City of Watsonville
Job Description

JOB TITLE: Police Officer

DATE APPROVED: September 1994

DEPARTMENT: Police Department

DATE MODIFIED: September 2011

REPORTS TO: Police Sergeant

SUPERVISION: Non-supervisory

EMPLOYEE UNIT: Police Officers Association

FLSA: Non-exempt

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, summonses, 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 searches warrants.

Administers CPR and mouth-to-mouth resuscitation; administers other first-aid techniques; operates resuscitator; controls bleeding.

Reads statues, 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.
• Must 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.