

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.*

SUMMARY DESCRIPTION

Under general supervision from higher level supervisory or management staff and from training staff at a Peace Officer Standards and Training (POST)-certified Basic Law Enforcement Academy, this is a non-sworn classification structured for incumbents who have not yet entered or not yet completed the California POST-certified Basic Law Enforcement Academy. Successful completion of a POST-certified Basic Law Enforcement Academy, resulting in graduation and certification, enables incumbent to become a probationary sworn Police Officer with the City.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Attend classroom activities, participate in both the learning process and the interactions with students and faculty, resulting in achieving a passing grade on all classroom requirements.
2. Complete classroom assignments and projects, as required.
3. Participate in physical activities, resulting in achieving a passing grade on the POST physical agility exam.
4. Participate in firearms course, resulting in achieving a qualifying score for firearms qualification under California Penal Code Section 832.
5. Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.
6. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods, and computer equipment.

English usage, spelling, grammar and punctuation.

Ability to:

Learn proper Police procedures and methods.

Analyze situations quickly and objectively, and determine and take emergency and/or appropriate action.

Understand and carry out oral and written instructions.

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Learn the operation of standard equipment and facilities required in the performance of assigned tasks, including a computer.

Type at a reasonable speed necessary for successful job performance (25 wpm).

Learn standard broadcasting procedures of a police radio system including mobile dispatch terminals.

Participate in strenuous physical activities including sufficient strength, endurance and body flexibility to accomplish classroom requirements. This includes the ability to lift and carry up to 75 pounds of weight.

Prepare accurate and grammatically correct written reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Successfully complete a POST-certified Basic Law Enforcement Academy, including classroom instruction, physical agility and use of firearms.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

None required

License or Certificate:

Possession of an appropriate, valid California driver license.

Additional Requirement:

Minimum of 20-½ years of age at the time of application.

Minimum T-score of 45.0 from POST PELLETB exam.

Successful completion of police background investigation, including but not limited to polygraph and fingerprinting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in either a typical temperature controlled classroom environment subject to typical noise and environment of in the field with exposure to typical street noise or field noise. Position may require occasional overtime or weekend work and travel is rare.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard;

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requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

At-Will/Unrepresented
FLSA Status: Non-exempt

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*Management has the right to add or change these duties of the position at any time.