

# **POLICE RECRUIT**

FLSA Status – Non Exempt

EEO Code – D/Protective Service Workers

Class Code – RE402

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## **GENERAL DESCRIPTION OF DUTIES**

This position trains in law enforcement techniques, policies and procedures as they relate to the McMinnville Police Department.

## **SUPERVISION RECEIVED**

This classification works under the direct supervision of a Police Sergeant.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position, although the Police Recruit may provide training and orientation to volunteers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required. A Police Recruit receives classroom instruction and participates in field training exercises, which include but are not limited to:

1. Weaponry and associated safety practices.
2. Federal and State laws relating to arrest, search and seizure, traffic and narcotics.
3. Operation of various equipment, including radio and other equipment used in police activities.
4. The use of proper force continuum relating to a variety of situations.
5. Personal defense and self-protection in physical confrontations, recognition of safety hazards and the exercise of caution in police actions.
6. Evaluation of public safety situations and determining the appropriate action to be taken, anticipation of situations and problems, and the initiation of effective strategies.
7. Operation of police vehicles and vehicle safety in normal and emergency situations.
8. Communication techniques used in dealing with a variety of people in various situations using persuasion, tact, self-restraint, common sense, judgment, strategy and interpersonal skills.
9. Case/incident investigations related to police activities, policies and procedures regarding the collection and preservation of evidence, and interview techniques with witnesses and victims.

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10. Community policing and other crime prevention strategies.
11. Report writing.
12. Interpretation of complex documents; collection, organization, and analysis of information and the application of results to police activities.
13. Interpersonal working relationships with other law enforcement agencies, social service agencies, and the media.
14. Observation and recall of facts and details.
15. Administration of first aid and CPR.
16. Proper courtroom testimony and demeanor.
17. Confidentiality of police information.
18. Physical conditioning appropriate to the performance of assigned duties and responsibilities.

## **OTHER JOB FUNCTIONS**

1. Maintains Department-issued equipment.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Abilities**

- Ability to train in the application of laws, regulations, police practices and procedures.
- Ability to train in investigation methods and techniques.
- Ability to train in the use of weaponry and associated safety practices.
- Ability to accurately observe and recall information.
- Ability to quickly assess situations and make logical decisions.
- Ability to exercise emotional control.
- Ability to understand and execute oral and written instructions.
- Ability to communicate in a clear, concise manner.
- Ability to establish and maintain effective work relationships with co-workers, other law enforcement agencies, and the public.

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- Ability to train in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving.
- Ability to train in use of force laws and procedures.
- Ability to develop skill in defensive tactic methods and techniques.
- Ability to develop officer safety skills.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR BILINGUAL PREMIUM PAY FOR DESIGNATED POSITIONS**

- Knowledge of the Spanish language, spelling, grammar, and punctuation.
- Skill in speaking fluent Spanish.
- Skill to communicate clearly and concisely in Spanish, both orally and in writing.
- Ability to write Spanish accurately.

(Based on identified needs, the Department may hire candidates with these skills)

## **REQUIRED EXPERIENCE AND TRAINING**

Must be at least 21 years of age with no criminal record and possess a valid driver's license with acceptable driving record. Attendance at the DPSST Academy and possession of a DPSST basic certificate is required within one year of appointment. Some positions require bilingual skills in English and Spanish.

## **PREFERRED EXPERIENCE AND TRAINING**

College-level training or experience in law enforcement, knowledge of the community and surrounding areas, training in the use of police equipment or operations.

## **PHYSICAL DEMANDS**

While performing the essential duties and responsibilities of Police Recruit, the employee is frequently required to sit, stand, communicate, reach, and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis. The Police Recruit may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. This position may be required to deal with violent and combative individuals using considerable physical effort.

## **WORKING CONDITIONS**

Work locations are in all types of indoor and outdoor environments. Police Recruits come in contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. This position operates police vehicles and may be required to sit/stand for extended periods while performing various duties. The Police Recruit is subject to 24-hour emergency call-back, and must be available for rotating shifts including weekend assignments.

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Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 05/01

Revised: 12/01

Revised: 04/02