

## **POLICE OFFICER RECRUIT**

### **Class Definition**

Under supervision, assists with or may perform law enforcement duties in the protection of life and property.

### **Distinguishing Characteristics**

Police Officer Recruit is the entry level class in the Police series assigned full arrest and citation powers under the California Penal Code. Incumbents receive general and special instructions and work under the direct supervision of a training officer during the formal field training program. This class differs from Police Officer in that the latter is the journey level class in which incumbents perform routine law enforcement work without direct supervision. It differs from Academy Trainee in that the latter is a non-sworn training class and incumbents do not have police authority.

### **Typical Tasks**

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Patrols a specified beat or district on foot or by vehicle.

Arrests law violators and criminal suspects; issues citations for traffic law violations; testifies and/or presents evidence in court.

Responds to fires, accidents or other unusual occurrences on assigned beat.

Responds to calls regarding wanted or missing subjects.

Responds to crime scenes; searches for and preserves evidence; investigates and follows up clues; searches for and apprehends violators; interviews suspects, prisoners, complainants and witnesses to obtain information.

Investigates cases involving juveniles; performs crime prevention work in the investigation of offenses against or by juveniles.

Participates in investigations as directed by superior officer.

Provides crowd or traffic control at accident scenes, fires and congested areas.

Prepares written reports of investigations.

Performs related duties as required.

### **Knowledge, Abilities, and Skills**

Knowledge of the English language and the ability to speak and write clearly and correctly.

Knowledge of the social problems of the urban community, including racial, religious and ethnic group relations.

Knowledge of the geography of the city of Fresno.

Ability and strength to perform prolonged and arduous tasks under adverse conditions.

Ability to remember names, faces and details.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow written and oral instructions.

Ability to develop skill in the proper use and care of firearms.

Ability to deal courteously but firmly with the public.

Ability to establish and maintain effective working relationships.

### **Minimum Qualifications**

Graduation from a California Law Enforcement Basic Academy approved by the Commission on Peace Officer Standards and Training within three years of appointment date; **OR**, a lapse of not more than three years since last employment as a peace officer where the minimum qualifications required graduation from a Basic Academy.

Individuals currently attending a California Law Enforcement Basic Academy approved by the Commission on Peace Officer Standards and Training may participate in the examination process but may not be appointed to Police Officer Recruit until graduation from the Basic Academy.

### **Necessary Special Requirements**

Must be a citizen of the United States or a permanent resident alien who is eligible, and has applied, for citizenship.

Must be at least 21 years of age at time of appointment.

Possession of a valid California Driver's License is required and must be maintained during the entire term of employment in the job class.

Must successfully complete a polygraph test, a psychological examination, a medical examination, and an extensive background investigation before appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: (Signature on File)  
Director

DATE: 09/23/2002

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