

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Police Officer	<b>Job Family:</b> VII
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> None

**Definition:** To promote community order and protect life and property through their preservation of public peace, prevention of crime and enforcement of laws.

**Distinguishing Characteristics:** This is the entry-level, sworn position in the police patrol, motorcycle, K-9, investigative, crime prevention and juvenile assignments.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Protects life and property through patrolling assigned areas.
2. Answers calls for service from citizens regarding criminal activity and other matters relating to the safety of the community.
3. Investigates crimes through contact with victims, suspects and witnesses; collecting, processing and storing evidence.
4. Interacts with other agencies in the collection of information, identification of criminal offenses and recovery of stolen property.
5. Coordinates and participates in the prosecution of criminal offenders.
6. Obtains criminal complaints, serves warrants and makes arrests.
7. Monitors traffic to prevent accidents, enforces Vehicle Code laws and promotes traffic movement throughout the City.
8. Issues citations or warnings as appropriate.
9. Investigates traffic accidents.
10. Assists citizens, gives directions and promotes community relations.
11. May handle, train and care for an assigned police dog.
12. Interacts with social agencies, schools, families and juveniles regarding juvenile matters.

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13. Documents activities with complete, clear and concise written reports and correspondence.
14. Maintains assigned equipment.
15. Maintains a level of physical fitness which meets job requirements.

**Minimum Qualifications:**

Knowledge of: The principles and practices of police science; criminal law, especially as it relates to the apprehension, arrest and prosecution of law violators and the collection of evidence; City geography; departmental policies and procedures; knowledge of computer keyboarding skills.

Ability to: Analyze and interpret police problems and criminal evidence; prepare accurate reports; establish and maintain effective community relations on both an individual and group basis; use sound judgment in crisis situations and minor, routine maintenance or care of vehicles, equipment or animals; ability to type on a computer keyboard; meet and maintain POST standards.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Graduation from high school or possession of GED. Completion of 40 semester units or 60 quarter units from an accredited college. College units must be completed by time of application. Vision and hearing capabilities consistent with guidelines by POST and/or the City of Mountain View. (In addition, for Police Officer laterals, 60 semester or 90 quarter college units; must possess a POST Basic, Intermediate or Advanced Certificate; must have been employed as a law enforcement officer in good standing in the State of California within the last three years.)

**Required Licenses or Certificates:** Valid California driver's license.

**Working Conditions:** Requires work outdoors in situations which may be hazardous and life-threatening. Will be required to work various shifts, overtime and on-call as assigned.

Established February 1980

Revised April 2004

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