

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	POLICE OFFICER
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To provide complete law enforcement services and general public assistance; to actively seek out situations in need of police attention; to respond to calls for assistance; to protect life and property, preserve the peace and maintain public health and safety; and to uphold the laws of the City, State and Nation. May receive special assignments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Police Sergeants and general supervision from Police Administrators.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Reliable and dependable attendance and punctuality.
- Investigate and prepare comprehensive reports on accidents, offenses and damage to property.
- Patrol assigned areas to preserve law and order, prevent and discover crimes, and enforce traffic regulations; respond to calls and complaints involving traffic accidents, robberies, disturbances, and other misdemeanors and felonies and take necessary police action, including making arrests.
- Assist in emergency situations/rescues and emergency medical situations.
- Actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, investigate traffic accidents, as appropriate.
- Investigate crimes against persons and property; interview victims and witnesses, search for, collect, evaluate, and secure property and evidence; make arrests; prepare and maintain investigative case records; perform follow-up investigations as required by the District Attorney's Office.
- Provide testimony in court related to assigned duties.
- Answer questions and provide information to the public as appropriate; develop and assist with the implementation of community events; make educational presentations at local schools and community events.
- Investigate gang related activities; perform proactive gang related activities including probation and parole searches.
- Search, process, care for, and transport prisoners.

- Coordinate details with a wide variety of persons and agencies.
- Remain effective and competent through continuing education and training.
- Train and assist newly assigned personnel.
- Apprehends and confines stray, vicious or abandoned animals.
- Perform other related duties as assigned.

**Knowledge of:**

- Legal statutes related to police work.
- Police tactics, procedures and policies.
- Principles and practices of law enforcement organization, methods and techniques.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- The appropriate use of force.
- Standard broadcasting procedures of a police radio system.
- Pertinent local, State, and federal rules, regulations, codes and laws.
- Principles and practices of good customer service.
- Principles and practices of safety management.
- Modern office procedures, methods and computer equipment.
- Basic principles of business letter writing and report preparation, including English usage, spelling, punctuation, and grammar.
- Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

**Ability to:**

- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.
- Remain calm and focused during emergency situations.
- Competently use self-defense tactics and weaponry.
- Comprehend and apply complex laws and policies and procedures.
- Communicate clearly and concisely, both, orally and in writing.
- Exercise independent judgment.
- Safely drive and operate assigned vehicle.
- Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Maintain a physical condition and endurance equal to the needs of this position. This includes a full range of motion and physical abilities, including running, lifting, carrying, driving, armed and unarmed combat, etc.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wear utility belt and other police equipment of thirty (30) pounds; and intermittently carry weight of seventy-five (75) pounds or less.
- Establish and maintain a high level of integrity and trust.

- Work rotating shift assignments.
- Perform sworn law enforcement duties in actual law enforcement and crime prevention activities.
- Interpret and apply City law enforcement policies and procedures including Police Department general orders and related State and federal laws.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.
- Express himself/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels; before various public and community groups, and when testifying in court.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

- Must be age twenty-one (21) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Must possess a current California Peace Officers Standards and Training (POST) Basic Certificate or a current certificate of completion from a California POST accredited basic academy at the time of application.

10/21