

CITY OF PACIFICA

ADMINISTRATIVE ORDER Police Department

POLICY NUMBER 76-3

SUBJECT Personnel Career Development

CODING 731.005

EFFECTIVE DATE June 14, 1977

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STATEMENT OF NEED

Career development of all personnel in the Pacifica Police Department is of primary concern in the effective administration of the organization. Prior to 1970 the organization performed an unsystematic and unplanned career development program for employees. Since 1970, the planned career development of the employees has become more systematic and formalized. This system must be in written policy to aid the administration and members of the organization to adequately plan career development at every level.

The components of the Pacifica Police Department career development plan are:

1. Training
2. Education
3. Rotation of Assignments
4. Performance Evaluation by Objectives
5. Counseling and Planning
6. Position Specifications (Classifications)
7. Position Titles
8. Promotional Systems

POLICY

The policy of the Pacifica Police Department is that all members of the organization will be included in this planned career development program. It is the responsibility of all line supervisors, middle managers, and the Chief of Police, to administer the program.

A. TRAINING

The minimum training requirements set by the California Peace Officers Standard and Training will be met by all members of the organization and it will be the responsibility of the Services Division Commander to schedule personnel for all P.O.S.T. required training classes, i.e., Basic School, Advanced Officer's School, Supervisor's School, Middle Management School and Executive Development School. In addition to these requirements, a maximum number of employees will be assigned to other P.O.S.T. and various non-P.O.S.T. training classes, seminars and sessions.

Each employee with Peace Officer status will receive 40 hours per year of formal classroom and field training provided by the Pacifica Police Department, in addition to 15 minute Roll-Call Training

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sessions four times per week. Each civilian employee will receive 24 hours per year of formal classroom and field training as provided by the Pacifica Police Department. (Each employee with Peace Officer status will receive one P.O.S.T. training point for every 20 hours of classroom instruction.) Police Reserve Officers shall receive a minimum of 24 hours per year formal classroom and field training.

The Services Division Commander shall maintain an accurate up-to-date training record on each employee and Reserve Officer as well as a training and career development matrix display on sworn officers.

A Field Operations Division Sergeant will be assigned training responsibilities under the functional supervision of the Services Commander.

B. EDUCATION

Each employee will be encouraged to participate in local community college and university classes in subjects relative to their positions in addition to the following.

POLICE OFFICER

Each officer must attain 60 units of college after four years of service with the Pacifica Police Department with general education requirements for an Associate in Arts Degree.

POLICE SERGEANT

Each sergeant shall have a minimum of three years experience as a fulltime paid peace officer in California law enforcement, at least one of which must be with the Pacifica Police Department, and 30 semester units of college, upon completion of the one year probationary period at the time of appointment. These educational units of college shall automatically be updated as per the following schedule:

September 1, 1976 - must possess 60 semester units of college to be eligible for a Police Sergeant promotional examination.

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POLICE CAPTAIN

Must possess a Baccalaureate (or equivalent degree) from an accredited college or university at time of appointment and encouraged in continuing graduate education.

CHIEF OF POLICE

Possess a Baccalaureate Degree, or equivalent degree, with continuing education towards a Masters Degree in an accredited college or university.

(The above mentioned requirements were approved by the City Personnel Commission and City Council in 1972.)

C. ROTATION OF ASSIGNMENTS

OFFICERS

Each officer and Field Training Officer, based on organizational, employee needs as well as employee demonstrated ability and capability, shall be rotated on an equitable basis to the following assignments, each of which is for a six to twelve month period.

Criminal Investigation Division - Rotating Officer/Detective;
Field Operations Division; Court Officer; Traffic Officer

Services Division - Services Division Officer.

Officers will be encouraged while in the Field Operations Division, assigned to Patrol duties, to change their beats and watches at least once per year. Watch changes will take place twice per year at semester breaks.

SERGEANTS & CAPTAINS

Rotating positions shall be every two years for Captains and approximately two to four years for sergeants between the three major divisions - Criminal Investigation, Administrative Services and Field Operations, as well as positions of training sergeant and reserve commander. Captain rotation will be scheduled and sergeants unscheduled. Sergeant rotations based on organization, employee needs as well as demonstrated self-motivation and ability.

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D. PERFORMANCE EVALUATION BY OBJECTIVES

The Pacifica Police Department Performance Evaluation by Objectives Manual will be utilized for each employee's personnel evaluation every 12 months for nonprobationary employees, each three months for probationary employees and for special reasons.

