

# City of Atascadero

## Police Officer - Lateral

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### GENERAL PURPOSE:

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, participates in community oriented policing activities, performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Sergeant, or other ranking officer.

May exercise supervision over other Police personnel.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

On assigned, rotating shifts, patrols designated areas either in a vehicle, on a bicycle or on foot, enforces City, County, and State laws, conducts both preliminary and follow-up investigations, responds to calls for service, makes field contacts, completes forms, serves warrants and subpoenas, works traffic accident scenes, and performs other general police functions.

Makes arrests as necessary, interviews victims, complainants and witnesses, interrogates suspects, gathers and preserves evidence, receives, searches and books prisoners, fingerprints and transports prisoners, testifies and presents evidence in court.

Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders. Writes reports and field notes, participates in staff development, and attends briefings and training sessions.

Assists the public and answers questions, administers first aid and responds to calls for medical assistance, establishes and maintains good relationships with the general public.

May participate in or be assigned to special programs such as canine, crime prevention, investigations, or school resource programs as a rotating assignment.

Attends and/or schedules meetings within the community to foster communication with citizens groups and individuals.

Coordinates police activities within any given beat or other geographical area, participates, and coordinates community/problem policing (Community Action Partnership).

Participates in and coordinates other City Departments' teamwork. Performs other related duties as required.

#### QUALIFICATIONS:

- Must be at least eighteen years of age at time of appointment.
- Possess a High School Diploma or GED equivalent.
- Weight in proportion to height, vision correctable to 20/20 with corrective lenses supplied by the applicant, and normal depth perception.
- Possess Certificate of Completion from an accredited basic P.O.S.T Academy
- Must possess or be eligible for a valid First Aid Certificate issued by the American Red Cross and verified completion of an approved CPR course within one year of the appointment.
- Meet all other requirements in keeping with the Commission on Peace Officer Standards and Training.
- Must possess a valid California Drivers License.
- In addition to the above qualifications, Lateral Police Officer applicants must possess a Basic P.O.S.T. Certificate and have a minimum of two years of full-time experience, as defined in Section 830.1 of the California Penal Code, with a California law enforcement agency

#### ABILITIES AND SKILLS:

Analyze situations quickly and effectively, interpret the application of criminal law, department policy, and standard procedures, perform training and/or give guidance as needed, identify and assume control of situations that require intervention, interact effectively with the community, liaison groups and representatives, other governmental agencies, coworkers, and management, organize and prepare clear, concise, and comprehensive reports, basic typing and personal computer skills. Ability to understand and carry out oral and written instructions, use firearms, react quickly and calmly in emergencies, exercise good judgement in personal encounters and relationships with the public, establish and maintain effective and cooperative relationships with supervisor(s), coworkers and the public. Skill in reading, writing and oral communication in English at an appropriate level, deal with a variety of culturally sensitive issues, effectively communicates with local citizens and understands the community.

#### TOOLS AND EQUIPMENT USED:

Police vehicles of varying types, radios, radar equipment, handgun and other weapons and ammunition as required, baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer and related software, flares, mace, pepper spray, pens/pencils, keys and locks, bicycles, other standard office equipment, flashlights, telephones, video and audio recording equipment, small tools, and other tools and equipment as necessary.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. Occasionally required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste, smell, feel or touch. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, day or night. The employee occasionally works near moving mechanical parts, in high, precarious places, with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: /S/ \_\_\_\_\_  
City Manager Date