



CITY OF CITRUS HEIGHTS

POLICE OFFICER RECRUIT

DEFINITION

Under close supervision, Police Officer Recruits participate in a basic law enforcement training program, at P.O.S.T. approved full-time academy. Police Officer Recruits gain an understanding of police procedures, law enforcement techniques, first aid, and acquire physical and emotional skills needed to successfully complete the police academy and may perform non-sworn, non-hazardous duties in support of a variety of police operations.

DISTINGUISHING CHARACTERISTICS

The Police Officer Recruit is a non-career developmental classification used to recruit and train qualified candidates to learn the duties of a Police Officer. Incumbents of this class undergo a formal, comprehensive training program in a State of California Commission on Peace Officer Standards and Training (P.O.S.T.) Basic Police Academy conducted by a P.O.S.T. approved academy to prepare for performing duties in support of police operations. Incumbents are expected to demonstrate satisfactory proficiency in the required physical agility testing component prior to and during the academy. On-going physical training will be a required skill set for any successful incumbent.

Upon satisfactory graduation from a P.O.S.T. Basic Course Police Academy, a Police Officer Recruit meeting the requirements of the Police Officer classification shall be advanced to the career classification of the Police Officer.

Employees shall not be classified as Police Officer Recruit for more than one year from the date of hire unless the employee was unsuccessful in an Academy and the employee is invited to participate in an additional academy. Advancement to Police Officer dependent upon satisfactory job performance. Failure to graduate from the Police Academy and/or failure to meet satisfactory progress within the prescribed training period will be cause for termination.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by higher-level sworn or civilian personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Learn, identify and emulate principles and techniques that promote community service, crime prevention, and appropriate behavior.
- Learn and apply knowledge of enforcement and procedural aspects of criminal law and the legal obligations inherent in enforcement of those laws.
- Learn and apply knowledge of proficient application of the rules of evidence. Receive training in and practice effective and professional communications through written, oral, and mechanical media.
- Learn to recognize vehicle violations, locating the violations in the Vehicle Code, and under supervision, safely and professionally contact the violator.

- Participate and assist in applying basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and witness interrogation.
- Learn and practice physical fitness and defense techniques programs.
- Learn and practice first-aid, including Cardiopulmonary Resuscitation techniques.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification. Duties may include, but are not limited to, assisting in routine investigations; assisting in preparing non-injury police reports; assisting in responding to fire alarms, street hazards and found property calls; assisting in traffic and non-violent crowd control duties; as directed transporting citizens, personnel and equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

- Customer service principles and practices.
- English usage, spelling, grammar and punctuation.

Ability to:

- Acquire, through training, knowledge of modern approved principles, practices, and procedures of police work, state laws, City ordinances, first-aid, the geography of the City, and the location of important buildings.
- Write clearly, accurately, concisely, legibly, and with correct English grammatical construction and spelling.
- Read and interpret complex technical documents in English. Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details. Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Analyze problems and have the potential to rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups. Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Undergo strenuous physical conditioning.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training Required

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

Experience:

For Internal Recruitments: Minimum three months experience with the city of Citrus Heights in any paid or volunteer position.

For External Recruitments: No experience required.

Training:

Equivalent to the completion of the twelfth grade. College units or degree highly desired.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance are required.

Special Requirements:

Age:

Must be at least 21 years of age at the time of graduation from the Police Academy, which is six months in duration.

Citizenship:

Must be a citizen of the United States by the date of appointment.

Respiratory Protective Equipment:

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions:

Free of felony convictions under California Government Code Section 1029.

Background:

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test:

Must pass a medical examination, drug test, and psychological test.

For External Candidates

Must submit proof of PELLET B exam taken within one (1) year of application with a passing T score of 42 or higher.

PHYSICAL/SENSORY REQUIREMENTS

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: Incumbents work outdoors in all weather conditions, around loud siren noise, moving vehicles, and around animals; exposed to controlled temperature conditions in an office environment and unpredictable work conditions, including but not limited to, physical threats, verbal abuse, and stressful situations when in the field. This position may require working around chemicals, blood, and other potential toxic exposures.

Physical: The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of reports and using a computer keyboard; hearing and speaking are required for interacting with the public and others and to hear sirens. Additionally, the position requires depth perception, near, far, night, peripheral, and color vision in viewing crime scenes or evidence. May be required to walk on uneven and slippery surfaces. Must be able to lift and carry up to 50 pounds.

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FLSA:	Non-Exempt
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