

POLICE OFFICER SPECIALIST

PURPOSE

Performs advanced law enforcement, investigative, and crime prevention duties; field training and departmental liaison activities. Serves as acting supervisor in the absence of the Police Sergeant; performs related and other work as required.

WORKING CONDITIONS

Positions in this class are occupied by armed police personnel who may be assigned to work in uniform or in plain clothes. Shift schedules and job assignments may be rotational. The duties involve both field and office work, and require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate to heavy lifting (from 25lbs-100lbs+), reaching, climbing, stooping, twisting, grasping, crawling, pulling and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Police Officer because in addition to the duties of a regular Police Officer, the Specialist is responsible for field training, performing advanced law enforcement and crime prevention work, and serving as acting supervisor in the absence of the Police Sergeant.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Conducts field training and evaluation of other police officers.

Performs specialized investigative or detective work as assigned.

Performs technical crime scene investigations; operates crime and photography laboratory equipment in the course of investigations; prepares related reports.

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

ESSENTIAL JOB FUNCTIONS - continued

Acts as liaison between community groups, schools and other law enforcement agencies in the area of crime prevention and community relations.

Assists with preparation and conducts in-service training programs.

Serves as acting supervisor in the absence of the Police Sergeant.

Patrols City in radio-equipped car; answers calls for protection of life and property, and the enforcement of city, county, and state law.

While on patrol, stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.

Checks buildings for physical security.

Serves warrants and subpoenas.

Makes arrests as necessary; interviews victims, complainants and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.

Searches, fingerprints, and transports prisoners.

Directs traffic at fire, special events, and other emergency or congested situations. Administers first aid in emergency situations.

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

Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports; of criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies; and rules of evidence pertaining to the search, seizure and preservation of evidence in traffic and criminal cases. Knowledge of interviewing and interrogation techniques; and of the principles of supervision and training.

Ability to demonstrate keen powers of observation and memory: to safely use and care for firearms; to think and act quickly and judge situations and people accurately; to understand, interpret and explain laws and regulation; to communicate effectively both orally and in writing; to prepare accurate and grammatically correct written reports; to understand, carry out and issue clear oral and written instructions; to effectively supervise and train subordinate personnel; to establish and maintain cooperative and effective relationship with those contacted in the course of work; and to meet the physical requirements established by the department.

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade. College level training is desirable.

Experience:

Minimum of two years continuous employment performing law enforcement peace officer duties equivalent to City of Dixon Police Officer.

Other Requirements

Possession of a P.O.S.T. Basic certificate is required; a P.O.S.T. Intermediate Certificate is desirable.

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Must successfully complete a background investigation as a condition of initial employment with Dixon Police Department.