



CITY OF CHINO

Police Officer

Definition:

Under general supervision, patrols an assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; and performs related work as assigned.

Class Characteristics:

Police Officers are assigned to any of a number of functional areas within the Police Department on a rotating basis.

Essential Functions:

Patrol and Traffic Safety

- Patrol, either in a vehicle, on foot or on a bicycle, an assigned area during an assigned shift and look for indicators of possible criminal activity or threat to life and property; answer calls for police services; respond to crimes in progress; enforce City, county, and state laws; make field contacts and complete forms; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, traffic collisions, suspected homicides, and other criminal incidents.
- As a Motor Officer, patrol the City on a motorcycle or in a radar-equipped patrol unit; respond to calls related to traffic incidents and any other emergencies; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws.
- Make arrests as necessary; serve warrants and subpoenas; conduct searches and seizures involving people, vehicles, and structures; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; receive, search, and book prisoners; fingerprint and transport prisoners; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Write reports and field notes; participate in staff development; attend briefings and training sessions; perform routine maintenance on assigned patrol vehicle, firearms, and other equipment.
- Make traffic stops and issue warnings, citations, or make arrests as necessary; check vehicles and observe vehicle occupants; investigate scenes of vehicle collisions, provide emergency medical care as necessary, direct traffic and arrange for clearing of roadway, interview drivers and witnesses and prepare reports; direct traffic at fire scenes, special events, and other emergency or congested situations.
- Assist the public and answer questions; administer first aid and respond to calls for medical assistance; establish and maintain good relationships with the general public.

Investigator

- Coordinate and conduct complete and detailed investigations of crimes involving gangs, juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.
- Participate in all normal enforcement activities including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.
- Perform undercover and surveillance activities; interview victims, complainants, witnesses, and suspects; collect, preserve, and maintain evidence and property related to suspected crimes; serve warrants and subpoenas.
- Prepare investigative reports and case information; provide testimony and evidence in court.
- Answer questions from the public concerning local and state laws, procedures, and activities of the Department; develop and maintain good relationships with the public, including informants and contacts which may be helpful in criminal investigations.

Other Functions

- As assigned, make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serve as liaison to neighborhood watch groups and schools.

All Assignments

- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Demonstrate by example and clearly explain Department and City Core Values and Mission Statements.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing.
- Vehicle and Penal Codes.
- Laws of arrest.
- Search and seizure.
- Rules of evidence.

- Legal rights of citizens.
- Court procedures.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Think and act quickly in emergencies and judge situations and people accurately.
- Represent the City in a variety of meetings.
- Deal tactfully and courteously with internal and external customers.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Respond to emergency and problem situations in an effective manner.
- Use and care of firearms and equipment.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Administer First Aid.
- Observe and accurately remember faces, numbers, incidents, and places.
- Establish and maintain effective relationships with the community.
- Understand, explain, and apply policies and procedures.
- Make clear and concise radio transmissions.
- Work independently and demonstrate initiative.
- Establish and maintain cooperative working relationships.
- Meet the established physical requirements.
- Meet Police Officer requirements contained in the California State Government Code.
- Handle sensitive/confidential matters with discretion.

Education:

- High School Diploma or G.E.D. and successful completion of a P.O.S.T. certified basic academy (required).

Experience:

- One year of current full-time experience as a Police Officer in a California public agency (highly desirable).

Licenses/Certificates:

- Possess a P.O.S.T. Basic Certificate.

Training/Safety Requirements:

- Job specific training will be provided according to class specification during work hours.

Special Requirements:

- Possess U.S. Citizenship at time of appointment.
- Possess a valid California Driver's License and a satisfactory driving record.
- Work rotating shifts including weekdays, weekends, evenings, and holidays.
- Receive satisfactory results from a background investigation, polygraph test, psychological evaluation, physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category IV Public Safety: Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

Characteristics: Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose every day duties place high priority and demands on top physical fitness and agility.

Physical Requirements:

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Heaving Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Color Vision: Ability to identify and distinguish colors.
- Distant Vision (Excellent): Without correction, vision not less than 20/40 in each eye, must correct to 20/20 in one eye and not less than 20/25 in the other eye.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.
- Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.
- Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.
- Heights: Ability to work on surfaces above 20 feet.

Details:

Department/Division: Police

Reports To: Depends on assignment

Possible Career Advancement Opportunities:

From: Police Officer

To: Corporal

Employee Unit:

Depending upon assignment, Chino Police Officer's Association (CPOA) or Part-time/Temporary/Seasonal

Revised: 04/26/21.

Replacing Police Officer classification specification dated 09/09/16.