

TOWN OF LOS GATOS
CLASSIFICATION SPECIFICATION FOR: POLICE SERIES

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POLICE OFFICER
POLICE CORPORAL
POLICE SERGEANT
POLICE LIEUTENANT
POLICE CAPTAIN

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

The Police job series exists to enforce laws and ordinances and maintain peace and order within the context of the law. This is accomplished by detecting and investigating crime; documenting investigations; apprehending and arresting suspects; preparing and presenting legal testimony; managing traffic; providing emergency assistance and maintaining order; advising and assisting the public; working with the community; enhancing police-community relations; and maintaining and improving personal and organizational job readiness.

The California Commission on Peace Officer Standards and Training has established that law enforcement officers, in general, perform essentially the same critical tasks, regardless of their job title. The critical tasks are also relatively consistent across jurisdictions, with differences found only in the proportional time spent in the various categories of duties. As such, the knowledge, skills and abilities required to successfully perform Police duties are foundational at entry-level and built upon at each progressive level of the career series.

On this basis, the job specification identifies the foundational duties performed, as well as the knowledge, skills and abilities required at all levels in the job series.

DISTINGUISHING CHARACTERISTICS

The job classifications in the Police series are distinguished as follows:

Police Officer: Non-supervisory level providing direct services to the public. In addition to Patrol, positions may include specialized assignments such as investigations, traffic, juvenile, personnel and training, or tactical teams.

Police Corporal: Functions as a Field Supervisor, responsible to supervise Police Officers in the field.

Police Sergeant: Functions as the Watch Commander and has on-going responsibilities for all activities of a team.

Police Lieutenant: Manages a Department Division. This is the first level of management and has secondary supervisors.

Police Captain: Second in command to the Chief of Police, with oversight of all Department Divisions.

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ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities include the following major categories of work. The examples intended to be representative and not inclusive of all activities required of the positions.

1) PATROL ACTIVITIES

- Transmit and receive communication using computers and various communication devices, including requesting checks for wants/warrants on persons or property.
- Respond as a primary unit or as backup on calls for service; evaluates the needs and requests backup assistance in potentially hazardous or emergency situations.
- Observe vehicles, individuals, or locations for criminal activity; identify wanted vehicles or persons; follow and investigate suspicious vehicles, occupants and circumstances; conduct vehicle stops.
- Plan strategies for conducting searches and participates in the surveillance of individuals, vehicles or locations.
- Coordinate activities of public safety personnel at crime scenes.
- Provide public safety-related information to the public, including alerting potential victims to specific crime threats; inform property owners or agents of potentially hazardous conditions.
- Explain available options to complainants and victims regarding their situations; advise victims of the criminal prosecution process.
- Inform vehicle owners of legal obligations regarding removal of abandoned vehicles; coordinate the tow and storage of vehicles.
- Check the welfare of citizens (e.g., elderly, ill, or minor children); search for missing, lost or wanted persons; Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety.
- Confer with social service agencies (e.g., Child Protective Services, Adult Protective Services); refer persons to appropriate service agencies.
- Check individuals and businesses for compliance with licensing requirements.
- Perform civil standbys, mediate disputes and disturbances, monitor the behavior of groups, assess the potential for violence and civil disorder, disperse groups of people involved in a disturbance and participate in crowd control.
- Patrol special events, community meetings and gatherings.
- Attend pre-patrol shift briefings and review crime-related bulletins, statistics and related materials.

2) ARREST, SEARCH AND SEIZURE

- Serve subpoenas, obtain search warrants, verify validity of warrants, serve search warrants, and make arrests on the basis of warrants.
- Cite criminal offenders; administer Miranda warnings and explain the nature of charges to offenders; notify parents/guardians of juvenile violations.
- Handcuff suspects or prisoners and otherwise restrain suspects or prisoners using appropriate devices and equipment.
- Conduct cursory (pat down) searches; search vehicles and locations for contraband or evidence; identify physical evidence at crime scenes; seize contraband and/or evidence (e.g., vehicles, property, weapons, drugs paraphernalia, controlled substances, gaming devices).

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3) CRIMINAL INVESTIGATION

- Secure and protect crime scenes; conduct preliminary investigations; request investigative assistance when needed.
- Review records and pictures to identify suspects; organize and conduct photo lineups.
- Conduct field identifications of suspects; locate witnesses to crimes by talking to bystanders, knocking on doors, etc.; interview complainants, witnesses, victims, suspicious persons, and suspects to gather information; interview medical personnel to obtain information on injuries or illnesses; obtain written statements from victims, suspects, and witnesses.
- Review crimes and crime patterns to develop investigative leads.
- Establish field contacts with confidential informants; contact various sources (e.g., employers, utility companies, banks, schools) for information.
- Participate in joint investigations with other law enforcement agencies

4) EMERGENCY RESPONSE

- Direct responses of other public safety personnel at disaster and hazmat scenes.
- Evacuate buildings and areas to remove persons from danger.
- Assess extent of injuries and administer aid.

