



## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, performs law enforcement and crime prevention duties involved in the protection of life and property; performs traffic control and enforces state and local traffic regulations; performs a variety of technical and administrative tasks in support of law enforcement services and activities; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory staff. May receive technical and functional direction from an assigned Field Training Officer. May provide technical and functional direction to other officers as assigned.

### **CLASS CHARACTERISTICS**

This is the sworn, journey-level classification in the Police Officer class series with full arrest and citation powers under California Penal Code. Incumbents are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise.

This classification is distinguished from Police Officer Trainee in that the latter is the non-sworn, entry-level classification responsible for learning and becoming proficient in the understanding of law enforcement while attending a police training academy.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Assumes responsibility for the preservation of the public peace and the protection of life and property by preventing crime and enforcing all laws.
- Patrols an assigned area in an automobile, other vehicle, or on foot for the purpose of preventing criminal activity and enforcing traffic laws and regulations; issues citations and makes arrests as necessary; responds to calls for protection of life and property and performs enforcement duties.
- Conducts interviews with victims, complainants, witnesses, and suspects; searches crime scenes for evidence; collects, packages, and preserves evidence; testifies in court.
- Detects, pursues, apprehends, and arrests or detains persons involved in crimes or misconduct; confronts and arrests violent combative subjects; books and transports prisoners; serves warrants and subpoenas.
- Conducts preliminary or follow-up investigations; prepares reports on arrests made, activities performed, and unusual incidents observed.
- Directs traffic and/or performs crowd control during special events and in emergency situations.

- Perform field training officer duties as assigned.
- Coordinates and cooperates with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Actively develops and fosters community partnerships and demonstrates integrity and professionalism within the organization and community.
- Represents the City and the department in a courteous, professional manner.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures of modern law enforcement and operations.
- Use, operation, and maintenance of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, regulations, codes, and ordinances, criminal law, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Principles and procedures of police report preparation.
- Principles and practices of conflict resolution.
- Recent developments, current literature, and sources of information related to police science and public safety.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Understand, interpret, apply, and act in accordance with federal, state, department, and local policies, procedures, laws, and regulations.
- Gather, assemble, analyze, evaluate, and use facts and evidence; demonstrate keen powers of observation and memory.
- Analyze situations correctly and adopt quick, effective, and reasonable courses of action with regard to surrounding circumstances.
- Understand and carry out oral and written directions.
- Maintain accurate records and prepare clear reports and other written materials.
- Recognize dangerous situations and make sound, independent decisions; use good judgment and think clearly and effectively in all situations.

- Learn standard radio broadcasting procedures and rules, local geographic features and streets, and to read maps quickly and accurately.
- Properly use and care for firearms and other work-related equipment.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

#### **Pattern 1:**

Equivalent to graduation from high school, supplemented by 30 college-level semester units from a regionally accredited educational institution.

#### **Pattern 2 (Lateral Applicants Only)**

Equivalent to graduation from high school, supplemented by 30 college-level semester units from a regionally accredited educational institution;

**AND**

Current employment as a full-time, sworn peace officer in a California POST participating law enforcement department or agency **AND** one (1) year of full-time experience as a sworn law enforcement officer in a California POST participating law enforcement department or agency;

**OR**

Current employment as a full-time, sworn peace officer in another state **AND** one (1) year of full-time experience as a sworn law enforcement officer **AND** possess a Basic Course Waiver from the California Commission on Peace Officer Standards and Training (POST).

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certificate of completion from a POST approved California police academy.

- Lateral applicants only: Possession of a POST Basic Certificate or possession of a Basic Course Waiver from the California Commission on Peace Officer Standards and Training (POST).

### **PHYSICAL DEMANDS**

Must possess mobility to perform law enforcement officer duties and work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle in emergency situations and at high rates of speed to respond to calls for service; ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to maintain the required firearms qualification, read printed material, view a computer screen and to recognize and identify degrees of similarities or differences between characteristics of colors, forms, textures; be free from other visual impairments that would restrict the ability to perform law enforcement duties; audio-visual acuity, perception and discrimination sufficient to accurately hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles; hearing and speech to communicate in person, before groups, and over the telephone and radio; finger dexterity to operate standard office equipment, firearms, vehicles, radios, and computers, and access, enter, and retrieve data using a computer keyboard; the mobility as well as physical and mental strength and stamina to respond to emergency situations; the ability to frequently walk, stand, bend, stoop, kneel, reach, and push and pull objects; and occasionally lift, carry, push, and pull materials, objects, or people up to 165 pounds to perform the required job functions; Continuously wear utility belt or vest and other police equipment of 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in the field and frequently may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing laws, ordinances, and departmental policies and procedures. The duties of this class are performed in an environment with exposure to emergency situations, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be 21 years of age at time of appointment. Must be a United States citizen at time of appointment. Candidates must pass a thorough background investigation.

Must be willing to work emergencies as well as evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	May 1998
Revised	March 2022, May 2022
FLSA	Non-Exempt
Salary Schedule	RPOA/Range SP2