

CITY OF CARMEL-BY-THE-SEA

POLICE OFFICER

(Reduced Staffing Model, Created September 2022)

Definition

Under ~~limited~~general supervision, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes; to conduct and participate in general investigations of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; ~~and~~ to perform a variety of technical and administrative tasks in support of the Police Department; to conduct functions in furtherance of quality of life in the City; especially after hours and on weekends, when other City departments are not on-duty, be watchful for, report on, or take action for situations which need other City department attention; and when no other ranking field personnel are working, assume watch commander responsibility for all police operations.

Distinguishing Characteristics

This position is distinguished from the Police Sergeant in that Police Officers are not responsible for carrying out duties related to discipline and do not evaluate the performance of others. Occurring on a regular basis, Police Officers work at times when no higher ranking staff are on duty. During these times, Police Officers fulfill the leadership requirements of a Sergeant; however, in cases where disciplinary action is immediately required, Police Officers are expected to notify their Sergeant, or Chain of Command to fulfill any such action. ~~(identify the higher level duties of the Sgt. and explain that this officer may act in the absence of the Sgt which might occur on a regular basis.~~

This position is distinguished from the traditional Police Officer position in that the officers in the City of Carmel also fulfill a leadership role, provide detective duties, community policing, mental health support, field training, crisis intervention, press relations, special event coordination, and after-hours City representation duties. ~~do xxxxx (a short synopsis of the higher level duties.)~~

Supervision Exercised

Exercises no responsibility for evaluations or discipline of others; but, the role does include leadership and oversight authority especially when working as the ranking on-duty person. ~~supervision.~~

Examples of Important and Essential Duties

Patrol a designated area of the City to preserve law and order; discover and prevent the commission of crimes; check property for physical security; and actively address community safety issues.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents; when the on-scene ranking sworn staff member, take charge, assign tasks, request support from internal or external sources to ensure a quality outcome; and notify department/City leadership as defined by policy, practice, and/or organizational customs.

Investigate crimes, traffic accidents, and suspicious circumstances; collect, process, photograph, preserve, and present evidence including fingerprints, fibers, blood, and related physical evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend, interrogate, and search suspects and offenders; make arrests and inform persons of their rights; testify and present evidence in court; prepare supplemental reports for court cases; write search and/or arrest warrants; seek video evidence from both community and City resources, and examine and search for evidence via social media or other technology-oriented sources.

Conduct follow-up investigations with the goal of filing the case with prosecuting authorities for crimes or events which are not assigned to a detective; carry a caseload; and obtain specialized training to bolster investigative skills.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations; evaluate and implement enforcement efforts to address community concerns about congestion and safety; and engage with members of the public to reassure and demonstrate responsiveness to their traffic-related concerns.

Direct traffic and perform crowd control at fires, ~~special events~~, and other emergency or congested situations; and work with event organizers to support and plan for special events.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Examples of Important and Essential Duties (continued)

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

~~Prepare reports on arrests made, activities performed and unusual incidents observed.~~

Serve warrants and subpoenas within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Administer first aid in emergency situations until relieved by appropriate medical personnel; using Crisis Intervention Team (CIT) skills and training, properly engage with and respond to issues with people who have mental health problems.-

Book prisoners in the City jail; assist in the custody, care, and welfare of prisoners; transport prisoners.

Conduct a variety of criminal investigations as assigned; conduct covert and undercover investigations as assigned; gather evidence and prepare cases for prosecution; prepare investigative reports and case information.

Assist in controlling problems of juvenile delinquency.

Take custody of lost and found property.

Pick up and transport stray animals in the absence of the Animal Control Officer.

Search for lost children.

Check public, business, and private residences for security and other safety related issues.

Furnish information and directions to the public; in the absence of ranking staff, assist the press with accurate, concise, and non-law enforcement sensitive information which reflects well on the organization.

Lead or Attend briefings and read briefing materials.

Lead or pParticipate in training courses and programs.

~~May serve in the capacity of a superior officer upon the request or absence of a superior officer.~~

Other Job Related Duties

Perform related duties and responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

~~Basic~~ Principles of criminal law.

Principles and practices of record keeping and reporting.

~~Community Policing principals and practices.~~~~Basic principles of criminal law.~~

Safe driving principles and practices.

Skill to:

~~Learn to o~~Operate firearms, tasers, body worn camera system, radio system, and other ~~modern~~ police equipment.

~~Learn to o~~Operate ~~modern departmental~~ office equipment including computer equipment, law enforcement use of issued cell phone, and other specialty equipment both within the police vehicle and in the office setting.

Operate a motor vehicle safely.

Ability to:

Successfully complete P.O.S.T. training for entry level Police Officers and continuing initiative to obtain higher level P.O.S.T. certifications when plausible.

Successfully complete P.O.S.T. supervisory training as required/authorized by the department.

Follow City and department policy as well as ensure adherence to policy by others when functioning in a leadership role.

Learn and practice law enforcement techniques relating to technology and social media to bolster positive investigative and public relations outcomes.

Learn, support, and implement Community Policing problem solving techniques.

Learn, retain, and follow City and departmental policy, customs and culture as it relates to public relations; integrating police enforcement efforts while providing top quality public service.

Learn contemporary ~~modern~~ police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn contemporary ~~modern~~ investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn local geography, City streets, public buildings, and businesses.

Ability to: (continued)

Learn recent court decisions and how they affect department and division operations.

Learn functions and objectives of Federal, State, and other local law enforcement agencies.

Learn self defense tactics.

Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate and use facts and evidence.

Learn, interpret and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare and maintain accurate and complete reports.

Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience working with the public is required; and experience as a California police officer is preferred but not required.

Training:

Equivalent to the completion of the twelfth grade supplemented by police science course work or the appropriate P.O.S.T. -course of study from a P.O.S.T. Academy.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift, carry, and/or drag heavy object or person 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Must be free from any emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

Effective Date: July, 2022~~April, 1995~~