5) USE AND MAINTENANCE OF WEAPONS

- Clean and maintain service weapons; qualify and/or engage in required practice with firearms and other equipment (e.g., baton, chemical agents, taser).

6) BOOKING AND HANDLING PRISONERS

- Interview prisoners to obtain personal information for booking purposes; examine, document and report prisoners' injuries; search prisoners' clothing; transport prisoners; collect and inventory prisoners' personal property.
- Guard prisoners detained at a facility other than jail (e.g., hospital).

7) EVIDENCE AND PROPER PROCEDURES

- Collect and examine evidence and personal property from crime scene; dust and lift latent fingerprints; identify suspected drug substances; preserve evidence and personal property; transport property and evidence.

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8) PREPARING CASES FOR COURT AND TESTIFYING

- Prepare for testimony at hearings or trials by reviewing reports, notes, evidence, law, court documents, agency policy, etc. and coordinating with the District Attorney's Office.
- Provide testimony in civil and criminal cases.

9) POLICE-COMMUNITY RELATIONS AND CRIME PREVENTION

- Talk to members of the public to identify community concerns, establish trust and gather information about the community; meet with neighborhood associations or community groups; make presentations; describe crime prevention techniques; provide assistance to citizens wanting to form neighborhood watch groups.
- Explain recruitment requirements to interested individuals.
- Provide information to the press if directed.

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10) TRAFFIC-RELATED DUTIES

- Direct traffic using hands or hand-held illumination devices, flares, traffic, cones, and/or barriers.
- Estimate speed of vehicles using speedometer and visual methods; conduct routine traffic stops.
- Check validity of drivers' licenses and vehicle registrations; inspect vehicles for compliance with Vehicle Code (e.g., equipment violations).
- Cite Vehicle Code violators; explain legal obligations and procedures to drivers stopped for Vehicle Code violations.
- Arrest and book Vehicle Code violators.
- Evaluate driver's capability to operate a vehicle; administer sobriety tests to drivers.
- Secure and protect accident scenes; coordinate activities of public safety personnel at accident scenes, including collecting and examining evidence and personal property.
- Diagram traffic accident scenes; take measurements at traffic accident scenes; prepare accident statistical data for DMV, CHP, internal records.

11) WRITING AND ADMINISTRATIVE DUTIES

- Take notes; summarize statements of witnesses and complainants in written form; record formal confessions as a written document.
- Enter information on report forms and templates; write log entries and incident reports that serve to document an event.
- Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental follow-up reports).
- Participate in meetings with other officers (e.g., departmental staff meetings).
- Communicate information on an informal basis to other law enforcement personnel.
- Communicate with supervisor(s) during shift (e.g., regarding case law interpretation, policy clarification, etc.)
- Attend in-service and outside training, conferences, or seminars.
- Retrieve documents from records systems.
- Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.)
- Maintain inventory logs and lists (e.g., evidence, departmental equipment and property).
- Write memoranda and other correspondence.

ESSENTIAL FUNCTIONS FOR PROMOTIONAL POSITIONS ABOVE THE RANK OF POLICE OFFICER

Police Corporal:

- Participates in normal shift activities and directs the field activities of Patrol Officers.
- Conducts briefings.
- Reviews reports and conducts follow up.
- Addresses citizen complaints.
- Prepares and delivers training.
- Addresses remedial training issues; provides performance information up the chain of command.
- Performs special projects as assigned.

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Police Sergeant:

- Participates in normal shift activities and functions as the Watch Commander.
- Plans, prioritizes, assigns, supervises and reviews the activities of a Team.
- Supervises and assists officers in follow-up investigations and apprehensions.
- Evaluates personnel, prepares formal performance evaluations, counseling and guidance.
- Handles customer complaints when escalated from the first-line supervisor.
- Assists in the resolution of complex and sensitive community issues.
- Supervises and coordinates special programs and projects as assigned, such as SWAT, Canine, School Resource Officer and Critical Incident Negotiations.
- Assists in the preparation of Internal Affairs investigations.
- Performs special projects as assigned.

Police Lieutenant:

- Develops, plans, organizes, daily operating functions and activities of the general patrol strategies or assigned division.
- Assures that the criminal and traffic laws and other regulatory provisions of the various municipal, county and state codes are properly understood and enforced by all officers of the assigned division. Provides timely, accurate and complete communications to superiors, peers and subordinates through meetings, reports and other prescribed means.
- Assures that special assignment programs are carried out in a proficient manner in accordance with the stated objectives of the project.
- Receives, investigates or supervises the investigation of complaints against personnel and/or the department, and submits recommendations to effect disciplinary action when appropriate.
- Makes hiring, disciplinary and termination recommendations.
- Monitors, researches, analyzes, and provides strategic recommendation regarding Federal, State, and local regulations regarding assigned division.
- Assists with writing and reviewing policies related to the Police Department.
- Directs the functional area's budget to achieve Department objectives; monitors and approves expenditures; ensures adequacy of data for evaluation and reporting purposes.

