

## CITY OF TAFT

**CLASS TITLE: POLICE OFFICER**

**SALARY RANGE 45.2**  
\$1929.64 – \$2345.49 Bi-Weekly

### **BASIC FUNCTIONS:**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Police Chief or his/her designee.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents.

Summons ambulance and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

POLICE OFFICER CONTINUED

Prepares a variety of reports and records including crime reports, missing person reports, reports of investigation, field interrogation report, vehicle impoundment form, traffic hazard report, etc. Arrest reports, probable cause declarations, traffic accident reports, DUI reports, and other reports as needed.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advise from the City Attorney and District Attorney's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department policies.

**PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

**MINIMUM QUALIFICATIONS**

**Entry Level**

**General:**

(A) Must be 21 years of age at the time of employment.

(B) Felony convictions and disqualifying criminal histories are not allowed.

(C) Must be a U.S. Citizen or Resident Alien who obtains citizenship within three (3) years of appointment.

(D) Must be able to read and write the English language.

(E) Must be of good moral character and of temperate and industrious habits.

**Education and Experience:**

(A) High School Diploma or successful completion of the GED

**Necessary Knowledge, Skills and Abilities:**

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

(B) Some skill in operating the tools and equipment listed below.

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with peers, supervisors, and the public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

**Special Requirements:**

(A) Must possess, or be able to obtain by time of hire, a valid State of California Driver's License.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully performs the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Lateral Entry**

(A) Must be able to meet all Entry Level requirements listed above.

(B) Must have successfully completed the California P.O.S.T. Basic Academy or have successfully passed the Recertification Test.

**TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment.

## **WORK ENVIRONMENT**

The work environment, characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **SELECTION GUIDELINES**

City of Taft Application, rating of education and experience; oral interview and reference check; job related tests may be required including P.O.S.T. background investigation and an employee physical by the City physician.

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