

Police Officer

THE COMMUNITY: The City of Lincoln is a rapidly growing rural community with a population of 48,000+. It is located northeast of Sacramento, just minutes from I-80 and the Sierra Nevada foothills. The small-town atmosphere features affordable housing, nearby lakes, three local golf courses, and nearby hunting.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the journey-level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is responsible for performance of the more complex and difficult tasks, and the supervision of assigned activities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant or higher ranking position depending upon assignment. May provide technical supervision and training if serving in the Field Training Program.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Patrols assigned areas by car, foot or bicycle; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.

- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special program areas including gang taskforce, community resources, schools liaison, traffic patrol, task forces, crime prevention and administration.
- May serve as a detective; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves and maintains evidence and property.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.
- Responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to bloodborne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience:

High School diploma and completion of a P.O.S.T. Basic Academy.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of a P.O.S.T Basic Academy Certificate.

KNOWLEDGE/SKILLS/ABILITIES:

(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)

Knowledge of:

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; basic principles of law enforcement information systems; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations

Ability to:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

CURRENT SALARY & BENEFITS

Hourly Salary: \$27.33- \$36.62 per hour
(includes starting salary and growth potential)

Insurance:

Medical: City-paid for employees and dependents. *(Variety of plans offered through PERS - employee may pay a portion of premium for plan chosen)*

Life: City-paid \$45,000 Life and Accidental Death and Dismemberment for employees.

Dental: City-paid for employees and dependents

Vision: City-Paid for employees and dependents

Vacation Leave:

- 0 - 4 years = 88 hours/year
- 5 - 9 yrs = 132 hours/year
- 10 - 14 yrs = 144 hours/year
- 15 -17 yrs = 156 hours/year
- 18 + yrs = 208 hours/year

Holidays:

10 paid holidays per year
Plus 1 floating holiday

Sick Leave:

12 days per year

Retirement:

2.7% at 57 California PERS

Deferred Compensation:

Optional program with no City match

City Participates in Social Security.

The provisions in this brochure do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions in this brochure without notice.

A City of Lincoln application form must be filled out and submitted. A resume may also be attached. It is the applicant's responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application will be cause for disqualification. Applicants considered for employment are subject to a background investigation, including fingerprint screening and drug testing. Following a conditional offer of employment, applicants must pass a medical and psychological exam.

The City of Lincoln is an Equal Opportunity Employer. Reasonable accommodation in the application, examination, and selection process will be made upon request of disabled applicants. Medical disability verification may be required prior to accommodation.

Applications available by visiting our website at:
www.lincolnca.gov

or by calling:
(916) 434-2495

or by visiting:
City of Lincoln
600 6th Street
Lincoln, CA 95648
Monday-Friday
8:00 a.m.-5:00 p.m.

Preferred:
Submit application through
www.calopps.org

Apply via CalOpps at
www.calopps.org
(preferred method)

Final Filing Date:
Continuous
(will close at end of fiscal year)



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for the position of**

Police Officer



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