

## POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, a Police Officer protects persons and property, provides law enforcement, maintains order, controls traffic, prevents crime and juvenile delinquency, conducts investigations, handles jail and desk duties; performs related duties as required. Positions in this class are occupied by sworn police officers. Officers may be armed and may be assigned to work in uniform or plain clothes. Shift schedules may be changed periodically and job assignments may be rotated among patrol, traffic control, criminal and juvenile investigation and administrative services. The duties require initiative, resourcefulness, analytical skills and the ability to adopt a quick, effective and responsible course of action in emergencies. The work involves frequent contact with the public, often in situations where relations may be strained.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols an assigned area by car, motorcycle, or foot to observe, investigate, and report suspicious and hazardous conditions.
2. Apprehends and arrests law violators.
3. Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.
4. Investigates crimes, accidents, deaths and disturbances; gathers evidence; interviews, questions and takes statements from complainants, suspects and witnesses; completes case reports.
5. Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles.
6. Handles missing persons' cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.
7. Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws and issues citations.
8. Appears in court to present evidence and testimony.
9. Searches, guards, transports and assists in the booking and custodial care of prisoners.

10. Serves writs, warrants, subpoenas and other legal documents.
11. May be assigned to assist in conducting special studies related to the Police Department.
12. May be assigned to evidence, training, investigations or other administrative assignments.
13. Provides information and direction to the public and assists in developing community crime prevention programs.
14. May speak before business, school, civic and social groups.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and techniques of traffic control.
- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Self defense principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.

**Ability to:**

- Observe accurately and remember names, faces, numbers, incidents and places.
- Think and act quickly in emergencies.
- Judge situations and people accurately.
- Learn standard operating procedures of a police radio and keyboard terminals.
- Understand and interpret laws and regulations.
- Prepare clear, concise and comprehensive written reports.
- Achieve proficiency in self-defense techniques and the use and care of firearms.
- Follow oral and written instructions.
- Deal courteously and effectively with the general public.
- Show initiative, alertness, integrity and reliability.

**Education and Experience Guidelines**

**Education/Training:**

Graduation from high school or equivalent and must have completed a P.O.S.T. approved academy at time of appointment.

**License or Certificate:**

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire. A satisfactory driving record is one absent of misdemeanor convictions or multiple infraction convictions. Loss of a driver's license and/or an unsatisfactory driving record may result in employee discipline, up to and including termination.

**Criminal Record:**

Officers shall not have been convicted of any felony. A misdemeanor conviction may result in applicant disqualification and employee disciplinary action, up to and including termination. A complete background investigation will be conducted.

**Age:** 21 years at time of appointment.

**Citizenship:**

Must be a citizen of the United States or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a field setting, with some work in an office environment; travel from site to site; extensive periods of sitting in patrol vehicle; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; may be required to work evenings, weekends and holidays.

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POLICE OFFICER (CONTINUED)

**Physical and Mental Condition:** Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of a history of psychosis or psychoneurosis or other disabling defects. Must be able to perform the essential functions of the job. The Officer must complete physical, psychological and medical examinations, as a condition of hire.

FLSA: Non-Exempt

Revised: July 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.