

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

04-26-96

POLICE OFFICER, 2214

Summary of Duties: Enforces laws and ordinances; protects life and property; issues citations, makes arrests, prepares reports; meets with community members; works as a team member; and provides information to the public and departmental units.

Distinguishing Features: A Police Officer is responsible for enforcing all the laws and ordinances within the jurisdiction of the Police Department. When engaged in enforcement activity, a Police Officer may work alone or as a team member. A Police Officer may be assigned based on various factors, including community input, to concentrate on controlling certain types of crime. In felony cases, a Police Officer's responsibility is normally limited to making arrests, preliminary investigations, and reports, with subsequent follow-up investigation being made by Police Detectives. The class of Police Officer is distinguished from the class of Police Sergeant and Police Detective in that a Police Sergeant is typically a first-line supervisor of several Police Officers and a Police Detective is engaged in surveillance or follow-up investigation work. A Police Officer receives general assignments and special instructions with their work being checked in the field or through activity reports. Officers may also independently initiate actions designed to respond to long term or continuing crime problems as well as respond to individual criminal activity. Often the work is performed under hazardous conditions without direct supervision, and decisions affecting life and property are often made under stress. The duties of a Police Officer require considerable public and community contact and cooperation. As a result, employees of this class must possess strong interpersonal and communication skills, including being open minded, fair, unbiased, and sensitive when dealing with people of diverse backgrounds.

Examples of Duties: A Police Officer:

- ! Patrols the streets on foot or in a radio car;
- ! Answers calls and complaints requesting police assistance;
- ! Conducts patrols in specific areas in response to problems identified by community residents;
- ! Conducts preliminary investigations;
- ! Interviews witnesses and suspects to obtain information for reports;
- ! Determines the facts from information available at the scene of a crime and writes reports containing the facts for use in follow-up investigations;
- ! Issues citations and warnings to violators;

Example of duties (cont.):

- ! Makes arrests;
- ! Transports suspects to jail and courtrooms;
- ! Attends court and testifies as a witness;

- ! Patrols streets in a radio car or on a motorcycle to control and regulate traffic in conformance with State and local traffic regulations and to reduce traffic accidents;
- ! Gathers pertinent evidence from the scene of a crime or collision;
- ! Takes pictures and measurements of physical factors;
- ! Advises persons on proper driving practices while operating motor vehicles;
- ! Acts as a desk officer in geographic divisions answering incoming telephone calls and receiving all persons entering the station in order to give information or advice;
- ! Takes reports and seeks information from the public on police-related problems such as crimes, traffic accidents and missing juveniles, and continuing crime problems;
- ! Keeps records of the activities of the station and of officers in the field;
- ! Attempts to identify patterns and ongoing problems from crime data;
- ! Relays orders and complaints to other Police Officers and makes records of their disposition;
- ! Researches and prepares special reports on police-related activities and programs;
- ! Answers correspondence;
- ! Makes oral presentations to schools and community groups;
- ! Seeks input from community groups on their problems and concerns;
- ! Acts as an instructor in recruit, in-service, or on-the-job training programs to assist police personnel in becoming more proficient in their duties;
- ! Investigates complaints against juveniles involving misdemeanors, felonies, delinquency, or contributions to delinquency, using own initiative and community input;
- ! Plans programs and activities for juveniles to encourage respect for the law;
- ! Patrols school grounds and other public places which juveniles frequent;
- ! Investigates vice activities;
- ! Takes complaints and reports and seeks input from community members in order to attempt to apprehend those engaged in vice activities;
- ! Prepares evidence for issuance of complaints and assists attorneys in the prosecution of vice cases;
- ! Serves criminal processing documents, including warrants and subpoenas;
- ! Visits pawn shops and secondhand stores for the purpose of checking records, identifying and recovering stolen property, and seeking information about possible criminal activity;
- ! Attends roll call and receives orders and assignments;
- ! Makes note of persons and motor vehicles wanted by the police and keeps on the alert to locate them when on patrol;
- ! Keeps records and makes reports on daily activities and disposition of cases;

Example of duties (cont.):

- ! Analyzes recorded information in order to evaluate patterns and formulate potential solutions to crime problems;
- ! May act as a lead officer;
- ! May conduct community relations activities;
- ! May assist the Police Department in support functions;
- ! May be assigned to an investigative unit to broaden training and develop investigative skills;
- ! May assist in recruitment of Police Officer and civilian employees;
- ! May investigate the background of candidates for Police Officer and civilian employment;
- ! May assist in the booking and retention of prisoners;

May be assigned to emergency preparedness activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

The ability to:

- ! Understand and follow written and oral instructions;
- ! Speak clearly and authoritatively;

- ! Listen to and accurately interpret what others say;
- ! Effectively interact with a wide variety of community residents;
- ! Write clear and comprehensive reports;
- ! Apply judgment and reasoning to enforcement, information gathering, and information review;
- ! Learn and retain information;
- ! Perceive detail;
- ! Plan, organize, and manage time and information;
- ! Identify, suggest, and implement solutions to large scale problems.
- ! **Maintain flexibility to shift between and rapidly adapt to a variety of situations;**
- ! **Demonstrate initiative to work independently and as a team member;**
- ! **Confront possibly dangerous situations;**
- ! **Exert the physical stamina, strength, flexibility, and coordination to pursue and restrain fleeing suspects and defend oneself from physical attack.**

Requirements:

A U. S. high school diploma or G.E.D. equivalent is required. A two year or four year college degree from an accredited school may be substituted for the U. S. high school diploma.

Requirements (cont.):

License: A valid California driver's license is required.

Age Limits: Be at least 21 years of age at time of hire.

Physical Requirements: Candidates for Police Officer must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe, including height and weight guidelines.

Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Character Requirements: Candidates for Police Officer must demonstrate that they respect the law and the rights of others, possess high moral standards of character and integrity, and are dependable, responsible and conscientious. Candidates must have no improper conduct, or poor driving record which may affect suitability for law enforcement work.

Appointment to this class is subject to an eighteen-month probationary period as provided by Section 109 of the Los Angeles City Charter.

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 the duties and responsibilities of any position shall be.