

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DETENTION OFFICER, NURSE**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: AUGUST 2000**

**JOB CODE: 0220**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: POA**

**FLSA STATUS: NON-EXEMPT**

**EEOC CODE: PROTECTIVE SERVICE WORKER**

**JOB SUMMARY**

Under moderate supervision, takes custody of arrestees and oversees safety and well-being of inmates; renders required medical procedures of arrestees and inmates.

**DISTINGUISHING CHARACTERISTICS**

Detention Officer, Nurse is a non-sworn classification. Differs from Detention Officer in that Detention Officer, Nurse, performs the full duties of a nurse as well as the duties of a Detention Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

- Obtains information from arresting officers and arrestees for booking purposes
- Books and processes arrestees, including taking of photographs and fingerprints; assigns cells
- Receives and stores inmate property and monies
- Conducts pat down searches, strip searches, and visible body cavity searches as determined by law
- Oversees the proper operational control of the jail infirmary and medical supplies
- Conducts pre-detention medical screenings; draws blood samples; obtains DNA samples; assesses physical, mental and development condition of arrestees
- Performs breathalyzer tests and collects urine specimens
- Advises inmates of their rights and ensures rights are respected
- Ensures health and welfare of inmates during period of detainment
- Administers emergency first aid care

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- Dispenses prescription medication under the direction of a licensed physician; if necessary, provides over-the-counter non-prescription medication
- Determines if transport to a medical facility is needed, followed by tracking and logging of same
- Cites out misdemeanors after performing thorough records checks
- Ensures all requirements are met before processing releases and handling bail money
- Releases minors to parents
- Supervises sentenced inmate workers
- Completes all necessary reports; testifies in courts; cooperates with other law enforcement agencies
- Handles billing inquiries from medical facilities and coordinates payment
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- State health and medical regulations, policies and procedures regulating the medical care and treatment afforded incarcerated persons
- Physical restraint techniques

**Ability to:**

- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- Search arrestees held in custody to identify contraband and possible dangerous items
- Perform pre-detention medical screenings; draw blood in a safe and efficient manner
- Render basic first-aid and perform cardiopulmonary resuscitation; operate an automated external defibrillator

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**TITLE: DETENTION OFFICER, NURSE**

- Read, comprehend and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively deal with complex and fast-paced situations on a continual basis

**Education:** High school diploma or equivalent.

**Experience:** One (1) years' experience as a nurse working in a mental health, emergency, other medical facility or jail/correctional facility.

**Background Investigation:** Must successfully pass a comprehensive background investigation.

**Licenses/Certifications:** Possession of valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment. Phlebotomy Technician Certification is required. Licensure as a RN, LVN or LPT is required.

**SPECIAL CONDITIONS**

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one (1) year probationary period.

Must be available to work all assigned shifts, including weekends and holidays.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

**PUBLIC EMPLOYEE DISASTER SERVICE WORKER**

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed

Work involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or emotionally unstable. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Aug. 2000  
Rev. Feb. 2014 jd  
Rev. Mar. 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE OFFICER**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)**  
**JANUARY, 1992**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION:**  
**FLSA STATUS:**  
**EEOC CODE:**

**0223**  
**REGULAR FULL-TIME**  
**POA**  
**NON-EXEMPT**  
**PROTECTIVE SERVICE WORKERS**

**JOB SUMMARY**

To perform police duties in an assigned division; uniform, investigation, special services or administrative services.

**EXAMPLES OF ESSENTIAL DUTIES**

Generally, a police officer's first assignment is to the uniform division. After a sufficient period of patrol duty, the police officer becomes eligible for police assignments in traffic, the detective bureau, special services and administrative services division. Patrols an assigned area of the City by car, motorcycle, or helicopter and investigates suspicious conditions; responds to emergency calls and provides emergency assistance; conducts preliminary and/or follow-up investigations of disturbances, complaints, prowlers, burglaries, thefts, holdups, vehicle accidents, deaths, suicides, etc. and gathers and preserves evidence; prepares evidence, reports, diagrams and records for files and/or presentation in court and sets up and maintains case files; maintains a daily log including documentation of responses to emergency calls; issues warnings and citations and apprehends criminals; directs traffic, including regulation of vehicle flow at fires, parades, funerals, and other emergencies or congested situations; searches for stolen property and missing persons; transports prisoners; serves warrants and subpoenas, and testifies in court; performs desk officer duties providing information and direction over the phone and in person; analyzes various bureau activities and reports on the efficiency of existing programs and system; compiles statistics; trains police recruits and other sworn personnel; performs other related duties.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A*

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**TITLE: POLICE OFFICER**

*typical combination includes:*

**Knowledge of:** Public safety laws and rules; proper search and seizure and arrest procedures.

**Ability to:** Apply public safety laws and rules to daily situations; analyze problems and to rationally and calmly take effective action in emergency and stress situations.

