



JOB SPECIFICATION

CERTIFIED POLICE TRAINEE

Code 19050
Grade GS 48

General Purpose

Under immediate supervision, perform advanced El Paso Police Academy departmental indoctrination training assignments to develop and specifically apply previously acquired knowledge, abilities and skills of a state certified Basic Peace Officer to specific local policies and procedure as required to become fully qualified for a position as a commissioned Police Officer for the City.

Typical Duties:

Participate in classroom lectures, response simulations, live field exercises and other orientation activities, including rigorous physical preparation, written testing and performance evaluations together with departmental rules and regulations pertaining to law enforcement and community policing. Involves: Study and practice, as qualified, job related peace officer methods that focus on the city's demographics, environment, geography and ordinances according to established department rules, regulations, protocols and standards including, but not limited to, law enforcement tactics, community policing practices, safety and survival techniques, deployment, operation and maintenance of available and approved equipment, vehicles and weapons, hazardous materials awareness, station and organization familiarization, computer and communications systems procedures, property and evidence handling guidelines, and incident reporting, case documentation and administrative recordkeeping.

Engage in miscellaneous related public safety activities as required. Involves: Respond to emergency incidents as qualified to perform simple protective services and victim rescue tasks in accordance with specific instructions of the Training Chief. Participate in rigorous daily physical training program.

Knowledge, Abilities, and Skills

- Application of some knowledge of subjects required for Basic Peace Officer licensing by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) including modern law enforcement principles, procedures, techniques and equipment.
- Application of some knowledge of customer service/public relations practices and procedures.
- Learn applicable local laws and ordinances, and department rules and regulations, including community-policing techniques.
- Learn the City's geography.
- Comprehend, learn and apply training reading materials and field or classroom training instructions in local law enforcement and crime prevention situations.
- Follow oral and written instructions.
- Meet Academy discipline standards.
- Establish and maintain effective working relationships with instructors and other trainees.
- Communicate clearly and concisely orally and in writing.
- Skillfully and safely operate, care for and wear a handgun, other designated weapons, and allied law enforcement equipment and communications devices as required.
- Skillfully and safely operate and care for a motor vehicle.
- Skillfully and safely operate and care for a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully render First Aid to injured or ill persons as instructed, if necessary.

Other Job Characteristics

Effective 09/03/06.

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



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- Perform specified daily strenuous physical development exercises.
- Successful complete Academy written, physical and skills tests.
- Wear prescribed uniform and accessories in conformance with Academy dress and appearance code.
- Subject to being called at any time for emergency duties.

Minimum Qualifications

Education and Experience: A High School diploma or GED supplemented by either twelve (12) accredited postsecondary semester credit hours in any field of study or an honorable discharge from the United States armed forces after two (2) years active service, and completion of the TCLEOSE accredited Basic Peace Officer course of study.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by time of application.
- Basic Peace Officer License issued by TCLEOSE pursuant to state statute by time of appointment

Special Requirements:

- Be a United States citizen by time of application.
- Be at least twenty-one (21) years old by time of application.
- Pass a comprehensive background investigation including a pre-offer medical and psychological examination and drug screening.