

CITY OF COVINA

POLICE RECRUIT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct supervision, participates in initial departmental training and orientation programs; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Recruit** is the police trainee classification designed specifically and solely for the purpose of employing police officer candidates in a non-sworn status during the initial basic police officer academy training. Incumbents will be afforded the opportunity to be appointed to and sworn in as a probationary entry-level police officer with full police authority upon successful and satisfactory completion of academy training. Candidates hired as Police Recruits will be expected to complete an 18-month probationary period from the time of hire.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from an assigned sworn law enforcement officer. Incumbents in this class do not exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Attends a basic POST certified police officer training academy designed to provide a comprehensive overview of the criminal justice system and specialized training in various laws, police practices and procedures, law enforcement techniques, first aid, and physical conditioning.
- Participates in initial departmental training and orientation programs, including field training under direct supervision for the purpose of developing awareness of functions, activities and responsibilities of a police officer.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, the ability to distinguish colors and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement

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duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The need to lift 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Recruit**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent. Prior experience in law enforcement and successful completion of some college course work in criminology, police sciences or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Must be a U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic criminology and the Criminal Justice System; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Successfully and satisfactorily complete the POST basic academy; learn laws, police practices and procedures, and first aid; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in

emergency situations.