The strength and advantages derived from the use of the EBO are found in the following areas: administrative, motivational and employee development. The EBO measures job knowledge, attention to duties, analyzes work performed, planning and organization, quality of work, work promptness, amount of work performed, acceptance of responsibility, oral and written expression, attitude towards progress, initiativeness towards work improvement, effectiveness under stress, personnel relations with fellow employees, ability to deal with the public, relationship with supervisors, supervisory ability in the training and development of subordinates, utilization of personnel, coordination with others, approachability, operational economy, observance of work hours, attendance, observation of rules, operation of equipment, appearance, opportunity to sit down with his supervisor and formulate objectives for a 12 month period. The employee and supervisor, at the end of that year, will sit down together and evaluate the attainment of those objectives in narrative form.

E. COUNSELING AND PLANNING

The Chief of Police shall personally interview each employee once per year at the time of his evaluation by objectives and counsel the employee on individual career development plans, taking into consideration organizational needs, employee needs, training, education, rotation of assignments, and evaluation by objectives. The Chief, during counseling, will encourage each employee to formulate a career development plan within the organization and be assured that the plan is tangible, achievable, and within the scope of the employee's capabilities.

F. POSITION SPECIFICATIONS (Classifications)

See attached Appendices A through L.

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G. POSITION TITLES

Included, for a clear interpretation of the Pacifica Police Department's composition, is an organizational chart reflecting administrative hierarchy, divisional functions, line supervision, and line tasks. (See attachment.)

H. PROMOTIONAL SYSTEMS

1. EXAMINATIONS

Nature of Examinations: The selection techniques used in the examination process shall be impartial, the practical nature shall relate to those subjects which, in the opinion of the Director of Personnel, fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations may consist of one or more of such recognized personnel selection techniques as achievement test, written test, aptitude tests, evaluation of daily work performance, work samples, physical agility tests or any combination of the above.

Types of Examinations: In qualifying persons for positions in the City service, promotion, open, or continuous examinations may be used. When practical and consistent with the best interest of the City service and when a sufficient number of qualified candidates are available to assure competitive selection on the basis of merit, promotional examinations shall be used. If the Director of Personnel finds it in the interest of the City, promotional and open examinations will be given concurrently. Announcements for examinations shall set forth minimum qualifications for applicants which shall in no case be less strict than the Classification Specifications, but which may be more strict in order to obtain specially qualified candidates.

A. Open Examination: Any person meeting the requirements of the examination announcements may apply for open examinations.

B. Promotional Examination: Candidates for promotional examinations must be permanent employees in the Competitive Service and must possess minimum employment standards given in the examination announcement.

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- C. Continuous Examination: Continuous open examinations for a given class may be announced by a single notice. Such examination may be administered from time to time as applicants are available or as appointments are necessary. A single eligible list shall be maintained to which the names of candidates shall be added as they qualify and from which names shall be removed after one year.

Conduct of Examinations: The Director of Personnel shall be responsible for scheduling, administering and scoring examinations. The City Council, upon recommendations of the City Manager, may contract with any competent agency or individual for the preparation of examination material for the administration of any phase of the examination.

- A. Disqualifications: The Director of Personnel may disqualify any candidate who attempts to interfere with fair, equitable and orderly conduct of any part of the competitive examination process. Tardiness may be grounds for disqualification in the examination.
- B. Qualifying Score: The Director of Personnel shall establish the lowest qualifying score on a test or examination or shall establish the maximum number of names to be placed on an eligible list according to the needs of the City.
- C. Notice to Candidates: Each candidate taking an examination shall be given written notice of whether or not he qualified in the examination. Actual test scores shall not be disclosed to candidates.
- D. Review of Test Materials: Appropriate opportunities to inspect test materials shall be granted in those cases where in the opinion of the Director of Personnel review of the test material will not compromise the security of the test material or interfere with any contractual obligation that the City may have for personnel services. The material and the methods of inspection shall be determined by the Director of Personnel whose rulings shall be final.



M. R. NELSON
CHIEF OF POLICE

POLICE CHIEF

Definition

Under general administrative direction of the City Manager, City Ordinance and appropriate State Laws, the Chief Law Enforcement Officer and Department Head will direct, plan, control, review, staff, organize and budget the law enforcement program activities of the City and to do related work as required.

Examples of Duties

Directs, plans, controls, reviews, staffs, organizes, budgets, supervises and participates in the maintenance of the protection of life and property, law and order, the regulation of traffic, the prevention of crimes, the detection, apprehension and prosecution of law violators, the maintenance of police records, all equipment and facilities, directs and may participate in the investigation of major crimes, sets policy in accord with department philosophies, goals, objectives and City Manager direction, adheres to the Police Code of Ethics, analyzes operational costs to provide the highest effective service by the most efficient use of budgeted monies and human resources and prepares budget estimates, coordinates City law enforcement activities with those of other agencies, both law enforcement and non-law enforcement, public and private agencies, selects and evaluates personnel and enforces discipline while assuring all employees follow the written regulations, guidelines, administrative policies and training manuals, directs the assignment of human resources and equipment, supervises special studies and the preparation of comprehensive reports, participates in public meetings and conferences and assures police liaison with all segments of the community to assure equal services are provided to all citizens in constitutionally dictated procedures, and from time to time survey the community needs by whatever resources are available to assure that Police Department philosophies, goals, objectives and services are in line with the needs of the community.

