

POLICE OFFICER SERIES

Definition:

Under general supervision performs sworn police duties in the prevention of crime and the enforcement of law and order; performs police patrol, investigation, traffic regulation, special assignments and other law enforcement activities and performs related work as required.

Class Titles

**Police Officer I
Police Officer II
Police Officer III**

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive.

Patrols assigned areas by car, foot, bicycle, or motorcycle.

Answers special calls to include investigation of burglaries and suspicious circumstances, robberies, thefts, felonies, other law violations and deaths.

Operates a variety of tools and equipment specific to law enforcement duties to include a police radio, radar gun, baton, handcuffs, handgun, various firearms, and other weapons as required.

Makes arrests and issues citations as needed.

Conducts initial and follow-up investigations.

Stops drivers operating vehicles in violation of the law and warns/cites drivers.

Serves warrants and subpoenas and testifies in court in connection with the prosecution of offenders.

Answers complaints regarding a wide variety of problems to include domestic disturbances, obnoxious animals, health code and local ordinance violations.

Takes custody of lost and found property.

Performs crowd control to include parade or riot work.

Takes crime prevention measures and assists in controlling problems of juvenile delinquency.

Submits complete reports on all cases assigned in regulation form or via a recording device.

Books prisoners into city or county jail and supervises their custody as needed.

Directs traffic when appropriate and administers first aid in emergency cases.

Operates a vehicle-mounted and/or a personal computer and uses applicable software.

Physically subdues individuals as appropriate and lifts and carries equipment and other items weighing 50 pounds or less and performs other strenuous activities.

Participates in training courses and programs.

Furnishes information and directions to the public.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Relieves superior officers as assigned.

Class Characteristics:

Police Officer I/II/III are each separate classifications within the Police Officer series and are multi-incumbent sworn positions in the Police Department with specific responsibility for law enforcement duties. Assigned duties require initiative and judgment over a wide range of situations. A Police Officer I shall advance to Police Officer II upon providing the necessary proof of meeting the requirements for Police Officer II. A Police Officer II shall advance to Police Officer III upon providing the necessary proof of meeting the requirements for Police Officer III.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Law enforcement principles, procedures, techniques, and equipment.

State and federal laws and regulations applicable to the area assigned.

English usage and grammar.

AND

Ability to:

Learn local/applicable laws and ordinances, City geography, radio codes and department rules and regulations.

Learn to operate a computer.

Operate a firearm.

Administer first aid.

Perform work requiring good physical condition and operate a firearm.

Understand and carry out oral and written instructions independently.

Communicate effectively orally and in writing.

Deal with complex, fast paced and volatile law enforcement situations.

Read and write at the level required for successful job performance.

Remember names, faces and details of incidents.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

Exercise self control and independent and sound judgment in emergency/hazardous situations and make quick, effective, and reasonable decisions according to the situation.

Write or dictate reports and correspondence and record data.

Mandatory Requirements:

Police Officer I

Graduation from high school, or recognized equivalent, as described in subdivision (e) of Section 1031 of the California Government Code.

Successful completion of a law enforcement academy approved by the Police Officers Standards and Training Commission (POST). Some public contact or law enforcement related experience is helpful but not required.

Must be a minimum of 21 years of age at time of appointment.

No less than 20/100 in each eye (unless soft contact lenses are worn) and correctable to 20/20 with no color impairment.

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays, and weekends to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Possession of the Basic POST (Police Officer Standards and Training) Certificate prior to the completion of the probationary period for this position.

Must be legally authorized to work in the United States by federal law.

Police Officer II

All the mandatory requirements for a Police Officer I plus:

Possession of an Advanced POST Certificate.

Completion of at least one year in one of the following specialty assignments: Motor, K9, Accident Investigation, Detective, Community Service, or Training (not FTO).

Has commenced his/her 15th year as a sworn law enforcement officer and at least his/her 10th year of sworn law enforcement experience with the City of Fullerton.

Possess an AA/AS degree or higher, or a high school diploma (or the equivalent) plus successfully complete at least 6 college credits in a job-related field.

Police Officer III

All the mandatory requirements for a Police Officer II plus:

Has commenced his/her 20th year as a sworn law enforcement officer and at least his/her 15th year of sworn law enforcement experience with the City of Fullerton.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. An incumbent drives a vehicle on City business, uses a computer, sits and stands for periods of time, walks and may run on slippery/uneven surfaces, climbs ladders and stairs, walks on ledges, jumps down from elevated places, kneels, crouches, twists, reaches, bends, crawls in confined spaces and grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 50 pounds on a regular basis. Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds. During the course of some tasks, an incumbent may be

exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards, vehicular traffic and smoke. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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