

POLICE OFFICER I



Department:	Police	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of a police sergeant, performs a variety of law enforcement functions on behalf of the Corcoran Police Department; patrols the community; responds to calls for services; enforces Federal, State, and local laws; issues traffic citations; conducts criminal and/or traffic accident investigations; prepares various types of law enforcement records and documentation; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides for the safety, security, and protection of persons and property within the community.
- Patrols designated areas of the City by vehicle and/or foot; monitors for suspicious persons or activity.
- Enforces Federal, State, and local laws; monitors for traffic, parking, and/or other violations in law.
- Warns drivers against unlawful practices; issues traffic/parking citations as warranted.
- Conducts traffic accident investigations; prepares accident reports.
- Responds to various types of emergency and non-emergency calls for service.
- Assists the public in resolving a variety of criminal and non-criminal complaints.
- Investigates crimes against persons and property.
- Documents and collects crime scene evidence including fingerprints and photographs.
- Interviews and obtains statements from crime victims, witnesses, suspects, or other involved parties.
- Apprehends and arrests offenders; fingerprints and books detainees as required.
- Prepares various types of law enforcement records, reports, and documentation pertaining to criminal complaints, investigations, arrests, and/or civil issues.
- Attends court proceedings and provides testimony in connection with the prosecution of violators.
- Maintains assigned departmental equipment and vehicles; conducts daily vehicle checks.
- Performs other related duties as assigned or required.

JOB DESCRIPTION

Police Officer I

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent and possession of a POST Basic Academy certificate.

Required Licenses or Certifications:

- Peace Officer Standards and Training (POST) Basic Academy Certification is required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Principles and practices of law enforcement.
- Regulations governing law enforcement activities.
- Law enforcement vehicles, equipment, and weaponry.
- Occupational hazards and safety practices relative to law enforcement work.
- Law enforcement records, reports, and documentation.
- Community relations principles.

Required Skill in:

- Conducting a variety of law enforcement duties.
- Patrolling the City and providing for the safety and protection of persons and property.
- Responding to calls for service and enforcing Federal, State, and local laws.
- Conducting criminal investigations, collecting evidence, and interviewing suspects and witnesses.
- Issuing citations and apprehending/arresting offenders.
- Preparing and maintaining accurate law enforcement records and reports.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in the field and in and around law enforcement facilities.
- Subject to operating a patrol vehicle, utilizing firearms, apprehending/restraining offenders, running, walking, standing for extended periods of time, bending, reaching, and lifting of objects up to 170 pounds.
- Exposure to variable weather conditions, general driving hazards, vehicle traffic, firearms, hazardous materials, infectious diseases, blood borne pathogens, and combative and/or violent individuals.