

## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and crimes; to enforce laws and ordinances, maintain order, protect life and property, detect and investigate crimes, and apprehend criminals; to serve as a role model of impeccable character, trustworthiness, and willingness to help and serve people in need; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Atwater Police Officers Association Safety Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is the working level Police Officer class, and the Police Officer is responsible for performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. Incumbents may be assigned to special assignments.

#### **Pre-Experienced:**

- Has successfully completed a POST-certified basic academy approved by the Atwater Police Department.
- Does not possess a POST Basic certificate.

#### **Non-Designated Level I Reserve Police Officer:**

- Currently meets the minimum training standards and employment qualifications set forth by POST for Non-Designated Level I classification.
- Within twelve (12) months of application, has successfully completed at least one (1) year with the Atwater Police Department Reserve Corps as a Non-Designated Level I Reserve Police Officer.

#### **Lateral Entry Police Officer:**

- Has successfully completed twelve (12) months of satisfactory continuous employment as a full time regular sworn Police Officer with a California law enforcement agency within one (1) year of application.
- Possesses a valid California POST Basic certificate.

### **REPORTS TO**

Police Sergeant or higher ranking officer.

### **CLASSIFICATIONS SUPERVISED**

May serve as a shift lead officer.

**ESSENTIAL FUNCTIONS**

*The following essential functions 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.*

In an assigned area utilizing a variety of patrol methodologies including but not limited to automobile, bicycle, and foot patrol, performs patrol on an assigned shift; responds to calls of service; conducts property checks on businesses and homes for burglary and other criminal activities; stops and questions suspicious persons; assists with a variety of emergencies; issues citations for violations of laws and ordinances; prepares reports of incidents and investigations on a computerized report writing system; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; serves warrants; may have responsibility for preserving evidence at the scenes of incidents and crimes; follows-up on investigations when assigned; appears in court proceedings when summoned; arrests, detains, transports, and has responsibility for the care and safety of detained persons; handles civil disputes and serves court orders; provides aid and support to other agencies; issues traffic citations and performs traffic control assignments; does accident investigations; performs a wide range of law enforce assignments; may perform a variety of special assignments as directed; may provide investigation and law enforcement guidance to students; and may serve as a shift lead officer, as needed. Performs essential functions while emphasizing community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, and while de-emphasizing the paramilitary aspects of the job.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX as well as radio communication system equipment.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Modern law enforcement methods, practices, and procedures including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.
- Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Geography of the City.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.
- First aid methods and techniques.

**Ability to:**

- Perform a wide variety of professional law enforcement work.
- Read, understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treating of those arrested.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Gather and organize data and information.
- Interview and secure information from witnesses and suspects.
- Prepare clear, comprehensive reports.
- Make independent judgments and adopt quick, effective, and responsible course of action during emergencies.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Atwater City Police Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Previous law enforcement experience is highly desirable.

**Pre-Experienced:**

- Successfully completed a POST-certified basic academy approved by the Atwater Police Department, or

**Non-Designated Level I Reserve:**

- Currently possesses a POST-certified Non-Designated Level I Police Officer status at time of hiring, and within twelve (12) months of application has successfully completed at least one (1) year with the Atwater Police Department Police Reserve Corps as a Non-Designated Level I Reserve Police Officer, or

**Lateral Entry:**

- Satisfactory continuous employment of at least twelve (12) months as a full time regular sworn Police Officer with a California law enforcement agency within one (1) year of application and possession of a current POST Basic certificate.

**SPECIAL REQUIREMENTS**

- Possession of a Basic POST certificate within twelve (12) months of employment.

**Education:**

- Equivalent to graduation from high school.
- **Pre-Experienced:** Proof of successful completion of a POST-certified basic academy approved by the Atwater Police Department, or
- **Non-Designated Level I Reserve Police Officer:** Proof of appointment and one (1) year service as a Non-Designated Level I Reserve Police Officer with the Atwater Police Department twelve (12) months prior to application submission, or
- **Lateral Entry Police Officer:** Proof of successful completion of twelve (12) months full time continuous service as a regular sworn Police Officer with a California law enforcement agency within one (1) year of application and possession of a POST Basic certificate.

**License:**

- Possession of a valid California driver's license.

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