CITY OF VICTORIA
JOB DESCRIPTION

JOB TITLE: Police Officer Trainee
DEPARTMENT: Police
REPORTS TO: Police Field Training Officer
Police Sergeant/Lieutenant
Police Training Unit
PAY GRADE: P2
FLSA STATUS: Non-exempt

EMERG.STATUS: Essential

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*  JOB SUMMARY  *
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Trainee responsible for receiving Police Department training and completing qualifications as a police officer. Performs duties under close supervision.

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*  BUDGETARY RESPONSIBILITIES  *
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No budgetary responsibility.

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*  PRINCIPAL DUTIES AND RESPONSIBILITIES  *
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1. Attends police training activities and receives and demonstrates understanding of classroom and field instruction in basic police methods, laws, department policies, and ordinances.
2. Assists police officers in patrolling the city and responding to citizen requests and complaints regarding possible criminal activity such as disturbances, burglaries, prowlers or suspicious persons, etc...
3. Assists police officers in securing crime scenes and arresting suspects. Assists with suspect interviews and taking statements.
4. Assists police officers in guarding and transporting prisoners.
5. Learns concepts of report writing. Successfully writes police reports other police related documents, forms and memorandums.
7. Appears in court and testifies when called to.
8. Regular attendance at work and arrives on time.
9. Performs duties according to all City and departmental rules and policies.
10. Performs all other job related duties as assigned or as become apparent.
11. Ability to get along with other employees and the public.

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*  PHYSICAL AND ENVIRONMENTAL CONDITIONS  *
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Employee is exposed to possibly dangerous criminals on an ongoing basis. Employee must work in seasonal temperatures and may be exposed to potentially hazardous chemicals and diseases. Sufficient physical ability and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. May ride patrol in either a patrol vehicle, bicycle, or on a motorcycle. Must be able to safely operate a motor vehicle at high speeds during emergencies. Ability to lift 35-40 pounds frequently, up to 70 pounds occasionally, and to pull or drag up to 150 pounds. Specific vision abilities required include close vision, distance vision, co-peripheral vision, depth perception, and the ability to adjust focus.
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* REQUIRED CONTACTS *
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Ability to effectively communicate with employees, citizens and other law enforcement agencies in order to discuss requests for service and possible criminal activities. Will work with other agencies in exchanging information or requesting assistance.

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* REQUIRED QUALIFICATIONS *
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Knowledge, Abilities and Skills--
Ability to read and interpret policies, ordinances, state laws, reports and updates regarding criminal activity. Ability to complete a variety of written reports which may be used in a court of law. Ability to obtain skill in the use of firearms and other related law enforcement equipment. Knowledge of computers and typing skills.

Minimum Education, Experience and Certification--
Twenty-one (21) years or over (18 years with 60 academic semester hours, college credit or two years military service). High school diploma; OR, GED. Has successfully completed Police Academy training and obtained TCOLE Peace Officer certification. Possession of a valid Texas driver’s license with driving record that meets City guidelines. Spelling abilities (passing score 70%) and a minimum net typing speed of 25 words per minute.

UPDATED: March 2014

SIGNATURE:

Employee ________________________________ Date ______________

Immediate Supervisor ______________________________ Date ______________

Department Director ____________________________ Date ______________