



## JOB DESCRIPTION

### Police Officer/Police Officer Trainee

Date Prepared: April 2015

Job Class: 4030

**SUMMARY:** Under basic supervision, provides swift, skillful, professional, responsive, and courteous police services for the Vernon Police Department (VPD); responds to calls for service, enforces laws and ordinances, and maintains peace and safety in the residential and business communities; basic duties include patrol, interventions, investigations, and traffic regulation.

**DISTINGUISHING CHARACTERISTICS:** -- Police Officer is the experienced sworn public safety designation; working under basic supervision, and performing a variety of skillful, professional, specialized and complex duties. Police Officer Trainee is the entry level non-sworn designation assigned solely to step one of the Police Officer salary range.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and federal laws, and City regulations; performs work according to VPD policies to enforce laws, preserve peace, solve problems, and provide for a safe residential and business environment through community policing; duties will vary according to job assignment.
- Provides community-oriented police services, and improves the quality of life in partnership with the community; works with citizens to address the issues of safety, crime, and neighborhood problems; assures citizens are treated with courtesy and respect for individual liberties.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Patrols the City, looking for unusual and suspicious activities and persons; recognizes criminal activities and suspects, and uses reasonable cause to stop vehicles and initiate contact with persons of interest.
- Responds to emergency and non-emergency calls for service; investigates, documents, and resolves citizen complaints, traffic incidents, crimes, and dangerous and illegal activities; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security for emergency services personnel.
- Responds to citizens' requests for assistance, enforces traffic regulations and safety issues, apprehends violators, and assures public safety; applies laws and regulations fairly and consistently.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence; arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork; testifies in court as directed.
- Maintains VPD vehicle and equipment according to Department standards.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and federal, state, and local law enforcement organizations.
- Performs specialized functions in areas of expertise, including training, D.A.R.E., canine, and other special enforcement, assessment, surveillance, intervention, and investigative teams.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

**Police Officer:** High School Diploma or GED equivalent; AND completion of training and Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST), and Basic POST certificate.

**Police Officer Trainee:** High School Diploma or GED equivalent.

### **Knowledge of:**

- City and VPD policies and procedures.
- City, county, state, and federal civil and criminal laws, regulations, codes, and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Basic law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Basic law enforcement management principles, practices, and trends.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Exercising controlled discretion and mediating difficult situations.
- Remaining alert at all times, and reacting quickly and calmly in emergency situations.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

**Police Officer:** A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST), and Basic POST certification. Upon hire must participate in and successfully complete a minimum of 19 weeks of Field Training. Additional technical training and certifications may be required.

**Police Officer Trainee:** A valid California State Driver's License is required. Must obtain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST) and must receive a POST Basic Certificate within one year of initial employment. Upon hire must participate in and successfully complete a minimum of 19 weeks of Field Training. Additional technical training and certifications may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field on patrol; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons; must maintain a level of physical fitness to meet VPD standards.