

POLICE RECRUIT

I. Position Identification:

- A) Title: Police Recruit
- B) Bargaining Unit: Police Officers' Association
- C) Customary Work Hours: As determined by P.O.S.T. Basic Academy
- D) Customary Work Days: As determined by P.O.S.T. Basic Academy
- E) Reports To: Police Sergeant
- F) Directs the Work of: None
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: High School Diploma or equivalent.

Experience: No experience required.

Licenses and/or Certificates Required: Possession of an appropriate, valid State of California driver's license. Must be age 21 by date of appointment. Possession of P.O.S.T. Basic Certificate within one (1) year of appointment.

II. FLSA Status: Non-Exempt

III. Position Summary:

This position is an entry-level, non-sworn position in the Police Department. Employees in this class normally work under close and continuous supervision. Incumbents are currently attending a P.O.S.T. Basic Academy and must satisfactorily pass all of the requirements that lead to the possession of the P.O.S.T. Basic Certification. Appointment in this position is limited to the duration of the Police Academy. Academic progress and physical achievement are closely monitored during this training period. Upon successful completion and graduation from the Police academy, recruits shall be appointed to the position of probationary Police Officer.

IV. Essential Functions:

Incumbents in this class must be willing to work evening, night, weekend, and holiday shifts.

1. Attends Academy and other related training.

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2. Directs traffic during emergency and congested conditions and at school crossings.
3. Performs investigative work.
4. Educates community groups and members, i.e. crime prevention meetings, gang information meetings, ride alongs.
5. Performs a variety of technical and administrative tasks in support of the department.
6. Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
7. Observes children and encourages children to obey safety rules.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- English usage, spelling, grammar, and punctuations.
- Computer equipment and typing.
- Basic arithmetic, including addition, subtraction, multiplication, division, and calculations of percentages.
- Principles and practices of good customer service.
- Principles and practices of effective interpersonal communication.
- Principles and practices of safety management.

B. Skills at:

- Writing clearly, accurately, concisely, legibly, and with correct grammatical construction and spelling.
- Observing, assimilating, remembering, and recalling pertinent facts and details.
- Ability to read maps and mapped information.

C. 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 location of important buildings.
- Analyze situations quickly and objectively, and determine and take emergency action as required.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Learn standard broadcasting procedures of a police radio system.
- Learn how to use and care for firearms.

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- Prepare accurate and grammatically correct written reports.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use computer technology in the course of conducting police work.
- Learn first aid and CPR.
- Promote a customer service focus in forging cooperative public relations.
- Undergo strenuous physical conditions.
- Show initiative, alertness, integrity, and reliability.

VI. Physical Demands/Qualifications:

1. Working conditions in the office area are in a clean working space, well lit, and free from extreme temperatures and humidity.
2. Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements.
3. Requires the ability to sit for potentially long periods of time throughout the workday.
4. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist, or eyestrain.
5. Ability to perform task requiring strength and stamina, such as lifting, moving, pushing or pulling equipment and objects.
6. Hearing sufficient to distinguish various sounds, such as alarms, voices of coworkers and warning horns or sirens in both quiet and noisy environments.
7. Hand and finger dexterity sufficient to grasp and use safety equipment.
8. Visual acuity for depth perception, reading gauges, documents and street maps.
9. Verbal communications, including projecting a voice that can be heard in noisy environment.
10. Work odd irregular hours while maintaining a high level of cognitive, interpretive and judgment skills.
11. Ability to sit, stand, stoop, bend, climb, twist, crawl, kneel, and walk for potentially long periods of time throughout the workday.
12. Work in confined spaces.
13. Work on slippery and uneven surfaces.

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14. Ability to drive a motor vehicle.
15. Continuously wear utility belt and other police equipment of 30 pounds.
16. Intermittently carry weight of 100 pounds or less.
17. Climb stairs and/or ladders in the field.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Operate effectively under deadlines.
4. Be detail oriented and display the ability to see numerous projects through to a successful completion.
5. Express himself/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels; before various public and community groups and when testifying in court.
6. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit, and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature, humidity, and can include high wind and rain. The incumbent is subject to dust, pollen, chemicals, skin irritants, fumes, and other factors such as odors.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.