

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

POLICE OFFICER

DEFINITION

The Police Officer performs law enforcement and crime prevention work, controls traffic flow and enforces State and local traffic regulations, performs investigative work, participates in and provides support and assistance to special department crime prevention and enforcement programs and performs related duties assigned.

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 indirect supervision of subordinate sworn and non-sworn personnel.

ESSENTIAL AND IMPORTANT DUTIES

Work a set number of hours on assigned rotating shifts performing security patrols and doing enforcement activities on streets and in parks and in commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations. Answer calls for the protection of life and property. Disburse unruly crowds at gatherings. Remain visible and actively seek out and identify crimes in progress. Use own judgment in deciding the course of action, being expected to handle difficult and emergency situations without assistance. Must be prepared to physically subdue and arrest violent and dangerous persons.

Conduct both preliminary and follow-up investigations of criminal incidents committed during assigned shift. Seek out and question victims, witnesses and suspects. Develop leads and tips. Search for clues. Collect, preserve and maintain evidence and property found that is involved with suspected crimes. Analyze and evaluate evidence and make arrests or take other appropriate law enforcement action as necessary. Prepare cases, testify and present evidence in court proceedings.

Respond to calls related to traffic incidents and collisions. Render first aid when necessary and/or summon ambulances. Conduct both preliminary and follow-up investigations. Take measurements and draw diagrams of scenes. Perform traffic control by observing, monitoring and controlling routine and unusual traffic conditions. Assist and advise motorists and warn drivers against unlawful practices. Enforce traffic safety laws by issuing citations and making arrests as necessary. Direct traffic at fires, special events, and other emergency or congested situations.

Prepare a variety of reports and records of arrests made, activities performed, hazards and unusual incidents observed, and disturbances encountered, including officer's daily log, reports of investigations, field interrogation reports, alcohol and drug influence reports, breathalyzer check lists, bad check, vehicle impoundment, traffic reports, etc., in a timely fashion, usually the same day the act occurs.

Search, fingerprint, and transport prisoners.

Inspect public establishments requiring licenses to ensure compliance with rules and regulations.

Maintain normal availability by radio or telephone for consultation on major emergencies or precedent. Drive police cars with specialized equipment.

Undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse/gang resistance education, traffic safety, etc. Answer questions from the public concerning State and local laws and procedures and activities of the Department. Seek citizen in-put regarding potential law enforcement problems. Develop and maintain good relationships with the general public, including informants and contacts who may be helpful in criminal investigations.

Coordinate activities with other officers or other City departments of locations of abandoned vehicles, traffic interruptions, hazardous materials spills, or other occurrences that require the need of a response by those officers or departments. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. Obtain advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures, as needed and assigned.

Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about Department activities.

Carry out duties in conformance with Federal, State, County, and City laws and ordinances. Serve warrants and subpoenas.

PERIPHERAL DUTIES

Maintain departmental equipment, supplies and facilities.

Serve as a member of various employee committees.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern law enforcement principles, procedures, techniques, and equipment.

Skill to:

- Operate and care for a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, mace, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing software, paper and pencils.

Ability to:

- Learn, understand, and interpret the applicable laws, ordinances, and department rules and regulations.
- Perform work requiring good physical condition, including lifting and carrying a person who weighs up to or more than 200 pounds.
- Go from a sitting, sedentary position to a physically taxing physical response at a moment's notice.
- Stand for long periods of time while writing reports, directing traffic, investigating crimes, etc. and remain constantly aware of surroundings and hazards in the immediate area.
- Communicate effectively both orally and in writing.

- Run and walk, sometimes for long distances, over even and uneven terrain.
- Climb stairs and ladders.
- Sit for long periods while driving or riding in a car on patrol. Stoop, bend and assume awkward positions in order to affect arrest and gather evidence.
- Understand and carry out oral and written directions.
- Write long, detailed, cogent, legible, accurate and grammatically correct reports.
- Observe accurately and remember faces, numbers, incidents, and places.
- Learn standard broadcasting procedures of a police radio system and codes.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Think and act quickly in emergencies.
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies.
- Follow verbal and written instructions.
- Learn the City's geography.
- Wear a uniform and 10-20 pounds of safety equipment attached to a belt worn on the hips.
- Meet Department's physical standards.
- Successfully complete a P.O.S.T. certified basic police academy.

EDUCATION AND EXPERIENCE – ENTRY LEVEL

This position requires any combination of education and experience that provides the necessary knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

- A. High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- B. An equivalent combination of education and experience.

EDUCATION AND EXPERIENCE – P.O.S.T. GRADUATE LEVEL

In order to qualify for this position at the P.O.S.T. graduate level, an individual must:

- A. Meet all of the Entry Level requirements listed above; and
- B. Have successfully completed a P.O.S.T. certified basic police academy.

EDUCATION AND EXPERIENCE – LATERAL ENTRY

In order to qualify for this position as a lateral entry, an individual must:

- A. Meet all of the Entry Level and P.O.S.T. Graduate Level requirements listed above.
- B. Pass a medical exam and the Department's physical agility test.
- C. Have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application and be presently employed by a P.O.S.T. certified law enforcement agency within the State of California.

SPECIAL REQUIREMENTS

The employee in this position must be 21 years or older at the time of employment and must be a U. S. Citizen. He/she must be of good moral character and of temperate and industrious habits. He/she must be found to be free from any physical, emotional, or mental conditions that might adversely affect the exercise of the powers of a peace officer, or adversely affect the ability of the officer to perform essential job functions. Felony convictions and disqualifying criminal histories within the past seven years are not allowed. He/she must be able to read and write the English language, must be able to work irregular and overtime hours as well as normal daily hours and be able to work outside exposed to all types of weather.

TOOLS AND EQUIPMENT USED

Tools and equipment used by a Police Officer include a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, mace, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing software, paper and pencils.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell.

The employee must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, works in high, precarious places, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne

particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate with police radio noise always present. While driving the car the window will be down in order to hear sounds or cries for help so wind noise will also be present. The employee must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess, or be able to obtain by time of hire, a valid California Driver's License without record of suspension or revocation in any state within the past five (5) years.