

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work; to participate in investigative work; to participate in special department crime prevention and enforcement programs; and to provide support and assistance to the citizens of Bishop.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police Sergeant or Lieutenant.

May exercise technical and functional supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol City and respond to calls for the protection of life and property, and the enforcement of City, county, and state laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.

Make arrests as necessary; search prisoners; interview victims, complainants and witnesses; interrogate suspects; obtain and preserve evidence; testify and present evidence in court.

Contact, respond and cooperate with allied law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Transport prisoners; serve warrants; retrieve and request information involving arrests; receive and process bail payments; file complaints and perform other work related to the processing of complaints.

Assist and advise motorists and enforce traffic safety laws; issue citations; administer sobriety tests as necessary.

Prepare reports of arrests made, activities performed, and unusual incidents observed; brief other officers.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public, providing assistance as needed; check buildings for physical security; speak at local community schools.

Direct and control traffic and crowds at fires, special events, and other emergency or congested situations.

Perform crisis intervention; counsel juveniles and adults as required.

CITY OF BISHOP
Police Officer (Continued)

EXAMPLES OF DUTIES

Assist in the performance of special investigative and crime prevention duties as required; assist in developing department policies and procedures.

Assist in police training; participate in explorer post training and activities.

Administer first aid as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Police methods and procedures, including patrol, crime prevention, investigation and identification techniques, and equipment, jail operations, police records and reports.

Criminal laws and procedures, specifically relating to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence.

Interviewing and interrogation techniques.

First aid techniques.

Ability to:

Observe accurately and remember faces, numbers, incidents, and places.

Use and care for firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Learn, understand, and interpret laws and regulations.

Prepare accurate written reports.

Learn standard broadcasting procedures of a police radio system.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

No experience is required.

Training:

Equivalent to completion of the twelfth grade; an Associate of Arts degree with course work in Police Science or a related field is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license, and CPR and First Aid certifications.

Possession of, or ability to obtain, a POST Basic certificate.

JOB ANALYSIS

Classification: POLICE OFFICER

Department: POLICE DEPARTMENT

Work Hours: 8-12 HOUR SHIFT

Days/Weeks: 3-5 DAYS PER WEEK

This job cannot be modified to accommodate an injured or disabled worker.

TYPES OF EQUIPMENT, MACHINERY, TOOLS, ETC. USED ON THE JOB: POLICE RADIO, TELEPHONE, COMPUTER, HANDGUN, SHOTGUN, BATON, CAMERA, FINGERPRINT KIT, VARIOUS HAND TOOLS, FLASHLIGHT, SAFETY VEST, HANDCUFFS, CHEMICAL AGENTS (PEPPER SPRAY, MACE).

VEHICLES OR MOVING EQUIPMENT DRIVEN AS PART OF THE JOB: PATROL VEHICLE, MOTORCYCLE, BICYCLE

PHYSICAL MOVEMENTS REQUIRED ON THE JOB	YES	NO	HOW OFTEN
WALKING	XX		DAILY
RUNNING	XX		DAILY
SITTING	XX		DAILY
STANDING	XX		DAILY
INDOORS	XX		DAILY
OUTDOORS	XX		DAILY
TWISTING	XX		DAILY
STOOPING/BENDING	XX		DAILY
SQUATTING	XX		DAILY
KNEELING	XX		DAILY
CRAWLING	XX		DAILY
CLIMBING STAIRS	XX		DAILY
CLIMBING LADDERS	XX		DAILY
CLIMBING OBSTACLES	XX		DAILY
WALKING INDOORS	XX		DAILY
WALKING OUTDOORS	XX		DAILY
WORKING/HEIGHTS	XX		DAILY

HOURS PER DAY				
0-1	1-2	3-4	5-6	7+
	XX			
XX				
		XX		
	XX			
		XX		
		XX		
	XX			
	XX			
XX				
XX				
	XX			
XX				
	XX			
	XX			
	XX			

