



## CITY OF BANNING, CALIFORNIA

### Police Officer

**Job Code: 2050**

**FLSA**      ☐ Exempt      ☒ Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of duties associated with law enforcement work in assigned area of patrol, traffic enforcement, investigations and/or special assignments. Protects life and property through the enforcement of Federal, state and local laws and ordinances.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Performs a variety of law enforcement work in assigned area of patrol, traffic enforcement, investigations and/or special assignments. Protects life and property through the enforcement of Federal, state and local laws and ordinances. Provides information, advice and assistance to the public. Responds to emergency and non-emergency calls for service involving assaults, fights, domestic disturbances, alarm calls and other criminal activities/civil complaints. Identifies if a crime has occurred, determines elements of a crime, collects and documents evidence, conducts victim/witness interviews and identifies and locates suspects. Patrols designated area to monitor and prevent potential problems. Writes detailed crime, incident, supplemental and/or traffic accident reports.

May assist in the collection, preservation, and handling of physical evidence and property. Gathers evidence, verifies information pertinent to the investigation and assists in the resolution of a variety of criminal incidents. Writes search and arrest warrants. Issues warnings and citations. Apprehends and arrests citizens for criminal violations. Secures crime scenes. Conducts preliminary investigations. Presents evidence/sworn testimony regarding the investigative process and facts of the case in court.

Identifies and locates vehicle code violations. Educates the public on safe driving habits. Responds to radio calls. Provides first response medical aid and general assistance to citizens. Responds to alarm calls. Organizes community watch programs, promotes and organizes fund raisers and conducts presentations at social events and/or meetings. Provides K-9 services and assists in the search for narcotics.

Performs other duties as assigned or required.

(continued on reverse side)

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### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of modern law enforcement trends and practices
- Knowledge of the principles of file and records management
- Knowledge of legislative process and legal terminology.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** satisfactory completion of a Police Officer training program.

**ADDITIONAL REQUIREMENTS:** Must obtain within one (1) year of employment and must maintain State of California Police Officer Standards and Training (POST) certification. Must have at the time of application and must maintain a California driver license. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:** Requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping, and the ability to lift up to 25 pounds or more in the performance of daily activities. Requires both near and far vision and the ability to distinguish colors and acute hearing. Incumbents may work outdoors in all weather conditions. Entails working in hazardous situations, which may involve abusive persons, potential physical violence and the potential of risk of exposure to chemical and biological hazards.