

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: POLICE RANGER

DEPARTMENT: POLICE

BASIC FUNCTION:

Under direct supervision, performs a variety of paraprofessional and technical duties in support of police functions in the Field Operations Division of the Police Department including but not limited to performing patrols and monitoring of preserves, beaches, lagoons, parks, and trails, and issuing citations and providing education related to observed violations of law.

KEY RESPONSIBILITIES:

Perform preserve, beach, lagoon, park, trail, and open space patrol enforcement activities, including but not limited to, patrolling by boat, vehicle, motorcycle, all-terrain motorized vehicle, bicycle and/or on foot, enforcing city, county, state and federal regulations.

Investigate water accidents and assist in environmental efforts, performing safety rescue, CPR and first aid if necessary.

Assist disabled boats and promote safe recreation.

Interpret and enforce city codes, ordinances, state and federal laws.

Issue citations for observed violations.

Conduct research and compile information to support law enforcement functions.

Promote compliance through public education and outreach.

Receive and respond to citizen inquiries and requests for police services in person and by telephone or computer.

Handle calls for service and communicate with the public.

Photograph and fingerprint individuals.

Take crime reports.

Interview victims and witnesses, screen and follow-up on investigations; refer victims to the appropriate community resources, provide information to the community regarding special events.

Search for lost children, missing adults and evidence.

Collect, preserve and transport physical evidence from crime scene investigations, including but not limited to, latent fingerprints, trace evidence, serological evidence, narcotics, firearms and tool marks; document crime scenes using cameras and a variety of different photogenic films and techniques.

Maintain a variety of statistics, police files, daily logs of activities, and submit reporting.

Assist with special projects and assignments.

Utilize database information such as ARJIS, SDLAW, EJIMS, and County Local.

Testify in court as required and assist in the preparation of cases.

Provide direct response to customer service issues and needs.

Secure city assets, facilities, property and parks.

Provide CPR or first aid as necessary.

Participate in community programs and initiatives.

Support other law enforcement operations as directed.

Answer telephones, direct calls to appropriate divisional areas, serve as a receptionist and perform clerical work or other related duties as needed.

QUALIFICATIONS:

Knowledge of:

- Basic law enforcement organization, activities, terminology, practices and regulations.
- Laws, policies, regulations, codes and guidelines related to the job area assigned.
- General office practices, including operation of standard office equipment and computer terminals.
- General procedures and techniques of evidence collection and preservation, including latent fingerprint collection.
- Record keeping principles and practices.
- Basic interviewing methods and principles.
- Basic investigative techniques.
- Various computer systems necessary to support administrative or clerical work or investigative techniques.

Ability to:

- Understand and follow written and oral instructions.
- Write clear and accurate reports.
- Deal tactfully and courteously with employees and the public.
- Learn, apply, and explain departmental policies, rules, instructions, laws and regulations related to assigned tasks.
- Operate computer terminal keyboards to enter and query information.
- Apply CPR and first aid.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Ensure effective community relations through various communication processes including but not limited to negotiation and mediation techniques.

- Exercise sound independent judgment within general procedural and legal guidelines.
- Analyze situations and take effective action.
- Write clear and accurate reports.
- Perform routine clerical tasks.
- Perform arrests in accordance with California PC832.
- Wear a bullet resistant vest during work shift.
- Possess and deploy OC spray and Taser as defensive weapons.
- Independently initiate and coordinate special events and or special projects of a complex nature.
- Chair and run meetings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background may include:

Equivalent to graduation from high school and one year of full-time responsible public contact experience. Familiarity with law enforcement functions is desirable.

SPECIAL REQUIREMENTS:

Possession of a valid California Drivers' License.

Possession of California PC832 certificate within 6 months of appointment.

Must pass a detailed background investigation which may include a polygraph, psychological, and medical evaluation.

Must be willing to work overtime, rotating evening, night, weekend and holiday shifts.

Capable of meeting quarterly defensive tactics training requirements.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Depending on the essential duties of the assignment, the physical and mental requirements and environment may vary. While performing the duties of this class, an employee is regularly required to sit; communicate in person and by telephone; operate standard office equipment and reach with hands and arms in the course of gathering evidence, assisting injured citizens, set-up or operation of special events, operating a vehicle, bicycle or boat. An employee is frequently required to walk or stand during the performance of patrols, special event preparation, or processing evidence. Specific vision abilities required by this job include close vision and the ability to adjust focus, to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

Preserve, beach, lagoon, park, and trail patrol will require operating various vehicles, driving a boat, riding a bicycle or frequent walking for long durations. In emergency situations it may be necessary to have the capability to lift or drag a human being.

DATE APPROVED: June 13, 2017