



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RECRUIT
Class Specification**

JOB SUMMARY

Under supervision, performs general law enforcement duties; assists in criminal investigations; supports crime prevention and juvenile intervention efforts; and undertakes special assignments to protect life and property. Performs related duties as assigned. This position requires availability for shift work, including evenings, weekends, and holidays.

SUPERVISION RECEIVED

Police Recruits are the entry-level classification within the Police Department. The Police Recruits are assigned to attend a P.O.S.T. certified basic Police Academy. During the academy, recruits will receive a Police Officer/Recruit salary. Upon successful completion of the academy, recruits are eligible for appointment to the classification of Police Officer and will receive the corresponding salary. Appointment as a Police Officer is contingent upon satisfactory completion of all training requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Recruit. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Investigates crimes.
- Arrests suspects and assists in the booking and processing of criminal offenders.
- Receives and documents citizen complaints.
- Conducts patrols of public areas, including bars and hotels, to identify and address suspicious or disorderly activity.
- Prepares and submits clear, accurate, and thorough written reports.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High school diploma or GED is required.
- College level training desirable and successful applicants will be expected to take college courses in Police Science after appointment.
- Must be at least 21 years old upon graduation from the academy.

Licenses, Certifications and/or other Special Requirements

- Possession of a valid California Driver's License and an acceptable driving record may be required based on assignment.
- Must successfully pass a comprehensive background investigation including polygraph, and meet the minimum POST standards for psychological and medical examinations, and physical ability.
- Upon successful completion of all required training, Police Officer Recruits will be eligible for consideration for appointment to a sworn Police Officer position.
- Police Officer Recruits who do not successfully complete all required training will be automatically terminated from employment with the City without the right of appeal.

KNOWLEDGE, SKILLS, AND ABILITIES

- A high degree of general intelligence, verbal facility, memory, and adaptability is required.
- Ability to understand departmental policies, rules, instructions, laws and regulations, together with an aptitude for law enforcement.
- Ability to analyze situations and act quickly in emergencies.
- Ability to write clear and accurate reports.
- Ability to understand and follow oral and written directions.
- Ability to deal courteously but firmly with the general public.
- Keen observation and the ability to remember names, faces and details of incidents.

PHYSICAL DEMANDS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties for this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 75 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in outside weather and environmental conditions and will occasionally participate in field activities consistent with the duties of a police officer recruit.