



JOB SPECIFICATION

POLICE TRAINEE

Code 19060
Grade GS 46

General Purpose

Under immediate supervision, learn general and specific state and local law enforcement policies, tactics and procedures to qualify for certification as a Texas Peace Officer.

Typical Duties:

Participate in and complete police academy classroom and designated police command field training. Involves: Attend lectures and demonstrations, engage in practice sessions, read textbooks and instructional manuals, and prepare and submit study assignments about law enforcement, Texas penal and related codes, firearms and other weapons care and use, marksmanship, department requirements, policies and procedures, traffic laws and control, arrest methods, two-way radio operation, defensive driving, safety and emergency response techniques, accident investigation, ethics, report writing, and community relations principles.

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 customer service and public relations practices and procedures.
- Learn skills associated with basic peace officer work, including safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices,
- Learn applicable local laws and ordinances, and department rules and regulations, including community-policing techniques.
- Learn safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software as required.
- Read and understand training materials.
- Perform basic mathematical operations.
- Follow verbal and written instruction.
- Meet academy dress, appearance and discipline standards.
- Establish and maintain effective working relationships with instructors and other trainees.
- Clearly and concisely communicate orally and in writing.
- Skillfully and safely operate and care for a motor vehicle.

Other Job Characteristics

- Perform specified daily strenuous physical development exercises.
- Successfully complete Academy written, physical and skills tests
- 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, plus one (1) year of general experience that included public contact.



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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.
- Either be twenty-one (21) years old by date of graduation from Academy training; or eighteen (18) years old by time of application with the equivalent of an accredited Associate's degree or sixty (60) 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.
- Must pass comprehensive background investigation including pre-offer physical fitness, medical, psychological and polygraph examinations, and drug screening.