PHYSICAL DEMANDS REQUIRED	YES	NO	FROM-TO HT
LIFTING UP TO 10 LBS.	XX		0'-3'
LIFTING 11-24 LBS.	XX		0'-3'
LIFTING 25-50 LBS.	XX		0'-3'
LIFTING 51-100 LBS.	XX		0'-3'
LIFTING 100 LBS.+	XX		0'-3'
CARRYING UP TO 10 LBS.	XX		N/A
CARRYING 11-24 LBS.	XX		N/A
CARRYING 25-50 LBS.	XX		N/A
CARRYING 50 LBS. +	XX		N/A
REACHING ABOVE SHOULDER	XX		N/A
REACHING BELOW SHOULDER	XX		N/A

HOURS PER DAY				
0-1	1-2	3-4	5-6	7+
	XX			
	XX			
XX				
XX				
XX				
				XX
				XX
				XX
XX				
	XX			
		XX		

PHYSICAL DEMANDS REQUIRED	YES	NO	MAX DISTANCE MOVED
PUSHING UP TO 50 LBS.	XX		N/A
PUSHING 50-100 LBS.	XX		N/A
PUSHING 100 LBS. +	XX		N/A
PULLING UP TO 50 LBS.	XX		N/A
PULLING 50-100 LBS.	XX		N/A
PULLING 100 LBS.	XX		N/A

0-1	1-2	3-4	5-6	7+
XX				
XX				
XX				
	XX			
	XX			
	XX			

THE HEAVIEST ITEM LIFTED ON THE JOB IS A HUMAN BODY WEIGHING 165 LBS. THE HEAVIEST OBJECT CARRIED WHILE THE WORKER WALKS FROM PLACE TO PLACE IS A DUTY BELT. IT WEIGHS 25 LBS. AND IS CARRIED 8-10 HOURS PER DAY. THE HEAVIEST WEIGHT PUSHED OR PULLED IS AN AUTOMOBILE. IT WEIGHS 3000 LBS. AND IS PUSHED OR PULLED ONE TIME PER DAY.

JOB ANALYSIS - Continued

Classification: POLICE OFFICER

Department: POLICE DEPARTMENT

	YES	NO
TWO HANDS MANIPULATION REQUIRED	XX	
SIMPLE GRASPING – RIGHT HAND	XX	
SIMPLE GRASPING – LEFT HAND	XX	
SIMPLE GRASPING – BOTH HANDS	XX	
POWER GRASPING – RIGHT HAND	XX	
POWER GRASPING – LEFT HAND	XX	
POWER GRASPING – BOTH HANDS	XX	
FINE MANIPULATION – RIGHT HAND	XX	
FINE MANIPULATION – LEFT HAND	XX	
FINE MANIPULATION – BOTH HANDS	XX	

ADDITIONAL/ENVIRONMENTAL EXPOSURES	YES	NO
DRIVING CARS, TRUCKS, FORKLIFTS OR OTHER MOVING EQUIPMENT? DESCRIPTION: PATROL VEHICLE, MOTORCYCLE, BICYCLE	XX	
WORKING NEAR HAZARDOUS EQUIPMENT AND MACHINERY? HANDGUNS, SHOTGUNS	XX	
WALKING ON UNEVEN GROUND? DESCRIPTION: VARIOUS TERRAINS	XX	
WALKING ON SLIPPERY SURFACES? DESCRIPTION: WET SURFACES	XX	
EXPOSURES TO DUST, GAS OR FUMES? DESCRIPTION IN-FIELD DUTIES, REFUELING VEHICLES, INCLEMENT WEATHER, CHEMICAL AGENTS	XX	
EXPOSURE TO NOISE? DESCRIPTION: SIRENS, HEADSET AND HAND RADIO, HORNS, GUN SHOTS	XX	
EXPOSURE TO EXPREMES IN TEMPERATURE OR HUMIDITY? DESCRIPTION: OUTDOORS – SUMMER / WINTER	XX	
WORK AT HEIGHTS? DESCRIPTION: TALL BUILDINGS, ROOFTOPS, BRIDGES	XX	