Employment Standards

1. Possession of a Baccalaureate Degree from an accredited university or college with a major in, or supplemented by courses in, police science, criminology, police or public administration, human relations or political science. Graduate courses towards a Master's in Public Administration preferred.
2. Five years of responsible management administrative experience in municipal law enforcement work with three years in the position of lieutenant or higher.
3. Possession or qualified for California Peace Officers Standards and Training, advanced and executive certification.
4. Ability to meet the City standards of stature, endurance, agility and general physical condition for the position.
5. Possess or qualify to possess a California Drivers License.

POLICE CHIEF

Employment Standards (Continued)

Knowledge of modern, municipal police administration and management techniques, knowledge of operating principles, practices and techniques of law enforcement and crime prevention, knowledge of the laws and constitutional mandates which municipal police must work with and enforce, ability to supervise investigations of major crimes, ability to analyze police and community problems and to plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet these needs, ability to lead and command the police force, ability to establish and maintain effective public relations and determine community needs, ability to seek out and utilize all resources available to best meet the philosophies and objectives of the organization.

POLICE CAPTAIN

Definition

Under the direction of the Chief of Police, to command, direct, plan, control, review staff, organize and budget any one of three divisions, Field Operations, Criminal Investigation or Services and such other duties as may be assigned by the Police Chief.

Examples of Duties

Directs, controls, reviews, staffs, coordinates and budgets the work of personnel assigned to one of three divisions, reviews employee productivity and work quality, receives, reads or prepares communications, instruction and policy, receives complaints or reports of emergencies and determines needs for police action and directs or assists subordinate supervisors in handling difficult problems, evaluates and counsels with subordinate personnel, assists in planning department programs, philosophies, goals, objectives and operating procedures of the Police Department functions and missions in protection of life and property, community service and organizational service. Directs the activities of criminal investigation, juvenile law enforcement and technical services of more difficult or important cases, budget preparation and operation is a divisional responsibility, sets divisional policy in accord with department philosophies, goals and objectives under the direction of the Police Chief, may be designated to act for the Chief of Police in his absence, adheres to the California Peace Officers Standards Training Code of Ethics.

Employment Standards

1. Minimum of seven years experience as a full-time paid peace officer in the State of California.
2. Minimum of two years experience as a sergeant or above in a supervisory capacity.
3. Possession of P.O.S.T. Supervisory, Intermediate and Advanced Certificates.
4. Possess a Baccalaureate (or equivalent Degree from an accredited college or university).
5. Possession of, or qualified to possess, a California Drivers License.
6. Ability to meet the City standards of stature, endurance, agility and general physical condition for the position.

Demonstrated knowledge of modern police or public administration and management techniques and practices, knowledge of criminal law and constitutional mandates, knowledge of investigation and crime prevention methods, knowledge of laws of arrest and rules of evidence, knowledge of laws applicable to the apprehension and treatment of criminal delinquents, knowledge of police identification and

POLICE CAPTAIN

Employment Standards (Continued)

records procedures, knowledge of methods and techniques of training and supervision as well as employee performance evaluation, knowledge of general principles of sound law enforcement administration and management, ability to analyze situations quickly and clearly and adopt an effective course of action in hazardous circumstances, ability to obtain information through interview and interrogation, ability to plan, organize and supervise the work of subordinates, ability to instruct subordinates in the application of modern techniques of investigation, ability to establish and maintain effective working relationships with citizens and public officials as well as other related public and private public service organizations, ability to write clear and comprehensive reports, ability to prepare programs under budgetary fiscal operations and to formulate divisional budgets.

POLICE SERGEANT

Definition

Under direction of the Divisional Commander, to serve as a line supervisor in the capacity of Watch Commander in the Field Operations Division as well as Acting Divisional Commander in the absence of the Captain, under the supervision and direction of a Divisional Commander to serve in the capacity of investigator or juvenile officer and to do related work as required.

Examples of Duties

Supervises, directs, controls, reviews, evaluates, monitors and coordinates the work of personnel. Assures the effective and efficient utilization of equipment. Reviews incident reports, receives complaints and reports of emergency and determines needs for police action and prioritizes that action. Directs or assists subordinate personnel, conducts training courses, criminal investigation, juvenile law enforcement, liaison with non-police agencies dealing with police matters, maintains liaison with community in determining their needs, problem trends, governmental and community resources. Adheres to California Police Officer Standards and Training Code of Ethics. Assists directly in the protection of life, property, public order and constitutional rights of all citizens.

