

City of San José
CLASS SPECIFICATION

Title: Police Recruit (2214)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police Department	Varies	Non-exempt

CLASS SUMMARY

Under immediate supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) prescribed police academy training program sponsored by the Santa Clara Valley Criminal Justice Training Center. Performs all related learning and testing activities. Upon successful completion of the academy program incumbents of this non-sworn classification may be appointed to the sworn classification of Police Officer. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the trainee level class in the professional law enforcement series responsible for becoming proficient in a variety of law enforcement tasks within the City of San Jose Police Department by learning diverse tasks, policies, procedures, and standards within the department. Work is highly supervised while in progress and fits an established structure or pattern. This is a non-sworn classification which will not participate in portions of the Peace Officer Association agreement unique to Police Officer nor in the Disability Leave Supplement or any City retirement plan. Police Recruits must graduate from the academy and be appointed to the class of Police Officer in order to retain employment in the job series. Officer candidates who have not completed a P.O.S.T. approved academy or who otherwise must complete the academy will be hired into this class of Police Recruit.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of two (2) years of college (60 semester units or 90 quarter units) from an accredited college or university at the time of graduation from the Police Academy training program. (A Recruit normally receives a total of 21 semester units for satisfactory completion of the academy, which may be used to meet the 60 unit requirement). Veterans and active military personnel may substitute this requirement if they:

- Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
- Have completed four (4) years of active military duty AND
- Have received an honorable discharge from the United States Military.

Required Licensing (such as driver's license, certifications, etc.), Age, Background and Citizenship

- Possession of a valid State of California driver's license.
- Must be a citizen of the United States or have applied for citizenship at least one (1) year prior to application for Police Recruit.
- Must meet all background, psychological and polygraph minimum standards as required by law.
- At least 20-1/2 years old at the time of application.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San José
CLASS SPECIFICATION

Title: Police Recruit (2214)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Ability to:

- Learn the academy subjects.
- Read and understand laws, ordinances, rules and procedures.
- Analyze situations and describe effective courses of action.
- Write clearly and understandably.
- Demonstrate the physical capabilities required.
- Understand and follow written and oral instructions.
- Be a punctual and responsible recruit.
- Communicate effectively orally.
- Work well with others.
- Plan and organize.
- Determine and note important, relevant details.
- Recognize potential danger.
- Read and interpret City street maps.

Additional Competencies and/or Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Appropriate laws, ordinances, policies, and procedures.

Skill in:

- Arrest and control techniques.
- Patrol vehicle operation.

Ability to:

- Demonstrate competency in each academy subject.
- Qualify with City issued firearms.
- Write acceptable police reports.

City of San José
CLASS SPECIFICATION

Title: Police Recruit (2214)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Studies, attends classes, completes homework assignments, takes tests, and follows all instructions relative to the academy curriculum and behavior. Becomes proficient in the following areas: criminal law, arrest and control techniques, use of firearms, report writing, vehicle operation, First Aid, CPR, narcotics, crowd control, court room demeanor, public relations, patrol procedures, physical conditioning and training, and any other subjects included in the academy.	Daily/Several Times
2.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, running, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Quickly observe, assess, and respond to changing emergency conditions;
- Safely operate a police vehicle at varying rates of low to high speeds;
- Deploy law enforcement equipment including firearms and restraints;
- Perform the functions of arrest through apprehension, restraint, and lifting individuals of a diverse range of heights and weights;
- Meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY Created 9/87, Rev. 2/89, Rev. 6/01, Rev. 3/16, Rev. 08/17, Rev. 11/21; s004