

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: POLICE OFFICER

REPORTS TO: POLICE SERGEANT

TYPE: FBPA, Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce federal, state, county and city ordinances, codes and laws; enforce traffic laws and regulations; perform Community Oriented Policing; investigate crimes and promote peace within the community they serve; and to complete other duties as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Physical Requirements:

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce federal, state, county and city ordinances, codes and laws; enforce traffic laws and regulations; perform Community Oriented Policing; investigate crimes and promote peace within the community they serve; and to complete other duties as required.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Patrols designated areas of the city on assigned shifts.
- Answers calls for the protections of life and property, and the enforcement of federal, state, county, and city laws, ordinances and codes.
- Stops operators of vehicles who violate the law; warns and advises operators of vehicles against unlawful practices and issues citations when applicable.
- Makes observations of suspicious acts and unsafe conditions and arrests violators of the law.
- Regulates vehicle flow at times of emergency or congestion or during special events.

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- Conducts surveys within Beat Health areas and completes Community Oriented Policing assignments as required; works with the community in an effort to resolve and assist with concerns and complaints.
- Gives information and directions to the public.
- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court; testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.
- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Receives, searches, books, fingerprints, and transports prisoners.
- Performs foot patrol, security checks of buildings and businesses and other security functions within the city.
- Conducts investigations and processing of evidence at crime and accident scenes; collects and preserves all evidence, property and other related duties as required; completes follow-up investigations of crime reports taken or reported.
- Continually maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Performs animal regulation tasks as assigned.
- Keeps in good physical condition in order to overcome resistive and combative suspects by using approved use of force guidelines.
- Continually qualifies and trains in the areas of use of force, firearms qualifications, defensive tactics, crowd control techniques, baton usage, domestic violence and other required mandatory training.
- Keeps current on all federal, state and local laws and case decisions as well as the City of Fort Bragg Police Department Policies and Procedures.

MATERIALS, EQUIPMENT AND TOOLS:

Vehicle as assigned, uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; tape recording equipment, officer body cameras, cameras, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, rifle release, microphone, and emergency vehicle; use pepper spray, and other chemicals as required to effect arrests or conduct evidentiary examination; use straight baton, ASP, Taser or other defensive weapons; assigned firearms.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- All laws and case laws effecting the proper usage of those laws as depicted by law enforcement agencies throughout California.

Ability to:

- Read, understand, and know how to research laws through the California Legal Resource book and other sources.
- Write and print legibly so that others can read and understand your reports.
- Have good recall ability in order to remember names, numbers, incidents and places and other related law enforcement tasks and case laws.
- Think and act quickly and accurately during emergency situations.
- Carry out oral and written orders and directions.
- Meet physical demands and standards as required by a Police Officer.
- Learn standard broadcasting procedures of a police radio system.
- Use and carry firearms.
- Work cooperatively with others.
- Graduate of POST approved Basic Academy at time of appointment.

REQUIRED EDUCATION /EXPERIENCE:

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.
- Be at least 21 years of age at time of employment application.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test indicating high school graduation level, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities; provided that this subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of such amendment to be peace officer positions.
- Be found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer. Physical condition shall be evaluated by a licensed physician and surgeon. Emotional and mental condition shall be evaluated by a licensed physician and surgeon or by a licensed psychologist who has a doctoral degree in psychology and at least five years of postgraduate experience in the diagnosis and treatment of emotional and mental disorders.
- Excellent physical condition; free from any disqualifying conditions cited in the document "Medical Screening Manual for California Law Enforcement," published by the Commission on Peace Officer Standards and Training.

DESIRABLE EXPERIENCE/EDUCATION:

- Possession of Advanced First Aid certificate, including CPR.
- Possession of a POST Intermediate or higher Certificate.

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- Possession of an Associate of Arts or Sciences degree or higher educational achievement.
- Completion of a typing or keyboarding course, or be able to complete such a course within one year.
- Some experience in the use of computer hardware/software.
- Employment with another department submitting as a Lateral or employment as a Police Recruit with the City of Fort Bragg.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

