



Police Officer

DEFINITION

The Town of Ross Police Officer is a California Peace Officer and a first responder responsible for providing safety and security for the residents, businesses, and visitors of the Town. Under general supervision, the Officer will perform a variety of duties related to the protection of life and property through the enforcement of local, state, and federal laws and ordinances. The Officer will conduct criminal investigation, crime prevention and suppression; prepares cases and provides courtroom testimony; provides information and assistance to the public in areas such as patrol, traffic. The Police Department operates 24 hours a day, 365 days of the year and Officers are scheduled to work a shift and respond to emergency and service-oriented calls from the public. The Ross Police Officer will discharge his or her duties in a fair, equitable manner, respecting the dignity of life and honoring diversity and abilities. The Town Police Officer engages with the community by participating in community-oriented policing and problem solving.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Police Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Patrols an assigned area in a radio car, on a bicycle or on foot to observe and report suspicious activities or hazardous conditions for the prevention and detection of crime; arrests law violators in accordance with applicable statutory and case laws.
- Answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes, and ordinances.
- Investigates crimes, accidents, deaths, and disturbances; collects, preserves, and presents evidence using accepted and trained scientific identification techniques; interviews, questions and/or takes statements from victims, witnesses and suspects and completes investigative reports.
- Directs traffic, including regulation of vehicle flow at emergency or congested places, stops drivers who are operating vehicles in violation of laws and issues citations or warnings as appropriate.
- Appears in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; may serve writs, warrants, subpoenas, and other legal documents, as necessary.
- Provides information and direction to the public; assists in developing community policing strategies; maintains effective public relations and makes public service appearances.

- Provides emergency first aid and/or assistance to injured or incapacitated persons and requests additional emergency medical services, as necessary.
- Searches, guards, transports, and assists in the booking and custodial care of prisoners.
- Handles missing person cases; takes custody of runaway or delinquent juveniles; investigates child welfare cases involving potential mental, physical, or sexual abuse.
- Assists with emergency or planned events, including natural disasters, fires, parades, and crowd control; participates in special details and assignments.
- Directs, instructs, and may supervise Officers in training; conducts in-service and/or briefing training.

KNOWLEDGE OF:

- Modern police methods and procedures.
- Statutory and case laws and ordinances related to evidence, search, and seizure.
- Town and Department policies and procedures.
- Local geography, demographics, and community concerns and/or issues.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers, and related software applications.

ABILITY TO:

- Think and act quickly in emergency situations.
- Understand and follow written and verbal directions.
- Interpret and explain laws, rules, and regulations.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

- Ability to read and interpret documents.
- Ability to write reports and correspondence.
- Ability to speak to individuals and groups.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

EDUCATION, CERTIFICATION AND EXPERIENCE:

- High school diploma or general education degree (GED).
- Possession of California P.O.S.T. Basic Certificate or completion of a California P.O.S.T. approved basic academy.
- No college and/or previous experience required.
- US citizen.
- At least age 21.
- Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate but the Officer may be exposed to loud noise levels.

HAZARDS: Hazards are substantial and there is a regular high and real risk of serious injury.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Duties of this class are performed in a police station, government building, street, open space, residential, recreational, business, or private residence environment, with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases or viruses.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts, be called back in emergency situations, provide testimony in court during or after work or on days off as directed by a court order or supervisor. Officers will be exposed to difficult circumstances, including exposure to dangerous situations, death, and hazards.