



## 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 supervision, may perform a variety of non-sworn duties in support of the Police Department; may assist in a variety of non-sworn capacities including to perform duties of a police dispatcher as assigned; may accompany police officers and take “cold” reports; may perform other related duties in order to prepare for a position as a police officer with the city of Placerville to include attendance at specified police training.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Police Officer Recruit (POR) is a temporary non-sworn assignment generally not to exceed a 1 year probationary period. The position is a recruiting and training level class used for candidates qualified to learn the duties of a police officer in the Placerville Police Department. The classification of POR has no police authority. Incumbents of this class may undergo a training program within the Placerville Police Department. Upon successful completion of any department training program, the POR will undergo a formal comprehensive training program in a P.O.S.T. certified Basic Law Enforcement Academy. Recruits will be expected to successfully graduate from the police academy program within the prescribed training period set forth in the academy class. Upon satisfactory completion of P.O.S.T. academy, the POR will be sworn in as police officer with full police authority. After appointment to police officer, the employee is placed on an 18 month probationary period.

### **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. Learn the daily duties of a Police Officer; accompany Police Officers during assigned activities; learn how to take reports; learn investigative techniques
2. Respond to and prepare reports on “cold” calls under direct supervision of police officers
3. Assist officers and other City staff in towing vehicles and related work
4. Perform the full range of Dispatcher duties to relieve staff and to cover for absences; receive emergency calls from the public requesting police or other emergency service; determine nature, location, and priority of calls and dispatch unites accordingly; transfer calls to appropriate agency in accordance with established procedures
5. Maintain contact with all units on assignment through computer aided dispatch; maintain status and location of police field unites; maintain computer records of traffic stops and other officer initiated activity
6. Operate a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, RMS and multi-channel radio

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7. Operate computer terminals and teletype machine to enter, modify, and retrieve data such as a stolen and recovered property, towed and stolen vehicles, missing and unidentified person, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies
8. Retrieve information from State and National computer networks regarding wanted person, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees and other related information to officers in the field
9. Learn to perform a variety of tasks involved in the preparation and maintenance of police records
10. 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:**

#### **Acquire, through training, a knowledge of:**

1. Functions, procedures, and policies of the City of Placerville Police Department
2. Law enforcement and emergency service procedures for responding to and handling reported incidents
3. Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and teletype equipment
4. Procedures used in processing of reports and information
5. Techniques of questioning for both emergency and non-emergency calls
6. Dispatching techniques with use of radio system for communicating and receiving information
7. Pertinent Federal, State, and local laws, codes, and regulations and applications of various City and Police Department policies and procedures
8. Location of roads, streets, and landmarks in the City of Placerville and adjacent areas
9. Functions of other City of Placerville departments
10. English usage, spelling, grammar and punctuation
11. Modern office procedures, methods and computer equipment
12. Methods and techniques of telephone etiquette
13. Methods and techniques of conflict resolution
14. Principles and procedures of record keeping

### **Ability to:**

1. Learn the operation of radio transmitting communication equipment, teletype equipment, and computer equipment
2. Learn to operate specialized public safety computer systems and applications including the Criminal Justice Information System (CJIS). The National Crime Information Center (NCIC) computer systems and local CAD/RMS system
3. Learn geographic features and locations within the area served
4. Learn pertinent Federal, State and local laws, codes and regulations including applicable laws governing the retention and dissemination of police reports and records
5. Learn methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service
6. Learn, interpret, and explain police records retention and dissemination policies and procedures.
7. Learn methods and techniques of searching prisoners
8. Write clearly, accurately, concisely, legibly, and with correct English grammatical construction and spelling
9. Observe, assimilate, remember, record, and recall pertinent facts and details
10. Maintain composure, alertness. And concentration while working for extended periods of time

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11. Effectively communicate with and elicit information from a variety of callers
12. Work under pressure, exercise good judgement and make sound decisions in emergency situations
13. Enter data and type accurately at a speed necessary for successful job performance.
14. Make independent decision that affect the safety of police personnel, citizens, and property, such as those involved in determining the urgency of requests received and the appropriate action to take
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints
16. Perform multiple tasks simultaneously
17. Read and interpret complex technical documents as well as maps and other navigational resources
18. Understand and follow oral and written instructions
19. 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
20. Deal courteously but firmly with the general public
21. Develop skill in the use of firearms
22. Undergo strenuous physical conditioning to meet the physical and medical standards as established for police officer
23. Communicate clearly and concisely, both orally and in writing
24. Establish and maintain effective working relationships with those contacted in the course of work

**Experience/Education** – *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 completion of the twelfth grade. College level coursework in criminal justice is highly desirable or an equivalent combination of training and experience that is directly related to the knowledge and abilities noted above.

**Experience:**

Some experience involving extensive public contact. Some work experience that demonstrates a general aptitude for police work is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class C CA driver's license.

**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:**

Office, emergency services, dispatch center and field setting with extensive public contact; travel to different locations and non-emergency situations; exposure to inclement weather conditions; incumbent may be required to work evening, night, weekend, and holiday shifts; incumbent may be called back or held over to maintain staffing levels.

**Physical:** Primary functions require sufficient physical ability to work in an office and emergency dispatch center setting; to travel to various locations to respond to non-emergency situations; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry light to moderate weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

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**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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

Date Established: April 10, 2007