

CITY OF LOS BANOS
Job Description

POSITION TITLE	POLICE OFFICER
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	PART-TIME
EMPLOYMENT LEVEL	STAFF

DEFINITION

To provide complete law enforcement services and general public assistance; to actively seek out situations in need of police attention; to respond to calls for assistance; to protect life and property, preserve the peace and maintain public health and safety; and to uphold the laws of the City, State and Nation. May be assigned as investigator, narcotics agent or special services officer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Police Sergeants and general supervision from Police Administrators.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Investigate and prepare comprehensive reports on accidents, offenses and damage to property.
- Patrol assigned areas to preserve law and order, prevent and discover crimes, and enforce traffic regulations; respond to calls and complaints involving traffic accidents, robberies, disturbances, and other misdemeanors and felonies and take necessary police action, including making arrests.
- Assist in emergency situations/rescues and emergency medical situations.
- Actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, investigate traffic accidents, as appropriate.
- Investigate crimes against persons and property; interview victims and witnesses, search for, collect, evaluate, and secure property and evidence; make arrests; prepare and maintain investigative case records; perform follow-up investigations as required by the District Attorney's Office.
- Provide testimony in court related to assigned duties.
- Answer questions and provide information to the public as appropriate; develop and assist with the implementation of community events; make educational presentations at local schools and community events.
- Investigate gang related activities; perform proactive gang related activities including probation and parole searches.
- Perform related duties as assigned.

EXAMPLES OF OTHER RELATED DUTIES

- Search, process, care for, and transport prisoners.
- Coordinate details with a wide variety of persons and agencies.
- Remain effective and competent through continuing education and training.
- Train and assist newly assigned personnel.
- Apprehends and confines stray, vicious or abandoned animals.

Knowledge of:

- Legal statutes related to police work.
- Police tactics, procedures and policies.
- Principles and practices of law enforcement organization, methods and techniques.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- The appropriate use of force.
- Standard broadcasting procedures of a police radio system.
- Pertinent local, State, and federal rules, regulations, codes and laws.
- Principles and practices of good customer service.
- Principles and practices of safety management.
- Modern office procedures, methods and computer equipment.
- Basic principles of business letter writing and report preparation, including English usage, spelling, punctuation, and grammar.
- Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

Ability to:

- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.
- Remain calm and focused during emergency situations.
- Competently use self-defense tactics and weaponry.
- Comprehend and apply complex laws and policies and procedures.
- Communicate clearly and concisely, both, orally and in writing.
- Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Maintain a physical condition and endurance equal to the needs of this position. This includes a full range of motion and physical abilities, including running, lifting, carrying, driving, armed and unarmed combat, etc.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wear utility belt and other police equipment of thirty (30) pounds; and intermittently carry weight of seventy-five (75) pounds or less.
- Establish and maintain a high level of integrity and trust.
- Work rotating shift assignments.

- Perform sworn law enforcement duties in actual law enforcement and crime prevention activities.
- Interpret and apply City law enforcement policies and procedures including Police Department general orders and related State and federal laws.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.
- Express himself/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels; before various public and community groups, and when testifying in court.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Must possess a current California Peace Officers Standards and Training (POST) Basic Certificate or a current certificate of completion from a California POST accredited basic academy at the time of application.

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