

CITY OF MADERA

POLICE OFFICER I/II

*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 I** is the entry level class and the **Police Officer II** is the senior class in the Police Officer series. Both are responsible for performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. The Police Officer I is distinguished from the Police Officer II in that the Police Officer I is the entry-level description in the professional Police Officer series. The Police Officer I serves a twelve month probationary period and is expected to promote to the senior level Police Officer II classification after successful completion of probation.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a higher-ranking position within the Police Department. May provide technical supervision and training if serving in the Field Training Program.

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

- Patrols assigned areas by car, foot, motorcycle or bicycle; 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; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers first aid in cases of emergency; 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 or in a variety of special program areas including gang surveillance, community resources, K-9 programs, schools liaison, motorcycle traffic patrol, task forces, crime prevention and administration.

- May serve as a detective; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves and maintains evidence and property.
- Obtains 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.
- Performs public outreach and supports and furthers the principles of community oriented policing.
- 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. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard and utilizing tools such as handguns and rifles. 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. Incumbents must have the ability to lift, heft, push, pull and drag up to 160 pounds of dead weight.

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 I/II**. A typical way of obtaining the required qualifications is to possess

Police Officer I - a high school diploma or equivalent. Prior experience in law enforcement and successful completion of some college course work in criminology, police sciences or a related field is desirable.

Police Officer II - two (2) years prior experience in law enforcement in addition to the requirements of a Police Officer I

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of a Basic Certificate from 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; 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; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; perform physical requirements satisfactorily in all identified working conditions.

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; identify and mitigate safety hazards.