



CITY OF LAKEPORT

POLICE OFFICER I AND II

Job Description

DEFINITION

Under general supervision, patrols an assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; performs related work as assigned.

CLASS CHARACTERISTICS

This is a flex class. Positions are typically budgeted at the higher level, Police Officer II but are under-filled at the Police Officer I level until the incumbent acquires the full range of knowledge, skills and abilities required of a journey level Police Officer. The progression of a Police Officer I (entry level) to a Police Officer II (journey level) requires an evaluation of employee skill and performance levels by management.

Police Officers are assigned to any of a number of functional areas within the Police Department on a rotating basis.

ESSENTIAL FUNCTIONS

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.

Patrol and Traffic Safety

Patrols an assigned area during an assigned shift and looks for indicators of possible criminal activity or threats to life and property; answers calls for police services; enforces City, county, and state laws; makes field contacts and completes forms; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, suspected homicides, and other criminal incidents.

As a Motor Officer, patrols the City on a motorcycle or in a radar-equipped patrol unit; responds to calls related to traffic incidents and any other emergencies; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorists and enforces traffic safety laws.

Makes arrests as necessary; serves warrants and subpoenas; conducts searches and seizures involving people, vehicles and structures; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; receives, searches, and books prisoners; fingerprints and transports prisoners; testifies and presents evidence in court.

Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Writes reports and field notes; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicle, firearms, and other equipment.

Makes traffic stops and issues warnings, citations, or makes arrests as necessary; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents, provides emergency medical care as necessary, directs traffic and arranges for clearing of roadway, interviews drivers and witnesses and prepares reports; directs traffic at fire, special events, and other emergency or congested situations.

Assists the public and answers questions; administers first aid and responds to calls for medical assistance; establishes and maintains good relationships with the general public.

Investigator

Coordinates and conducts complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming and narcotics violations.

Participates in all normal enforcement activities including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Performs undercover and surveillance activities; interviews victims, complainants, witnesses and suspects; collects, preserves, and maintains evidence and property related to suspected crimes; serves warrants and subpoenas.

Prepares investigative reports and case information; files criminal cases with the District Attorney's Office and works with the District Attorney on case filings; provides testimony and evidence in court.

Answers questions from the public concerning local and State laws, procedures, and activities of the Department; develops and maintains good relationships with the public, including informants and contacts which may be helpful in criminal investigations.

Other Functions

As assigned, acts as training officer for new Police Officers; serves as field supervisor on individual calls requiring special attention; or conducts background investigations.

As assigned, makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serves as liaison to neighborhood watch groups and schools.

When assigned as a Canine Officer, cares for, maintains and trains a police dog; conducts demonstrations and raises funds to maintain program.

As assigned, serves as the School Resources Officer; teaches a variety of drug resistance classes; assists with student discipline and counseling; ensures that school district policies and school rules are followed; maintains statistical data on assigned programs; fosters a positive relationship between law enforcement, students and school staff.

May be assigned to direct, supervise and coordinate police officers when a supervisor is not available; assists in briefing and training new personnel; may be assigned to direct, train and coordinate police cadets, police explorers and/or volunteers.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and successful completion of a POST certified basic academy. One year of current full-time experience as a police officer in a California public agency is highly desirable.

Knowledge, Skills and Abilities

Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; Vehicle and Penal Codes; laws of arrest; search and seizure; rules of evidence; legal rights of citizens; court procedures.

Ability to communicate clearly and concisely, both orally and in writing; observe accurately and remember faces, numbers, incidents and places; establish and maintain effective relationships with the community; use and care of firearms and small equipment; think and act quickly in emergencies, and judge situations and people accurately; represent the City in a variety of meetings; learn, understand and interpret laws and regulations; prepare accurate and grammatically correct written reports; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; make clear and concise radio transmissions; understand and follow verbal and written directions; deal constructively with conflict and develop effective resolutions; work independently and demonstrate initiative; establish and maintain cooperative working relationships; meet the established physical requirements; meet Police Officer requirements contained in the California State Government Code.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of a P.O.S.T Basic Certificate, within two years of appointment.

Meet requirements or standards mandated by the California Government Code for a Peace Officer.

Receive satisfactory results from a background investigation, physical and psychological examination, drug screening and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY IV – PUBLIC SAFETY

DEFINITION

Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to insure the ability to carry out this responsibility.

CHARACTERISTICS

Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose every day duties, place high priority and demands on top physical fitness and agility.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.
Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces
Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level I = 38.6
CLASS RANGE NO.	Level II = 39.6
FLSA	Non-Exempt
ADOPTION DATE	12/12/2013
REVISION DATE	
APPROVED BY:	