

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR POLICE OFFICER

Civil Service Status: Competitive	Bargaining Unit: Police Officers' Association
Probationary Period: Promotional/ Six (6) months	Approved by City Council: December 7, 2009
Classification Series: Police - Sworn	Resolution No.: 2009-136
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction and supervision of the Police Sergeant or the Police Management, this Senior Police Officer position patrols an assigned beat area in the maintenance of order, enforcement of laws and ordinances, prevention of crime, and the protection of life and property; conducts criminal, traffic accident, and other investigations or other related work as required

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform same or similar duties as required to be performed by a Police Officer;
- In the absence of the sergeant or as directed, acts as supervisor and lead officer to subordinate police personnel;
- Senior officer may be assigned to patrol duties, investigations, field training officer, motorcycle patrol, traffic officer, desk officer, radio communications dispatch duties, jail, records, property evidence, air support, special enforcement response team, crisis negotiations team, bike team, administration, and other related duties as required.
- Uses sound judgment when making decisions and provides support to subordinates and superiors as required;
- Strives to keep abreast of new strategies, tactics, procedures, programs and technologies in law enforcement;
- Disseminates information in an instructor mode to subordinates when necessary or when directed;
- Ensures proper safety practices are followed by subordinates;
- Is responsible for assisting in auditing both the activities of subordinate personnel and the condition of their issued supplies and equipment;
- Participates as a field training officer and acts as a mentor to newly hired employees;
- Identifies problems which may meet the criteria of opening a problem oriented policing project in a specific location in the City, and facilitates the successful closure;
- Directs traffic, administers first aid and CPR;
- Assists the public and takes appropriate action when responding to calls for service;
- Assumes responsibility for ensuring the duties of the position that they are performed in a safe, and efficient manner;
- Performs related duties as assigned or as the situation requires;

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Meet the minimum Police Department standards for firearm proficiency;

Ability to:

- Read, understand, and explain technical material consisting of laws, regulations, and departmental policies concerning the protection of life and property and the maintenance of law and order;
- Analyze situations and adopt effective courses of action, giving due regard to surrounding hazards and circumstances;
- Understand oral and written directions;
- Prepare accurate and factual reports in a clear, legible, and precise manner;
- Maintain cooperative relationships with fellow employees and the public;
- Physical endurance and agility;
- Willingness to remain available for calls and report for duty in any emergency and to work under close supervision;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;

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(Continued)

- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime as requested;
- Handle confidential information with discretion;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) A P.O.S.T. Intermediate Certificate or thirty (30) accredited college semester units; or fifteen (15) accredited semester units plus experience equivalent to thirty (30) units (one (1) full year of service is equivalent to three (3) units)

Experience:

- A total of four (4) years experience as a sworn California police officer of which at least two years as a Huntington Park Police Officer, just prior to testing;

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Requires wearing uniforms;

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position;

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay;