

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Police Officer

DEFINITION: Under general supervision, performs a wide variety of sworn peace officer duties involving the protection of life and property, enforcement of laws and ordinance, criminal investigation, crime prevention and suppression, case preparation and testimony, and provision of information and assistance to the public.

DISTINGUISHING CHARACTERISTICS: This is the entry level classification in the law enforcement series requiring sworn peace officer status. Incumbents work within the framework of established law enforcement procedures and are expected to exercise independent judgment in the performance of their duties. Incumbents may be assigned specialty assignments such as patrol, crime prevention, investigations or other police-related functions.

SUPERVISION EXERCISED AND RECEIVED: General direction is provided by a Police Sergeant or other sworn Police manager.

ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES:

Typical Tasks: Depending upon assignment, duties may include:

- Patrols an assigned area of the city by vehicle, foot or as designated by the supervisor to ensure the security of life, property, public order, to protect the constitutional rights of all citizens and to observe situations and deter crime.
- Identifies problems in a beat or in the community, develops tactical action plans and recommends solutions or strategies to supervisory staff.
- Maintains law and order; enforces state, local and federal laws and ordinances; responds to suspicious activities and answers emergency calls for service.
- Investigates traffic accidents; gives assistance and/or first aid to injured and requests additional responses as necessary; provides traffic and crowd control as necessary; issues citations to traffic violations.
- Investigates criminal activity and incidents as the responding officer; coordinates crime scene control and investigation, including interviews and interrogations and identification of witnesses; oversees collection and preservation of physical evidence; seeks to locate law violators.
- Issues verbal warnings or citations; prepares search and arrest warrants; serves subpoenas and warrants; apprehends suspects and makes arrests.

- Interrogates suspects, interviews victims, complainants and witnesses; searches, transports and guards prisoners.
- Prepares and documents cases; testifies in court; completes reports and records; prepares and maintains other logs and records.
- Retrieves, identifies and returns found property and/or evidence to owners; searches for stolen property and lost persons.
- Maintains contact with the public regarding potential law enforcement problems and to preserve good relationships with the public; interacts with other agencies in the collection of information, identification of criminal offenses and recovery of stolen property.
- May perform work in a specialty assignment as assigned.

Knowledge of:

- Law enforcement terminology and concepts;
- techniques for dealing with people of all socio-economic levels under hostile and emergency situations;
- safety practices and precautions related to the work;
- basic English grammar, composition, spelling and punctuation;
- basic mathematics;
- effective communication techniques;
- effective problem solving techniques;
- basic computer operating systems and software applications related to the work.

Ability to:

- Communicate effectively, both orally and in writing;
- learn, understand and interpret laws, regulations and equipment used in law enforcement and crime prevention and investigation;
- implement and enforce laws, policies, regulations, guidelines and orders concerning the protection of life, property and the maintenance of law, order and peace;
- observe and accurately recall names, faces, numbers, incidents and places;
- think and act quickly in emergency situations;
- analyze situations and adopt effective courses of action;
- exercise sound judgment, often under pressure;
- understand and carry out written and oral directions;
- write at a fast rate of speed to prepare accurate and factual written reports;
- prepare clear and concise reports, records and other written material;
- perform basic math computations;
- safely operate motor vehicles in high speed and emergency situations;
- establish and maintain effective relationships with co-workers, supervisors, public officials and representatives other agencies;
- utilize computers and computer software, as required;
- learn to meet the minimum standards of use with department-issued or approved lethal and non-lethal weapons.

MINIMUM REQUIREMENTS:

A typical way to obtain the knowledge, skill and ability required for this position would be:

Academy Graduate: Equivalent to graduation from high school and any full or part-time experience which demonstrates good work habits. Possession of a current California POST Basic Police Academy Certificate is required at time of application.

Lateral Entry: One year of experience in a sworn law enforcement position in the state of California as defined in California Penal Code Section 830.1 (a) and possession of, or the ability to obtain, a POST Basic Certificate is required.

Lateral Entry (outside of California): One year of experience in a sworn law enforcement position and successful completion of the California POST Basic Course Waiver Process is required by time of hire.

SPECIAL REQUIREMENTS: Possession of California Class "C" Driver's license is required at the time of appointment. Incumbents must be willing to work any shift, including night, evening, holiday and weekend shifts and must be willing to work scheduled and emergency overtime. Incumbents must wear and maintain a uniform. Incumbents are expected to maintain high moral character and integrity and demonstrate a high desire for self-improvement. Bilingual skills are desirable.

WORKING CONDITIONS/PHYSICAL CHARACTERISTICS: Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Classified
Unit: Napa Police Officers Association
FLSA: Non-Exempt

Established:

Revised: 3/2002
Revised: 9/16/2014; 1/2019
Abolished:
Class Code: 20108

DRAFT