Employment Standards

1. Have a minimum of three years experience as a full-time paid peace officer in California law enforcement, at least one of which must be with the Pacifica Police Department.
2. Sixty semester units of college.
3. Possession of a P.O.S.T. Intermediate Certificate.
4. Possession of a California Drivers License.
5. Ability to meet the City standards of stature, endurance, agility and general physical condition for the position.

Demonstrated knowledge of criminal law, investigation and crime prevention methods, knowledge of laws of arrest and rules of evidence, knowledge of law as applicable to the apprehension and treatment of juvenile delinquents, knowledge of methods and techniques of training and performance evaluation, supervision of employees; knowledge of general principles of sound law enforcement administration, ability to analyze situations quickly and clearly and adopt an effective course of action in hazardous circumstances in a prioritized manner, ability to plan, organize and supervise the work of subordinates, ability to instruct subordinates in the application of modern techniques of investigation, crime prevention, crime detection, public service, ability to establish and maintain effective working relationships with citizens and public officials, ability to write clear and comprehensive reports, ability to identify community problems and to direct or deal with the solving of those problems.

FIELD TRAINING OFFICER

In addition to those City specifications for Police Officer, the Field Training Officer position specifications are as follows:

Definition

Under direction of a Sergeant/Watch Commander, to serve as a Field Training Officer to Recruit Officers as assigned and to provide them the necessary training as mandated in the Field Training Guide and direct field supervision and assistance in the application of skills derived from such training while maintaining continual documentation of training and performance evaluation. Retraining of veteran officers on an as-needed basis; to serve as Sergeant/Watch Commander in his/her absence.

Examples of Duties

When assigned as a Field Training Officer, to train, directly supervise and evaluate Recruit Officer training and performance as mandated by the Field Training Officer's Program, Field Training Guide and such other Department and City administrative orders, rules, guidelines, policies, department training manual, philosophies, goals and objectives.

As assigned, train officers in new procedures and improvement of performance.

When assigned as a Watch Commander, to perform such duties enumerated in the position specifications of Police Sergeant.

When not assigned the above duties, to perform such duties enumerated in the position specifications of Police Officer.

Employment Standards

In addition to those standards enumerated in the position specifications of Police Officer, the Field Training Officer will have:

Knowledge of criminal law, investigation and crime prevention methods, knowledge of laws of arrest and rules of evidence, knowledge of laws applicable to the apprehension and treatment of juvenile offenders, knowledge of methods and techniques of training and supervision, knowledge of general principles of sound law enforcement administration, ability to analyze situations quickly and clearly and adopt an effective course of action in hazardous circumstances, ability to plan, organize and supervise the work of subordinates, ability to instruct subordinates in the application of modern techniques of investigation, ability to establish and maintain effective working relationships with citizens and public officials, ability to write clear and comprehensive reports, ability to meet the City's standards of stature, endurance, agility and general physical condition for the position, knowledge of constitutional rights, search and seizure, ability to supervise in the absence of line supervisor.

FIELD TRAINING OFFICER

Employment Standards (Continued)

1. Possession of a P.O.S.T. Basic Certificate (Intermediate Certificate desired).
2. A supervisor's nomination, based upon the officer's:
 - A. Past and present documented performance ratings.
 - B. Demonstrated skill in interpersonal relationships.
 - C. Knowledge of training responsibilities and techniques.
 - D. Demonstrated skill in verbal presentations.
 - E. Comprehension of coach-pupil check sheet or Field Training Guide.
 - F. Demonstrated knowledge of City and Department administrative orders, policies, rules, guidelines and training manual.
3. A minimum of two years experience as a full-time municipal peace officer in California Law Enforcement.
4. A minimum of 45 college or university semester units.
5. Successful completion of probationary period with Pacifica Police Department.
6. Successful completion of competitive examination process as provided by the City Personnel Director.
7. Successful completion of Peace Officer Training Field Training Officers' Training School.

After appointment, continual maintenance of personnel evaluation by objectives, overall rating of at least average. Evaluations of Field Training Officer will be by Trainee, Line Supervisor and Divisional Commander.

POLICE OFFICER

Definition

Under general supervision, to patrol an assigned beat to protect life and property, to prevent crime, maintenance of order, enforcement of laws and ordinances and constitutional mandates, to do investigative work in detection of crime, to perform public service tasks, all while working varying hours and shifts and to do related work as required.

