

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE OFFICER II - 1693

DEFINITION:

Under general supervision, to patrol an assigned area in the enforcement of law and order and prevention of crime; to carry out special assignments in the protection of life and property; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols an assigned area by car, foot, or motorcycle to maintain law and order;
- Responds to emergencies as directed by radio and telephone;
- Investigates unusual or suspicious conditions, traffic accidents, and complaints;
- Makes arrests, guards prisoners, and questions suspects and witnesses;
- Prepares reports on investigations, offenses, arrests, and activities;
- Answers inquires from the public;
- Serves criminal and civil papers;
- Issues citations;
- Makes or assists in making criminal and juvenile investigations;
- Searches for missing persons and stolen property;
- Prepares evidence and appears in court;
- Administers first aid and gives assistance to the injured;
- Investigates vice conditions;
- Notes and reports unsafe or hazardous conditions;
- Fingerprints, photographs, books, supervises, and transports prisoners;
- Participates in training conferences and programs;
- Practices the use of firearms;
- Keeps records and makes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

21 years of age at time of hire. Two years of full-time paid experience as a sworn peace officer with a City police, County sheriff, or state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement. Experience must include service with a law enforcement agency within the last one year; **AND** graduation from a high school located within the United States or a United States territory, **AND** successful completion of a minimum of 30 semester/45 quarter college-level units; **OR**

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

passage of the California High School Proficiency Examination (C.H.S.P.E.) or General Education Development (G.E.D.) with scores that meet the California standard established by the American Council on Education, **AND** successful completion of a minimum of 30 semester/45 quarter college-level units; **OR** possession of a two or four-year degree from an accredited college or university located within the United States or a United States territory; **AND** graduation from a California P.O.S.T approved Police Academy with a Basic Peace Officers Course Certificate, **OR** possession of a California Basic P.O.S.T. Certificate, **OR** possession of a California P.O.S.T Basic Course Waiver letter dated within the last one year. Possession of a valid California Class C Driver's License.