

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: POLICE OFFICER (JOB CODE 650)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Varies	Non-Exempt

CLASS SUMMARY

This position is a sworn position in the Police Department. Incumbents perform various law enforcement duties which impact public safety, including responding to calls for service and investigating complaints. Primary functions are patrol assignments where incumbents monitor and respond to calls for service to protect people, property, and enforce City, County, and State laws. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This journey-level class is responsible for performing the full range of law enforcement duties. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Department. This class is distinguished from Recruit Police Officer in that the latter is a trainee level position. This class is distinguished from the Police Sergeant in that the latter is responsible for supervising the staff and operations of an assigned shift.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Thirty (30) semester units or forty-five (45) quarter units of academic level courses at an accredited college or university AND proof of a valid California Commission on Peace Officer Standards and Training (POST) Basic certification, with at least two (2) years full-time, paid, recent police experience with a sheriff's department, state police, highway patrol, or municipal police department; OR
- Successful completion of California POST Basic Police Academy as a Recruit Police Officer with the Santa Clara Police Department.

ACCEPTABLE SUBSTITUTION

None.

LICENSES/CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- Recruit Police Officers who complete the Basic Police Academy with the City of Santa Clara must possess and maintain a valid California Commission on Peace Officer Standards and Training (POST) Basic certification within eighteen (18) months of appointment.
- The minimum peace officer selection standards are set forth in Government Code (GC) Sections 1029, 1031, and 1031.4. Every California peace officer must be:
 - Free from any disqualifications for employment, including felony convictions

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- (GC 1029);
- A citizen of the United States or a permanent resident who is eligible for and has applied for citizenship (GC 1031); and
- At least 21 years of age for specified peace officers (GC 1031.4)

PHYSICAL AND OTHER REQUIREMENTS

- Must be at least 20 years of age at time of application filing and 21 years of age at time of job appointment;
- Must possess the strength and physical ability necessary to perform the essential functions of the position; and
- Must be willing to be fingerprinted.

Vision requirements:

- Vision including color, night, depth, and peripheral vision sufficient to perform all of the essential functions of the position.
- Visual acuity of not less than 20/80 vision in each eye uncorrected, and corrected to 20/30 in each eye.

EXCEPTION: Applicants with correction afforded by soft contact lenses are exempt from the minimum uncorrected vision standard of 20/80, provided their corrected vision is 20/30 in each eye.

Hearing, speech, and mental capabilities sufficient to perform all of the essential functions of the position.

SPECIAL CONDITIONS

- Required to work a basic workweek consisting of a “4/11 – 3/11” shift schedule, subject to the operational needs of the Department.
- May be required to work odd and unusual hours, including weekends and designated holidays, and to be subject to call-back in the performance of job duties.
- Candidates are required to pass the following City examinations prior to being given a conditional offer of employment: oral examination, reading/writing assessment, physical ability assessment, and personal history questionnaire.

If given a conditional offer of employment, candidates must also pass a full background check which may include medical, psychological, and polygraph examination prior to appointment.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent will:

- Patrols an assigned area in radio car, on motorcycle, on bicycle, or on foot;
- Answers calls for protection of life and property in the enforcement of City, County and State laws;

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- As assigned, conducts preliminary or follow-up investigations on prowlers, burglaries, thefts, robberies, accidents, deaths, and other disturbances;
- Identifies problems or issues that are important to the community, and seeks resolution of such problems through the resources of the Police Department, other City Departments, and/or other governmental or private agencies;
- Directs traffic, including regulations of vehicle flow at times of emergency or congestion;
- Stops drivers who are operating vehicles in violation of laws;
- Warns drivers against unlawful practices, and issues citations and makes arrests as required;
- Books, searches and questions prisoners;
- Issues parking citations;
- Collects and presents evidence and testifies at hearings and in court in connection with criminal prosecutions;
- Serves warrants and subpoenas;
- Prepares reports of arrests made, investigations conducted, and illegal incidents observed;
- Patrols business districts at night and checks doors and windows of business firms;
- Gives information and directions to the public;
- Addresses meetings at community organizations and schools;
- May occasionally assist in maintaining police records and may operate headquarters radio-telephone equipment;
- Escorts prisoners to courts, county jail, juvenile hall, or from other jurisdictions;
- Operates radio-telephone;
- Collects bail and issues receipts;
- May train and supervise Community Service Officer;
- May supervise and train new personnel as assigned; and
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Possession of the following knowledge, skills, and abilities at a level necessary to do police work:

- **Interest in Police Work** - willingness to handle routine, repetitive tasks; enforce laws that may conflict with personal values; relate to others; become familiar with and work with residents of a diverse community; work with fellow officers and the general public in a community-based policing model; participate in situations which require courage; function in different roles; work under hostile conditions, work under hazardous conditions over long periods of time; change appearance for job requirements and conditions; accept new job duties; work weekends, holidays, shifts, overtime, and a “4/11 – 3/11” shift schedule, subject to the operational needs of the Department.
- **Ability to Take Orders** - the ability to relate to supervisors; to maintain objectivity; take criticism and control temper, and willingness to enforce laws that may conflict with personal values.

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- **Ability to Take Responsibility** - ability to work without supervision; reliability; ability to participate in situations which require courage, refrain from abusing authority vested in official role; maintain confidentiality of information; assume a command presence in conflict situations
- **Self-Control** - the ability to control one's temper, maintain objectivity; take criticism, function under oral or physical stress; use authority effectively; function in different roles, work under hazardous and hostile conditions for long periods of time, and work at accident and crime scenes which involve severe personal injuries, or in situations which involve loss of life.
- **Ability to Communicate Effectively** - the ability to testify accurately; obtain information from witnesses under normal and stressful conditions; communicate in person, in writing, and via radio.
- **Ability to Make Reasonable Decisions Rapidly** - the ability to reason logically; apply discretion in maintaining confidentiality of information; observe and interpret what is observed; evaluate situations and people effectively; and apply good judgment.
- **Willingness to Arrest People** - willingness to take actions which will result in imposing penalties on others, including: depriving them of their freedom; taking a life if necessary; and fighting to win and injuring another if required and to enforce laws which may conflict with personal values.
- **Ability to Learn** - the immediate potential to learn to write readable, comprehensible reports; to read and interpret relevant laws and procedural material; read maps; apply regulations; communicate verbally with others under stress, analyze material and situations; and record observations from accident and crime scenes.
- **Emotional Stability** – be free from any emotional or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer; the ability to take verbal abuse; the possession of: honesty, integrity, maturity, tolerance, self-confidence, truthfulness and psychological stability; ability to meet the physical and psychological demands of police work.
- **Ability to Problem Solve** - the ability to identify problems or issues that are of concern to residents of the City, and the ability to respond successfully to these problems through the resources of the Police Department, other City Departments, working collaboratively with the community, and/or other governmental or private agencies.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant or other classification as assigned.

SUPERVISION EXERCISED

May assist in the training of new personnel. May supervise Community Service Officer, Police

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Records Specialist or other personnel as assigned.

CLASSIFICATION HISTORY

Created 05/2004; Rev. 12/2018; Rev. 09/2022