Examples of Duties

Patrols an assigned area of the City by car, foot or as designated by the Chief of Police, the Divisional Commander or Line Supervisor. To maintain law and order, respond to emergencies as directed by radio and telephone, investigates unusual or suspicious conditions, directs traffic, investigates traffic accidents, administers first aid, gives assistance to the injured, makes arrests, serves subpoenas and warrants, guards prisoners, questions suspects, notes and reports unsafe conditions, prepares evidence and appears in Court, searches for stolen property and lost persons, gives information to the public regarding laws, ordinances, traffic safety, directions and available public services, issues citations to traffic violators, writes reports of daily activities and action taken, investigates vice conditions, analyzes facts, clues, and evidence and makes investigations to determine law violators and their whereabouts, maintains effective work relationships with other law enforcement agencies, employees and the public, operates radio and other communication equipment, protects the life, property, public order and constitutional rights of all citizens, adheres to the California Peace Officers Standards and Training Police Code of Ethics and works varying hours and days of the week.

Employment Standards

Minimum requirements for entrance level police officer:

1. High school graduate, 30 semester units from an accredited college or university desired or GED qualification and 30 semester units from an accredited college or university required.
2. Weight proportionate to height.
3. Must pass a comprehensive physical examination, as provided in the Medical Screening Manual by the California Commission on Peace Officers Standards & Training (P.O.S.T.).
4. Vision acuity minimum of 20/100 corrected to no less than 20/30.
5. Must possess a California Driver's License at time of appointment and must have an acceptable driving record.
6. Must have no record of felony criminal convictions or misdemeanor convictions which could affect his/her credibility as a witness in a court of law.

POLICE OFFICER

Employment Standards (Continued)

7. Must be of good moral character to be determined by a thorough background investigation, which will be conducted under P.O.S.T. guidelines.
8. Must obtain 60 semester units from an accredited college or university after four years of service with the Pacifica Police Department within general education requirements for an AA Degree.
9. Must have the ability to read, understand, explain and implement technical material consisting of laws, policies, regulations, guidelines and orders concerning the protection of life and property and maintenance of law, order and peace. Ability to analyze situations and adopt effective courses of action after prioritizing while giving due regard to surrounding hazards and circumstances. Ability to drive an automobile safely, ability to prepare and write accurate and factual reports. Ability to maintain cooperative relationships with other employees, supervisors, public officials and employees of other non-police organizations and agencies, as well as the public to be served. Willingness to work at night with varying hours and days, and to remain available for calls and to report for duty in any emergency. Willingness to work under strict discipline with the ability to work under a minimum of supervision. Ability to meet the City's standards of stature, endurance, agility and general physical condition for the position.

Minimum requirements for lateral entry officer:

1. Must meet all minimum requirements for entry level officer with the exception of written and agility examinations.
2. Must possess or be eligible to obtain a P.O.S.T. Basic Certificate.
3. Minimum of one year satisfactory past police patrol experience.

POLICE TECHNICIAN

Definition

Under supervision to perform responsible technical, clerical and laboratory work related to police photography, recording and analyzing crime scenes, recording and classifying fingerprints, control of evidence and property under police jurisdiction, and to perform other related duties as required.

Examples of Duties

Takes, develops and prints photographs using various types of photographic equipment, records and analyzes physical evidence at crime scenes, takes, classifies, and identifies fingerprints according to prescribed code, maintains identification and fingerprint files, supervises the control, handling and disposition of evidence, found, recovered and impounded property, takes fingerprints and photographs of applicants for permits and of individuals booked, assists in the booking of prisoners, types, routes and files various records pertaining to assigned duties.

Employment Standards

1. Four year Degree in social or life sciences preferred.
2. Criminal or evidence technician experience desired.

Knowledge of principles and techniques of photography, including the taking, developing and printing of still and movie photographs in color and black and white, techniques used in criminal investigation as related to physical evidence, observe and record accurately all physical characteristics of crime scenes, learn fingerprint classification system and procedures, learn the procedures of control and handling of evidence and property, qualification for a valid California Drivers License.

COMMUNICATIONS SUPERVISOR (CHIEF DISPATCHER-CLERK)

Definition

Under the direction of the Administrative Services Commander, to plan, organize and direct the work of the Police Department Communications Center and to do related work as required. When needed, to serve as a regular police dispatcher performing those duties enumerated in the position specification of police dispatcher.

Examples of Duties

Supervises subordinate personnel, prepares work schedules, reviews and approves payroll and time records, assists in the preparation of the annual police communications budget, trains other employees as required, evaluates employee performance, receives, interprets, transmits radio, telephone and teletype messages, maintains communications between police, fire, public works and various other external stations, dispatches personnel and equipment to the scene of disturbance, fire, disaster, crime, accident, complaint or assigned work location, maintains radio log, prepares and maintains comprehensive records systems, receives and sends teletype communications, conducts staff meetings, provides information to the public, types, operates tape recorders, time recorders and other equipment, performs clerical tasks when assigned, coordinates operation procedures with authorized representatives of police, fire and public works department, makes inquiries, entries and updates into the various law enforcement automated systems, and assists in the processing of prisoners when necessary.

