



Class Code: 316
WP Code: POLOFCR
Established: -
Revised: 11-18-93
EEO Code: PS

CLASS SPECIFICATION

City of Newark, California

POLICE OFFICER

POSITION DESCRIPTION

Nature of Work: Under general supervision, performs varied law enforcement duties to preserve public peace, protect life and property, prevent crime, and enforce laws and ordinances pertaining to public safety; provides advice and assistance to the public in their use of police and other City services; conducts crime investigations; and does related work as required.

Class Characteristics: This is a non-supervisory class which performs a variety of duties depending upon work assignments. Incumbents may be rotated or assigned to specific duties depending upon departmental needs. Work is performed in accordance with departmental rules and regulations; however, employees must be able to act without direct supervision and exercise independent judgment in meeting emergency situations.

Essential Duties: Patrols an assigned area for the prevention and detection of crime and the enforcement of laws, regulations, and ordinances; responds to radio messages or telephone instructions and investigates reported disorders, disasters, or crimes to take appropriate action; investigates and reports crimes, accidents, offenses, and damage to property; makes arrests and advises suspects of rights; prepares reports on arrests and property impounded; appears in court to testify regarding arrests and other law enforcement activities; searches and transports prisoners; reports abandoned or damaged vehicles; serves warrants; observes and reports conditions conducive to crime; interacts with other agencies in the collection of information, identification of criminal offenses and recovery of stolen property; provides information and assistance to the public; issues warnings and citations to traffic law violators and inspects vehicles; investigates traffic accidents; performs police duties at parades, processions, and sporting events; directs traffic; inspects crime scenes and questions witnesses; checks alibis of suspects and attempts to determine the validity of statements made; analyzes clues and information related to a crime to determine how it was committed; reviews modus operandi of known criminals in attempting to determine relationships between criminals and crimes under investigation; reports on the progress of investigations and prepares assigned cases for court; conducts special investigations and projects; makes public presentations to schools, businesses, and neighborhood groups and participates in community relations activities; may handle, train and care for an assigned police dog; maintains assigned equipment; maintains a level of physical fitness which meets job requirements.

POLICE OFFICER

QUALIFICATIONS

Knowledge of:

Principles and practices of police science and criminal law.

Modern crime investigation and criminal identification techniques, police patrol duties and laws governing the arrest and custody of prisoners, search and seizure, and rules of evidence.

Geography of the City of Newark

Ability or Skill to:

Analyze and interpret police problems and criminal evidence.

Prepare accurate reports.

Express ideas clearly and concisely both verbally and in writing.

Use of firearm, police equipment, and motor vehicles.

Perform prolonged and detailed investigations to gather pertinent facts and to coordinate collected data leading to the solution and disposition of criminal offenses.

Deal tactfully, but firmly, with offenders, suspects, and witnesses.

Maintain composure and take responsible action during stress situations.

Establish and maintain effective working relationships with other employees, other enforcement agency representatives, and the general public.

Make oral presentations, to express ideas clearly and concisely.

Gather and analyze evidence and to draw logical conclusions.

Obtain information through interview and interrogation.

Operate a computer terminal and specialized software applications related to police department activities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and disasters.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training and testing processes.

Education and Experience: High school diploma, GED, or California High School Proficiency Exam Certificate and successful completion of a Police Officer Standards and Training (P.O.S.T.) Certified Police Academy within three years prior to the date of appointment. Educational achievement equivalent to the completion of 60 semester credits at an accredited college or university is highly desirable.

POLICE OFFICER

QUALIFICATIONS

Special Requirements:

Possession of a valid Class C California Drivers License and satisfactory driving record.

U. S. citizenship or permanent resident alien who has applied for citizenship.

Age 21 by date of appointment

20/20 corrected vision in both eyes or 20/80 uncorrected vision (both eyes) for those wearing glasses or hard contact lenses. Uncorrected vision requirement may be waived for persons wearing soft contact lenses upon verification of vision stability.

Working Conditions: Work in emergency field situations; work in confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, body fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping, and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours.

Probationary Period: 18 months

FLSA: Non-Exempt