



CITY OF IMPERIAL

JOB DESCRIPTION

POLICE RECRUIT

SALARY: RANGE 66

FLSA Non-Exempt –Unrepresented At-Will/Part-Time
Department: Police Department

DEFINITION

A non-sworn position to allow training of Police Recruits. New hires will have Police Recruit status until successful completion of the basic POST Police Academy.

Participates in a structured training program designed to prepare for the role of a full-time Police Officer; observes experienced officers in day-to-day law enforcement activities, completing academy training requirements, and gaining practical field experience while paired with a Training Officer, focuses on learning departmental procedures, and performs related training responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a designated training officer. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn classification that is in the process of completing academy training requirements.

Upon successful completion of the POST Academy, field training program, and all requirements, the Police Recruit is eligible for promotion to a sworn Police Officer classification. Participation does not guarantee promotion.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Police Recruits are required to be enrolled and successfully graduate from a California POST Basic Law Enforcement Academy.
- Attend and successfully complete all required POST Academy classes, testing, and training modules.
- Participate in departmental orientation, daily physical fitness training, and basic skill-building exercises (such as defensive tactics and firearms safety).
- Learn and practice emergency first aid and CPR techniques to assist injured persons until medical professionals arrive.
- Accompany sworn officers to calls for service in a ride-along capacity to observe how to handle investigations, citizen requests, and incident scenes.
- Learn how to identify and report safety hazards, such as traffic problems, roadblocks, or abandoned vehicles.

- Watch the process of how officers issue warnings or citations for parking and traffic violations.
- Practice preparing basic incidents and traffic reports as part of the learning process.
- Learn to recognize and report suspicious conditions that could lead to crime.
- Attend community events and meetings to learn about the department's role in crime prevention and public relations.
- Follow all academy and departmental rules and regulations.
- Perform other training-related duties as assigned

QUALIFICATIONS

Knowledge of:

- Basic principles of police science.
- Police department policies, practices, and procedures.
- State motor vehicle codes and traffic safety regulations.
- Municipal ordinances.
- First Aid techniques.
- Safety rules and procedures.
- Radio codes and basic communications procedures.

Ability to:

- Enroll in and successfully graduate from a California POST Basic Law Enforcement Academy.
- Pass all required physical, psychological, and agility examinations.
- Demonstrate progress in learning firearms proficiency and defensive tactics during training.
- Communicate clearly and effectively, both orally and in writing.
- Relate tactfully and effectively with diverse populations, accounting for various cultures, languages, socioeconomic backgrounds, and special needs.
- Establish and maintain cooperative working relationships with co-workers, supervisors, and the general public.
- Read, comprehend, and interpret codes, departmental rules, and law enforcement literature.
- Learn City geography, street layouts, and crime patterns; interpret maps.
- Perform basic mathematical calculations (addition, subtraction, multiplication, and division) quickly and accurately.
- Understand and operate strictly within the assigned scope of authority and follow all oral and written instructions.
- Comply with safety standards and regulations while maintaining alertness and self-control in challenging or high-stress situations.
- Work effectively in variable weather conditions and maintain performance during extended or changing shifts.

Education and Experience:

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

Education:

- Equivalent to high school graduation.

Experience:

- None.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Successful completion of a POST-certified Police Academy Level III and Level II modules.
- Maintained active enrollment and progress toward completing a POST Level III Academy (with confirmation from the Academy).

PHYSICAL DEMANDS

Must possess physical endurance, good balance, hearing, and vision to maintain POST physical standards.

ENVIRONMENTAL CONDITIONS

Incumbents will be in an academic setting for the majority of their work. When scheduled for practical experience training, incumbents may be exposed to gunfire, toxic chemicals, communicable diseases, physical abuse from hostile or disoriented individuals, traffic hazards, occasional driving at high speeds, and adverse weather conditions. Employees may work in indoor and outdoor environments; be subject to shift-work, evenings, and variable hours; and drive a vehicle to conduct work.

WORKING CONDITIONS

The employee may be required to respond during off-duty hours for training purposes.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).