Police Captain:

- Provides complex management assistance to the Chief of Police.
- Monitors the efficiency and effectiveness of service delivery methods and procedures, and studies crime reports and crime trends to make recommendations for changes and improvements in operating policies and procedures.
- Participates on a variety of committees, boards and commissions; prepares and presents staff reports and correspondence; makes presentations and facilitates internal and external meetings.
- Responds to questions and information requests from the news media.
- Coordinates and oversees department and agency-wide projects of significance, including technology upgrades, systems integration and regional collaboration.
- Monitors the department-wide budget and assists the Police Chief in preparing the annual budget.
- Serves as Acting Police Chief as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of techniques for effective interaction with diverse communities
- Knowledge of behaviors indicative of potential hostility

Skills:

- Listening Skills
- Skill in recognizing, appraising and handling potential crime risk.
- Skill in applying observational techniques to recognize suspicious or criminal activity.
- Skill in differentiating between emergency and non-emergency circumstances.
- Skill in presenting negative or distressing information.
- Skill in calming distraught people.
- Skill in defusing and managing crisis situations.
- Skill in defusing combative situations, calming or managing distraught or hostile people.
- Skill in safely and effectively mediating and resolving disputes.
- Skill in communicating effectively with diverse communities.
- Skill in dealing with coworkers and community members from different backgrounds and lifestyles.
- Skill in treating all people in an unbiased and unprejudiced manner.
- Skill in maintaining neutrality.
- Skill in maintaining focus and discipline.
- Skill in communicating with suspects to offer or solicit information.
- Skill in communicating and maintaining a working relationship with another agency.
- Skill in applying problem-solving concepts to a variety of law enforcement situations.
- Skill in planning and presenting public speeches.

Abilities:

- Ability to identify problems, make decisions and solve complex problems.
- Ability to apply inductive and deductive reasoning.
- Ability to actively listen.
- Ability to express oneself orally and in writing.
- Ability to work directly with the public.
- Ability to take responsibility for others' health and safety.
- Ability to establish and maintain interpersonal relationships.
- Ability to deal effectively with external customers.
- Ability to communicate effectively with supervisors, peers or subordinates.
- Ability to be persuasive, resolve conflicts and negotiate with others.
- Ability to speak and to recognize the speech of others.
- Ability to interpret the meaning of information for others.
- Ability to deal with unpleasant or angry people.
- Ability to analyze and evaluate data or information.
- Ability to apply judgment under pressure.

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MINIMUM QUALIFICATIONS

- All positions require the equivalent to completion of high school AND 60 units of college credit from an accredited university.
- Must not be on probation.
- Most recent performance evaluation must have an overall rating of competent or above; employee may not be on a special evaluation status at the time of appointment.
- A completed college degree is a highly desirable and will be viewed favorably in the selection process.
- Supervisors must complete a POST supervisory certificate within one year of appointment, unless special approval is provided for an extended timeline.

Police Series Minimum Qualifications

	POST	Experience
Academy Recruit	Basic	Completion of the Police Academy as an independent or sponsored by LGMSPD
Police Officer	Basic	In a lateral position for a California Police Agency
Police Corporal	Basic	3 years in a California Police Agency
Police Sergeant	Basic	4 years in a California Police Agency
Police Lieutenant	Advanced	2 years at the level of Sergeant
Police Captain	Advanced	3 years at the level of Lieutenant

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions under pressure; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Activities include:

- Pursue fleeing suspects on foot; subdue resisting or attacking persons using locks, grips, or control holds; physically disarm persons.
- Lift, drag or carry hard-to-move objects or persons; climb up over obstacles or through openings (e.g., fences, walls, windows), jump/hurdle/vault over or across obstacles (e.g., bushes, low fences, ditches); balance on uneven or narrow surfaces (e.g., roofs, ledges); crawl in confined spaces or low areas (e.g., attics, culverts) and jump down from elevated surfaces.
- Use body force to gain entrance through barriers (e.g., locked doors).
- Sit in one position or stand in one position for extended periods of time.
- Walk for extended periods of time (e.g., foot patrol).
- Hold or support heavy objects (e.g., equipment, injured persons).
- Reach overhead to retrieve objects.
- Squat, crouch, or kneel (to conduct person or vehicle searches, collect evidence, etc.)
- Bend or stoop (to conduct person or vehicle searches, collect evidence, etc.)
- Climb stairs and ladders.

REPRESENTATION:

POA (FLSA Non-exempt): Police Officer, Police Corporal, Police Sergeant

Management/Unrepresented (FLSA Exempt): Police Lieutenant, Police Captain