

## POLICE OFFICER

### DEFINITION

Under general supervision, the Police Officer patrols the City's commercial, industrial, and residential districts; enforces laws and ordinances of the state of California and the city of Hayward, works closely with the community to preserve the peace and promote public safety; carefully documents own activities in written reports and statements; performs a wide variety of law enforcement assignments such as patrol, traffic control, criminal and juvenile investigation, radio communications, and administrative services; provides court testimony; investigates crimes such as burglary, robbery, assault, and disturbing the peace; assists firefighters and emergency medical technicians; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Work normally consists of routine police tasks performed according to Department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision. The absence of ongoing supervisory responsibilities distinguishes this class from the class of Police Sergeant.

### SUPERVISION RECEIVED

General supervision is provided by higher level officers.

### SUPERVISION EXERCISED

Provide occasional supervision to volunteers, reserve officers and professional support staff.

### ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Patrols the assigned area on foot or in patrol vehicle, makes routine security checks, inspects places of possible disorder and keeps alert to discover suspect circumstances or persons.

Operates a patrol car, motorcycle, or other vehicle

Responds to radio and telephone dispatches and appears at scene or disorder or crime.

Resolves disputes, admonishes individuals, responds to accidents and provide emergency first aid.

Arrests and cites violators of laws and ordinances.

Investigates calls and complaints.

ESSENTIAL DUTIES (continued):

Investigates traffic accidents.

Prepares and documents cases; write reports; serve warrants and subpoenas; and testifies in court.

Writes citations.

Investigates conditions hazardous to life or property.

Coordinates crime scene control; makes initial investigations of crimes and crime scenes.

Assists Detectives and other investigators in crime investigation.

Watches for suspicious cars, curfew violators and wanted persons.

Operates two-way radio equipment.

Takes fingerprints and photographs and processes evidence

Assists in booking and jailing prisoners.

Processes and transports prisoners.

Directs traffic.

Questions suspects and witnesses.

Provides information, directions, other services and assistance to the public.

Inspects patrol cars/motorcycles, equipment and weapons to ensure proper operation.

Prepares for and participates in planned events; stands and directs traffic at collision scenes and demonstrations; controls crowds; and cooperates with City, State and other agencies to secure areas at special events or crime scenes.

Participates in special details and assignments.

May serve as a field training officer.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic law enforcement terminology and concepts.

Public relations in law enforcement.

Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.

Safe vehicle operation.

Principles of first aid.

Ability to:

Learn principles, practices, procedures, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Read and interpret laws, ordinances, regulations and Department policies.

Analyze situations and adopt a quick, effective and reasonable course of action.

Drive a vehicle safely.

Write clear, concise and accurate reports.

Understand and follow oral and written directions.

Observe and accurately recall places, names, faces, descriptive characteristics and details of incidents.

Perform physical tasks inherent in the work of a Police Officer.

Be courteous but firm with the public when needed

React quickly and calmly under emergency and stressful situations.

Make sound decisions.

Develop skill in the use of a firearm.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform physically demanding tasks for extended periods of time.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year in a law enforcement agency within the last thirty-six (36) months and possession of a current Basic California P.O.S.T Certificate.

OR

Currently employed by a law enforcement agency and have successfully passed a field training officer (FTO) program, but have yet to be released from probation.

OR

Successful completion of a California Basic P.O.S.T approved academy within the past eighteen (18) months from date of application.

Education: High school diploma or equivalent. (Possession of an Associate's degree or Bachelor's degree from an accredited institution is desirable)

### Necessary Special Qualifications:

- Free of any felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code Para. 1031).
- Age, not less than 21 years at time of appointment.
- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Must meet all Department medical, physical and psychological standards.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, run and safely lift and move equipment and material weighing up to 45 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different

SPECIAL REQUIREMENTS (continued):

levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: Two (2) Years

P200 Police Officer

March 1969

Revised January 1974

Revised December 1974

Revised March 1986

Revised April 2012

Revised August 2018

EEO Code: 04

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

WP 8/17/83