

CITY OF EL CERRITO

POLICE OFFICER

*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.*

DEFINITION

To perform law enforcement and crime prevention work; 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from sworn administrative and supervisory staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Patrols City by vehicle or by foot to observe, investigate and report suspicious or hazardous conditions.

Answers calls for protections of life and property and enforcement of City, County, and State laws.

Conducts investigations of disturbance and potential criminal incidents. Includes: makes arrests as necessary, apprehends suspects using weapons, interview victims and witnesses, interrogates suspects, gathers and preserves evidence, completes case reports.

Testifies in court to present evidence and provide information pertaining to court proceedings.

Contacts and cooperates with other law enforcement agencies in matters related to apprehension of offenders and investigation of offenses.

Takes on special assignments to meet department needs. Includes: takes charge of juveniles or delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases.

Directs traffic and vehicle flow to ease congestion during accidents or times of emergencies.

Serves warrants, subpoenas, and other legal documents to individuals as per department needs.

Assists in special studies of crime prevention or department problems to improve overall functioning of department.

Provides information to general public to answer questions, assist in community crime prevention programs, and provide public education.

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

Administer first aid as necessary.

Essential Functions: (continued)

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

Interview victims, complainants, witnesses, and suspects.

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

Marginal Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Modern police methods and procedures, including patrol, crime prevention and traffic control.

Criminal law with particular reference to apprehension, arrest and custody of persons accused of criminal activities.

Rules of evidence pertaining to search and seizure and the preservation of evidence in court.

Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting, and booking.

Recent court decisions on arrest procedures and the handling of suspects and prisoners.

Special laws and ordinances pertaining to juvenile law enforcement.

Use and care of firearms.

Principles of instruction and training.

Ability to:

Observe accurately and remember faces, numbers, incidents, and places.

Learn to 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.

Understand and carry out oral and written directions.

Meet the physical requirements established by the Department.

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

Ability to: (continued)

Communicate clearly and concisely, both orally and in writing.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Training:

Equivalent to completion of the twelfth grade. Thirty college-level semester units with major course work in police science, criminal justice or a related field or 2 years military service is highly desirable.

Licenses/Certificates/ Other requirements:

Possession of , or ability to obtain, within eighteen months of appointment, an appropriate, valid P.O.S.T. certificate.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL DEMANDS

Sitting:	Occasionally to Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally
Kneeling:	Occasionally	100 + lbs:	Occasionally
Crawling:	Occasionally	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Occasionally	100 + lbs:	Occasionally
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Occasionally		
51 to 75 lbs:	Occasionally		
76 to 100 lbs:	: Occasionally		
100 + lbs:	Occasionally		

PHYSICAL DEMANDS (continued)

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally
Coordination -	Eye-hand: Occasionally Eye-hand-foot: Occasionally Driving: Frequently to Constantly
Talking -	Face-to-face: Frequently Verbal contact: Occasionally Public: Frequently
Vision -	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required
Hearing -	Conversation: Frequently Telephone: Occasionally Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Work, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Excessive noise, Radiation/electrical energy, Solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required – protective clothing.