



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE OFFICER - LATERAL
Class Specification**

JOB SUMMARY

A Police Officer – Lateral shall be defined as an employee hired by the City as a sworn Police Officer who has successfully completed a probationary period with another law enforcement agency in the position of sworn law enforcement officer and possesses a valid California Peace Officer Standards and Training (POST) Basic Course Certificate or has completed the Basic Course waiver process.

Police Officer - Lateral patrols the community to prevent crime and enforce laws, investigate complaints, apprehend criminals and suspects, protect lives and property, assume responsibilities, and perform related duties as required. This position requires availability for shift work, including evenings, weekends, and holidays.

SUPERVISION RECEIVED

Reports to a Field Training Officer, Sergeant, Lieutenant, Captain, Chief, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Officer Lateral. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Investigates crimes and respond to incidents.
- Arrests suspects and assists in the booking and processing.
- Receives, documents, and investigates citizen complaints.
- Conducts patrols of public areas, including bars and hotels, to identify and address suspicious or disorderly activity.
- Prepares and submits clear, accurate, and thorough written reports.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High school diploma or GED is required.
- Successfully completed a probationary period with another law enforcement agency in the position of sworn law enforcement officer and possesses a valid California Peace Officer Standards and Training (POST) Basic Course Certificate or has completed the Basic Course waiver process.
- Must be a minimum age of 21.

Licenses, Certifications and/or other Special Requirements

- Possession of a valid California Driver's License and an acceptable driving record may be required based on assignment.
- Must successfully pass a comprehensive background investigation including polygraph, and meet the minimum POST standards for psychological and medical examinations.
- Police Officer – Lateral who do not successfully complete all required training will be automatically terminated from employment with the City without the right of appeal.
- Must not have pending disciplinary actions or investigations for misconduct or criminal activity.

KNOWLEDGE, SKILLS, AND ABILITIES

- A high degree of general intelligence, verbal facility, memory, and adaptability is required.
- Ability to understand departmental policies, rules, instructions, laws and regulations, together with an aptitude for law enforcement.
- Ability to analyze situations and act quickly in emergencies.
- Ability to write clear and accurate reports.
- Ability to understand and follow oral and written directions.
- Ability to deal courteously but firmly with the general public.
- Keen observation and the ability to remember names, faces and details of incidents.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Work is performed both in and outdoors with exposure to seasonal climate and weather conditions. Exposure to slippery surfaces, dust, dirt, and odors are conditions frequently encountered.
- An incumbent must constantly work with noise from traffic and police radio.
- Requires normal and uncorrected hearing; minimum 20/80 uncorrected vision or corrected to 10/30 to, must be free from tunnel vision or color blindness in both eyes.
- Weight in proportion to height and ability to speak and smell.
- Requires constant arm and leg movements for driving, walking, standing, and sitting for short to prolonged periods of time.
- Safe mobility involving use of various functional body parts and extremities for bending, stooping, lifting, running, jumping, leaning, squatting, climbing, crouching, kneeling, crawling, turning, and twisting.
- The ability to safely push, pull, carry, and drag up to 100 pounds with or without assistance.
- The ability to reach above and below shoulder level; both light and firm grasping; finger dexterity to write, manipulate certain work tools or equipment, operate patrol vehicle control switches for lights, sirens, or radio, computer keyboard, and to manually check weapons or perform safety checks to maintain operational condition
- Ability to operator a vehicle safely in accordance with City vehicle policies.
- Physical abilities of the position may expose an incumbent to blood, bodily fluids, or communicable diseases.