



**34009 ALVARADO-NIU
UNION CITY, CA 945
(510) 471-3232**

POLICE OFFICER

DEFINITION

Under immediate, then as proficiency increases, general supervision of a Police Sergeant or higher ranking official, incumbents in this classification perform and document varied law enforcement assignments through working assigned shifts in patrol or on specialty assignments and participating in training; perform related work as required.

EXAMPLE OF DUTIES

The duties presented represent a sampling of the work performed; they should not be construed as representing a detailed description of all of the duties performed by a Police Officer.

Patrol:

- Respond to emergency calls; administer first aide.
- Investigate reported crimes, suspicious activity, and traffic accidents.
- Investigate unattended deaths.
- Conduct the collection and preservation of evidence at crime scenes.
- Patrol assigned sectors in a marked vehicle to provide preventive and enforcement action.
- Assist citizens in distress and provide information regarding police function/operations.
- Quell domestic disturbances and other disputes.
- Initiate suspicious persons contacts and conduct field interrogations.
- Locate and apprehend persons for violations of statutes; arrange for booking, detention, and disposition of arrestees.
- Provide crowd, riot, and traffic control.
- Write reports which are accurate, clear, and concise.
- Testify in court.

- Respond to citizen inquiries and complaints both in an office environment and while on patrol.

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Traffic:

- Perform selective enforcement of traffic violations at identified problem areas; use radar.
- Conduct post storage hearings on towed vehicles and review complaints related to towing company activities.
- Review all collision reports.
- Conduct investigations for hit and run, injury, and fatal accidents including accident reconstruction.
- Plan, coordinate, and supervise special event traffic control.
- Advise and consult with City personnel on traffic issues.
- Present lectures and discussions to high school students.
- Conduct training for officers on changes in traffic law and reporting techniques.
- Hire, train, and supervise School Crossing Guards.
- Conduct inspections of commercial vehicles for safety, weight, size, and load violations.

Personnel and Training:

- Complete and manage the annual master training schedule.
- Maintain all departmental training records; ensure that mandated and departmental training is completed in an appropriate and timely manner.
- Obtain trainers and schedule in-house/departmental training activities.
- Act as a subject matter expert or assist in obtaining subject matter experts; suggest and assist in developing appropriate examination materials; suggest oral board members.
- Conduct background investigations; coordinate background investigations conducted by other officers.
- Arrange for psychological, polygraph, and physical examinations for new employees.
- Schedule police academy for new recruits; act as a liaison between the department and academy for recruits.

School Resource:

- Investigate and apprehend persons who commit crimes on campus.

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- Monitor gang activity as it related to criminal activity both on and off campus.
- Monitor bus stop and other campus areas where potential or ongoing problems exist.
- Act as the liaison between school staff and police department.
- Conduct formal presentations for students and staff; engage in informal discussions of law enforcement with students and staff.
- Coordinate and supervise security at school activities. Refer students to appropriate agencies for assistance.
- Coordinate and implement school fingerprinting program.
- Make home visits to truants; counsel students on minor law infractions.

Investigations:

- Investigate aggravated, serial, or major crimes; follow up on cases initiated by Patrol.
- Develop leads through informants, police sources, citizens, and/or evidence.
- Interview witnesses; interrogate suspects.
- Collect, preserve, and arrange for proper identification of evidence.
- Prepare and serve search and arrest warrants; conduct search and seizure assignments.
- Review reports for trends; identify suspects and crime patterns.
- Work with the District Attorney in reviewing and preparing cases for court.

MINIMUM QUALIFICATIONS

Education and Experience

To qualify for the Police Officer entry-level examination, the equivalent of a high school diploma and 15 semester units of college level work relevant to the knowledge and abilities.

Must pass a background investigation which meets the P.O.S.T.-mandated guidelines for Peace Officer Applicants.

Must be 21 years of age at appointment.

Must be in good physical condition and possess physical strength and agility to effectively perform the duties of the position.

Must meet all Department medical, physical and psychological standards.

Must have 20/30 corrected visual acuity (both eyes) or 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses.

In accordance with Government Code Section 1031 and 1031.5, to be appointed as a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship.

SPECIAL REQUIREMENTS

Ability to lift items weighing a minimum of 40 pounds; to walk, run over a sustained period of time and make sharp turns while running; clear objects by vaulting; to drag and pull objects; to subdue and control an individual weighing a minimum of 165 pounds; to hear a normal spoken conversation; to see objects and read both close up and at a distance; to work shifts of varying length; to handle firearms and potentially biologically contaminated items; to be exposed to the out-of-doors under varying climate conditions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

KNOWLEDGE AND ABILITIES

Knowledge Of:

Laws, ordinances, codes, and court decisions related to law enforcement; City and departmental policies and procedures; departmental orders and directives; social behavior; firearm safety and use; occupational hazards and safety; the English language including punctuation, spelling, and grammar; report writing; business math; problem solving techniques; intra/extra agency resources.

Ability To:

- Speak English clearly in person, over the radio, and on the telephone; convey instructions in a precise, firm, authoritative manner.
- Read, understand and interpret to others laws, ordinances, general and special orders, training bulletins, court decisions, and department directives, policies, and procedures; explain law enforcement activities to the general public.
- Exercise tact, self-restraint, and good judgement in working with a variety of people including agency personnel as well as the general public.
- Control groups of people in stressful situations.
- Use defensive equipment; enforce laws in a fair and impartial manner; conduct information gathering interviews.

- Put people at ease to gain their confidence and cooperation; deal effectively with people suffering from mental illnesses or in various emotional states (e.g. anger, hostility, humiliation); persuade individuals to follow an alternative course of action.
- Pursue suspects over widely varying terrain; locate and apprehend suspects; physically perform the duties of the job while wearing full uniform and equipment.
- Work various shifts; irregular hours, holidays, and weekends; handle stress and hazardous situations.

LICENSE AND OTHER REQUIREMENTS

Must have a valid California Class 3 Driver's license with a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.