



## POLICE OFFICER

### **DEFINITION**

To perform law enforcement and crime prevention work by utilizing community policing and problem-oriented strategies; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special department crime prevention and enforcement programs; and to do related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the professional police series requiring sworn peace officer status. Positions allocated to the Police Officer class may be assigned to one of a number of functional areas within the Police Department; some of the duties assigned may, as determined by the Police Chief, require prior experience with the San Mateo Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher-level police personnel.

Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

**EXAMPLES OF DUTIES** Depending upon assignment, duties may include, but are not limited to, the following:

#### **Patrol and Traffic Safety**

As a Patrol Officer, to patrol City in radio-equipped car or on foot; answer calls for the protection of life and property, and the enforcement of City, County, and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.

As a Motor Officer, to patrol the City on a motorcycle or in a radar-equipped patrol unit; respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws.

Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Prepare reports of arrests made, activities performed, and unusual incidents observed. Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices, issue citations and make arrests as necessary.

Check buildings for physical security.

Search, fingerprint, and transport prisoners.

Direct traffic at fire, special events, and other emergency or congested situations.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Assist in the performance of special investigative and crime prevention duties as required.

Serve warrants and subpoenas; retrieve and request information involving arrests and subpoenas; file complaints and perform other work related to the processing of misdemeanor and felony complaints.

As a Traffic Safety Motor Officer, patrol streets during designated times to control traffic safety conditions and enforce traffic safety laws; observe conditions and events which affect traffic safety and either take corrective actions or report such conditions and suggestions for improvement; operate a traffic safety motorcycle on City streets; respond to and investigate traffic accidents; provide traffic and pedestrian safety instruction to the public as assigned.

Administer first aid as necessary.

### **Investigator**

Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.

Participate in all normal enforcement activities including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Perform undercover and surveillance activities.

Prepare investigative reports and case information. Provide evidence and testimony in court.

Answer questions from the public concerning local State laws, procedures, and activities of the Department.

Interview victims, complainants, witnesses, and suspects.

Collect, preserve, and maintain evidence and property found that is involved with suspected crimes.

Serve warrants and subpoenas.

Develop and maintain good relationships with the public, including informants and contacts that may be helpful in criminal investigations.

## **QUALIFICATIONS**

### **Ability to:**

Observe accurately and remember faces, numbers, incidents, and places. Use and care for firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Learn, understand, and interpret laws and regulations.

Prepare accurate and grammatically correct written reports.

Learn standard broadcasting procedures of a police radio system.

Use modern police equipment and technology.

Operate office equipment, including computer equipment and software.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written direction.

Meet the physical requirements established by the Department.

## **Experience and Education:**

Any combination equivalent to experience and education that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

None required.

### **Education:**

Equivalent to completion of an Associate's degree from an accredited college.

## **License or Certificate:**

Possession of a valid California driver's license and appropriate license classification as required.

Possession of a POST (Peace Officer Standards & Training) written examination certificate with a preferred T-Score of 52 or above and a passing score for the WSTB physical agility examination. Or possession of a National Testing Network Law Enforcement written examination certificate with a preferred score in the 90<sup>th</sup> percentile and a passing score for the WSTB physical agility examination.

Must maintain a current peace officer certification from the Commission on Peace Officer Standards and Training.

**Necessary Special Qualifications:**

Free of any felony convictions.

Effective January 1, 2023, peace officers must be legally authorized to work in the United States under federal law. There are no specific citizenship requirements per Senate Bill 2. California Government Code Section 1031(h) limits employment authorization documents to those consistent with Section 274a.2 of Title 8 of the Code of Federal Regulations. Specific documentation requirements can be found on the I-9, Employment Eligibility Verification form issued by the U.S. Citizenship and Immigration Services. Government Code section 1031(g) permits departments to adopt additional and/or higher standards.

Age not less than 21-years-old at time of appointment to the rank of police officer.

Vision in each eye, correctable to at least 20/30.

Must pass a background investigation.

Must meet all Department medical, physical, and psychological standards.

**ADA Special Requirements**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 Pounds: exposure to cold, heat, extreme noise, outdoors, confining workspace, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC:	7-08-81
REVISED CC:	5-07-01, 6-18-07, 4-03-23
FORMER TITLES:	
BARGAINING UNIT:	POLICE UNIT
FLSA:	NON-EXEMPT
DOT:	YES
PRE APPT-MEDICAL:	YES
SAFETY SENSITIVE:	YES
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	NO
JOB CODES:	4110
ABOLISHED:	