

# City of Watsonville

## Job Description



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<b>JOB TITLE:</b>	Police Officer	<b>DATE APPROVED:</b>	September 1994
<b>DEPARTMENT:</b>	Police Department	<b>DATE MODIFIED:</b>	September 2011
<b>REPORTS TO:</b>	Police Sergeant		
<b>SUPERVISION:</b>	Non-supervisory		
<b>EMPLOYEE UNIT:</b>	Police Officers Association		
<b>FLSA:</b>	Non-exempt		

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**JOB SUMMARY:** Under supervision, to perform a variety of duties involved in the law enforcement and prevention of crime; control traffic flow and enforce State and local traffic regulations; to perform investigative work; to provide a high level of customer service and integrate the community into policing activities; maintaining law and order; and do related work as required by use of vehicle, bicycle or foot patrols.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, any combination of the following:

- Patrols assigned area in radio car, motorcycle, or on foot for the prevention of crime and the enforcement of State and local laws and regulations; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, death, and other criminal incidents.
- Pursues and apprehends suspects; makes arrests as necessary; interviews victims, complainants and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.
- Enforces traffic laws; investigates traffic accidents; administers first aid and controls crowds.
- Processes custody paperwork, books evidence and personal; property; prepares, files, retrieves, and maintains documents and records systems; reviews warrants and restraining order papers for completeness and accuracy, serves warrants and subpoenas; issues citations; generates computer reports for information.
- Conducts pat searches of suspects; physically searches properties and vehicles for contraband, criminal activity, wanted subjects or evidence.
- Examines injured/wounded persons; examines dead bodies for wounds and injuries; examines unlocked businesses and dwellings for signs of illegal entry; examines suspicious or potentially dangerous objects.
- Analyzes, evaluates and inquires in order to survey and evaluate accident scenes and incidents to determine priority of required actions.

- Maintains close relationship with businesses and citizens with regards to policing concerns associated with community policing, after initial contact, follows up with citizens and businesses regarding incident status.
- Provides escort or traffic control during parades, funerals and special events.
- Processes and serves warrants; serves legal papers such as subpoenas, summons writs, notices, documents.
- Mediates confrontations with hostile or potentially hostile people and mediates interpersonal disputes; mediates family and civil disputes; controls hostile groups (e.g., demonstrators, rioters, bar patrons).
- Sketches accident and crime scenes; estimates vehicle speed using physical evidence and mathematical formulas or graphs; writes accurate reports consisting of several short descriptive phrases; records and communicates descriptions of persons and vehicles; summarizes in writing statements of witness, complainants, victims and subjects.
- Dusts and lifts latent fingerprints; makes fingerprint comparisons; fingerprints prisoners and other persons; uses various cameras and video apparatus along with associated equipment for video recording.
- Administers physical roadside sobriety and breathalyzer tests; uses chemical test kit to test for controlled substances; arranges for obtaining blood or urine samples for sobriety tests.
- Transmits and receives messages over police radio (e.g., patrol car, hand pack, or base station); requests back-up assistance in potentially hazardous or emergency situations; receives incoming calls from the public.
- Organizes and conducts lineups and photo lineups; writes and search warrants
- Administers CPR and mouth-to-mouth resuscitation; administers other first-aid techniques; operates resuscitator; controls bleeding
- Reads statutes, legal transcripts, reports, interoffice memos, teletype messages and training materials; stays informed on current laws and legislature affecting law enforcement; remains knowledgeable on department policies and adheres to them.
- Prepare and present legal testimony in court as designated investigating officer.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, custody of persons accused of misdemeanors and felonies.
- arrest tactics, baton tactics and self defense tactics.
- rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

### **Ability to:**

- make decisions independently.
- read and understand department rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- prepare clear, concise, and comprehensive reports.
- tactfully and effectively represent the Police Department in public contacts.

- review information to maintain a current knowledge of known criminals and criminal activity in areas; review rap sheet and M.O.'s of suspects.
- conduct surveillance, follow suspicious vehicles and persons, organize or participate in formal or informal surveillance of individuals or locations; operate assigned observation post to apprehend criminal suspect for long periods of time.
- engage in pursuit driving, according to policy, on open streets, roads or in congested areas in all types of situations; respond as back-up unit on crimes in progress; transport injured persons or arrested persons.
- identify from memory wanted vehicles or persons.
- communicate clearly and concisely, orally and in writing.
- train and learn other associated jobs in the Police Department, i.e. Records, Dispatch, Property, etc.
- work irregular hours including evenings, weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing issues.
- wear leather gear and associated equipment weighting 15-25 lbs. during duty hours.
- adequately maintain uniform and equipment.
- speak English/Spanish is highly desirable.

**Skill in:**

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.
- operating department vehicles safely.
- drawing weapon and firing with either hand; cleaning, servicing and storing weapons; firing other weapon as required or needed.
- wearing self contained breathing apparatus including gas mask.
- using a variety of police equipment including radar units and specialized communications and computer equipment.
- operating a computer and relevant software necessary to perform the requirements of the job.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors); ride a bicycle.
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.

- Work under physical and mental pressures in potentially hazardous situations.
- Work in a variety of weather conditions with exposure to the elements.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Experience:**

- High School Diploma or GED required, AA or AS degree preferred.
- Successfully complete City's Field Training Program

#### **Licenses/Certificates:**

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.

#### **Candidates:**

- Possession of a current academy completion certificate awarded by the California Commission on Peace Officers Standards and Training (P.O.S.T.).

#### **For Lateral Transfer Candidates:**

- Possession of a current basic law enforcement certificate awarded by the California Commission on Peace Officers Standards and Training (P.O.S.T.).

#### **Special Requirements:**

- Successful completion of background investigation (which includes but is not limited to: credit history, military, employment, and criminal records activity search), psychological examination, polygraph examination, pre-employment physical examination including audio screening and physical agility test.
- Within six (6) months of hire date, Officer must establish residence within a reasonable distance (30 minutes) of the Watsonville Police Building.
- Must be at least 20.5 years of age for testing process, and 21 years of age at the time of appointment.
- Vision correctable to 20/30 in each eye. Current POST vision guidelines must be met, including those for color, binocular, and peripheral vision.
- Weight in proportion to height.
- Meet standard of the pre-employment policy regarding illegal use or possession of drugs.
- Must be a U.S. Citizen or have applied for U.S. citizenship before application for Police Officer.