



POLICE AGENT

DEFINITION

Under general supervision, protects public safety, health and welfare and enforces federal, state and local laws in interactions with the public; serve as field supervisor.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Patrol, on foot, a bicycle, motorcycle or in a vehicle, a designated area to preserve law and order, provide crime prevention and discover crimes in progress; enforce local, state and federal laws; direct traffic.

Apprehend suspects.

Investigate crimes and traffic accidents, gathering evidence and interviewing victims and witnesses.

Issue violation citations, write reports, take written victim/witness statements and testify in court.

Prepare, use and maintain assigned equipment including patrol vehicle, radio and radar equipment, firearms and less than lethal weapons.

Assist public, including providing first aid to injured/ill citizens.

Train, supervise and evaluate subordinate personnel.

Assist and cooperate with other public safety agencies.

Prepare and make presentations promoting crime prevention and public education of Police Department activities.

When assigned as Training Officer, preparing progress reports on new officer's status, re-train as necessary. Determine success or failure in an officer's field training program.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State, including the Penal Code, Vehicle Code, Health and Safety Code and local laws and radio communications procedures.

City's geography and that of the surrounding area.

Public safety equipment, firearms and less than lethal weapons.

Techniques and practices used in law enforcement, patrol, investigation, public relations and report writing.

Principles of training, supervision, evaluation and motivation of subordinate personnel.

Ability and Skill to:

Tactfully interact with members of the public, both victims and suspects.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Accurately and thoroughly prepare a variety of written reports.

Train, supervise, evaluate and motivate subordinate personnel and recommend initiation of disciplinary actions when necessary.

Think and act quickly in emergencies.

Recall faces, numbers, incidents, places and locations.

Communicate clearly both orally and in writing.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA/AS degree in criminal justice, public administration or related field and two (2) years experience in law enforcement. Specific course work in training and supervision highly desirable.



LICENSE OR CERTIFICATE

Valid Class C California Driver's License and good driving record. Peace Officer Standards and Training (POST) basic certificate

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

