

## CITY OF SALINAS

## POLICE OFFICER

**BARGAINING UNIT/CLASS CODE:**  
SPOA / O11

### **DEFINITION**

Under direction, utilizes specialized training and equipment to protect life and property by enforcing laws and preventing crimes. Performs related special assignments and other work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry journey level classification in the City's sworn police officer series. Incumbents may enter the class either as a recruit, academy graduate or lateral status. Police recruits are entry-level positions with little or no related training or experience required. Recruits must complete a State certified Police Academy prior to appointment to probationary status as a police officer. Academy graduates and lateral entry police officers are appointed to full probationary status at time of hire. The police officer class is further distinguished from the police specialist class by the broader, more complex and supervisory assignments of the specialist class.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a sworn police supervisor. May exercise indirect supervision of the work of non-sworn and volunteer support personnel.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

**Patrol Division Assignment:** Operates a police vehicle, and/or walks a foot beat in patrolling an assigned area. Prevents crimes by communicating with and advising individuals and groups on residential and business district safety practices. Enforces State Penal and Vehicle Code Sections, and other state and local laws and regulations governing public safety. Responds to radio and telephone dispatches and handles activities at the scenes of crimes and other disorders. Investigates and prepares reports on arrests and impounded property. Contacts, questions, and interviews crime suspects, witnesses and other persons; searches and seizes contraband and other types of controlled property. Arrests, transports, supervises and assists in processing detainees and other individuals in custody. Trains in tactical and other departmental assignments, and performs related duties as assigned.

**Other Major Assignments:** Learns and implements investigative techniques and procedures. May conduct criminal, traffic, narcotic and vice investigations within the Department's Detective Division. Develops leads, apprehends and arrests suspects in connection with felony and misdemeanor crime investigations. Collects and preserves evidence. Patrols high incidence crime areas, utilizing undercover tools and techniques. Investigates and processes juvenile criminal offense matters. Performs community and public relations tasks to support Departmental crime prevention efforts. May perform the duties of Citizen Assistance Officer, as part of the City's and Police Chief's Community Oriented Policing Program. May operate a police motorcycle in the course of performing patrol duties as part of the Department's Motorcycle Unit. May perform the duties of a patrol officer in coordination with a trained canine partner, as part of the Department's Canine Unit. May perform crime prevention and investigation in middle and high schools in the Department's School Resource Program. Assists the Patrol Division as necessary and/or assigned.

### **PHYSICAL AND MENTAL CHARACTERISTICS**

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop,

**CITY OF SALINAS**  
**POLICE OFFICER (continued)**

reach overhead, climb over obstacles such as fences and walls while running in foot pursuit of a crime suspect; physical mobility sufficient to move in and out of a vehicle repeatedly, sprint from a stand-still; physical strength to carry 30 pounds of equipment on the body for period of at least ten hours per shift, occasionally lift more than 120 pounds, repetitively lift up to 100 pounds; physical stamina sufficient to sit and drive for prolonged periods of time, to carry 30 pounds of equipment worn on the body for ten hour shifts and to repetitively move in and out of a vehicle several times per shift; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions. Other physical requirements as described the P.O.S.T. Medical Screening Manual.

**WORKING CONDITIONS**

Depending upon specific assignment, this job is subject to hazardous and dangerous work conditions in the field that may include driving a police vehicle for ten hour shifts, occasionally at high speeds while in pursuit or in response to emergency situations. It also may include running for distances in excess of 100 yards while in foot pursuit of crime suspects, and working all weather conditions including rain, fog, wind, sun, and at night. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.

**QUALIFICATIONS**

**Knowledge of:**

City, State and federal laws, statutes, ordinances, and court decisions as pertinent to assigned duties. Police department policies, practices, regulations and procedures. Law enforcement and crime prevention principles, practices and techniques. Human behavioral theories, principles, methods and practices. Geographic layout and demographic characteristics of the City. Current methods and practices of criminal identification and investigation. Criminal law with particular emphasis on rules of apprehension, search, seizure, arrest and prosecution of persons. Narcotics investigation techniques. Departmental organization and the functions of the various Divisions.

**Ability to:**

Properly handle individuals exhibiting problem behavior, and situations presenting disorder and/or danger to self or others. Carry out orders from supervisors and other senior officers. Work effectively with a variety of co-workers and members of the public from a cross-section of educational and socio-cultural backgrounds. Demonstrate physical ability and stamina appropriate to perform the duties of the position.

**Skills to:**

Read and interpret complex technical documents, such as laws, ordinances and court decisions. Communicate verbally in a clear and concise manner. Write clear and comprehensive reports.

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade or GED.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_