

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE OFFICER II**

**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 Announcement for updated minimum qualifications.

Minimum age 21 years. Two years of full-time paid experience as a sworn peace officer (as defined by the California Penal Code), with a California City Police, County Sheriff, or State law enforcement agency performing correction duties, patrol functions, or traffic enforcement. Experience must include service with a California law enforcement agency within the last one year; **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; **AND** satisfactory completion of a minimum of 30 semester or 45 quarter college units. Additional qualifying experience may be substituted for some or all of the education requirements (1 month of experience = 2.5 semester units or 3.75 quarter units). Possession of a valid California Class C Driver's License.

- \* **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.