

City of Grass Valley  
JOB DESCRIPTION



**POLICE OFFICER I / POLICE OFFICER II**

**Department: Police**

**FSLA Status: Non-Exempt**

**Reports To: Police Sergeant**

**Unit: 6, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under the direction of an assigned supervisor, perform law enforcement and related services to safeguard the lives, property, and constitutional rights of citizens in the City; patrol assigned areas, respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend, and arrest criminals; enforce State and Federal laws; enforce City and County ordinances; and perform a variety of specialized duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

- Police Officer I is the entry level class in the professional police series requiring sworn police status. Officers in this class have graduated from a Police Academy and possess a POST Academy Graduate Certificate and maintain a valid POST Proof of Eligibility status.
- Police Officer II is the experienced journey level classification in the police officer ranks. Officers in this class possess and maintain a valid POST Basic Certificate. Officers in this class are given complex patrol and investigation assignments and are able to operate with minimal supervision.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Police Sergeant or Corporal.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address department needs and changing department practices. Depending upon assignment, duties may include, but are not limited to the following:*

Police Officer I & II:

- Patrol an assigned area on rotating shifts, in an automobile, other vehicle, or on foot for the prevention of crime and the enforcement of traffic laws and regulations; issue

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citations; perform security patrols, traffic control, investigations; administer first aid and request medical attention when necessary.

- Investigate crimes including felonies, misdemeanors, and violations of City ordinances; conduct follow-up investigations of crimes committed during assigned shift; seek out and interview victims, witnesses, and suspects; search crime scenes for clues and evidence, collect, package, and preserve evidence.
- Handle emergency situations.
- Detect, pursue, apprehend, and arrest or detain persons involved in crimes or misconduct; confront and arrest violent combative subjects; transport prisoners.
- Patrol City streets, parks, commercial, and residential areas to secure and protect property and to preserve the peace and enforce the law; participate in community crime prevention programs and activities.
- Perform crowd control, regulate vehicle flow at fires, parades, and other incidents or congested situations.
- Respond to hostage situations, barricaded subjects and other extremely hazardous situations; respond to natural and man-made disasters.
- Perform duties in conformance with Federal, State, County, and City laws, regulations, and ordinances.
- Attend and successfully complete required training including firearm qualification.
- Prepare a variety of written reports; operate a department issued computer and other technology.
- Make public appearances and presentations at City Council and other civic organization meetings to actively develop and foster community partnerships.
- Provide information and direction to the public.
- Make presentations at schools; plan and conduct police department tours for students.
- Appear and testify in court when subpoenaed.
- Perform other related duties as required.

**Police Officer II:**

- In addition to those duties listed above, a Police officer II must possess extensive knowledge of departmental policies and procedures and demonstrate an ability to function with a significant degree of independence.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential functions satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

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**Knowledge of:**

- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification 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 search and seizure and preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Basic self-defense tactics.
- Interview techniques and public contact techniques.
- Modern office methods and techniques.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Write clear, concise, and comprehensive reports using correct English and grammar.
- Read and understand department policies, instruction, laws, and regulations.
- Interpret and apply laws and regulations.
- Learn standard procedures related to the use of police radio systems.
- Gather and evaluate facts and evidence.
- Draw logical conclusions and make proper recommendations.
- Analyze situations and adopt quick, effective, and reasonable courses of action.
- Qualify in the use of firearms.
- Use and care for a wide variety of police equipment.
- Meet the physical requirements established by the Department.
- Meet and deal with the public tactfully and effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer and related software.
- Effectively problem solve and interact professionally with diverse community members.
- Exercise fairness in all pursuits regardless of a subject's race, ethnicity, nationality, gender, sexual orientation, religion, or disability.

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**EXPERIENCE, EDUCATION, LICENSE, and CERTIFICATE**

**Experience:**

**Police Officer I:** Must have completed a California POST Basic Academy and be able to complete the Grass Valley Police Department Field Training Program.

**Police Officer II:** Must have successfully completed a probationary period at a California law enforcement agency and be able to complete the Grass Valley Police Department Field Training Program.

**Education:** Equivalency to high school graduation. College level coursework or other specialized training in criminal justice, police science, psychology, public administration, or related field is highly desirable.

**License(s):** Due to the performance of field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

**Certificate(s):**

**Police Officer I:** Must maintain a valid POST Proof of Eligibility status.

**Police Officer II:** Must possess and maintain a current POST Basic certificate.

**ADDITIONAL REQUIREMENTS**

- Legally authorized under federal law to work in the United States.
- Minimum age at time of appointment is 21 years.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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- Criminal record must be free from conviction of any felony or misdemeanor involving moral turpitude or domestic violence, and from an excessive number of citations for traffic violations. Background history should indicate responsibility, dependability, honesty, integrity, acceptable communication skills, good judgment, and the ability to relate well to others.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**RESIDENCY REQUIREMENT**

Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

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