

**POLICY TITLE:** Job Description – Police Officer  
**POLICY NUMBER:** 1510 (Revised 10/17/2018)

**1510.10 General Job Description** Must report directly to the Police Sergeant. Primary duties include:

Patrols in a radio equipped car

Answers calls for the protection of life and property

Assists in life saving and rescue procedures and reacts calmly in emergency and hazardous situations.

Responds to various emergencies

Enforces traffic and all applicable laws

Prevents and detects crimes

Maintains a public service approach towards the community

Makes house security checks

Maintains animal control

Investigates crimes and enforces all traffic and applicable laws

Prepares accurate and complete reports and preserves good relationships with staff and the general public

**1510.20 Prerequisite Qualifications.** He/she must be a citizen of the United States, shall have graduated from a California POST approved Basic Academy. Must possess physical health, strength, stature and agility necessary to meet the demands of police work, vision correctable to 20/20, uncorrected to 20/100, a valid California driver's license, free from criminal record, and be of good moral character.

Must have Working knowledge of police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports, first aid, criminal law procedures apprehension and arrest, custody of persons, search and seizure, collection and preservation of evidence, offensive and defensive weapons, basic self defense, interviewing and interrogation techniques, civil actions, understanding and interpreting applications of law, departmental policies and regulations, and related rules pertaining to police work.

**1510.25 Additional Desirable Qualifications.** Possession of EMT I or II certificate or paramedic certificate.

**1510.30 Salary Table.** Salary Range Scale available at the accounting office.

**1510.40 Essential Job Physical Demands:** Maintain a physical condition necessary to perform essential duties, as specified by POST certification. Activities may include effecting arrests; subduing resisting persons; chasing fleeing subjects; walking, running, crouching, or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; assisting in life saving and rescue procedures; walking, standing, or sitting for extended periods of time; operating assigned equipment and vehicles; effectively dealing with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of driving, natural and man-made disasters; maintaining effective audio-visual discrimination; and perception for making. Operation of telephone, two-way radio, fire arms, police vehicle for patrolling, computer and other related business machines, and access file storage facilities.

**1510.50 Environmental Demands:**

- Outside: Occasionally patrols out-of-office and directs traffic in a variety of weather conditions including, rain, snow and heat to +100 DEG F.
- Inside: Primarily works indoors in temperature-controlled environment.
- Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.
- Noise/Vibration: Business/office machines, use of fire arms.

**1510.60 Mental Requirements:**

- Reading: Ability to read laws and regulations, letters, reports, memos, messages, etc.
- Writing: Ability to write prompt, clear, and accurate reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn to use laptop computer and associated report software.
- Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Attention to Detail: High level concentration and attention to detail for extended periods of time.
- Repetition: Not a particularly repetitive job.
- Judgment: Ability to react quickly and calmly in emergency or hazardous situations and adopt an effective course of action. Ability to observe and remember facts and details of incidents and learn information through interview and observations. Ability to manage, prioritize work, and make decisions regarding the operation of services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.
- Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.
- Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.