

POLICE OFFICER

PURPOSE

Performs basic law enforcement and crime prevention duties including patrol, response to service calls, investigations, traffic control and report preparation; performs related and other work as required.

WORKING CONDITIONS

Positions in this class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work, and require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate to heavy lifting (from 25lbs-100lbs+), reaching, climbing, stooping, twisting, grasping, crawling, pulling and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

DISTINGUISHING CHARACTERISTICS

A Police Officer performs basic law enforcement and crime prevention duties under general supervision. Once the probationary period is completed, incumbents are expected to perform assignments without close supervision.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Patrols City in radio-equipped car and on foot to observe, investigate and report suspicious and hazardous conditions; and apprehends and arrests law violators.

Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.

Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.

ESSENTIAL JOB FUNCTIONS - continued

Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing person's cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.

Directs traffic, including regulation of vehicle flow at times of emergency, congestion, or special events; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.

Appears in court to present evidence and testimony in connection with criminal prosecution.

Searches, guards, books, fingerprints and transports prisoners.

Serves warrants, subpoenas, writs and other legal documents.

Checks buildings for physical security.

Operates radio-telephone communication equipment.

Administers first aid in emergency situations.

Provides information and direction to the public and assists in developing community crime prevention programs, and may speak before businesses, school, civic and social groups.

May be assigned to assist in conducting special studies of crime prevention, traffic control, or other Police Department problems.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports; of criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies; and rules of evidence pertaining to the search, seizure and preservation of evidence in traffic and criminal cases.

Ability to deal effectively and fairly with the public, department supervisors, administrators, and fellow officers; to demonstrate keen powers of observation and memory; to safely use and care for firearms; to think and act quickly and judge situations and people accurately; to understand, and apply laws and regulations; to communicate effectively both orally and in writing; to prepare accurate and grammatically correct written reports; to understand and carry out clear oral and written instructions; to establish and maintain cooperative and effective relationships with those contacted in the course of work; and to meet the physical requirements established by the department.

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade.

Experience:

None required

Other Requirements

License: A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

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. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height.

Hearing: The candidate shall have normal hearing acuity.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and be acceptably corrected to 20/30

Physical and Mental Condition: The candidate shall be of sound physical condition; in good health, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit; be of adequate physical stature, and possessing strength, endurance and agility demonstrable in tests of physical performance. The candidate shall be of good mentality and emotional maturity and free from history of psychosis or psychoneurosis, or other disabling defects, as demonstrable in pre-employment psychiatric testing.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with Dixon Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgment; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Spanish Speaking ability is highly desirable, but not required.