



CITY OF SANTA MARIA  
Revision Date: Jul 15, 2020

# Police Officer

Class Code:  
413

Bargaining Unit: Police - Sworn Employees

## SALARY RANGE

\$39.91 - \$48.51 Hourly  
\$3,192.54 - \$3,880.56 Biweekly  
\$83,006.04 - \$100,894.56 Annually

## SUMMARY/IDENTIFYING CHARACTERISTICS:

Under general direction of assigned supervisor, performs law enforcement and crime prevention work; controls traffic flow and enforces state and local traffic laws; may work rotating shifts to preserve the peace and enforce the law. Supervision is not normally a responsibility of this classification, but may act as lead worker for temporarily assigned employees, or special projects.

The Police Officer position is an Individual Contributor role that provides safety, security, trust and comfort to Santa Maria residents. Their role enables the enforcement of laws and promotion of safety so that the Santa Maria community is a safe place to live, work and raise a family.

## ESSENTIAL DUTIES/RESPONSIBILITIES:

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Performs law enforcement and crime prevention work.
- Controls traffic flow and enforces state and local traffic laws.
- Performs security patrols, first aid, detection, investigations, and arrests of persons involved in crimes or misconduct.
- Carries out duties in conformance with local, state and federal laws and ordinances.
- Patrols city streets, parks, commercial and residential areas, etc.
- Performs work requiring good physical condition in a safe and effective manner and under all conditions; safely drive a vehicle under a variety of conditions; etc.
- Uses firearms and other weapons safely and accurately.
- Handles difficult and emergency situations without assistance.
- Responds to emergency radio calls; investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.

- Takes appropriate law enforcement action including interrogations, evidence preservation, etc.
- Conducts follow-up investigations; prepares cases and testifies in court proceedings.
- Prepares a variety of reports.
- Undertakes community oriented police work; assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Scope of assigned area will depend on departmental structure and is at the discretion of the department director.
- Upholds the values of the organization and has strong customer service orientation.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

## CORE COMPETENCIES:

### Individual Contributor:

Incumbents should have a solid foundation of the following core competencies identified by the organization to be essential and listed in order of importance (click the hyper link to see the full definition [Individual Contributor Competencies](#)):

- **Team Player** - Effective performers are team oriented, share resources, respond to requests, and support a spirit of cooperative effort.
- **Customer Orientation** - Effective performers are in touch with community needs and review the organization through the eyes of Santa Maria residents. They go out of their way to anticipate needs.
- **Integrity** - Effective performers think and act ethically and honestly, take responsibility for their actions and foster a work environment where integrity is rewarded.
- **Composure** - Effective performers maintain emotional control, even under ambiguous or stressful circumstances, and demonstrate emotions appropriate to the situation.
- **Functional/Technical Expertise** - Effective performers are knowledgeable and skilled in a functional specialty (e.g., finance, public works, planning, information technology, human resources, etc.), and remain current in their area of expertise.
- **Problem Solving & Decision Making** - Effective performers identify problems, solve them, act decisively, and show good judgment.
- **Learning Agility** - Effective performers continuously seek new knowledge, are curious, learn quickly, and use new information effectively.
- **Drive/Energy** - Effective performers have a high level of energy and are ambitious and passionate about their role. They have stamina and endurance to maintain a fast pace.

## QUALIFICATIONS/EXPERIENCE:

- Ideally, One year of recent law enforcement experience (preferably in California); and
- Graduation from high school;
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such

as:

- Federal, State and local laws and ordinances, particularly with reference to arrest, rules of evidence pertaining to search and seizure, and preservation and presentation of evidence; community-oriented policing; etc.
- Police procedures, and the management of programs of persons committing misdemeanors and felonies; preservation and presentation of evidence in criminal cases; analyze situations effectively; etc.
- Communicate effectively both oral and written forms; learn the community and organizational procedures and maintain effective relationships; etc.
- Effective customer service and oral and written communication skills.
- Microsoft Office Suite (or equivalent).
- Use computer and other office equipment effectively.
- Desired other licenses and/or certifications associated with the assignment, such as:
  - P.O.S.T. Basic Certificate.

### **CONDITIONS OF EMPLOYMENT:**

- Possession of a valid and appropriate Driver License. Must have and maintain a satisfactory driving record and meet City liability requirements to drive for City business.
- Requires completion of a background investigation to the satisfaction of the City.
- The incumbent must meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

### **SUPPLEMENTAL INFORMATION:**

- May require completion of a pre-employment physical to the satisfaction of the City.
- Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**MORE INFORMATION REGARDING THIS POSITION:**

If you are interested in applying for a similar position, please fill out an interest card using this link:

<https://www.governmentjobs.com/careers/santamaria/jobInterestCards/categories>

and you will be notified by email when the City of Santa Maria is hiring for similar positions.