

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 may be required.