



POLICE OFFICER RECRUIT

DEFINITION

Under close supervision, Police Officer Recruits participate in a basic law enforcement training program. 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 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 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 is 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

As a Police Officer Recruit, the Recruit will attend a Peace Officer Standards and Training (P.O.S.T), a certified basic academy during regular academy hours and any other scheduled departmental and academy exercise activities. Successful completion of the academy is required to continue employment and be promoted to a Police Officer. General supervision will be provided from a high level Police Department personnel, both sworn and professional, and P.O.S.T. Academy Staff. No direct supervision of staff is exercised.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the Police Officer Recruit job class, not an all-inclusive or limiting list:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Learn and apply knowledge of the Woodland Police Department's organization, chain of command, and rules and regulations.
- 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.
- Learn and apply 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.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.

QUALIFICATIONS

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.

EXPERIENCE AND EDUCATION

Education:

High school diploma or G.E.D. equivalent

Experience:

No experience required.

Bilingual: Knowledge of a second language is beneficial.

License or Certification:

Ability to obtain and maintain a CA POST certificate or CA POST Proof or Eligibility certificate.

SPECIAL QUALIFICATIONS

Age:

Must be at least 21 years of age by the time of appointment to Police Officer.

Citizenship:

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

Driver License:

Possession of a valid California Class C Driver License at the time 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.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: 01/10/2023