

POLICE OFFICER RECRUIT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Attends a Peace Officer Standards and Training-certified academy on a full time basis, and undergoes field training within the Police Department.

DISTINGUISHING CHARACTERISTICS

Police Officer Recruits are hired into this temporary non-sworn position for the period during which they are assigned to the Police Academy. They are not covered by the City’s classified (Civil Service) system, and serve at the pleasure of the appointing authority. Upon successful completion of the training academy, Police Recruits are sworn in and appointed to the position of Police Officer at Step “A” of that salary range with full benefits. Police Recruit benefits are limited to those required by law.

SUPERVISION RECEIVED AND EXERCISED

Is closely supervised and evaluated on a daily basis.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Attends a P.O.S.T.-certified basic police academy and receives training in the following areas: Laws and Penal Codes; criminal justice system procedures; law enforcement and crime prevention techniques; physical fitness and first aid; proper handling and firing of firearms; radio codes and dispatching procedures; public contact skills; interviewing and taking complaints; writing and editing police reports; geography; investigative techniques; procedures regarding arrest and the handling of suspects; and learning departmental rules and regulations.

QUALIFICATIONS

Ability to:

- Think logically and make decisions quickly.
- Learn, comprehend and interpret laws and regulations.
- Interact and work effectively with others.
- Carry out oral and written directions.
- Communicate effectively verbally and in writing.

Experience and Training Guidelines

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

Experience:

None required.

Licenses/Certificates/ Other requirements:

Pass a P.O.S.T.-approved written test; a qualification appraisal interview; physical abilities test; physical and psychological evaluation; and extensive background investigation which may include polygraph and drug testing.

PHYSICAL DEMANDS

Sitting:	Occasionally to Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally
Kneeling:	Occasionally	100 + lbs:	Occasionally
Crawling:	Occasionally	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Occasionally	100 + lbs:	Occasionally

Pushing/Pulling:

up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Grasping – firm: Occasionally
Finger dexterity: Occasionally
Reaching forward: Occasionally
Reaching overhead: Occasionally
Pinch grasp: Occasionally
Grasp – light: Occasionally

Coordination - Eye-hand: Occasionally
Eye-hand-foot: Occasionally
Driving: Frequently to Constantly

Talking - Face-to-face: Frequently
Verbal contact: Occasionally
Public: Frequently

PHYSICAL DEMANDS (continued):

- Vision - Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required
- Hearing - Conversation: Frequently
Telephone: Occasionally
Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Work, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Excessive noise, Radiation/electrical energy, Solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required – protective clothing.