



POSITION DESCRIPTION

POSITION TITLE: POLICE OFFICER – RECRUIT

DEPARTMENT	Police Department	POSITION #	4440
PROGRAM #	1811	SALARY RANGE	P1R
REPORTS TO	Sergeant	FLSA STATUS	Non-Exempt
SUPERVISES	None	EFFECTIVE DATE	04/11/2016

POSITION FUNCTION SUMMARY: A recruit position, the incumbent will remain in this position until the successful completion of a “Police Academy” and attainment of the TCOLE Police Officer – Basic Certification, at which time the incumbent will move the Police Officer (P-2) Rank.

*In accordance with City Policy, the Introductory Period will begin following the successful completion of academy and attainment of TCOLE Certification, and it will last for a period of one year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Attend and successfully complete a Basic Peace Officer –Certification Course at an approved TCOLE Academy in adherence to the Academy guidelines
- Successfully pass the TCOLE Basic Peace Officer Certification Examination
- Perform other duties as assigned by the supervisor.

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CONTACT WITH OTHERS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MAY BE REQUIRED TO HAVE CONTACT/COMMUNICATIONS WITH INDIVIDUALS INTERNALLY AND EXTERNALLY ON A REGULAR BASIS.

EMPLOYEES WITHIN DEPARTMENT	Most of the time. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
OTHER CITY EMPLOYEES	Seldom. Verbal exchange over telephone and in person. Written exchange through correspondence.
GENERAL PUBLIC/CITIZENS	Seldom. Verbal exchange over telephone and in person.
COMMUNITY ORGANIZATIONS	Rarely. Verbal exchange over telephone and in person.
ELECTED OFFICIALS	Rarely. Verbal exchange over telephone and in person.
VENDORS/CONTRACTORS /REGULATORY AGENCIES	Rarely. Verbal exchange over telephone and in person.

QUALIFICATION REQUIREMENTS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

Knowledge:

- Knowledge of the Internet, and office software such as Word, PowerPoint, Excel, and Outlook.
- Knowledge of the rules of English grammar, spelling, and punctuation.

Skills:

- Skilled in preparing documents without errors in grammar, spelling, or punctuation.
- Superior organizational skills and prioritize own work.
- Uses time effectively to accomplish tasks.
- Communicates effectively both orally and in writing.
- Interacts professionally with the public and public officials.
- Works closely and harmoniously with others to accomplish tasks.

Abilities:

- Ability to complete assigned tasks within tight deadlines.
- Ability to prioritize work, make independent judgments and manage multiple projects.
- Ability to establish and maintain effective working relationships within the organization.
- Ability to communicate effectively with all levels of staff, public officials, and the general public.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- High School Diploma or GED
- A Bachelor's Degree from an accredited school or university with a GPA of 2.0 or higher.
- Or
- Two years active United States Armed Forces Military Experience with an Honorable Discharge.

Training (License and/or Certification):

- Must be able to be licensed as a peace officer in the state of Texas.
- Valid Class "C" Texas Drivers License.

Other Requirements:

- Must be 21 years old, or older.
- No felony convictions or misdemeanor charges within the past five years.
- Good moral character.
- Stable employment record, with no history of any conduct, which may affect suitability for law enforcement work.
- Non-smoker – **PREFERRED**.
- Pass each step of the selection process, which includes: written test, physical fitness test, oral interview board, psychological evaluation, and thorough background investigation.

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 POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	Very Frequent walking to respond to calls for police service. Infrequent running to distances of 120 yards to catch fleeing suspects or responds to other emergencies.
SIT	Sitting at computer for reports and in police vehicles.
TALK/LISTEN	Hearing sufficient to understand normal conversation in person, on the telephone, and police radio with the ability to understand radio transmissions in noisy and stressful environment.

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DEXTERITY	Physical dexterity sufficient to drive vehicle, manipulate computer keyboard, use communication equipment, and handle all required department firearms with precision and accuracy.
CLIMB/BALANCE	Frequent climbing of stairs, walls, embankments and buildings to arrest subjects, search property, and conduct investigations.
STOOP/CRAWL/ KNEEL/CROUCH	Frequent maneuvers around, through, or under various kinds of obstacles.
LIFT/MOVE/ PUSH/PULL	Occasional lifting of objects weighing to 25lbs; pushing of vehicles off roadways to clear traffic lanes. May lift, carry, or drag persons to complete arrest of resisting persons or remove person from danger.
VISION	Visual acuity in each eye sufficient to read license plate numbers and describe suspects and vehicles accurately at night using only streetlight or vehicle headlights. Visual acuity in each eye sufficient to accurately direct firearms discharges at appropriate target when vision correction devices are lost or destroyed.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/ DAYS OF WORK	8:00 a.m. to 5:00 p.m., Monday through Friday, or as required by Police Academy or the Sugar Land Police Department.
DESCRIPTION OF DAILY WORK ENVIRONMENT	Primary work area is a classroom setting. Additionally, on-site work area is air conditioned/heated. Occasional outdoor activities in all types of weather.