



Job Description

Title:	Police Officer II	Created:	March 2008
Salary Level:	242	FLSA Status:	Non-exempt
Supervisor:	Sergeant	Supervises:	None
Job Family:	Police Officer	Bargaining Unit:	Police

JOB SUMMARY:

Upon successful appointment by the Chief of Police, serve as Field Training Officer and perform general patrol duties; to perform a variety of duties in the enforcement of law and order; and to carry out special assignments in the protection of life and property.

SUPERVISION RECEIVED/EXERCISED:

Receives direction and supervision from a Police Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Duties may include, but are not limited to, the following:
- Serve as Field Training Officer. In the absence of a Sergeant; provide guidance to sworn staff in the field.
- Receive complaints from the public; investigate nature of complaint and advise supervisor of situation, as necessary.
- Perform field-training activities for new employees; assess and evaluate skill level; provide special training in areas such as firearms and impact weapons.
- Perform the more complex fieldwork and investigations.
- Patrol City in radio-equipped car; answer calls for the protection of life and property, and the enforcement of city, county, and state laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, death, and other criminal incidents.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Investigate major crimes against property, persons, narcotics, and vice-related crimes.
- Gather evidence using a variety of methods and techniques, including taking photographs, lifting fingerprints, tracing movements, and talking with informants.
- Present information upon completion of investigations to the District Attorney's office for filing charges; appear in court, as directed. Serve warrants and subpoenas; file complaints; perform other work related to the processing of misdemeanor and felony complaints.
- Prepare reports on arrest, traffic violation, impounded property and other case reports.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Conduct surveillance of known suspected criminal activity.
- Attend meetings with civic groups; participate in and conduct public awareness/education programs at schools.
- May be assigned to perform detective duties.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
- Attend meetings, seminars, and training sessions as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

Position Title - Continued

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Train others.
- Observe accurately and remember faces, numbers, incidents, and places.
- Use and care for firearms, chemical agents, and baton.
- Think logically and act quickly in emergencies, and judge situations and people accurately.
- Understand and interpret laws and regulations.
- Meet the physical requirements established by the Department.
- Drive and handle a police vehicle under emergency, high-speed situations.
- Prepare and make presentations related to law enforcements efforts in the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Assigning, reviewing, and evaluating others work.
- Principles and practices of police methods and procedures.
- Principles and practices of criminal law and criminal procedure.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Principles and practices of self-defense.
- Interviewing and interrogation techniques.
- Pertinent laws, codes, regulations and statutes.
- City geography, noting streets, building locations.
- First aid techniques.

Education and/or Experience:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
- Five years of public safety experience equivalent to a Police Officer with at least two years with the City of Oakdale. Must successfully complete a minimum of two years in a Special Assignment or complete a success term of said assignment, which ever comes first; or be an instructor in a perishable skill as outlined in the POST Manual.
- Completion of forty-five (45) semester units from an accredited college or university. Sixty (60) semester units from an accredited college in the field of Police Science or general education is highly desirable.
- Every five (5) years of honorable military service will be counted as 15 college units.

Certificates, Licenses, Registrations:

Possession of, or ability to obtain a:

- Possession of a valid California driver's license;
- Possession of a P.O.S.T. Intermediate certificate.