

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Police Officer (Reserve)

Pay Class: 1 Reserve Police

FLSA Non-Exempt

DEFINITION

Under general supervision of the Chief of Police, is responsible for day-to-day quality assurance in serving and protecting the citizens of Coalinga including but not limited to law enforcement, crime prevention, traffic flow and enforcing state and local traffic regulations; and completes other related work as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Patrols the City in a radio car or on foot.
- Performs as a traffic officer, juvenile officer, investigator, and school resource officer.
- Investigates crimes.
- Apprehends law breakers.
- Transports prisoners to City and County jail.
- Serves warrants.
- Provides assistance to officers from other law enforcement agencies.
- Watches for disturbances and suspicious activities.
- Answers calls and investigates complaints.
- Secures evidence.
- Testifies in court.
- Books, fingerprints and photographs prisoners.
- Writes detailed and accurate reports of police duties and activities during each shift.
- Performs other required duties relative to police work.

DESIRABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university.

P.O.S.T Basic Police Academy Certification or Certification per CA Penal Code Section 832.6(a)(2) or 832.6(a)(1) must be obtained by time of appointment.

Experience: No former law enforcement experience required.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSA's necessary to perform essential tasks of the position.*

Knowledge of: Familiarity with police methods and objectives; interest and enthusiasm for police work.

Skill and Ability to: Deal courteously with the public and work cooperatively with others; be alert and use good judgment; obtain a standard first aid/ Cardio Pulmonary Resuscitation (CPR) certificate; learn standard broadcasting procedures of the police radio system; learn laws of arrest pertinent to local and state laws; learn the use and care of firearms.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public; willingness to follow a prescribed routine and to work as assigned.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: _____
Marissa Trejo, City Manager Date