

City of South San Francisco  
Human Resources Department

**Police Officer**  
Class Description

**Definition**

Under general supervision, performs a variety of sworn law enforcement and crime prevention duties involved in the preservation of public peace, protection of life and property, and enforcement of laws and ordinances; investigates a variety of crimes; participates in community relations and specialized programs; and performs related work as required.

**Distinguishing Characteristics**

This is the entry through journey-level classification in the police service encompassing all duties relating to a sworn peace officer classification. Positions are expected to learn sworn law enforcement duties assigned to the class, progressing to the full journey-level, capable of performing duties independently.

**Typical and Important Duties**

1. Patrols an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.
2. Responds to calls for service in the protection of life and property and the enforcement of City, county, and state laws; responds as dispatched to scenes of disorder, disaster, or crime to take appropriate action.
3. Conducts investigations of crimes against persons and property including the collection and preservation of evidence, interview of suspects, witnesses and victims, and performance of follow up investigations; makes arrests as necessary.
4. Prepares reports of arrests made, investigations conducted, and illegal incidents observed.
5. Appears in court to present evidence and testimony during the presentation of cases and the prosecution of violators.
6. Patrols and stops drivers in the enforcement of traffic and parking violations; conducts accident investigations while taking safeguards to prevent further accidents; issues citations.
7. Performs security checks at business establishments and homes of citizens on vacation.
8. Assists in receiving, searching, booking, fingerprinting, and transporting prisoners.
9. May respond to calls from outside agencies for mutual aid in the suppression of civil disturbances.
10. Maintains contact with citizens regarding potential law enforcement problems; preserves good relationships with the general public.
11. Patrols, locates and responds to quality of life checks to identify and resolve blight within the City.
12. Directs traffic at fires, special events, and other emergency or congested situations.
13. Attends, participates and represents the department at a variety of community, public and school

- events, building and maintaining relationships with the citizens of the City.
14. Promotes and participates in proactive policing, including but not limited to, warrant service, investigative traffic stops, consent searches, probation searches, parole searches, and the conduct of field interviews.
  15. Conducts Child Protective and Adult Protective Services investigations in conjunction with county.
  16. Provides rescue and first aid services in accidents, disasters, and other emergency situations.
  17. Understands and carries out safety policies; rules and regulations; properly uses safety equipment.
  18. Carries out a variety of operational and/or administrative assignments such as canine, youth activities, desk officer, training, and police certification and standards.
  19. Participates in and maintains physical and technical aptitude through continuous training.
  20. Builds and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
  21. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Goals and objectives of the City of South San Francisco Police Department.
- Organization and structure of a modern Police Department.
- English usage, spelling, grammar, and punctuation.
- Principles of report writing.
- Geography of the local area.
- Basic police methods and procedures as they relate to patrol, crime investigation and prevention, and traffic control.
- Pertinent Federal, State and local laws, codes and regulations, including laws governing apprehension, arrest and custody of persons.
- Basic rules of search and seizure and the collection and preservation of evidence.
- Use of self-defense tactics and proper use of force.
- Proper use of equipment used in law enforcement including vehicles and firearms.
- Practices for administering first aid.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.

#### *Ability to:*

- Apply laws of arrest and pertinent local and state laws and ordinances.
- Carry out investigative duties including observing accurately and remember names, faces, numbers, incidents, and places.
- Think and act quickly in emergencies and judge situations and people accurately. Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural and man-made disasters.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures,

walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.

- Learn standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental facilities, to exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.
- Represent the City, the department, or the organizational unit effectively and professionally in contacts with representatives of other agencies, City departments, and the public.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.

*Skill in:*

- Using and carrying firearms.
- Using a personal computer and associated applications.

*Age:*

- Minimum of 21 years of age at time of Performance Examination.

*Specific Attributes:*

- Vision:
  - ◆ 20/100 correctable to 20/30, with adequate depth perception and color vision.
  - ◆ If soft contacts are worn, there is not a limit on uncorrected distance visual acuity, provided soft lenses have been worn for at least six months prior to the physical examination.
  - ◆ If you are employed pursuant to this accommodation, you shall be required to present periodic medical verification from an optometrist that you are a bona fide soft contact lens wearer.
- Height and Weight:
  - ◆ Proportionate. Must be in excellent physical condition. Personal Qualifications:
- Of good character, reputation, integrity, reliability and judgment.

*Background:*

- ◆ Free from conviction of any crime determined to be a felony, or history of disabling psychological factors.

## Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* None required.

*Training:* Equivalent to graduation from high school.

## Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

## Special Requirements

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person and over the telephone and radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

*Work Environment:* Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

*Ability to:* Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved:	September 2013
Revised Date:	April 1994, July 1997, June 2003
Abolished:	
Former Titles:	
Bargaining Unit:	PA
ADA Review:	1994/95, 2003, September 2013
DOT:	No
Physical:	Class 1
Status:	Classified/Non-exempt
EEOC Category:	EF4/EJ4
Job Code:	C115 – Police Officer, C160 – Police Recruit

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. MAE
7. MAE
8. MDE
9. OAE
10. MDE
11. SDE
12. MAE
13. MAE
14. SDE
15. SAE
16. OAE
17. SDE
18. SDE
19. SDE
20. SDE