**Education:** Requires completion of twelfth grade or any equivalent combination of experience and training which provides the required skills. Specific courses are required for advancement within the department.

**Experience:** Requires one (1) year of sworn police officer experience or successful completion of the POST Certified Police Recruit Academy and Training program.

**Certification:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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**CLASS SPECIFICATION**



**TITLE: POLICE RECRUIT**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>JANUARY, 1992</b>
<b>JOB CODE:</b>	<b>0225</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>POA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROTECTIVE SERVICE WORKERS</b>

**JOB SUMMARY** – To undergo state-mandated basic peace officer training as required by the California Commission on Peace Officer Standards and Training.

**DISTINGUISHING CHARACTERISTICS** – This is an entry level or trainee class where incumbents will be presented with a wide variety of training experiences while attending a POST-certified basic police academy. After meeting all department, state-mandated and academy requirements, including graduation from the Police Academy, the incumbent will be reclassified to the class of Police Officer.

**EXAMPLES OF ESSENTIAL DUTIES** – Attends a basic POST-certified academy, the curriculum of which is mandated by the California Commission on Peace Officer Standards and Training and/or the local Police Academy Advisory Committee. This training consists of an entire overview of the criminal justice system, which includes, but may not be limited to, various laws, police procedures, law enforcement techniques, first aid and lifetime physical fitness.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

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**TITLE: POLICE RECRUIT**

**Ability to:** Observe and learn such things as laws, police procedures, law enforcement techniques and first aid; analyze problems and rationally and calmly take effective action in emergency and stressful situations; undergo strenuous physical conditioning, meeting or exceeding required standards of performance; read and interpret highly complex written materials: laws, statutes, manuals, etc.; clearly and concisely present ideas orally and in writing.

**Education:** A high school diploma or equivalent certificate.

**Licenses/Certifications:** Possession of a valid Class C California driver's license and an acceptable driving record are required at time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Rev. March 2025 MA



**CITY OF HUNTINGTON BEACH**  
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**TITLE: POLICE SERGEANT**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)**  
**SEPTEMBER, 2004**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION**  
**FLSA STATUS:**  
**EEOC CODE:**

**0159**  
**REGULAR FULL-TIME**  
**PMA**  
**NON-EXEMPT**  
**PROTECTIVE SERVICE WORKERS**

**JOB SUMMARY**

The primary reason this classification exists is to assign and supervise the work of subordinate sworn and civilian personnel.

**DISTINGUISHING CHARACTERISTICS**

The Police Sergeant reports to a Police Lieutenant or the on-duty Watch Commander. This is a first-line supervisor who directs the activities of police personnel assigned to their unit or squad.

**EXAMPLES OF ESSENTIAL DUTIES**

Organizes, directs, evaluates and assigns activities of subordinate personnel; provides direct and functional supervision of police officers, service officers, cadets, student workers, civilian support personnel and school crossing guards; ensures compliance to Department and City policies and procedures, and the Department's organizational value statement; promotes the philosophy of community policing and problem solving; evaluates subordinate personnel; conducts administrative investigations and administers discipline as required; analyzes and recommends department and individual training; provides ongoing training. Responds to reported criminal incidents, gathers and analyzes known facts, directs deployment of police personnel, identifies and detains/apprehends suspects and other involved parties. Writes reports and uses personal computer to produce final report document. Reads, classifies and assigns cases; follows up on case investigations to assure timely completion for court proceedings. Participates in or directs police personnel in conflict intervention, restoration of order and protection of life and property. Reviews issued citations and reports; informs lieutenant of conditions within unit and recommends improvements for the organization; travels to various locations throughout and outside of the city; performs other related duties.

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**MINIMUM QUALIFICATIONS:**

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**TITLE: POLICE SERGEANT**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:** Principles and practices of supervision, training, and performance evaluations; related Federal, State, and local laws, codes, ordinances and regulations; rules and regulations of the Police Department; modern police methods and procedures; Community Oriented Policing philosophy, practices and procedures;

**Ability to:** Assign, instruct and review the work of subordinates; coordinate effective efforts that may be required by differing situations; supervise, train, and evaluate staff; interpret and apply related Federal, State, and local laws, codes, ordinances and regulations, as well as Departmental rules and regulations; communicate clearly and concisely, both orally and in writing; proficiently utilize personal computer software such as Word to produce reports; establish and maintain effective working relationships with those contacted in the course of work

**Education:** P.O.S.T. Advanced Certificate

**Experience:** Five years (5) full-time sworn law enforcement, with a minimum of three (3) years with HBPD.

**License/Certification:** Possession of a valid Class C California driver's license and an acceptable driving record are required at time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. March 2025 MA