

CITY OF ARCADIA
POLICE OFFICER
POLICE OFFICER (LATERAL)

DEFINITION

Under general supervision, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes; to conduct and participate in general investigations of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; to serve as Patrol Officer, Detective, Field Training Officer, S.W.A.T. Team Officer, K-9 Officer, Traffic Officer, M.A.I.T. Officer, Range Master, C.Y.S Officer; and to perform a variety of technical and administrative tasks in support of the Department.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol a designated area of the City to preserve law and order; discover and prevent the commission of crimes; check property for physical security.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.

Investigate crimes and suspicious circumstances; collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Take custody of lost and found property.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Book prisoners in the City & County jail; assist in the custody, care, and welfare of prisoners; transport prisoners.

*City of Arcadia
Police Officer (Continued)*

Furnish information and directions to the public.

Participate in training courses and programs.

When assigned to Patrol Officer:

Perform general police work in the protection of life and liberty.

Prevent crime; arrest criminals; enforce local, state, and government laws.

Patrol designated areas of the City in a vehicle and on foot.

Inspect, report, and correct conditions which may lead to criminal activity or pose a societal problem.

Provide the public with information and directions.

Provide the public with safety information; give advice on laws or ordinances.

Prepare written reports on criminal matters or civil problems.

Perform criminal investigations. Identify, photograph, collect and preserve evidence.

Perform specialized duties requiring application of abilities and knowledge acquired through experience.

When assigned to Detective:

Perform detailed investigations into all criminal matters.

Investigate the identification of criminals and their prosecution.

Conduct interviews of suspects, witnesses, and victims.

Prepare supplemental reports for criminal matters.

File cases with the Deputy District Attorney's Office.

Pick up and transport all paperwork and files to the Deputy District Attorney's Office.

Serve subpoenas.

When assigned to Field Training Officer:

Provide continual training and supervision to new Police Officers.

Perform continual training exercises to maintain a constant level of proficiency.

Provide verbal information and written evaluations regarding the status of new Officers in training.

Coordinate the activities of the Field Training Officer Program with other Field Training Officers.

Perform duties of Patrol Officer.

When assigned to S.W.A.T. Officer:

Resolve high risk or high threat situations that involve hostile criminals.
Perform continual training with other S.W.A.T. Team members in order to maintain a high level of competence and effectiveness.
Perform any or all other duties and responsibilities of Patrol Officer, Detective, Field Training Officer, K-9 Officer, or Traffic Officer as assigned.

When assigned to K-9 Officer:

Perform specialized duties involving a police canine.
Assume responsibility for the effective use and deployment of police canine during narcotics searches, contraband searches, and searches for suspects involved in crimes.
Perform continual training in order to maintain a high level of effectiveness with the police canine.
Perform all duties of a Patrol Officer.

When assigned to Traffic Officer:

Patrol a designated area of the City in a police traffic vehicle, as assigned.
Patrol a designated area of the City on a police motorcycle, as assigned.
Enforce motor vehicle operation and parking regulations.
Enforce City, State, and Federal laws, especially those pertaining to traffic related issues.
Perform drunk driving and commercial vehicle checkpoints.
Perform all duties of a Patrol Officer.

When assigned to M.A.I.T. Officer:

Handle all major traffic accidents that occur in the City.
Prepare major traffic accident reports that include narratives, sketching, diagramming, and the use of mathematical formulas.
Prepare paperwork and cases for filing with the Deputy District Attorney's Office.
Perform all duties of a Patrol Officer, Detective, Traffic Officer, and Field Training Officer, as assigned.

When assigned to Range Master:

Conduct qualifications and training for Department members in the use of firearms.
Plan shooting and tactics courses.
Maintain records and prepare memoranda.
Perform all duties of Patrol Officer, Detective, Traffic Officer, and Field Training Officer, as assigned.

When assigned to C.Y.S Officer:

*City of Arcadia
Police Officer (Continued)*

Serve as a direct resource for students, Teachers and Administrators at high school and middle schools. Provide assistance and criminal enforcement at high school and middle schools.

Work as an integral part of the C.Y.S. office; assist with social fund-raising events. Provide both students and citizens a positive relationship with the Arcadia Police Department.

When assigned to Y.E.S Officer:

Perform community relations work; coordinate social fund-raising events, community outreach programs, and crime prevention programs.

Address community concerns about policing; speak at community functions or events.

Serve as direct liaison between the Police Department and the community.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions and objectives of Federal, State, and other local law enforcement agencies.

Basic principles of criminal law.

Principles and practices of community policing.

Safe driving principles and practices.

Skill to:

Learn to operate firearms and other modern police equipment.

Learn to operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Learn to operate police radio and communication equipment.

Ability to:

Successfully complete P.O.S.T. training for entry level Police Officers.

*City of Arcadia
Police Officer (Continued)*

Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn modern investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn local geography, City streets, public buildings, and businesses.

Learn recent court decisions and how they affect department and division operations.

Learn self defense tactics.

Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate and use facts and evidence.

Learn, interpret and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

POLICE OFFICER

Minimum Qualifications:

Experience:

One year of experience working with the public.

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of P.O.S.T. Academy course of study.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid P.O.S.T Academy Graduation Certificate or equivalent certificate.

Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

POLICE OFFICER (LATERAL)

Minimum Qualifications:

Experience:

One year of experience working with the public and current employment as a California peace officer.

Or one year of experience working with the public and current employment as a peace officer in another State combined with a California P.O.S.T Waiver of Attendance Certificate.

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of P.O.S.T. Academy course of study.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid P.O.S.T Academy Graduation Certificate or equivalent certificate.

Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: January, 1999

Revised Date: October, 2009