

## JOB DESCRIPTION



## POLICE OFFICER (Entry Level or Lateral)

### DEFINITION

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; and to do related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**)

- Patrol City in radio car and on foot; answer calls for the protection of life and property, and the enforcement of City, County, and State laws; may conduct both preliminary and follow-up investigations of reported criminal activity, deaths, and vehicle traffic accidents. (E-M)
- Respond to any emergency, utilizing exceptional physical abilities which include but are not limited to high speed driving, pursuing criminals while on foot, carrying injured persons, climbing fences and walls, overcoming physical resistance of uncooperative violent suspects, and directing traffic at emergency scenes, fires, and special events. Most of these requirements occur outside and may be in inclement weather. (E)
- Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court. (E-M)
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders. (E)
- Prepare reports of arrests made, investigations conducted, and unusual incidents observed. (E-M)
- Serve warrants and subpoenas. (E)
- While on patrol, stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary. Check buildings for physical security. Receive, search, book, fingerprint, and transport prisoners. (E-M)
- Administer first aid in emergency situations. (E)
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. (E)
- Work unsupervised as a solo unit in responding to emergencies. (E)
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform specialized investigative or detective work as assigned by the Director of Public Safety.
- Perform other duties as assigned.

### QUALIFICATIONS

#### Ability to:

- Observe accurately and remember names, faces, numbers, incidents, and places.
- Use and care for firearms.
- Think and act quickly and appropriately in emergencies, and assess situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.
- Handle stressful and possibly hazardous situations.
- Operate an automobile at high speed and during emergency conditions.

- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Overcome physical resistance when chasing or apprehending suspects.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility/gun belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.
- Stand for extended periods of time.
- Climb ladders, fences, or a wall, which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

**Education:**

High School diploma, or equivalent.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Must be eligible to legally possess and carry a handgun.
- Be in good physical condition, with weight in proportion to height.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- As a condition of employment, any person hired in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.
- **Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

**Additional Requirement for Lateral Entry Only:**

Possession of a California P.O.S.T. Basic Certificate or the successful completion of a certified P.O.S.T. Basic Academy prior to appointment date.

**Residency Requirement:**

All Police Officers shall be expected, within six months of hire, to establish residence allowing response to the station within 45 minutes of notification to report.

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