

City of San José
CLASS SPECIFICATION

Title: Police Officer (2215)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police Department	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs law enforcement duties, to ensure the protection of life and property of the City's residents and visitors by preventing, detecting and responding to criminal activity and violations of laws and ordinances. Functional areas of assignment include the Field Operations, Administration, Investigation and Technical Services bureaus. Monitors and responds for calls for service to investigate complaints, disturbances, accident or incidents affecting public safety. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This journey-level class is responsible for performing the full range of diverse law enforcement duties in support of the City's police operations and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Police Sergeant in that the latter is responsible for supervising the staff and operations of an assigned shift.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of two (2) years of college (60 semester units or 90 quarter units) from an accredited college or university. Units need not be in Police Science. Veterans and active military personnel may substitute this requirement if they:

- Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
- Have completed four (4) years of active military duty AND
- Have received an honorable discharge from the United States Military.

Required Licensing (such as driver's license, certifications, etc.), Age, Background, and Citizenship

- Possession of a valid State of California driver's license.
- Must be a citizen of the United States or have applied for citizenship at least one (1) year prior to application for Police Recruit.
- Must be at least 21 years of age.
- Possession of California Basic P.O.S.T. certificate by completion of the probationary period, as required by City Policy.
- Must meet all background, psychological and polygraph minimum standards as required by law.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San José
CLASS SPECIFICATION

Title: Police Officer (2215)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Community Relationships - Builds and fosters positive relationships with community leaders and members; is cognizant of the relationship between law enforcement and community residents; promotes community-based policing; demonstrates honesty, keeps commitments and behaves in a manner that best represents the San Jose Police Department.
- Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Performs a variety of law enforcement tasks to ensure the protection of life and property of the City's residents and visitors by preventing, detecting, and responding to situations involving criminal activity and the violation of laws and ordinances.	Daily/Several Times

City of San José
CLASS SPECIFICATION

Title: Police Officer (2215)

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2.	Performs specialized duties in support of an assigned law enforcement program within the Field Operations, Administration, Investigations and Technical Services bureaus; conducts and/or receives training in assigned program area, ensuring the dissemination, application and implementation of law enforcement best practices.	Daily/Several Times
3.	Maintains a constant and observable presence for the public and businesses consistent with City policy and objectives for effective law enforcement in a large and diverse community.	Daily/Several Times
4.	Monitors and responds to calls for service to investigate complaints, disturbances, accidents or other incidents affecting public safety.	Daily/Several Times
5.	Responds to crime, accident and incident scenes; pursues and apprehends suspects; interviews and takes statements of victims and witnesses; as necessary, administers first aid and/or calls for emergency medical services; ensures the preservation of any evidence at the scene; conducts follow up actions to validate evidence and/or obtain new facts.	Daily/Several Times
6.	Collects and preserves evidence from crime and accident scenes; transports and delivers evidence ensuring chain of custody.	Daily/Several Times
7.	Patrols a specified district or beat on foot, motorcycle, patrol wagon or car; observes actions and behaviors of individuals to assess/detect criminal activities; makes arrests for violations of laws and ordinances.	Daily/Several Times
8.	Gives information to pedestrians and motorists; checks for parking and traffic violations; writes citations; directs traffic; and escorts convoys.	Daily/Several Times
9.	Prepares a variety of documents including incident and accident reports, ensuring an accurate documentation of circumstances, events and response methods.	Daily/Several Times
10.	Performs other requisite tasks such as serving warrants and subpoenas; transporting prisoners, and assisting in booking or jailing prisoners.	Daily
11.	Reviews a variety of reports, bulletins and journals to maintain awareness of local crime trends, and to stay informed on law enforcement best practices.	Weekly
12.	May testify in court for assigned cases, working with departmental officers and legal counsel in the preparation of evidence and testimony of facts.	Intermittent
13.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, running, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone or radio;

City of San José
CLASS SPECIFICATION

Title: Police Officer (2215)

- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Quickly observe, assess, and respond to changing emergency conditions;
- Safely operate a police vehicle at varying rates of low to high speeds;
- Deploy law enforcement equipment including firearms and restraints;
- Perform the functions of arrest through apprehension, restraint, and lifting individuals of a diverse range of heights and weights;
- Meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 6/69, Rev. 3/80, Rev. 5/81, Rev. 10/84, Rev. 4/92, Rev. 08/17, Rev. 11/21; s004*