

HEWITT TEXAS

Job Title: Police Recruit
Department: Police
Location: Public Safety Facility
Reports to: Chain of Command
Date: 2/15/2018

Grade: 29	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under immediate supervision, this entry-level position receives academic training in the fundamentals of law enforcement. Assigned to various department operations until entry into the law enforcement academy. Entire responsibility of individual in this job category is to successfully complete the law enforcement academy in order to become a certified Police Officer.

Essential Functions: Assist in various department operations until enrollment in the academy.

Attend classroom and on-the-job instruction in patrol, marksmanship, arrest, search, prisoner escort, fingerprinting, traffic control, investigation, special details, and reporting.

Study State laws, police procedures, and all aspects of the law enforcement function.

Perform realistic classroom situation roles which require application of judgement and decisive action in both routine and emergency. Perform other related duties as assigned.

Regular and consistent attendance for the assigned work hours is essential.

Must have the ability to maintain physical condition to perform essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Problem-solving skills; Ability to exercise sound judgement and rational thinking under dangerous circumstances; Knowledge of applicable Federal, State, and local laws and ordinances

Required Education, Experience, and Qualifications: Must be a U.S. citizen. Must be between 21 years of age upon employment and no older than 44 when you are commissioned. High school diploma or GED. Possess a valid Texas Class C Driver's License. Must not be currently under indictment for any criminal offense. Have not been convicted of an offense above the grade of a Class B Misdemeanor or a Class B Misdemeanor within the last 10 years. Have never been convicted of any family violence offense. Have not had a dishonorable or bad conduct discharge from any military service.

Preferred Education, Experience, and Qualifications: N/A

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

While participating in the academy, the employee may frequently sit for extended periods of time. Occasionally stand; walk; use hands to handle or feel objects, tools, and controls; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl.

Machines, Tools, and Equipment: Operate patrol car, handgun, shotgun, baton, tazer, pepper spray, and plastic & metal handcuffs. Use first aid kit, AED, and various evidence kits. Utilize department computers and equipment, digital recorders, cameras, radios, radar units, GPS, CAD, EIS system, etc. Wear protective gear such as full body armor, bulletproof vests, hearing protectors, biohazard suits, protective gloves, safety glasses, and filter masks.

Expected Hours of Work: The hours of the academy are Monday through Friday, 8 a.m. to 5 p.m.

Work Conditions/Environmental Factors: While performing the duties of the job, the employee will frequently work outside . Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, electrical hazards, armed and dangerous persons, and communicable diseases.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____