

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: August 2020

CLASS TITLE: Police Officer

JOB CODE:

WORKING TITLE: Officer

FLSA STATUS: Non-Exempt

REPORTS TO: Police Sergeant, Lieutenant, Captain, Chief of Police

HIRING STATUS: Career

JOB SUMMARY

To perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; and to perform investigative work. Provides protection of life and property, enforcement of laws and ordinances; conducting and overseeing investigations.

Direction is provided by a Police Sergeant, Police Lieutenant, Police Captain or the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The Police Officer is responsible for responding to priority and non-priority calls for service; this classification may also function as watch commander on an assigned shift.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Answer calls for the protection of life and property, and the enforcement of City, County, and State laws; patrol City in a patrol vehicle, off-road vehicle, bicycle or on foot; serve warrants and subpoenas.
- May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, deaths and other criminal incidents.
- Make arrests as necessary; interview victims, complainants, and witnesses
- Interrogate suspects; gather and preserve evidence; testify and represent Agency in matters relating to the investigation of crimes and the apprehension of the investigations conducted, and unusual incidents observed.
- While on patrol, 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.
- Arrest, search, and transport prisoners.
- Direct traffic at fires, special events, other emergency or congested situations.

- Administer first-aid as required.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
- Participate in special assignments.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent,; and possession of a P.O.S.T. Academy certificate within the last three years or employment as a Peace Officer in the State of California within the last three years; or be eligible to be certified as a police officer by POST prior to date of hire. Possess a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Current rules of evidence, State and local laws affecting the work of the department;
- Contemporary technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property;
- Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence;
- California Penal Code, department policies, rules, regulations and General Orders;
- Methods and techniques of conducting objective research;
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles;
- Local government institutions, governance, and service delivery responsibilities.

Ability to:

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Interpret complex and difficult situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Meet the physical, psychological and background requirements necessary to safely and effectively performed assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.
- Use and care for firearms.

- Prepare accurate and grammatically correct written reports
- Learn standard broadcasting procedures on a police radio system.
- Meet standards of physical stature, endurance, and agility established in the City.
- Use and care for firearms.
- Understand and carry out oral and written directions.
- Think and act quickly in emergencies, and judge situations and people accurately
- Learn, understand, and interpret laws and regulations.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

PHYSICAL DEMANDS

The physical demands described here are representative of those which 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 regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.