

City of Stockton

Established:	5/21/13
Resolution:	CC2013-05-21-1213
CS Status:	Classified
Spec Amended:	
Resolution:	
Unit:	Not Applicable
FLSA:	Non-Exempt

## TRANSPORTATION OFFICER

### DEFINITION

Under general supervision, transports arrestees to designated facilities and provides support to other sworn staff; performs related duties as assigned.

### CLASS CHARACTERISTICS

Transportation Officer is a part-time, sworn position receiving direction from full-time, sworn staff. Incumbent duties are narrow in scope as compared to the Police Officer or other full-time, sworn classifications and are limited to transportation and duties related to initial processing, booking, and management of arrestees. This class is distinguished from uniformed, civilian police-related classes by designation and the responsibilities and authorities associated with designation as a sworn peace officer under the laws of the State of California.

### PRINCIPAL DUTIES (Illustrative Only)

- Takes custody of arrestees from police officers in the field or other designated facilities.
- Photographs and fingerprints individuals arrested for a crime.
- Handcuffs and searches arrestees.
- Securely transports arrestees to designated locations such as the jail, hospital, or other police facilities.
- Books personal property/evidence into the Stockton Police Department's property/evidence room.
- Completes booking forms and interacts with jailers.
- Accesses criminal information computer databases.
- May complete limited data entry into law enforcement computer systems.

### MINIMUM QUALIFICATIONS

#### Education/Experience:

Possession of a high school diploma or GED and a valid Basic Peace Officer OR valid Reserve (Peace) Officer Certificate (Level I) issued by the California Commission on Peace Officer Standards and Training (POST) in accordance with POST Administrative Regulation 1011. Three (3) years of sworn safety experience required.

#### Other Requirements:

- Valid California Class C Driver License;
- Maintain valid Reserve (Peace) Officer certification or higher;
- Must successfully complete a background investigation which includes a fingerprint clearance; and
- Maintain ability to carry a concealed weapon under California Penal Code 832.

Knowledge of:

- Principles, practices, techniques, and equipment used in arrest, search, and seizure; and
- Current policies and procedures related to booking of arrestees and personal property/evidence.

Skill in:

- Effectively dealing with other staff and the public;
- Safely transporting arrestees via automobile;
- Safely and appropriately using firearms and other weapons;
- Operating a personal computer; and
- Interpreting and applying local and state laws as applicable to the scope of the position.

Physical/Mental Abilities:

- Mobility – Agility and strength to perform physical restraint of suspects; frequent sitting in an automobile.
- Lifting – Rare need to push and pull a grown adult.
- Vision – See well enough to drive vehicles, read small print and Visual Display Terminals.
- Dexterity - Frequent holding, grasping, repetitive motion, and writing.
- Hearing/Talking – Speak and hear well enough to communication over the telephone, radio and in person; voice volume and speech clarity to command during an emergency.
- Emotional/Psychological – Occasional exposure to stressful and adverse conditions.
- Environmental Conditions – Occasional exposure to fumes and smells, and inclement weather conditions. Exposure to unsanitary conditions and personal property/evidence.
- Working Conditions - Typically moderately quiet, but may be loud at times and at some locations.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

APPROVED:

Original signed by

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KEVEN P. STAR  
DIRECTOR OF HUMAN RESOURCES

DATE: \_\_\_\_\_