Employee Standards

Demonstrated knowledge of communications principals and procedures and the problems of administering a communications system, knowledge of Federal Communications Commission Rules and Regulations pertaining to commercial radio operators, knowledge of supervisory principals and public relations, and ability to operate radio equipment and related information systems, ability to type a minimum of 40 words per minute, ability to supervise and train subordinates, ability to speak and write effectively, ability to establish and maintain effective and cooperative relationships with the public and City personnel, ability to adapt to odd and frequently irregular work shifts.

High school graduate, two years of increasingly responsible experience as a radio/police dispatcher in a governmental public safety or communications department.

POLICE DISPATCHER-CLERK

Definition

Under direction, to act as dispatcher for police and fire vehicles of the City on an assigned shift, to maintain police department records, and to do related work as required.

Examples of Duties

Operates police, fire, public works and Water District radio equipment, teletype, computer terminal, telephone switchboard and other communication and office equipment in the Police Department Communication Center, receives calls for emergency and other service by telephone, police radio, teletype, or over the counter and dispatches appropriate personnel and equipment, maintains logs of all calls sent or received, observes operation of multiple unit burglar alarm annunciator system and dispatches police units as necessary, contacts other police and sheriff departments, California Highway Patrol, public utilities, and other jurisdictions and relays requests for services or repairs, processes police records, files materials, types index cards and form letters, logs payment of traffic fines, makes inquiries, entries and updates into the various law enforcement automated systems, works varying hours and days on shift, and assists in the processing of prisoners when necessary.

Employment Standards

Any combination of education and experience equivalent to graduation from high school and two years of experience in clerical work.

Ability to learn the operation of police and other communications and office equipment and to qualify for an FCC Third Class Operator's Permit, ability to speak clearly, to think and act quickly and logically in emergencies and to deal effectively with excited and disturbed persons, ability to use and maintain police records and files, ability to type at a speed of not less than 40 words per minute, ability to work effectively with police officers and other City employees, ability to carry out written and oral instructions and to follow prescribed routines, ability to work and act independently and with limited supervision.

OFFICE SUPERVISOR

Definition

Under direction, to perform a wide variety of complex secretarial, clerical and typing tasks requiring specialized knowledge and involving choices between broadly defined policies and procedures, to act as Office Supervisor responsible for the scheduling and supervision of work priorities and personnel in clerical staff and traffic crossing guards, to act as relief dispatcher when necessary, and to do related work as required.

Examples of Duties

Plans, schedules and performs a wide variety of clerical and typing work covering all phases of the operation of the Police Department. Conducts transactions with the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities, supplies information involving facts and interpretations. Prepares documents based on data obtained from records and other sources and processes them in accordance with the prescribed procedures. Compiles information for reports and transactions and assists in the consolidation of presentation of data. Maintains a system of files and records. Composes correspondence and prepares reports independently or from oral instructions. Makes appointments and meets callers. Operates various office machines and equipment as required. Supervises subordinate clerical personnel and traffic crossing guards. Acts as relief day dispatcher in the absence of the day dispatcher. Evaluates employee performance. Assists in the processing of prisoners when necessary. Acts as relief dispatcher when necessary.

Employment Standards

Any combination of education and experience equivalent to graduation from high school and three years of experience in increasingly responsible clerical work. At least two years of supervisory experience required. Shorthand desirable.

Knowledge of modern office procedures and practices, ability to plan, lay out, and conduct clerical operations, ability to perform clerical work involving independent judgement, accuracy and speed, ability to type 50 words per minute, ability to operate a variety of office machines, ability to establish and maintain effective relationships with others, ability to learn the operation of police and other communications equipment and to qualify for an FCC Third Class Operator's Permit, ability to think and act clearly, quickly and logically in emergencies and to deal effectively with excited and disturbed persons, ability to supervise employees.

POLICE CLERK II

Definition

Under direction, to perform a wide variety of clerical and typing tasks related to police records, maintains accurate police statistics, records and files, acts as Office Supervisor in his/her absence, and to do related work as required.

Examples of Duties

Is solely responsible for all police department statistical record keeping, performs a variety of typing and clerical work related to all phases of the police operation, conducts business and transactions with the public, in person and by telephone, requiring knowledge of rules, procedures and activities, directs requests to proper agencies and departments, maintains and transmits warrant monies, acts as relief radio dispatcher for extended periods of time as required, acts as Office Supervisor as required, prepares correspondence and compiles information for reports, prepares forms, orders department supplies, acts as liaison with crossing guards, makes appointments, is available for night and/or weekend duty as required, and assists in processing prisoners when necessary.

Employment Standards

Any combination of education and experience equivalent to graduation from high school and three years of experience in increasingly responsible clerical and typing work.

