

**City of Sebastopol
Job Description**

Job Title: Police Officer
Division: Public Safety
Department: Police Department
Location: Police Building
Shift: As Assigned
Reports To: Police Chief
Prepared By: R. Puccinelli
Approved By: City Council
Approved Date: 01/01/2002
FLSA Status: Nonexempt

SUMMARY

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols an assigned area in police vehicle, on bicycle or on foot; answers calls for protection of life and private property and the enforcement of City, County and State laws; as assigned, conducts preliminary or follow-up investigations of prowlers, burglaries, thefts, holdups, accidents, deaths and other disturbances; directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws and issues citations; issues tickets for parking violations; collects and preserves evidence; testifies in court in connection with criminal prosecution; attends fire scenes to assist in the protection of life and property; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted and unusual incidents observed; operates headquarters' radio communications equipment; assists in booking and caring for prisoners; gives information and directions to the public; as assigned may assist in conducting special studies of traffic or other police problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid California Driver's License.

OTHER QUALIFICATIONS

Ability to: Observe accurately and remember names, faces, numbers, incidents and places; use and care for firearms; think and act quickly in emergencies and to judge situations and people accurately; understand and interpret laws and regulations; follow oral and written directions; prepare clear, concise and comprehensive written reports; deal courteously and effectively with the general public; meet standards of adequate physical stature, endurance and agility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; in outside weather conditions; and with explosives and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.