

CITY OF RIO VISTA

POLICE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the entry level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is responsible for performance of the more complex and difficult tasks, and the supervision of assigned law enforcement activities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant, or higher ranking position depending upon assignment. May provide technical supervision and training if serving in the Field Training Program or as assigned officer in charge.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Patrols assigned areas by car or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer in charge or in a variety of special program areas including K-9 programs, schools liaison, community resources, multi-agency task forces and administration.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains and processes evidence; takes written statements; prepares required

reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.

- Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to bloodborne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Officer**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent. Prior experience in law enforcement is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and certificate of completion of a Basic Police Academy certified by P.O.S.T. Specialized assignments may require additional P.O.S.T. certifications as necessary.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Operations and standard operating procedures of a Police Department; applicable federal, state and local laws, codes and regulations; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; technical aspects of law enforcement activities including juvenile programs, record keeping, automated records systems, search and seizure, code violations and care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment; methods and techniques of report preparation and writing; basic principles of law

enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; function with a significant degree of independence; learn and apply applicable laws, codes and regulations; meet standards for physical endurance, agility, health and vision; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.