



City of Bruno

CLASS SPECIFICATION

CLASS TITLE

POLICE OFFICER

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of professional law enforcement activities during an assigned shift, which may include police patrol, investigation, traffic regulation, crime prevention and public safety. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or higher-ranking officer.

EXAMPLES OF DUTIES

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

- Work 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.
- Work an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances.
- Has knowledge of and adheres to departmental procedures as outlined.
- Patrol 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.
- Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other criminal activity.
- Take appropriate law enforcement action.
- Interview and/or interrogate suspects, witnesses and victims; preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon medical assistance, ambulances and other law enforcement vehicles; take measurements and draw diagrams of scene.
- Conduct follow-up investigations of crimes committed during assigned shift; seek out and question victim, witnesses and suspects; develop leads and tips; search scene of crimes for clues; analyze and evaluate evidence and arrests offenders; prepare cases for giving testimony and testify in court proceedings.
- Prepare a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, Breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report.
- Undertake, understand and value the concept of community-oriented policing, and assist citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, and other related public service tasks.

- Participate in investigating criminal law violations, obtain evidence and compiling information regarding these crimes, prepare cases for filing of charges, testify in court, and related activities.
- Conduct patrol activities including directing traffic, investigate reported or observed violations of law, and conduct patrol activities.
- Conduct follow-up investigations as required or assigned.
- Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies, and obtain advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures, as needed and assigned.
- Maintain contact with police supervisory personnel to coordinate investigation activities provide mutual assistance during emergency situations and provides general information about department activities.
- Ensure proper maintenance of departmental equipment, supplies and facilities.
- Maintain contact with general public, court officials, and other City officials in the performance of police operating activities.
- May serve as a member of various employee committees.
- May be selected for assignment duty in areas such as Investigator, Support Services Officer, Traffic Officer, Canine Officer or other such assignment duty, which may be available.
- May train less experienced personnel.
- May provide direction to assigned reserve officers or citizen volunteers.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

- Law enforcement principles, procedures, techniques, and equipment.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to

- Learn the applicable laws, ordinances, and department rules and regulations.
- Operate a Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, mobile audio video equipment, first aid equipment and other police safety equipment as required.
- Exercise sound judgment in evaluating situations and in making decisions.
- Follow verbal and written instructions.
- Learn the City's geography.
- Frequently required to sit, drive, talk, hear, 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, taste and smell.
- Physically apprehend suspects.
- Occasionally lift and/or move more than 100 pounds.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Successfully pass a comprehensive law enforcement background process and meet all standards required by California Commission on Peace Officers Standards and Training (POST) and the City.

- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience

Entry Level

- At least 21 years of age
- No felony convictions or disqualifying criminal history
- U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.
- Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Of good moral character, as determined by a thorough background investigation.
- A high school graduate, pass the General Education Development test or other high school equivalency test approved by California Department of Education (CDE), or have attained a two-year, four-year, or advanced degree from an accredited or approved institution.
- Found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.
- Possess a Basic Certificate from California P.O.S.T. or be capable of obtaining a Proof of Eligibility (POE) from California P.O.S.T. pursuant to Penal Code Section 13510.1, prior to hiring.
- 2-year or 4-year degree in police science, law enforcement, criminal justice administration, public administration, or a related field is preferred.

Academy Graduate

- Meet all Entry Level requirements listed above; and
- Successfully completed a California P.O.S.T. Basic Training Police Academy within the past thirty (30) months from date of hire, or
- Must show proof of current enrollment in a California P.O.S.T. Basic Training Police Academy and must successfully complete academy prior to appointment.

Lateral

- Meet all Entry Level requirements listed above; and
- Currently employed as a full time paid, sworn police officer in good standing, or have been employed as a full time paid sworn police officer in a civilian governmental jurisdiction prior to application; or
- Possess valid California P.O.S.T. Basic Certificate or equivalent as approved by P.O.S.T.

Special Requirements

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

WORKING CONDITIONS

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 but can be loud in an emergency or field situation.

Category:	Journey - Technical
FLSA Classification:	Non-Exempt
Effective Date:	September 14, 2022