

**City of San Rafael
Job Class Specification**

Job Title: Police Recruit

SUMMARY:

Attends a Police Officer Standards and Training (P.O.S.T.) certified Basic Police Academy in preparation for assuming the full range of work assigned to a Police Officer.

General supervision is provided by the Police Sergeant.

This is the entry level classification in the law enforcement series and performs all duties required to graduate the police academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Attends a certified P.O.S.T. Police Academy.
- Acquires the necessary knowledge, skills, abilities to perform successfully as a Police Officer.
- Acquires the physical conditioning needed to meet the requirements of the Department.
- May perform police work such as property, I.D., research, special projects etc. while awaiting entry into the Police Academy.
- Performs related duties as required.

KNOWLEDGE OF:

- Written and oral English
- Arithmetic
- Studying and physical conditioning techniques.
- Motor vehicles
- Basic communications equipment

ABILITY TO:

- Maintain department physical standards
- Perform all duties without physical mental psychological restrictions
- Think and act quickly in emergencies
- Understand and follow written directions
- Interpret and explain laws, rules and regulations
- Operate a variety of public safety equipment
- Establish and maintain cooperative relationships with the public and fellow officers
- Pass a psychological, medical and drug screening test
- Use and care for firearms
- Remember accurately names, faces, numbers, incidents and places
- Meet the academic and physical requirements of P.O.S.T. Police Academy
- Learn City of San Rafael geography
- Learn standard police radio broadcasting procedures

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read and interpret documents. Ability to write reports and correspondence. Ability to speak to individuals and groups. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

EDUCATION, *CERTIFICATION* AND EXPERIENCE:

High school diploma or general education degree (GED). No college and/or previous experience required. US citizen. At least age 21. Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and occasionally works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are substantial and there is a regular high and real risk of serious injury.

Job Title: Police Recruit
Department: Police
FLSA Status: Nonexempt
Prepared By: SRPD Succession Planning Committee
Prepared Date: August 2008
Approved By: City of San Rafael & San Rafael Police Association
Approved Date: April 2010