



## CITY OF CITRUS HEIGHTS

### POLICE OFFICER

#### DEFINITION

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; to provide a high level of customer service and integrate the community into policing activities; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or higher level sworn police staff.

May provide technical or functional supervision over lower level non-sworn staff as assigned.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; maintain awareness of and remain alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.

Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, animal control, and related incidents; respond to and provide assistance at a variety of public service type calls that are non-criminal in nature.

Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any crime has been committed; identify, collect, preserve, process, photograph, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.

Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under Federal, State and local laws and codes; control and effectively process individuals under the influence of drugs or alcohol or other potentially hostile situations.

Patrol assigned areas; perform a full range of traffic enforcement duties; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorist; use radar to detect speed; issue citations and warnings; investigate traffic accidents; coordinate traffic patterns during special events; conduct special enforcement details including DUI, seatbelt, and child safety seat check points.

Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at parades, festivals, riots, and other events.

May serve as liaison and public relations officer for the assigned area; establish and preserve good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel; attend community meetings and neighborhood associations on a regular and ad-hoc basis.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.

Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.

Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; prepare and submit news releases; maintain and calibrate specialized equipment.

Prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.

Testify in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepare and present evidence; respond to mandatory court calls during irregular hours.

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

Receive, search, book, fingerprint, and transport prisoners.

Make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serve as liaison to neighborhood watch groups and schools; build other ongoing relationships with members of the community.

When assigned to Investigations, 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; perform undercover and surveillance activities; interview victims, complainants, witnesses, and suspects; collect, preserve, and maintain evidence and property found that is involved with suspected crimes; prepare and execute search warrants; prepare investigative reports and case information.

When assigned as a Field Training Officer, train new recruits and lateral police officers; document trainee progress and prepare evaluations; serve as acting field supervisor as assigned.

When assigned as School Resource Officer, serve as law enforcement officer, law related counselor, and law related instructor for the Drug Abuse Resistance Education program at assigned school; supervise City-wide truancy sweeps; assist with special juvenile enforcement details; supervise security for school functions.

When assigned, serve as a member of the Special Weapons and Tactics (SWAT) team; participate in specialized training programs; act in accordance with Department policies and procedures.

When assigned, serve as a member of the Critical Incident Negotiation Team; learn and apply modern police negotiation and related skills.

May be assigned to additional specialized auxiliary duties, functions and services at the discretion of the Police Chief and higher level sworn police staff; may be assigned limited duties due to injury or physical limitations.

May work in plain clothes to conduct follow-up investigations, and to suppress vice or narcotics activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

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

Pertinent federal, state and local laws, codes and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.

Rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases.

Techniques and applications of self defense and proper use of force.

Operational characteristics of police equipment, vehicles, and tools including firearms.

Methods and techniques used in interviewing witnesses, victims, complainants, or suspects.

Computer operating systems and software applications.

Principles and techniques used in public and community relations as it relates to law enforcement activities.

Express him/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels, before various public and community groups, and when testifying in court.

Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling; read and interpret complex technical documents in English.

Basic principles of business letter writing and basic report preparation.

Standard broadcasting procedures of a police radio system.

Principles and practices of good customer service.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Interpret and explain City law enforcement policies and procedures.

Assess a variety of routine and critical situations involving public safety and act appropriately; think clearly and act quickly in a variety of situations, including emergencies; judge situations and people accurately.

Utilize mental capacity allowing the capability of exercising sound judgment and rational thinking under dangerous and stressful conditions.

Perform a wide range of law enforcement assignments.

Conduct a variety of criminal and special investigations.

Gather, assemble, analyze, evaluate, and use facts and evidence; interview victims, complainants, witnesses, and suspects; observe accurately and remember faces, numbers, incidents and places.

Control violent individuals and effect arrests.

Understand the operation of modern equipment, technology and software required in the performance of assigned tasks.

Operate a computer with proficiency and familiarity; use e-mail effectively; use standard business software and other police specific software systems.

Use and care for a variety of law enforcement and tools, including firearms, vehicles, and related equipment.

Administer first aid.

Perform basic math computations.

Perform field training duties as assigned, including evaluating and communicating feedback related to performance.

Prepare clear and concise reports and routine correspondence.

Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely basis.

Meet the physical requirements established by the Department.

Work independently in the absence of supervision.

Understand and carry out oral and written directions.

Work irregular and on-call hours including weekends, evenings, and holidays.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Some work experience that demonstrates a general aptitude for police work is desirable. Lateral Entry: One (1) year experience in a municipal or general law enforcement agency.

Training:

Equivalent to the completion of the twelfth grade. Specialized training or college level coursework in law enforcement, criminal justice, or a related field is highly desirable.

License or Certificate:

**Lateral:** Proof of possession of a California Basic P.O.S.T Certificate.

**Entry Level:** Completion of P.O.S.T. Basic Academy.

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

Special Requirements:

Must be 21 years of age at time of appointment; and meet minimum standards as outlined in Government Code Section 1031.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places and with explosives; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock and radiation; exposed to potentially

hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

**Physical:** Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as in the P.O.S.T. Medical Screening Manual.

**Equal Opportunity Employer:**

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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