



Town of Moraga Police Officer

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established:

Revised: **April 18, 2013**

Employee Group: **Moraga Police Officers Association**

FLSA Status: **Non-Exempt**

CLASSIFICATION DESCRIPTION

Purpose

Under direct supervision, the Police Officer performs law enforcement and crime prevention work; enforces traffic regulations; performs investigative work; participates in and provides assistance and support to special department crime prevention and enforcement programs; and performs a variety of technical law enforcement tasks.

Distinguishing Characteristics

This is the entry level classification series of sworn officers.

Equipment, Methods and Guidelines

Uses Federal, State, County, and local rules and regulations; firearms; motor vehicle; personal computer for police records processing and reports, time card entry, and similar applications; radio, printer, copier, telephone, and personal protective equipment; investigative and identification equipment.

Working Conditions

Exposure to dangerous persons, firearms, bodily fluids, hazardous materials, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions. Work in an emergency peace control environment; work in intense life-threatening conditions. Work may involve inconsistent work schedules and may include work during weekends, holidays, and overtime as required.

Physical and Mental Demands

Physical: Exposure to dangerous persons, firearms, bodily fluids, hazardous materials, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

- Must maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing

fleeing subjects, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, operating assigned equipment and vehicles.

- Must maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles.

Mental: Work in an emergency peace control environment; work in intense life-threatening conditions.

- Must maintain mental capacity that enables the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action.

Supervision Received and Exercised

Technical and functional supervision may be provided by higher level police personnel. Assignments may require supervision of non-sworn personnel and volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Answers calls for the protection of life and property.
2. Enforces all applicable laws.
3. Patrols the Town in a patrol vehicle, bicycle, and/or walking in designated area.
4. Patrols the Town in a radio-equipped car.
5. Responds to calls related to traffic incidents and any other required emergencies.
6. Observes, monitors, and controls routing and unusual traffic conditions.
7. Assists and advises motorists and enforces traffic safety laws.
8. Makes arrests as necessary.
9. Interviews victims, complainants, and witnesses.
10. Interrogates suspects.
11. Gathers and preserves evidence.
12. Testifies and presents evidence in court.
13. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
14. Prepares reports on arrests made, activities performed and unusual incidents observed.
15. Checks buildings for physical security.
16. Serves warrants and subpoenas.
17. Requests and retrieves information involving arrests and subpoenas.
18. Files complaints and performs the work related to the processing of misdemeanor and felony complaints.
19. Searches, fingerprints, and transports prisoners.
20. Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public and all department personnel.
21. Participates in crime prevention programs and activities.
22. Assists with the service of warrants within the department and with outside agencies.
23. Keeps up to date on laws and procedures for processing warrants.
24. Coordinates and conducts complete and detailed investigations of crimes.
25. Performs some identification duties such as collection, processing, and preservation, and oversees the maintenance of certain evidence, photographs, and fingerprints.
26. Provides training and advises other officers in this area.

27. May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, deaths and incidents, both criminal and civil.
28. Administers first aid as necessary.
29. Directs traffic at fires, special events and other emergencies or congested situations.
30. Performs limited crime laboratory analysis.
31. Performs other related duties and responsibilities as required.

QUALIFICATIONS

Age

Twenty-one (21) years of age or older.

Knowledge and Abilities

- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, jail operations, police records and reports, and first aid techniques.
- Criminal law and criminal procedures with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and preservation of evidence in traffic and criminal cases.
- Offensive and defensive weapons nomenclature and theory.
- Basic self-defense.
- Interviewing and interrogation techniques.
- Use and care of firearms in a safe manner.
- Operate computers.
- Observe accurately and remember faces, numbers, incidents, and places.
- Think and act quickly in emergencies.
- Judge situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Apply selected knowledge (laws, statutes, department policies, applicable theories, etc.) in collecting, organizing and analyzing a variety of information.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of police radio system.
- Understand and carry out both oral and written directions.
- Read maps and mapped information.
- Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, natural and man-made disasters.
- Demonstrate intellectual capabilities during training and testing processes.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Education: Equivalent to a high school diploma. Sixty (60) semester or ninety (90) quarter units from an accredited college or university.
- Experience: For a Lateral Entry, one (1) year experience in a municipal or general law enforcement agency.

License or Certificate

Failure to possess or maintain the valid license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Entry level: Completion of POST Basic Academy.
- Lateral Entry: Proof of possession of a California Basic POST Certificate.