

**CITY OF LATHROP**  
**POLICE OFFICER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs law enforcement and crime prevention tasks and duties related to the protection of public health, safety, and welfare; patrols an assigned area to ensure the enforcement of all applicable federal, state, and local laws; performs investigative work; and performs additional related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The **Police Officer** is an entry/journey-level class in the sworn Police class series in which incumbents are expected to independently perform the full scope of assigned law enforcement duties and responsibilities under general supervision. Incumbents may receive special assignments to Investigations, Traffic, or special taskforces. This classification is distinguished from the next higher class of Police Sergeant in that the latter is the first line supervisory class in the sworn police class series. This class is distinguished from the lower class of Police Trainee in that the latter is the non-sworn entry-level class in the series for the purpose of attending and graduating from the policy academy.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction and supervision from higher-level sworn personnel. Does not exercise supervision over staff unless assigned as a Field Training Officer.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Enforces State, County, and City ordinances and laws; patrols, either in a vehicle, bike, motorcycle, or on foot, an assigned area to prevent crime and maintain law and order; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, suicides, deaths, and other criminal incidents.
- Prepares and serves warrants and subpoenas; makes arrests for all criminal violations of law; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.
- Receives, searches, books, fingerprints, and transports prisoners.

- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Investigates suspicious vehicles or persons; observes for stolen cars; performs crowd control, parade, or riot work.
- Makes traffic stops and issues warnings, citations, or makes arrests; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents by interviewing drivers and witnesses; directs traffic and arranges for cleaning of roadway.
- Administers first aid and responds to calls for medical assistance.
- Prepares and submits written reports and field notes on all cases investigated; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicles, firearms, and other equipment.
- Establishes and maintains good relationships with the general public and works with the community to identify problems and solutions that may or may not be enforcement related.
- May participate in or be assigned to special programs such as crime prevention, investigations, Narcotics Task Force, SWAT, dog handler, and traffic investigator; also, may make presentations before a variety of public groups, and work as a member of the school resource programs (e.g., DARE team; school resource officer) as a rotating assignment.
- When assigned to Investigations, coordinates and conducts complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations; performs undercover and surveillance activities; interviews victims, complainants, witnesses, and suspects; collects, preserves, and maintains evidence and property found that is involved with suspected crimes; prepares and executes search warrants; prepares investigative reports and case information.
- When assigned as School Resource Officer, serves as law enforcement officer, law related counselor, and law related instructor for the Drug Abuse Resistance Education program at assigned school; supervises City-wide truancy sweeps; assists with special juvenile enforcement details; supervises security for school functions.
- When assigned as a Field Training Officer, trains new recruits and lateral police officers; documents trainee progress and prepare evaluations; serves as acting field supervisor as assigned.
- Perform other related duties and responsibilities as assigned.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from high school or equivalent and successful completion of a Peace Officer Standards and Training (P.O.S.T.) certified Police Academy. College level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Qualify for or possession of a valid California P.O.S.T. Basic Certificate or valid California P.O.S.T Basic Course Waiver upon completion of probation. Possession of, or ability to obtain, a valid CPR certification.

**Additional Requirements:**

Must be at least 21 years of age; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations, services, and standard operating procedures of a modern police department; the principles, methods, materials, equipment, and techniques of peace officers as well as staying abreast of recent developments, current literature, and sources of information on peace officers; vehicle and penal codes, as well as state and local traffic laws; laws governing search and seizure, admissibility and presentation of evidence, laws of arrest, crime scene procedures, and court procedures; principles and practices of community policing; Peace Officer Bill of Rights and its application; verbal/physical control tactics; use and care of firearms and other police equipment; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

**Ability to:**

Learn, understand, and interpret laws; prepare accurate and grammatically correct written reports; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously,

tactfully, and with respect for the rights of others; possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; demonstrate proficiency in the use and care of firearms; make clear and concise radio transmissions; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety

operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

### **Working Conditions**

Must be willing to work extended shifts or be called back in emergency situations and respond to 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 natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.