



Town of Hillsborough Positions Descriptions Police Officer

Department: Police
FLSA Status: Non-exempt

Bargaining Unit: Police
Revision Date: 8/03/00

GENERAL PURPOSE

Under general supervision, performs police patrol, investigation, traffic regulation, and related law enforcement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Patrols City streets, parks, and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations;
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate;
- Prepares a variety of reports and records including daily logs and reports of investigations;
- Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education, traffic safety, etc.;
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities;
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, court administrator, and District Attorney's Office regarding cases, policies and procedures, as needed or assigned;
- Maintains contact with police supervisory personnel to coordinate investigation activities and provide mutual assistance during emergency situations;
- Maintains departmental equipment, supplies and facilities.

DESIRED MINIMUM QUALIFICATIONS

Must possess, or be able to obtain by time of hire, a valid California State driver's license; be free of felony convictions and disqualifying criminal histories within the past seven years; and high school diploma or equivalent. P.O.S.T. Basic certification and college level education or training in police science, law enforcement, criminal justice administration, public administration, or a related field is desirable. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; Ability to learn the applicable laws, ordinances, and department rules and regulations; perform work requiring good physical condition; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers and supervisors; exercise sound judgment in evaluating situations and in making decisions; follow verbal and written instructions; learn the City's geography.

City Manager: _____ Date: _____