

TOWN OF SAN ANSELMO
POLICE OFFICER*

DEFINITION

Under general supervision, to patrol an assigned beat in the enforcement of law and order, take special assignments in the protection of life and property. Positions allocated to the Police Officer classification may be assigned to one of a number of functional areas within the Police Department.

DISTINGUISHING CHARACTERISTICS

This is the entrance level classification in the professional police series requiring sworn peace officer status.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Sergeants or Watch Commander.

Exercises general supervision over sworn officers and non-sworn personnel as acting Watch Commander as needed.

EXAMPLES OF DUTIES - Depending on assignment, duties may include, but are not limited to the following:

Patrols the Town; answers calls for assistance and the enforcement of Town, County and State Laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, death, and other criminal incidents.

Makes arrests as necessary; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; testifies in and presents evidence in court.

Investigates crimes against property, crimes against persons and other criminal matters; prepares cases for court and testifies in court as required; prepares statistical summaries and reports.

Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Prepares reports of arrests made, investigations conducted, and unusual incidents observed.

Responds to fire aid calls, medical aid calls, and assists with crowd and traffic control.

Serves warrants and subpoenas.

TOWN OF SAN ANSELMO

Police Officer (con't)

While on patrol, stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary; checks buildings for physical security; receives, searches, books, fingerprints, and transports prisoners; directs traffic at fires, special events and other emergency or congested situations.

Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.

As assigned, performs specialized investigative, identification, crime prevention, special operations, community relations, or juvenile work.

Serves as Watch Commander as assigned, may provide general supervision of sworn and non-sworn personnel.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principals of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement, including court and evidence procedures.

Pertinent local, state and federal rules, regulations and laws, including recent court decisions and legislative changes, standards and mandates related to law enforcement and law enforcement personnel.

Ability to:

Observe accurately and remember faces, incidents and places;

Use and care for firearms;

Think and act quickly in stressful situations and emergencies, and judge situations and people accurately;

Remain current on and understand and interpret laws and regulations;

Operate photographic equipment;

Prepare accurate and grammatically correct written reports;

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Police Officer (con't)

Function with a significant degree of independence;

Operate police radio equipment using proper broadcasting procedures;

Maintain physical condition appropriate to the performance of assigned duties and responsibilities;

Follow and communicate written and oral instructions;

Work with local, state, and federal law enforcement agencies;

Maintain cooperative relationships with those contacted in the course of work;

Work various shifts and hours including weekends and holidays.

EDUCATION AND TRAINING

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

Education:

High School Graduate or equivalent.

Training:


Must meet or exceed the requirements to serve as a sworn peace officer in the State of California as specified by State Statutes and the Commission on Peace Officer Standards and Training.

License:

Possession of an appropriate, valid California driver's license.

Date: 1-29-98

Approved: _____


Town Administrator

* 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 or a specific position assignment.