



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
PRE – SERVICE POLICE OFFICER  
Class Specification**

**JOB SUMMARY**

Pre – Service Police Officer candidates have graduated from a California Police Officer Standards & Training Post – certified Police Academy. Upon appointment, they will be required to complete field service training and/or attend POST training to attain current POST certification. A Pre – Service Police Officer patrols the community to prevent crime and enforce laws, investigate complaints, apprehend criminals and suspects, protect lives and property, assume responsibilities, and perform related duties as required. This position requires availability for shift work, including evenings, weekends, and holidays.

**SUPERVISION RECEIVED**

Supervision is provided by the Field Training Officer, Sergeant, Lieutenant, Captain, Chief, and designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Pre – Service Police Officer. 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.
- Graduated from a California Police Officer Standards & Training Post – certified Police Academy.
- College level training desirable and successful applicants will be expected to take college courses in Police Science after appointment.

### 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, Pre – Service Police Officer will be eligible for consideration for appointment to a sworn Police Officer position.
- Pre – Service Police Officer 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.