

CITY OF WINTERS

POLICE OFFICER

DEFINITION

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 AND EXERCISED

Receives general supervision from the Police Sergeant and Police Chief.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrols City in radio-equipped car; answers calls for the protection of life and property, and the enforcement of city, county, and state laws; conducts both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, death and other criminal incidents.

Makes arrests as necessary; interviews victims, complainants and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.

Investigates major crimes against property, persons, child abuse and sexual assault, narcotics and vice-related crimes.

Gathers evidence using a variety of methods and techniques, including taking photographs, lifting fingerprints, tracing movements and talking with informants.

Presents information upon completion of investigations to the District Attorney's office for filing charges; appears in court, as directed.

Serves warrants and subpoenas; files complaints; performs other work related to the processing of misdemeanor and felony complaints.

Prepares reports on arrest, traffic violation, impounded property and other case reports.

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Police Officer (Continued)

EXAMPLES OF DUTIES

Checks buildings for physical security; reports street lamps or traffic signals that are not working; reports or removes traffic hazards.

Detains drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.

Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Conducts surveillance of known suspected criminal activity.

Attends meetings with civic groups; participates in and conduct public awareness/education programs at schools.

Maintains contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Directs and controls pedestrian and vehicular traffic at emergency or other congested traffic situations.

May serve as officer-in-charge in the absence of the shift commander.

May assist in training new officers in areas such as traffic enforcement, safety, report writing and policy procedures.

Attends meetings, seminars and training sessions as assigned.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Police methods and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies.

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Knowledge of:

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.

Ability to:

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.

Learn, 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 enforcement 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.

Experience and Education

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

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Experience:

No experience is required.

Education:

Equivalent to the completion of the twelfth grade.
Additional specialized training in criminal justice,
sociology or a related field is desirable.

License or Certificate:

Possession of, or ability to obtain, a basic P.O.S.T.
certificate.

Possession of, or ability to obtain, a valid California
driver's license.