Knowledge of modern office practices and procedures, ability to plan and conduct clerical and record keeping operations, ability to perform clerical work involving independent judgement, accuracy and speed, ability to type 50 words per minute, ability to learn and interpret rules, laws and processes, ability to meet the public effectively and courteously, ability to make basic arithmetical calculations, ability to acquire FCC Third Class Operator's Permit, ability to establish and maintain effective relationships with others, ability to think and act clearly in emergency situations.

POLICE CLERK I

Definition

Under supervision, to assist in the maintenance of police records and to do related work as required.

Examples of Duties

Types police reports from transcription (involving knowledge of law enforcement terms and requirements), routes reports to the appropriate agencies, maintains police logs, types from copy and drafts, prepares large mailings, operates police department office equipment, maintains accurate police files, conducts financial transactions at the counter for permits and processing of warrants, relieves radio dispatcher as required, communicates with other city, county and state agencies on department matters, is available for night and/or weekend duty as required, and assists in processing prisoners when necessary.

Employment Standards

Any combination of education and experience equivalent to graduation from high school and two years of experience in clerical work.

Knowledge of modern office practices and procedures, ability to type 50 words per minute, knowledge of correct punctuation and spelling, ability to do clerical work requiring the use of independent judgement, ability to meet the public effectively.

COMMUNICATIONS CLERK

Definition

Under direction, to answer all incoming telephone calls and to route calls to the proper department, to act as Police receptionist, to do varied clerical work of average difficulty, to type from a variety of sources, and to do related work as required.

