



City of Pacific Grove
Established Date: 8/20/2014

POLICE OFFICER RECRUIT

SUMMARY: Under direct supervision, attends an approved Peace Officers Standards and Training (POST) basic police academy to be trained in the technical knowledge, skills, and physical capabilities required to perform police service; performs related duties as required.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

This is a non-sworn, training level classification in the Police Department. Incumbents will attend a basic police academy for training and California Peace Officers Standards and Training (POST). During the training, incumbents do not have police powers and are subject to the rules and regulations of the City of Pacific Grove Police Department and the academy attended. Trainees may be assigned non-safety duties in the Police Department such as assisting in Records; crime prevention; collecting information and data; transporting people and materials, etc. Promotion to a sworn Police Officer position is contingent upon successful completion of the basic academy and the final review of the Police Chief. Upon promotion to Police Officer, incumbents will begin a new one-year probationary period.

MINIMUM QUALIFICATIONS:

Experience, Education and License Guidelines:

- No prior work experience necessary.
- High School Diploma or GED equivalent is required.
- Must be 21 years old at the time of appointment to Police Officer.
- Must be a U.S. Citizen or have applied for U.S. citizenship before application for Police Officer trainee.
- A valid California State Driver's license and a safe driving record required.

Skill in:

- Understanding, interpreting, and applying State and local laws and regulations, department policies and procedures, and other technical literature pertaining to law enforcement;
- Reacting quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- Observing and remembering facts and details of incidents.
- Following oral and written instruction.
- Learning to operate firearms safely and skillfully;
- Obtaining information through interview, interrogation, and observation.
- Writing clear and accurate reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicating verbally in a clear and effective manner.
- Dealing tactfully and effectively with a wide range of different individuals and groups from the community.

Special Requirements:

- Willingness to work rotating shifts, including nights, weekends, and holidays.
- No felony convictions.

- Ability to pass a comprehensive background investigation which includes a polygraph examination, credit history, driving record, criminal activity, military and employment records, and character references (in accordance with the minimum standards for employment issued by the California POST Commission).

PHYSICAL DEMANDS AND PSYCHOLOGICAL CONDITION:

- Physical health, strength, and agility necessary to meet the physical demands of police work, as determined by a physical agility test and a medical exam (based on current California POST Commission guidelines).
- Must meet current POST vision guidelines, including those for color, binocular, and peripheral vision.
- Psychological suitability for police work (determined by a psychological exam as required by the California POST Commission).