Vehicle Code laws and promotes traffic movement throughout the city.
- Investigate traffic accidents.
- Issues citations or warnings as appropriate.
- Give assistance to the injured.
- Make arrests.
- Issue citations or warnings as appropriate.
- Guard prisoners.
- Question suspects.
- Note and report unsafe conditions.
- Prepare evidence and appear in court.
- Search for stolen property and lost persons.
- Give information to the public regarding laws, ordinances, traffic safety, directions, and available public services.
- Document activities with complete, clear, and concise written reports and correspondence.
- Interact with social agencies, schools, families and juveniles regarding juvenile matters.
- Assist citizens, give directions, and promote community relations.
- Maintain effective working relationships with other law enforcement agencies, employees, and the public.
- Maintain assigned equipment.
- Protect the life, property, public order, and constitutional rights of all community members.
- Adhere to the California Peace Officers Standards and Training Code of Ethics.
- Maintain a level of physical fitness which meets job requirements.
- Perform other duties or projects as assigned.

### **QUALIFICATIONS**

**Knowledge of**

- Principles and practices of law enforcement services and program administration.
- Pertinent local, State and Federal rules, regulations, and laws.
- Criminal law as it relates to the apprehension, arrest, and prosecution of law violators and the collection of evidence.
- City of Pacifica streets, neighborhoods, and municipal code.
- Departmental policies and procedures
- Modern office procedures and computer equipment.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

**Skill/Ability to**

- Analyze and prioritize situations and adopt effective courses of action while giving due regard to protocols, procedures, surrounding hazards and circumstances.
- Interpret and apply city policies, procedures, rules and regulations and police department general orders.
- Establish and maintain effective community relations on both an individual and group basis.
- To read, comprehend, explain, and apply complex issues of law derived from a variety of sources to include code books, computer screens, and other printed material.
- Drive a motor vehicle under emergency conditions and to hear verbal communications at normal speaking tones via radio and telephone and verbalize succinctly prepare and write accurate and factual reports.
- Qualify in the use of firearms and defense tactics on a periodic basis.
- Remain current and meet all post guidelines.
- Write accurate, clear, concise, factual reports.
- Maintain cooperative relationships with other employees, supervisors, public officials and employees of other non-police organizations and agencies, as well as the public to be served.
- Meet and maintain POST standards.
- Communicate clearly and concisely, both orally and in writing

**Experience and Training Guidelines**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Experience:** none

**Training:**

High school graduate or equivalent qualification, and 30 semester units from an accredited college or university desired (not required).

**Certification**

Must pass a comprehensive physical examination, meeting the standards established by the California Commission on Peace Officers Standards & Training (POST).

**License**

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record.

**Minimum requirements for lateral entry officers:**

- Must meet all minimum requirements for entry level officer with the exception of written and agility examination requirements.
- Must possess a POST Basic Certificate.
- A minimum of one-year satisfactory past police patrol experience within the past three years.
- Must have no record of felony criminal convictions or misdemeanor convictions that could affect credibility as a witness in a court of law.

- Vision and hearing capabilities consistent with guidelines by POST and/or the City.
- Must be of good moral character to be determined by a thorough background investigation, which will be conducted under POST guidelines.

#### **ADDITIONAL INFORMATION:**

##### **Physical Skills**

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

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<b>Job Title:</b>	Police Officer
<b>Reports To:</b>	
<b>Job Type:</b>	Full-time (40 hours per week / 2080 hours per year)
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	PPOA
<b>Adopted:</b>	05/27/2025

