CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: POLICE SERVICES TRANSPORTER

REPORTS TO: Police Sergeant TYPE: Non-Bargaining, On-Call, Part-Time

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are <u>not</u> to reflect all duties performed within the job.

POSITION SUMMARY:

Under general supervision of the Police Sergeant, the incumbents in this non-sworn, part-time, public officer classification, transport prisoners from Fort Bragg to appropriate facilities in Ukiah providing for their care, conduct and safety while in the driver's custody; provide support functions including data entry, completion of booking forms and obtaining medical clearance for prisoners in their custody; perform related work as required.

This is a part-time position subject to call anytime during day or night.

ESSENTIAL FUNCTIONS:

Sit for long periods at a time in assigned vehicle, behind a desk writing reports on computers, interviewing and taking statements or information from suspects., provide assistance during parades or other special events or police activities, direct traffic at collision scenes, talk to mentally disoriented persons during transportation or intake periods take reports, and stand at podiums for presentations. Meet POST standards for medical requirements including vision and hearing at the same level and requirements as those set forth for a police officer Must have use of both hands and fingers for dexterity in order to complete the following tasks as required: type, write or print, turn pages in books and citations; answer radio communications via radio microphone and depress buttons on shotguns and safety mechanisms on firearms; react to combative suspects by pulling, grabbing, struggling, fighting, holding, handcuffing, spraying, and other physically demanding hands on training or work related activities. Must be able to communicate using police radio equipment; must be able to take statements and communicate at crime scenes and traffic accidents and other public events. Must have normal smelling abilities in order to distinguish odors such as chemicals used in the manufacturing of narcotics; marijuana smoke and smell for identification of drug use; alcohol use and distinction within vehicle; smoke from fires or other related safety oriented functions within police work. Must be able to communicate verbally with victims, witnesses, suspects and other persons contacted during a law enforcement duty day. Must take verbal taped statements. Must have command presence when directing people during an emergency. Must be able to verbally warn others including officers of immediate or impending danger.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Gives information and directions to the public.
- Receives, searches, books, fingerprints, and transports prisoners.
- Keeps current on all 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, video cassette recorders, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone, and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, PR-24, stun-gun or other defensive weapons.

JOB TITLE: TRANSPORTATION OFFICER

SPECIAL REQUIREMENTS:

- Must possess a valid Class C or higher California driver's license and currently have a good driving record of at least two years duration according to the Department of Motor Vehicle's negligent operator guidelines.
- Must be eligible as an insurable risk as determined by the City's insurance carrier, the Redwood Empire Municipal Insurance Fund.
- Must pass a background investigation, psychological evaluation and medical examination as determined by Peace Officers Standards and Training guidelines.
- Must be able to successfully pass a Fort Bragg Police training program for transportation officers, including completion of CPR and First Aid training within departmental time frames after appointment.
- Must have a telephone and be available to respond to the police department within 30 minutes of receiving notification.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Traffic laws, rules, regulations and safe driving practices.
- General behavior patterns of persons taken prisoner.

Ability to:

- Operate a police vehicle in a safe and prudent manner.
- Read and understand road maps.
- Read, interpret and utilize departmental rules and regulations, policies and procedures.
- 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.
- Carry out oral and written orders and directions.
- Exercise prudence and caution in the transportation of prisoners while maintaining safety and security routines.
- Function effectively under stress and evaluate situations for potential danger and take appropriate action.
- Think and act quickly and accurately during emergency situations.
- Operate police radio equipment, use departmental manuals and reference materials.
- Provide first aid in a medical emergency.
- Meet the physical demands of the job.
- Successfully complete a POST-approved and certified 832 PC course and weapons training within 2-months from hiring date. Possession of the 832 PC certificate prior to employment is highly desirable.
- Have good recall ability in order to remember names, faces, numbers, incidents and places and other related law enforcement tasks and case laws.
- Meet physical demands and standards as required by a Transportation Officer.

DESIRABLE EXPERIENCE/EDUCATION:

Have a high school diploma or have passed a 12th grade education equivalency.

JOB TITLE: TRANSPORTATION OFFICER

PHYSICAL REQUIREMENTS:

Frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate evidentiary collection; good hand dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing and transportation duties.

NOTE:

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

