

CITY COUNCIL MEETING  
SEPTEMBER 17, 1986

29

CLASS SPECIFICATIONS  
FOR POLICE OFFICERS  
APPROVED

C-34

Council approved Class Specifications for Police Officers.

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## COUNCIL COMMUNICATION

TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

DATE  
September 17, 1986

NO.

SUBJECT:  
APPROVE SPECIFICATIONS FOR POLICE OFFICER

PREPARED BY: Assistant City Manager

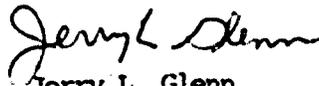
RECOMMENDED ACTION: That the City Council adopt the attached revised specifications for Police Officer.

BACKGROUND INFORMATION: The Police Chief has recommended and we concur that the City hire only police officers that have graduated from a POST approved police academy.

This procedure will reduce the amount of time it presently takes to recruit, hire, and train an officer for patrol. In addition, we are assured of hiring officers who have at the very least mastered the basics of the law enforcement profession.

Also included in the specifications is the requirement that a potential officer be able to satisfactorily pass a psychological and personality screening and a polygraph examination.

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

JLG/br

attachment

POLICE OFFICER

DEFINITION

Under supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; and to do related work as required.

EXAMPLES OF DUTIES

Patrols an assigned area in radio car, motorcycle or on foot; answers calls for the protection of life and private property, and the enforcement of City, County and State laws; conducts preliminary and follow-up investigations of prowlers, burglaries, thefts, holdups, accidents, deaths and other disturbances; directs traffic, including regulation of vehicle flow at emergency or congested situations; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices and issues citations and makes arrests as the situation warrants; testifies in Court in connection with the prosecution of cases; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted and unusual incidents observed; investigates suspicious persons and circumstances; gives information and directions to the public; assists in maintaining police records and occasionally types records and reports; assists in booking prisoners; occasionally operates headquarters radio-telephone equipment to dispatch officers on patrol; performs such other basic police work as attending fire scenes to assist in protection of life and property, parade and riot work; may perform the duties of a rangemaster and firearms instructor for regular and auxiliary police personnel; cleans and performs minor repair of police firearms; maintains inventory of all firearms, ammunition, and training supplies; keeps a progress report on officers using the range.

REQUIREMENTS

Age:

Must be at least 20 years of age at time of examination and 21 years at the date of appointment.

Driver's License:

Possession of a valid California driver's license or be eligible to receive one by the date of appointment.

Physical:

Must be in excellent general health and physical condition. Ability to pass a comprehensive medical examination, psychological screening and a polygraph examination, administered by the City.

Hearing:

Normal in each ear.

Vision:

20/100 correctable to 20/30; normal color perception.

REQUIREMENTS - continued

Certificate:

Current certification of completion of POST approved police academy.

State of Being:

Free of disabling defects - physical, mental, and emotional.

DESIRABLE QUALIFICATIONS

Ability to:

Interpret laws, rules, and other written materials;  
Learn and apply laws relating to apprehension, arrest,  
and custody;  
Judge situations and personalities, and to think and act  
quickly in emergencies;  
Understand and follow oral and written directions;  
Establish and maintain cooperative working relationships.

and

Experience:

None required.

and

Education:

High school graduation or equivalent (General Educational  
Development certificate is acceptable).