

## **CITY OF EMERYVILLE**

**Created: April, 1998**

**Revised: March 2006**

**FLSA: Non-Exempt**

**TITLE: POLICE OFFICER**

**Job Code: 1210**

### **DEFINITION:**

Under general supervision performs responsible police and investigative work in the protection of life and property through the enforcement of laws and ordinances and to do other related work as required.

### **Class Characteristics:**

The Police officer classification is multi-functional encompassing assignments in a variety of divisions and functions such as patrol, detective, bike, and canine. Assignments are based on a scheduled rotation, interest and performance. Canine positions are afforded a salary differential for the handling, training and care of their assigned animal.

**Duties and Responsibilities:** The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

1. Patrols designated area of the City in a patrol car, on a bicycle, or on foot to preserve law and order, prevent and discover the commission of crimes, and to enforce traffic regulations.
2. Answers calls for service and complaints involving fire, traffic accidents, robberies and other misdemeanors and felonies and takes necessary police action.
3. Makes arrests, takes charge of, and guides and directs the work of subordinate law enforcement personnel in various situations until relieved by a higher ranking officer.
4. Conducts accident investigations, provides first aid for injured and takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; examines conditions of accident scene; clears scene of obstructions and wreckage.
5. Investigates crimes against persons and property; interviews victims and witnesses; searches for and evaluates evidence; arrests person/s suspected of crimes.
6. Investigates complaints involving juveniles; investigates reports of child neglect and persons reported to be contributing to the delinquency of minors; checks business establishments and public places known to be frequented by juveniles; arrests juveniles and adults.
7. Processes warrants and apprehends or assists in the apprehension of wanted persons who are avoiding court orders or actions in criminal cases.
8. Prepares various records and reports; testifies in court.
9. Operates a variety of equipment and weapons in the course of performing law enforcement duties including motor vehicles, hand and shot guns and other weapons as may be assigned, police radios, computers (personal, on-line and computers, and mobile digital terminals), and other equipment as may be assigned.

10. Employs various techniques of deployment including those utilized in community policing and canine assisted efforts; makes presentations to citizen, education and business groups.
11. Performs jailer and public dispatch duties, as required.

### **QUALIFICATIONS:**

**Knowledge of** departmental rules regulations, policies and procedures; applicable City rules, regulations, policies, procedures, ordinances, and codes; enforceable federal, state and local laws, regulations and statutes relating to criminal conduct; rules of evidence and search and seizure; human and criminal behavior; safe and effective operation of hand guns and other weapons used in law enforcement; operation of personal and on-line computers, police radios, and mobile digital terminals; effective methods of communications, written, verbal and via a police radio system; effective training methods; effective methods of interview, interrogation and observation.

**Ability** to learn departmental rules regulations, policies and procedures; applicable City rules, regulations, policies, procedures, ordinances, and codes; enforceable federal, state and local laws, regulations and statutes relating to criminal conduct; rules of evidence and search and seizure; human and criminal behavior; to operate assigned motor vehicles; weapons, personal and on-line computers, mobile digital terminals, police radios; react quickly and calmly under emergency conditions, deal tactfully, courteously and firmly, establish effective working relations with those contacted in the course of work; to train, guide and direct subordinates; obtain information through interview, interrogation and observation; to express ideas clearly and concisely, verbally and in writing, communicate and express commands and thoughts and information to those with language barriers; to prepare accurate records and report; to perform the physical duties of the job including pursuing suspects over walls, across uneven terrain, through buildings, yards and places of business as well as City streets; subdue combative and/or fleeing suspects in order to transport suspects or stop crimes in progress; drag suspects of average height and weight; wear full police uniform with safety vest and utility belt weighing up to 20 pounds; see sufficiently to identify suspects, vehicles and vehicle identification; perform work in a variety of weather conditions; to maintain qualification in firearms; perform related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that could likely produce the required Knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities is:

Graduation for high school, supplemented by course work in Police Science, Administration of Justice or a related field. Must successfully complete a POST approved academy.

### **SPECIAL QUALIFICATIONS:**

Must have a valid California, Class C, Driver's License with a good driving record. Perform the critical and important duties of the job. Must be at least 21 years of age, and possess uncorrected

vision of at least 20/100 in each eye, corrected to 20/30, and have normal color vision and hearing. Ability to pass a comprehensive background check, weight in proportion of height, be a United States of American citizen, permanent resident or have applied for citizenship are ongoing requirements of the job.

**WORKING CONDITIONS**

Work in emergency field situations; work in confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours