

	<p style="text-align: center;"><b>POLICE OFFICER</b></p> <p style="text-align: center;">FLSA Status: Non-Exempt</p> <p>Permanent Full Time <span style="float: right;">Compensation Range: 28</span></p>	
<p style="text-align: center;">CITY OF NEVADA CITY</p> <p style="text-align: center;">April 2022</p>	<p>Reports to:</p> <p style="text-align: center;">Police Sergeant</p>	<p>Unit:</p> <p style="text-align: center;">Police Officers Association</p>

**DEFINITION**

Under general supervision, performs law enforcement and crime prevention duties involved in the protection of the lives, property and rights of citizens; performs traffic control; patrols the city; responds to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals, enforce state, federal and local laws; and perform a variety of technical and administrative tasks in support of law enforcement services and activities; and performs other duties as assigned.

**EXAMPLES OF DUTIES**

- Assumes responsibility for the preservation of the public peace and the protection of life and property by preventing crime and enforcing laws.
- Patrols the city in an automobile or other vehicle, or on foot for the purpose of preventing criminal activity and enforcing traffic laws and regulations; issues citations and makes arrests as necessary, respond to calls for protection of life and property and performs enforcement duties.
- While on patrol, stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices, issue citations and make arrests as necessary; check buildings for physical security.
- Conducts interviews with victims, complainants, witnesses, and suspects; searches crime scenes of evidence; collects, packages, and preserves evidence, testifies and present evidence in court.
- Detects, pursues, apprehends, and arrests or detains persons involved in crimes or misconduct; confronts and arrests violent combative subjects; books and transports prisoners; serves warrants and subpoenas.
- Conducts preliminary or follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, death and other criminal incidents, interview victims, complainants, witnesses and suspects; prepares reports on arrests made, activities performed, and unusual incidents observed.
- Directs traffic and/or performs crowd control during special events and in emergency situations.

- May perform field training officer duties as assigned.
- Coordinates and cooperates with outside agencies, other law enforcement agencies and organizations to provide information or assistance as needed.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Actively develops and fosters community partnerships and demonstrates integrity and professionalism within the organization and community.
- Actively engages in community –based policing and collaborative problem solving in order to build trust and familiarization between law enforcement and community residents.
- Represents the city and the department in a courteous and professional manner.
- Administer first aid and CPR.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Community based policing, intelligence-led policing and other similar practices used to develop relationships with the community in order to best identify and solve public safety problems.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation.
- Protection of life and property, pursuit, decisions and departmental rules and regulations.
- Techniques for communication in person and over the telephone with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds to solve problems and often when relations may be confrontational or stressed.
- Courtroom procedures and techniques for testifying.
- Safety practices, use, operation, and maintenance of equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Pertinent federal, state, and local laws, regulations codes and ordinances criminal law codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing police department activities.

- Principles and procedures of police report preparation.
- Principles and practices of conflict resolution.
- Recent developments, current literature and sources of information related to police science and public safety.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Computers and software programs to conduct, compile and/or generate documentation.
- Modern equipment and communication tools used for business functions and program, project and task coordination.

**Ability to:**

- Physically pursue and capture wanted persons.
- Observe gather, assemble, analyze, evaluate, and use facts and evidence; demonstrate powers of observation and memory for names, faces, numbers, incidents, and places.
- Think and act quickly in emergencies and judge situations and people accurately by analyzing situations correctly and adopting quick, effective, and reasonable courses of action with regard to surrounding circumstances.
- Recognize dangerous situations and make sound, independent decisions; use good judgement and think clearly and effectively in all situations.
- Learn, understand, and interpret laws and regulations.
- Learn standard radio broadcasting procedures and rules, local geographic features, and streets and to read maps quickly and accurately.
- Prepare and maintain accurate and grammatically correct written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Proper use and care of firearms and other work-related equipment.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

**EDUCATION AND EXPERIENCE REQUIRED**

- Equivalent to graduation from high school and or an educational level as prescribed by POST.
- An Associate's or Bachelor's degree preferred.

### **LICENSES AND CERTIFICATIONS**

- Possession of a valid California driver's license and a satisfactory driving record.
- Certificate of completion from a POST approved California police academy.
- Lateral applicants: Possession of a POST Basic Certificate or possession of a Basic Course Waiver from POST
- Possession of, or ability to obtain, valid CPR and first aid certificates.
- ADDITIONAL STATE OF CALIFORNIA REQUIREMENTS (CA GOVERNMENT CODE §1031 and 1031.5)
- Be at least 21 years of age.
- Be a citizen of the United States; or be a permanent resident alien and have applied for citizenship.
- A person who has not obtained citizenship within three years after application for employment due to non-cooperation with the government agency processing the citizenship application, or a person who has been denied citizenship, is disqualified from being or becoming a police officer.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds; mobility to perform field work, stand, walk, bend, twist, kneel, squat, climb, push and pull materials, objects or people up to 165 pounds to perform the required job functions; occasionally lift, move and/or carry weight of up to 100 or more pounds; walk, stand or sit for long periods of time, including driving; safety operate a motor vehicle; strength and stamina to perform law enforcement duties, including making arrests. Continuously wear utility belt or vest and other police equipment of 30 pounds.

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances as well as outdoors in environments that may have higher than normal noise levels, may work near moving mechanical parts, in precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals extreme cold, extreme heat and vibration.

## **OTHER REQUIREMENTS**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

There will be mandatory training throughout the course of employment.

**NOTE:** All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*