

**CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION**

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**JOB TITLE: POLICE OFFICER**

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Definition:

The Police Officer, working under the direction of the Chief of Police and/or the Police Captain, enforces laws and ordinances to prevent crime, protect life and property, and maintain peace and order.

Duties:

The Police Officer enforces City, County and State laws; patrols the City area in a radio car and on foot; answers calls for the protection of life and private property; conducts preliminary follow-up investigations of burglaries, thefts, holdups, accidents, and deaths; gathers, preserves, and analyzes facts and evidence; directs traffic; stops drivers who are operating vehicles or trucks in violation of laws; warns drivers against unlawful practices, issues citations, and makes arrests; interviews witnesses, victims, and suspects; testifies in court; serves warrants and subpoenas; prepares reports; investigates suspicious persons and circumstances; gives information and direction to the public; attends police and fire scenes or other public gatherings to assist in the protection of life and property; handles radio, dispatch, and other similar duties; may undertake such special duties as K-9 Officer; and does related work as needed.

Experience and Education:

Graduation from high school; two years of general college course work; supplemented with completion of a basic P.O.S.T. course; at least two years of responsible work experience involving public contact. Must have a valid California Class "3" driver's license.

Abilities:

Understand and interpret laws, rules, and other written materials; judge situations and people accurately; think and act quickly in emergencies; operate standard radio system; employ principles and practices of law enforcement work, including patrol, investigation, custody, and identification; establish and maintain cooperative working relationships.

Physical Requirements:

Good physical condition, free from physical defects which would interfere with performance of the position, much of which may be spent on foot. Heights and weights must be proportionate. An examination will be conducted to determine mental and emotional stability of candidates, and also for physical agility and stamina. Hearing: normal. Color vision: normal. Visual acuity: not less than 20/70 in each eye uncorrected, corrected to 20/20 in the better eye and not less than 20/30 in the lesser eye.

CITY OF PALOS VERDES ESTATES

CLASSIFICATION: POLICE OFFICER  
GRIFFITH/ARCHER  
MATRIX POINT FACTOR

Responsibility Factors:

1. Managerial Span of Control: None
2. Financial Responsibility: None
3. Supervisory Responsibility: May act as Watch Commander when no Sergeant is on duty & supervise 3-5 people. May supervise a reserve officer riding with him.

Work Factors:

1. Data Utilization: Collects, analyzes and interprets information from dispatcher and citizens and uses same to enforce laws; high degree of data received. Writes response which contain all data.
2. Human Interaction: Very high interaction with victims, witnesses, and criminals as well as citizens and co-workers.
3. Equipment, Machines, & Materials Utilized: Use police patrol vehicle, radio, weapons, computer for all reporting, and laser equipment

Aptitude Requirements:

1. Verbal Development: Requires highly developed verbal ability in order to maintain control and obtain information.
2. Mathematical Development: Some used in accident investigation.
3. Situational Reasoning: Very high degree-must respond with split second decision
4. Dexterity Development: Highly developed – driving, weapons, computers.
5. Physical Requirements: Must be physically fit. Able to respond to arduous task requiring strength and control

6. Sensory Development: High degree of independent thinking required.
7. Experience Requirements: (includes education) High school grad.; 2 years college preferred. Class "C" drivers license. Knowledge of computers and keyboard, good verbal and written skills and others. See job description
8. Environment Requirements: Very high degree of officer safety skills required including driving and weapons control

Special Skills or Attributes:

Good common sense, ability to judge situations, think and act quickly, work cooperatively with everyone.