

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICE OFFICER

Definition

Performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public.

Class Characteristics

This sworn law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field are included. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and is a problem-solver, and is highly motivated and able to motivate others. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

Supervision Received and Exercised

Receives general supervision from the Police Sergeant.

Requires no supervisory responsibilities.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Patrols the District in an assigned area in a radio dispatched automobile to secure life and property, observe situations and deter crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations, such as lock-outs, marking abandoned vehicles and performing vacation house checks.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations, as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and transports them for medical clearances and booking at a County facility as required.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigating and case development support.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Develops and maintains effective working relationships with the community, particularly the specific clients to which assigned, such as business owners or school-aged youth.
- Provides mutual aid to other law enforcement agencies in accordance with departmental policy.

Qualifications

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill to:

- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Enter information into a computer with sufficient speed and accuracy to perform the work.

Ability to:

- Observe and accurately recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Prepare clear, accurate and grammatically correct reports, records and other written materials.
- Make sound, independent decisions in emergency situations.
- Identify and be responsive to community issues, concerns and needs.
- Coordinate and carry out special assignments.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Equivalent to graduation from high school. Completion of an accredited police academy. Two years of college level course work in criminal justice and/or a related field is desirable.

Experience: Volunteer law enforcement experience is desirable.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions: Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all weather conditions.

Physical Demands: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, move individuals or objects weighing to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.