

**City of Sebastopol
Job Description**

Job Title: Police Officer
Division: Public Safety
Department: Police Department
Location: Police Building
Labor Unit: SPOA
Shift: As Assigned
Reports To: Chief of Police
Prepared By: Chief of Police
Approved By: City Council
Approved Date: 01/01/2002
Revised: 11/17/2020
FLSA Status: Nonexempt

PURPOSE

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations and to do related work as required. Police Officers serve an eighteen (18) month probationary period.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Patrols the City in radio-equipped car and on foot to observe, investigate and report suspicious and hazardous conditions; and apprehends and arrest law violators.
- Responds to routine and emergency calls for protection of life and private property and the enforcement of City, County and State laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses, and completes case reports.
- Directs traffic, including regulation of vehicle flow at times of emergency, congestion, or special events; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.
- Collects and preserves evidence; Appears in court to present evidence and testimony in connection with criminal prosecution.
- Attends fire scenes to assist in the protection of life and property; administers first aid in emergency situations.
- Serves warrants, subpoenas, writs, and other legal documents.
- Prepares reports of arrests made, investigations conducted, and unusual incidents observed.
- Operates applicable radio communications equipment.
- Assists in booking and caring for prisoners.

- Provides information and direction to the public and assist in developing community crime prevention programs, and may speak before businesses, school, civic and social groups.
- As assigned may assist in conducting special studies of traffic or other police issues.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Other duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservations of evidence in traffic and criminal cases.

Ability to:

- Deal effectively and fairly with the public, department supervisors, administrators, and fellow officers. Demonstrate keen powers of observations and memory.
- Safely use and care for firearms.
- Think and act quickly and judge situations and people accurately.
- Understand, and apply laws and regulations.
- Communicate effectively both orally and in writing.
- Prepare accurate and grammatically correct written reports.
- Understand and carry out clear oral and written instructions.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Meet the physical requirements established by the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment and upon appointment, possession of certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.).

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: The candidate shall be of sound physical condition; in good health, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit; be of adequate physical stature, and possessing strength, endurance and agility demonstrable in tests of physical performance. The candidate shall be of good mentality and emotional maturity and free from history of psychosis or psychoneurosis, or other disabling defects, as demonstrable in pre-employment psychiatric testing.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Spanish Speaking ability is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate to heavy lifting (from 25lbs-100lbs +), reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.