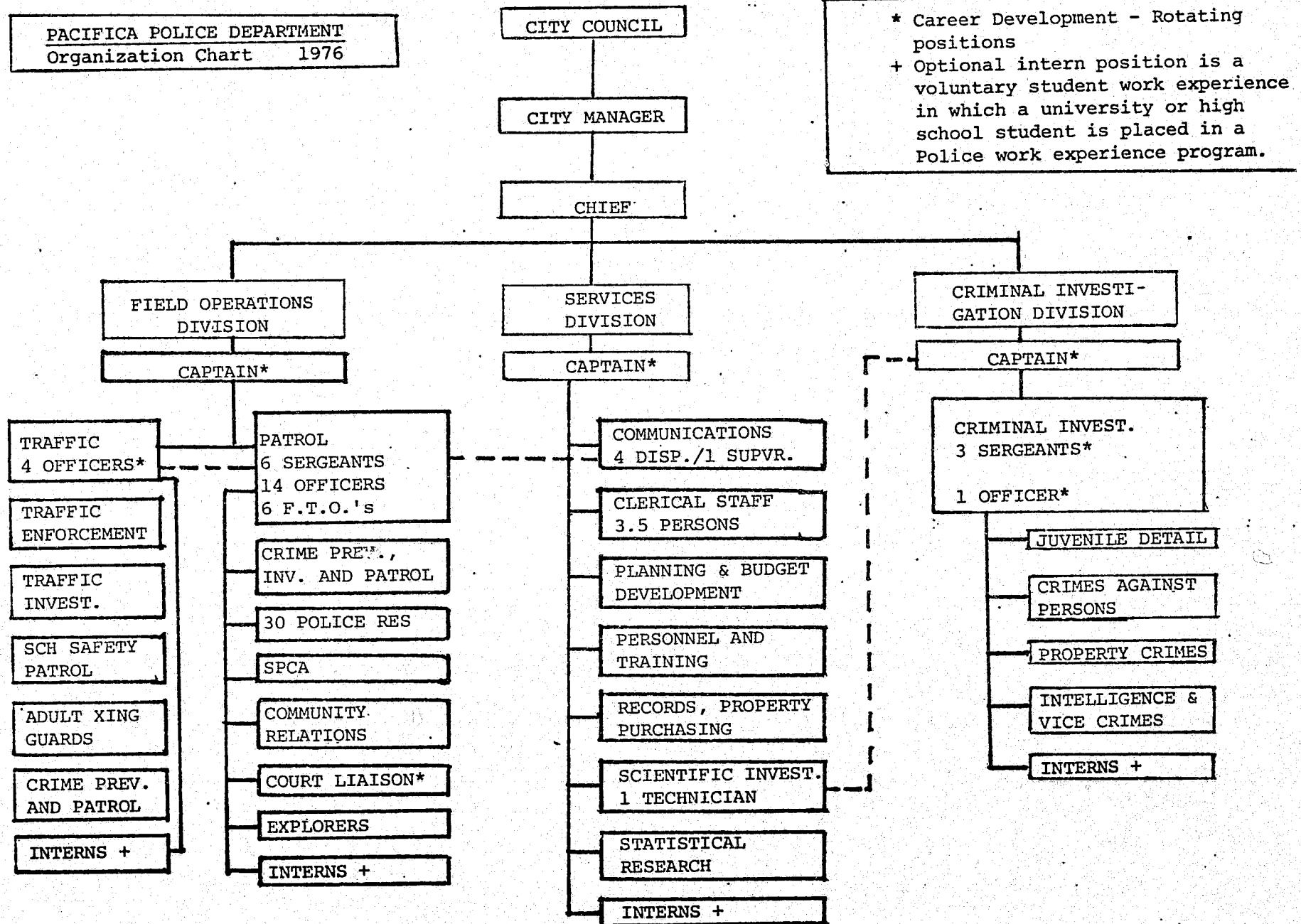
Examples of Duties

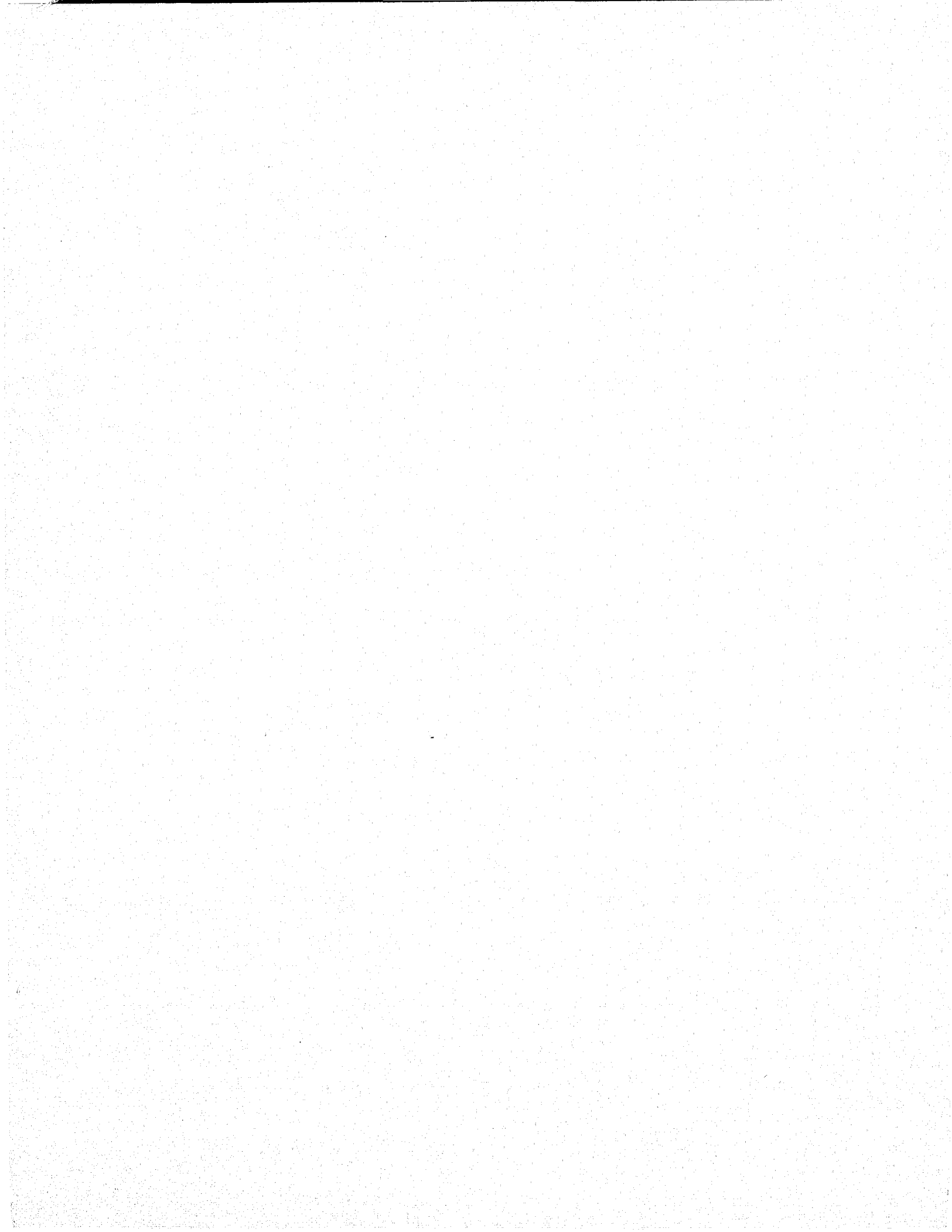
Answers incoming telephone calls, obtains information from callers in emergency situations, gives information to visitors and callers, performs clerical operations such as typing, filing and general clerical duties, and assists in processing prisoners when necessary.

Employment Standards

Any combination of education and experience equivalent to graduation from high school and two (2) years of general clerical and typing experience. Knowledge of modern office practices and procedures, ability to use proper English, to spell correctly, to follow directions, to keep simple records, work cooperatively with others, to meet the public effectively and courteously, ability to type from clean copy at the rate of 50 words per minute.

PACIFICA POLICE DEPARTMENT
Organization Chart 1976





END