



CITY OF ALBANY POLICE OFFICER

Under general supervision, performs the police function of protecting persons and property, providing law enforcement, maintaining order, controlling traffic, and preventing crime and juvenile delinquency; performs specialized administrative or investigative work, as necessary; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Sergeant or higher ranking officer. Exercises no direct supervision.

Class Characteristics

Positions in this class are occupied by sworn personnel pursuant to California Penal Code §830.1 who are responsible for protecting persons and property; enforcing state and local laws and ordinances; and maintaining order. The duties require initiative, resourcefulness, the ability to analyze situations and in emergencies to adopt a quick, effective, and responsible course of action. The work involves frequent contact with the public and the ability to deal with persons in tense situations where relations may be strained.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures active community policing pursuant to codified department policy and strategies.
- Patrols an assigned area by car, bicycle, or on foot; observes, investigates, and reports suspicious and hazardous conditions; apprehends and arrests law violators.
- Responds to routine and emergency calls for protection of persons and property, and for the enforcement of city ordinances, state laws, and federal laws.
- Investigates crimes, accidents, deaths, and disturbances; gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; completes reports.
- Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases; works with community organizations and governmental agencies in delinquencies and in delinquency control programs.
- Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; issues citations.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Searches, transports, and assists in the booking of prisoners.
- Serves warrants, subpoenas, and other legal documents.
- Participates in specialty units including hostage negotiation teams, tactical response team, and other related police specialty units.
- Completes and submits reports and documentation of work performed.
- Organizes community outreach events; Speaks before business, school, civic and special groups, as necessary.
- Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Answers questions from the public concerning local and State laws, procedures, and activities of the department.

- Maintains department equipment and records related to equipment; researches and purchases equipment as necessary.
- Provides responsible staff assistance to superior officers.
- Serves as Field Training Officer, as assigned; trains new recruits and lateral police officers; documents trainee progress and prepares evaluations.
- Serves as Public Safety Dispatcher, as necessary.
- Assists in performing a variety of non-sworn police duties as necessary.
- Serves as acting Police Sergeant, as assigned.
- Performs related duties as assigned.

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- Techniques and applications of self defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to arrest, search and seizure, evidence, and case law.
- Departmental rules and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic 911 systems and dispatching protocols.

Ability to:

- Properly interpret and make decisions in accordance with circumstances, laws, regulations, and policies.
- Use good judgment and make effective, logical decisions under pressure.
- Take command in disorderly situations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Establish and maintain sound police procedures and records.
- Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- Read with good comprehension.

- Prepare clear and concise reports and routine correspondence.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

Entry Level

Equivalent to the completion of the twelfth grade and meet all requirements as set by the Civil Service Board.

Lateral Entry

Equivalent to the completion of the twelfth grade and meet all other requirements as set by the Civil Service Board.

Licenses and Certifications

Entry Level

Valid California Driver's License.

Lateral Entry

Valid California Driver's License.

Possession of a POST Basic Certificate or a Certificate of Completion from an accredited California POST Basic School awarded or renewed within the previous consecutive thirty-six months at the time of application.

Physical Demands

Must possess physical condition necessary for sufficient mobility to work in a law enforcement setting, including vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed; walks, sits, stands, and runs on slippery/uneven surfaces for prolonged periods of time; drives a vehicle on City business; climbs, kneels, balances, crouches, twists, reaches, bends, crawls, grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 100 pounds with assistance; restrains or subdues individuals; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; maintain corrected hearing and vision to normal range; verbal communication; operate a pistol, knife, and handcuffs; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Environmental Elements

Employees work in reactive emergency, natural, or man-made disaster, and routine peace keeping environments with travel from site to site; noise level in the work environment is usually moderate, but occasionally very loud due to sirens, firearm training, etc.; regularly exposed to outside weather conditions and wet and/or humid conditions; unusual exposure to life threatening situations; extensive public contact.

Special Requirements:

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime.