

City of South San Francisco
Human Resources Department

Police Officer Recruit
Class Description

Definition

Under close supervision, positions within this classification attend a Police Officer Standards and Training (P.O.S.T.) certified police academy. Upon successful completion of academy training and courses and upon availability, Police Officer Recruits are appointed to a probationary Police Officer with the City.

Distinguishing Characteristics

This is the trainee level whereby incumbents have been prequalified to attend a California P.O.S.T. – certified academy for the purpose of learning the duties and requirements of a Police Officer. Police Officer Recruit is distinguished from Police Officer in that it is not a sworn law enforcement position.

Typical and Important Duties

1. Attends a P.O.S.T. certified basic academy, participating in and passing all required classes that include, but are not limited to, report writing, laws of arrest and search and seizure, defensive driving, California Penal and Vehicle Code and firearms training.
2. Gains an understanding and awareness of the functions and responsibilities of a Police Officer.
3. Performs a variety of support duties, not requiring a sworn Police Officer.
4. Responds to basic questions from the public.
5. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
6. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Goals and objectives of the City of South San Francisco Police Department.
- Organization and structure of a modern Police Department.
- English usage, spelling, grammar, and punctuation.
- Basic principles of report writing.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.

Ability to:

- Learn modern police methods and procedures as they relate to patrol, crime investigation and prevention, and traffic control.
- Learn pertinent Federal, State and local laws, codes and regulations, including laws governing

apprehension, arrest and custody of persons.

- Learn rules of search and seizure and collection and preservation of evidence.
- Learn to apply techniques of self-defense and proper use of force.
- Learn the proper use of equipment used in law enforcement including vehicles and firearms.
- Learn to prepare clear and concise reports.
- Deal effectively and patiently with members of the public.
- Successfully complete academy requirements.
- Take a proactive approach to customer service.
- Understand and carry out oral and written decisions.
- Work in a safe manner, following City and department safety practices and procedures.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.

Age:

- Minimum of 21 years of age.

Specific Attributes:

- Vision:
 - ◆ 20/100 correctable to 20/30, with adequate depth perception and color vision.
 - ◆ If soft contacts are worn, there is not a limit on uncorrected distance visual acuity, provided soft lenses have been worn for at least six months prior to the physical examination.
 - ◆ If you are employed pursuant to this accommodation, you shall be required to present periodic medical verification from an optometrist that you are a bona fide soft contact lens wearer.
- Height and Weight:
 - ◆ Proportionate. Must be in excellent physical condition. Personal Qualifications:
- Of good character, reputation, integrity, reliability and judgment. Background:
 - ◆ Free from conviction of any crime determined to be a felony, or history of disabling psychological factors.

Experience and Training

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

Experience: None required.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person and over the telephone and radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

Work Environment: Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

Ability to: Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved: September 2013
Revised Date:
Abolished:
Former Titles:
Bargaining Unit:
ADA Review: September 2013
DOT:
Physical:
Status:
EEOC Category:
Job Code:

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE