

POLICE OFFICER RECRUIT

DEFINITION

Under close supervision, and in a non-sworn capacity, attend and participate in a comprehensive training program at a Peace Officer Standards and Training (POST) certified basic Police Academy; to learn, train, and successfully perform all related learning and testing activities relative to the technical knowledge, skills, and physical capabilities required to perform in the capacity of a sworn Police Officer; to successfully complete the Police Academy; and to perform related work as required. Serves as Disaster Service Worker. FLSA Status: Non-Exempt. Bargaining Group: Unrepresented.

DISTINGUISHING CHARACTERISTICS

Police Officer Recruits are hired into this temporary, limited service, non-sworn position for the period during which they are assigned to the Police Academy and until such time as they are eligible to become a probationary sworn Police Officer. As a Police Officer Recruit, the incumbent serves at the pleasure of the appointing authority. Upon successful completion of the Police Academy and standard recruitment examinations, Police Officer Recruits are sworn in to the position of Police Officer at step 1 of that salary range with the same benefits as all other City of Atwater Police Officers.

REPORTS TO

Police Sergeant or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Attend, fully participate in, successfully complete, and graduate from a California POST approved basic Police Academy; care for and maintain departmental equipment; participate in related training programs to develop an awareness of the functions and responsibilities of Police Officers and how they relate to field operations; attend department meetings and briefings; report criminal activity; perform in specialized functions when assigned such as directing traffic, including regulation of vehicle flow, at times of emergency or congestion and conducting preliminary or follow-up investigations of crimes and disturbances including burglaries, thefts, robberies, narcotics actions, deaths, assaults, and accidents; respond to radio messages, telephone instructions, and/or citizens' requests; write and edit police reports; may do research into law, policies, and related matters; and perform related work as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighting up to 100 lbs., with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; effective verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX as well as radio communication system equipment.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Basic law enforcement terminology, concepts, and operations as taught in Police Academy.
- Federal, state, and local laws and regulations regarding civil, criminal, and traffic violations.
- Conduct of law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation, and use of deadly force.
- Techniques for dealing with people of all socio-economic levels under hostile emergency situations;
- Interview and interrogation techniques.
- Handling and processing of evidence.
- Safety practices and precautions pertaining to work.
- Geography of the City.
- Use and care of department authorized equipment and firearms.
- First aid methods and techniques.

Ability to:

- Successfully complete Police Academy requirements.
- Read, understand, and comply with laws, ordinances, rules, and departmental regulations and orders.
- Analyze situations quickly and objectively, recognize potential dangers, and decide proper course of action.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Cope with stressful situations firmly, tactfully, and with respect of individual rights.
- Work with computerized law enforcement information systems.

- Safely operate a motor vehicle under critical and unusual conditions.
- Develop skills in the proper use of firearms.
- Gather and organize data and information.
- Interview and secure information from witnesses and suspects.
- Prepare clear, concise, and comprehensive written reports.
- Communicate effectively both verbally and in writing.
- Competently follow both verbal and written directions.
- Establish and maintain working relationships with co-workers and with persons from varied racial, ethnic, and economic backgrounds.

Training and Experience:

- No special training or experience is required.
- Preference is given to applicants with military experience.

SPECIAL REQUIREMENTS

- Applicants must pass a written and physical agility test. For applicants that are currently enrolled in a California POST accredited Basic Police Academy, the written and physical agility test requirement may be waived at the sole discretion of the Police Chief.
- Incumbent shall be at least 20 ½ years of age at time of testing and at least 21 years of age at time of appointment to sworn Police Officer.
- Completion of California Basic Police Academy within one (1) year from date of appointment.

SPONSORSHIP OPTION

- Incumbent may request the City of Atwater to sponsor (pay for all fees and equipment associated with the California Basic Police Academy) pursuant to a written agreement with the City which shall require the incumbent to reimburse the City for all costs paid on behalf of the incumbent should the incumbent refuse employment with the City as a Police Officer, fail to meet the minimum qualifications of the position, or fail to successfully complete pre-employment activities for the Police Officer classification.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

Pre-Employment Activities:

Qualifying candidates are required to successfully complete the following:

- Credit Check
- Background Check
- Drug and alcohol screen
- Physical

Temporary employees are classified as "at will" and may be terminated at any time, with or without cause, at any time.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.

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