

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE OFFICER I - 1692**

**DEFINITION:**

Under immediate supervision, in a training program, to perform increasingly responsible law enforcement and crime prevention duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Responds to emergency calls for police assistance;
- Patrols an assigned area to enforce laws;
- Investigates suspicious conditions, traffic accidents, and complaints;
- Makes arrests;
- Questions witnesses and suspects;
- Assists in making investigations;
- Conducts searches for missing persons and stolen property;
- Administers first aid and assists the injured;
- Prepares reports on investigations, offenses, arrests, and other activities;
- Serves criminal and civil papers;
- Issues citations;
- Prepares evidence and testifies in court;
- Fingerprints, photographs, books, supervises, and transports prisoners;
- Reports unsafe or hazardous conditions;
- Answers inquiries from the public;
- Participates in training programs;
- Practices the use of firearms.

**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. Graduation from a high school located within the United States or a United States territory, **OR** 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, **OR** possession of a two or four-year degree from an accredited college or university; **AND** graduation from a California P.O.S.T approved Police Academy with a Basic Peace Officers Course Certificate dated within the last one year, **OR** possession of a California Basic P.O.S.T. Certificate dated within the last one year, **OR** possession of a California P.O.S.T Basic Course Waiver letter

**\* 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.

dated within the last one year, **OR** full-time employment as a paid sworn Peace Officer with a City police, County sheriff, or state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement within the last one year.  
Possession of a valid California Class C Driver's License.