



CITY OF CALEXICO

CLASS TITLE: POLICE OFFICER

MONTHLY: \$5,090 - \$7,242 RANGE: PN-12

BASIC FUNCTION:

Under the direction of a Police Sergeant, perform police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of Calexico; respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce the laws and ordinances of the City; perform booking procedures; control traffic flow and enforce local traffic regulations; perform a variety of specialized duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of police protection and other services to enforce the laws and ordinances of Calexico and safeguard the lives, property and constitutional rights of citizens; patrol and enforce State of California borders.

Drive patrol vehicle in an assigned area, observing for conditions and activities in which there appears to be potential or actual harm to persons or property, disruption of public order, or any other violation of law; conduct residential and commercial security surveys; apprehend and arrest persons suspected or convicted of committing crimes.

Investigate criminal complaints to determine case validity and able to be prosecuted by the City Attorney or County Prosecutor; observe, interview and interrogate victims, witnesses and suspects.

Respond to a wide variety of calls from citizens in need of first aid, information and general assistance; provide direction or information to individuals or groups for the purpose of preventing, subduing or alleviating harmful, dangerous or illegal situations.

Enforce traffic laws; issue citations and make arrests as necessary; investigate accidents and determine causes; document occurrence, provide for injured parties and provide traffic control; respond to complaints regarding abandoned vehicles, parking or other traffic-related issue.

Provide first aid and rescue services at crime scenes, accidents and other emergency situations.

Respond to observed or reported suspected or actual harmful or illegal conditions or activities through investigating activities or taking appropriate action required for preventing, subduing or alleviating such conditions or activities.

Prepare formal descriptive reports of, and provide testimony about potentially, suspected, or actually harmful or illegal conditions or activities, and of actions taken in response to such conditions or activities, for use by the department and other public agencies.

Communicate with other City personnel, law enforcement agencies and health care providers to coordinate efforts, resolve problems and exchange information.

Prepare accurate and detailed investigative reports; complete a variety of forms and issue citations as appropriate; testify in court concerning investigations conducted and arrests made in the course of assigned duties.

Conduct crime scene investigation including photography, evidence gathering and measuring; prepare cases for trial including preparation of evidence, photographs, and documents; present material in court as necessary.

Utilize and maintain a variety of specialized equipment such as firearms, police vehicles, radios, baton, handcuffs, flares and others according to established procedures; utilize a computer in preparing investigative reports, including sketches.

Participate in or provide training and instruction of specialized police duties as directed; participate in various in-service training programs and conduct law enforcement classes in schools.

Provide instruction in schools and the community regarding crime prevention and other law enforcement subjects; learn and implement prescribed programs such as DARE in school classrooms; make presentations to community groups as necessary including parents, clubs and special interest groups.

Maintain proficiency in driving and the use of firearms.

OTHER DUTIES:

Apprehend traffic violators, issue citations and warnings; test and book offenders.

Conduct background investigation of offenders as necessary including detailed checks of automated information; research cases and develop investigative strategy.

Perform surveillance duties as assigned.

Provide assistance to other officers as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures used in police work.

State, County and City laws and ordinances.

Geography of the City and specific areas of assignment.

Rules of evidence and laws of arrest.
Operation of a variety of specialized police vehicles and equipment.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy,
Basic first aid procedures.

ABILITY TO:

Exercise independent discretion when responding to emergencies.
Protect the lives, property and constitutional rights of the citizens of Calexico.
Prepare clear and concise reports.
Present evidence and testimony in court.
Maintain current knowledge of the law and modern law enforcement techniques.
Respond to crime and emergency scenes and take immediate and appropriate action.
Maintain proficiency in driving and in the use of firearms in accordance with departmental guidelines.
Analyze situations accurately and adopt an effective course of action.
Participate in specialized programs and assignments to support police-related activities and community relations.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and work within scope of authority.
Establish and maintain cooperative and effective working relationships with others.
Observe legal and defensive driving practices.
Comply with safety standards and regulations.
Perform duties requiring physical endurance in running, climbing and lifting.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or GED.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of law enforcement academy training approved by the California Peace Officer Standards and Training (P.O.S.T. Basic Police Academy or P.O.S.T. Basic Certificate) and field training provided by the Calexico Police Department before completion of probationary period.
Valid California driver's license.
Successful completion of physical examination.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Emergency call-out.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and over the radio.

Climbing stairs, ladders and over obstacles.

Walking, sitting, standing or running for extended periods of time while conducting searches.

Seeing to conduct surveillance.

Dexterity of hands and fingers to operate specialized equipment and firearms and perform searches.

Bending at the waist, kneeling or crouching.

Lifting, carrying or dragging heavy people or objects while performing arrests, rescue or general patrol functions.

Heavy physical labor.

HAZARDS:

Exposure to possible fights and confrontations.

Contact with dissatisfied, hostile or abusive individuals.

Driving a vehicle during adverse weather conditions.

Explosives and guns.

Smoke and fumes inhalation and toxic gases.

Exposure to hazardous body fluids and people with unknown medical conditions.

Working at heights.

Extreme weather conditions.

Working in confined spaces.

Falling objects.

Various immediate dangers to life or health.