

POLICE RECRUIT

PURPOSE

This position attends a Peace Officer Standards and Training (POST) certified Police Basic Recruit Academy; receives instruction on-the-job to learn more about sworn police work; and performs related and other work as required.

WORKING CONDITIONS

These are non-sworn temporary positions with employment generally limited to the duration of the Police Academy. Upon successfully completing the Academy, incumbents would be eligible to be placed on probation for the class of Police Officer. Incumbents wear uniforms, but are unarmed. The work includes both classroom and field activities.

PHYSICAL DEMANDS

Work may include: prolonged sitting, moderate to heavy lifting (from 25lbs-100lbs+), reaching, climbing, stooping, twisting, grasping, crawling, pulling and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

DISTINGUISHING CHARACTERISTICS

This is a temporary position designed to provide the knowledge and training necessary to become a sworn Police Officer.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Attends a basic POST certified academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid, and physical fitness.

Undergoes training to develop an awareness of the functions and responsibilities of Police Officers and how they relate to field operations.

Academy and field training includes activities such as:

- Instruction on proper handling and firing of firearms

- Review of radio codes and applicable Penal Code sections

Overview of the court system

Answering telephone calls and dispensing public information

Writing and editing police reports

Observing law enforcement activities such as maintenance of order, crime prevention and protection of citizens and property

Review of rules, regulations and procedures

Recruits will receive training and be evaluated on emergency vehicle operation including maneuvering, low speed driving, high speed driving, pursuit driving and other law enforcement driving skills

May perform police support assignments such as dispatching, recording complaints, and issuing parking citations.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Ability to successfully complete Academy requirements; to observe accurately and remember names, faces, numbers, incidents and places; to think and act quickly in emergencies, and to judge situations and people accurately; to learn standard operating procedures of a police headquarters' radio-telephone and keyboard-type communications equipment; to understand and interpret laws and regulations; to prepare clear, concise, and comprehensive written reports; to become proficient in self-defense techniques, and in the care and use of firearms; to follow oral and written instructions; and to deal courteously and effectively with the general public.

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the 12th grade. College level training is desirable.

Experience:

None required.

Other Requirements

License: Must possess a valid California Driver's License and a satisfactory driving record as a condition of hire and of continued employment.

Citizenship: Must be a citizen of the United States or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.

Police Service Standards: To be a candidate for a position of Police Officer Trainee, the applicant must fulfill all of the following:

Age: The candidate shall be at least 20-1/2 years of age at the date of application.

Character & Background: The candidate shall possess traits including: initiative, alertness, integrity, reliability, courtesy, and good judgment; and shall not have been convicted by any state or by the Federal Government for a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.

Hearing: The candidate shall have normal hearing acuity.

Weight: Weight shall be in good proportion with height.

Physical & Mental Condition: The candidate shall be of sound physical condition; be of adequate physical stature, and possessing strength, endurance and agility demonstrable in tests of physical performance and medical examination. The applicant shall be of good mentality and emotional maturity, in good health, demonstrable in psychological and medical tests, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit, history of psychosis or psychoneurosis, or other disabling defects.

Vision: The candidate shall possess normal color vision and visual functions. Each eye must be free of any abnormal condition or disease which might adversely affect performance of duty and there must be visual acuity of not less than 20/100 vision in each eye without correction and corrected to no less than 20/30 in each eye.