

## **POLICE OFFICER**

### **DEFINITION**

Under supervision, performs law enforcement duties in the protection of life and property.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Police Lieutenant or designee. This classification does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Police Officer is the journey level class in the Police series. Work normally consists of routine police tasks performed according to department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision. Police Officer is distinguished from Police Sergeant in that the latter is the first-line supervisory level in which incumbents perform supervisory work. It is distinguished from Police Officer Recruit in that the latter is the entry level class in which incumbents perform under direct supervision.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Patrols a specified sector or area on foot or by vehicle.

Arrests law violators and criminal suspects; issues citations for traffic law violations; testifies and/or presents evidence in court.

Responds to fires, accidents, or other unusual occurrences, when assigned, and maintains crowd or traffic control.

Responds to calls regarding wanted or missing persons and lost children.

Responds to crime scenes, searches for and preserves evidence; investigates and follows up clues, searches for and apprehends violators; interviews suspects, prisoners, complainants and witnesses to obtain information about crimes.

Investigates cases involving juveniles; performs crime prevention in the investigation of offenses against or by juveniles.

Performs investigations as directed by superior officers.

Prepares written reports of investigations.

Coordinates Reserve Officer activities.

Trains Police Officer Recruits.

Coordinates crime prevention and youth activities.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The English language and the ability to speak and write clearly and correctly.

Social problems of the urban community, including racial, religious, and ethnic group relations.

The geography of the City.

#### **Skill to:**

Operate modern office equipment, including computer equipment and software.

Safely operate a motor vehicle.

Safely use firearms.

#### **Ability to:**

Perform prolonged and arduous tasks under adverse conditions.

Remember names, faces and details.

React quickly and calmly in emergencies.

Understand and follow written and oral instructions.

Develop skill in the proper use and care of firearms.

Deal courteously but firmly with the general public.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

### **Minimum Qualifications**

Promotional - Twelve (12) months of experience as a Police Officer Recruit with the City of Fresno and successful completion of the Field Training Program.

OR

Lateral - Two (2) years of experience and current employment performing the full range of duties as a sworn Peace Officer with a local governmental law enforcement agency, and possession of

a California State Peace Officer Standards and Training (P.O.S.T.) Basic Certificate; OR a lapse of not more than three (3) years since last employment as a Police Officer who completed the probationary period with the Fresno Police Department and possession of a California State Peace Officer Standards and Training (P.O.S.T.) Basic Certificate.

**Special Requirements**

Must be at least 21 years of age at time of appointment.

Must be a citizen of the United States or a permanent resident alien who is eligible, and has applied, for citizenship.

Possession of a valid California Driver's License is required and must be maintained during the entire term of employment in the job class.

Must successfully complete a Computer Voice Stress Analyzer (CVSA) and/or polygraph test, a psychological examination, a medical examination, and an extensive background investigation prior to appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: (Signature on File) DATE: 03/06/2023  
Interim Director of Personnel Services

JC:NK:jl:9/23/02  
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