

City of South San Francisco
Human Resources Department

Police Officer

Class Description

Definition

Under general supervision, performs law enforcement and crime prevention work; preserves public peace, protects life and property, prevents crime, enforces all laws and ordinances; participates in community relations and specialized programs; controls traffic flow, enforces State and Local traffic regulations; and does related work as required.

Distinguishing Characteristics

This is the entry- and journey-level classification in the police service encompassing all duties relating to a sworn peace officer classification.

Typical and Important Duties

1. Patrols an assigned area in radio-dispatched car on assigned rotational shift for the prevention and detection of crime and the enforcement of laws, regulations, and ordinances.
2. Responds to calls for the protection of life and property and the enforcement of City, county, and state laws; responds as dispatched to scenes of disorder, disaster, or crime to take appropriate action.
3. Conducts investigations of disturbances related to prowlers, burglaries, thefts, holdups, vehicle accidents, deaths, and suicides; make arrests as necessary.
4. Performs preliminary crime investigations.
5. Prepares reports of arrests made, investigations conducted, and illegal incidents observed.
6. Appears in court to present evidence and testimony during the presentation of cases and the prosecution of violators.
7. While on patrol, stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practice; issues citations; makes arrests as necessary.
8. Checks doors and windows in business establishments and in homes of citizens on vacation.
9. Assists in receiving, searching, booking, fingerprinting, and transporting prisoners.
10. May respond to calls from outside agencies for mutual aid in the suppression of civil disturbances.
11. Maintains contact with citizens regarding potential law enforcement problems; preserves good relationships with the general public.
12. Directs traffic at fires, special events, and other emergency or congested situations.
13. Administers first aid in emergency situations.
14. Understands and carries out safety policies; rules and regulations; properly uses safety equipment.
15. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Geography of the local area.

Ability to:

- Learn laws of arrest and pertinent local and state laws and ordinances.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Understand and carry out oral and written directions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural and man-made disasters.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.
- Learn standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental facilities, to exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using and carrying firearms.
- Using a personal computer and associated applications.

Age:

- Minimum of 21 years of age at time of Performance Examination.

Specific Attributes:

- Vision:
 - ◆ 20/100 correctable to 20/30, with adequate depth perception and color vision.

- ◆ If soft contacts are worn, there is not a limit on uncorrected distance visual acuity, provided soft lenses have been worn for at least six months prior to the physical examination.
- ◆ If you are employed pursuant to this accommodation, you shall be required to present periodic medical verification from an optometrist that you are a bona fide soft contact lens wearer.
- Height and Weight:
 - ◆ Proportionate. Must be in excellent physical condition.
- Personal Qualifications:
 - ◆ Of good character, reputation, integrity, reliability and judgment.
- Background:
 - ◆ Free from conviction of any crime determined to be a felony, or history of disabling psychological factors.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: None required.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person and over the telephone and radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

Work Environment: Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

Ability to: Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved: April 1994
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Former Titles:
Abolished:
Bargaining Unit: PA
ADA Review: 1994/95, 2003
DOT: No
Physical: Class 1
Status: Classified/Non-exempt
EEOC Category: EF4\EJ4
Job Code: C115 – Police Officer, C160 – Police Recruit

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. MAE
7. MAE
8. MDE
9. OAE
10. OAE
11. MDE
12. MAE
13. OAE
14. SDE