



CLASS SPECIFICATION

12/13/2012

MUNICIPAL POLICE OFFICER, 3183

Summary of Duties: A Municipal Police Officer is a sworn peace officer, authorized to carry a firearm; enforces state and local laws, regulations, City of Los Angeles ordinances, and security, traffic, and safety, laws, rules, and regulations; engages in law enforcement activities, including uniformed foot, all terrain and standard vehicle, and bicycle patrol and plainclothes assignments, arrest, and report writing; provides information to the public regarding locations and operations; engages in Citywide patrol and emergency response, wildland fire, and search and rescue operations at major regional parks, and law enforcement or security functions at high profile post assignments within municipal buildings; and does other related work.

Distinguishing Features: Municipal Police Officers are armed and uniformed peace officers of the City of Los Angeles and may work in uniformed or plainclothes assignments. Officers may be assigned as a solo officer or as a team member. They are responsible for patrolling areas under the jurisdiction of the Department for the protection of persons and property on such premises. Incumbents may patrol in rural, high crime, or undeveloped areas, prone to violent crime and other criminal activity. The work requires tact and good judgment in resolving difficult enforcement problems and maintaining optimum relations with tenants, customer departments, and the public. Although unusually difficult law enforcement problems may require the assistance of the Los Angeles Police Department, incumbents of this class are responsible for responding to emergencies and taking immediate action to restore order. They may work special assignments such as undercover details or plainclothes investigations.

Assignments are received in general terms supplemented by special instructions and the work is checked by observation in the field and through reports of activities and incidents. Much of the work is performed without direct supervision.

Incumbents in this class are required to work day, night, or morning shifts, including Saturdays, Sundays and holidays, in all weather conditions, work on steep or uneven terrain or in rural areas, and are subject to recall to work as required in emergencies.

Examples of Duties:

- Enforces ordinances, laws and regulations pertaining to parking, traffic control, safety, and property protection in the use of installations and facilities;
- Makes arrests and transports arrestees to appropriate jail facilities;
- Apprehends or assists members of other law enforcement agencies in apprehending law violators;
- Responds to calls for police service and practices safe emergency vehicle operations practices;
- Patrols property within the responsibility of the Department, including City parks, beaches, undeveloped land, rural areas, libraries, wastewater treatment sites, municipal buildings and facilities, to deter criminal activity, trespassing, and other unlawful or unsafe acts;

- Testifies in court;
- Prevents public entry into dangerous or restricted areas;
- Provides law enforcement and security services to high profile locations within City government;
- Exercises authority to halt hazardous or unauthorized activities by tenants' employees or the public in violation of safety regulations and procedures;
- Investigates and takes immediate action regarding workplace violence incidents;
- Issues citations or warnings for violations of California Penal, Vehicle, or other state and municipal codes;
- Responds to emergencies and takes immediate action to control crowds, direct traffic, assist the injured, turn in alarms, and fight fires;
- May be assigned to "high risk" areas or property under wildland fire conditions;
- Books and catalogs evidence or found property;
- Works plainclothes and other investigative assignments;
- Provides information to the public regarding locations and operations of the Department and directs visitors to points of interest in the area or to major streets, freeways, and other stated destinations;
- Prepares personal injury and property damage reports and general incident reports;
- Drives automotive equipment and operates two-way radios as required in the performance of duties;
- May be assigned as a field training officer;
- May be assigned as a senior lead officer;
- May be assigned as an investigator;
- May be assigned as a firearms instructor;
- May be assigned as a Sergeant At Arms;
- May be assigned to dignitary protection details;
- May be assigned to a detail or task force with a federal, state, or local law enforcement agency;
- May be assigned to other specialized assignments;
- Develops security plans and provides field escorts for visiting dignitaries, security parties, and representatives of the press;
- Investigates properties for misuse, property encroachment, boundary disputes, fire lane clearances, toxic waste and hazardous materials dumping, and other threats to public safety;
- Secures gates and locks and watches buildings and facilities for indications of fire, dangerous conditions, unauthorized entry, and vandalism;
- May supervise and coordinate bomb threat procedures;
- Apprehends and removes wild and stray animals from the area and may contain or control escaped exotic animals in conjunction with Los Angeles Zoo curator staff; and
- May serve summons and other legal documents, investigate complaints against Department employees and handle evictions from city owned property.

Incumbents may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Municipal Police Officer must have the following knowledge and abilities:

Knowledge of:

- Report writing, reading comprehension, and English usage and spelling;
- Methods of patrolling and safeguarding critical infrastructure, including parkland, open space, and municipal buildings, roadways, installations, and adjacent facilities;
- Proper methods of conducting search and rescue operations and using ropes, knots and repelling equipment;
- Fire fighting procedures and fire prevention techniques, including proper use of fire fighting equipment;
- Laws and regulations governing Municipal Police Officers;
- Safety principles and practices;
- Fire hazards and fire prevention methods;
- Laws of arrest and the elements of misdemeanor and felony offenses; and
- Use of a firearm and defensive tactics.

The ability to:

- Understand and follow written and oral instructions;
- Understand and apply complex policies and procedures;
- Speak clearly and authoritatively;
- Learn the locations of installations and facilities, policies and procedures, and security problems of the department to which assigned;
- Interact effectively and courteously with employees, tenants, and the general public;
- Analyze situations and adopt or implement quick, effective and reasonable courses of action;
- Write clear and concise reports;
- Provide complete and truthful testimony in court;
- Maintain flexibility and be prepared to adapt to rapidly changing situations;
- Confront dangerous situations and potential acts of terrorism; and
- Exert the physical stamina, strength, flexibility and coordination to pursue and restrain fleeing suspects and defend oneself and others from physical attack.

Minimum Requirements:

- Must be 21 years of age at the time of appointment.
- High school graduation or G.E.D. equivalent.
- Must have United States citizenship or have applied for U.S. citizenship before applying for Municipal Police Officer.

Conditions of Employment:

- Must possess a valid California driver's license.
- Prior to regular appointment, must satisfactorily complete a basic police recruit academy and field training program approved by the Commission on Peace Officers Standards and Training (POST).

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.