



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Police Officer Recruit

Department: Police Reports to: Police Sergeant or Field Training Officer Pay Grade: 40P
Date Established: 5/2014 Date Revised: 12/2017 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

A Police Officer Recruit performs tasks at a training level to prepare to become a certified Police Officer. The job includes participation in formal, structured training at a police academy and participation in training classes arranged by in-service trainers. Work methods and results are under constant review by supervisory personnel through observation, discussion and results achieved. Upon successful completion of the training period, as determined by the Police Chief, a Police Officer Recruit may be appointed to the class of Police Officer.

A Police Officer Recruit receives training to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and perform other assigned law enforcement and public safety duties to preserve the peace, reduce fear and provide for a safe community environment. Duties normally consist of patrol and traffic activities in the City on an assigned shift with constant supervision.

The job requires a high school diploma or GED and the ability to meet department and POST physical and psychological requirements and pass a written examination and extensive background investigation. The job also requires successful completion of the department's 16 week Field Training Officer program within one (1) year of employment. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

A Police Officer Recruit is exposed to indoor and outdoor environments including extreme weather conditions, strenuous activity, lifting or restraining another human being or other heavy object, and exposure to hazardous materials and/or life threatening situations. The nature of the job often requires on-call work after normal working hours, weekends and holidays as the business of the City necessitates. The job is physically and mentally demanding. Officers need to be physically fit and able to react to different situations at a moment's notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

All duties identified below are performed in a training capacity under regular supervision:

Patrols assigned areas of the City; enforces federal, state and local laws and ordinances. Maintains community presence; responds to calls related to the protection of life and property, traffic incidents and other public safety emergencies. Responds to calls that may include domestic violence, burglaries, juvenile disturbances, civil disturbances, health and welfare assistance, animal problems, civil protection, medical and fire calls, bomb threats, hazardous material spills and other public and life safety incidents. Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody or refers charges for review and prosecution. Issues warnings and citations; performs appropriate field tests as needed.

Prepares reports of arrests, activities performed and unusual incidents observed. Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents and deaths. Verbally interacts with witnesses and victims, suspects and

offenders to obtain information. Conducts examinations of persons, vehicles, premises or areas to determine the presence of individuals or illegal activities or articles. Takes suspect or offender into custody and delivers them to appropriate confinement locations, maintaining security and safety of individuals. Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming and narcotics violations.

Identifies and implements safety emergency plans, evacuation plans and emergency drills. Assists medical personnel and outside agencies with investigations. Interacts with citizens in the community. Interacts with persons who are mentally ill and places them into protective custody when appropriate.

Develops and maintains ongoing partnerships and relationships with police officers, citizens, schools and school personnel and various community organizations.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Ability to learn and apply and gain Knowledge of:

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, procedures, techniques, and objectives of crime investigation and prevention;
- Methods, objectives, and procedures of court proceedings;
- Methods, tools, techniques, and objectives of police investigations including, but not limited to, undercover investigation procedures, computerized data searches, crime scene processing, witness interviewing, evidence processing and preservation, arrest and search warrant procedures, and related procedures;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard first-aid administration;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Crime prevention and education techniques;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees and with citizens with varied racial, ethnic or economic backgrounds;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Operate a motor vehicle and/or other vehicles associated with assignment;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work

progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Understand and carry out oral and written directions;
- Uphold the Law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Learn new aspects of police work depending on specialty assignment areas;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED equivalency is required;
- Valid Idaho Driver's License is required;
- Some experience in law enforcement or college level coursework in criminal justice or other law enforcement or military operation is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is regularly required to walk, sit, stand for long periods of time, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct field work and perform the duties of a police officer as required, including, but not limited to, running, pushing stalled vehicles off roadways; lifting people off the ground, climbing fences, etc. The employee is required to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.