

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:** POLICE RECRUIT

**TYPE:** FBPA, Non-Exempt

**REPORTS TO:** POLICE SERGEANT OR DESIGNATED FIELD TRAINING OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

This is a non-sworn police trainee classification designed specifically and solely for the purpose of employing police officer candidates in a non-sworn status during the initial formalized basic police officer training. Police Recruits will be afforded the opportunity to be appointed to, and sworn in as probationary entry level police officers with full police authority upon successful completion of a Basic POST Academy and satisfactory performance as a Police Recruit.

**ESSENTIAL FUNCTIONS:**

Physical requirements:

Frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate evidentiary collection; good hand dexterity and coordination for computer and other related duties; good physical conditioning for stamina, mobility and effort utilized in the policing duties.

Sit for long periods at a time in assigned vehicle, behind a desk writing reports on computers, interviewing and taking statements from suspects, victims, witnesses, and during stakeouts or surveillance operations. Walk and stand for long periods doing foot surveillance, doing surveys as required by Community Oriented Policing concept, during stakeouts and the following of known suspected criminals or drug activities, during parades or other special events, directing traffic at collision scenes, talking to mentally disoriented persons during hostage or suicide situations, taking reports, and standing at podiums for presentations. Normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses; must be 20/30 uncorrected with glasses in case glasses are knocked off during combat with suspect or during other emergency; vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle or observation of other activities while patrolling a given area of responsibility; must be able to have good peripheral vision while patrolling and also be able to read penal and other codes and complete citations or other fine print; must be able to read license plates or observe other criminal activity at a distance; must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, clothing and other information as required. Must have use of both hands and fingers for dexterity in order to complete the following tasks as required: type, write or print, turn pages in books and citations; collect hairs and other fine pieces of evidence at crime scenes; dust and spray for latent prints; turn caps, lids on containers, door knobs and other items to make entry; answer radio communications via radio microphone and depress buttons on rifles and safety mechanisms on firearms; react to combative suspects by pulling, grabbing, struggling, fighting, holding, handcuffing,

spraying, and other physically demanding hands-on training or work related activities. Must have good hearing abilities in order to hear suspects, victims, sirens, audio radios, firearms, and other police related activities which would place the officer in danger of life if not able to hear those sounds; must be able to communicate by hearing a portable radio or in a SWAT operation hear a listening device; must be able to take statements and communicate for investigative purposes at crime scenes and traffic accidents as well as other related police work. Must have normal smelling abilities in order to distinguish odors such as chemicals used in the manufacturing of narcotics; marijuana smoke and smell for identification of drug use; alcohol use and distinction within vehicle; smoke from fires or other related safety oriented functions within police work. Must be able to communicate verbally with victims, witnesses, suspects, responsible and other persons contacted during a law enforcement duty day. Must take verbal tape recorded statements. Must have command presence when directing people during an emergency. Must be able to verbally warn others including officers of immediate or impending danger.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Patrols designated areas of the City on assigned shifts.
- Answers calls for the protection of life and property, and the enforcement of federal, state, county, and city laws, ordinances and codes.
- Stops operators of vehicles who violate the law; warns and advises operators of vehicles against unlawful practices and issues citations when applicable.
- Makes observations of suspicious acts and unsafe conditions and arrests violators of the law.
- Regulates vehicle flow at times of emergency or congestion or during special events.
- Conducts surveys within Beat Health areas and completes Community Oriented Policing assignments as required; works with the community in an effort to resolve and assist with concerns and complaints.
- Gives information and directions to the public.
- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court; testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.
- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Receives, searches, books, fingerprints, and transports prisoners.
- Performs foot patrol, security checks of buildings and businesses and other security functions within the City.

## **JOB TITLE: POLICE RECRUIT**

---

- Conducts investigations and processing of evidence at crime and accident scenes; collects and preserves all evidence, property and other related duties as required; completes follow-up investigations of crime reports taken or reported.
- Continually maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Performs animal regulation tasks as assigned.
- Keeps in good physical condition in order to overcome resistive and combative suspects by using approved use of force guidelines.
- Continually qualifies and trains in the areas of use of force, firearms qualifications, defensive tactics, crowd control techniques, Taser, baton usage, domestic violence and other required mandatory training.
- Keeps current on all federal, state and local laws and case decisions as well as the City of Fort Bragg Police Department Policies and Procedures.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned, uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; tape recording equipment, video recorders, cameras, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software for writing search warrants; emergency lights, siren, shotgun release, emergency vehicle; use pepper spray, and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, straight stick, ASP or other defensive weapons; assigned firearms.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout California.
- Modern police practices and methods.
- Geography of the City.
- Police department rules, regulations and procedures and directives.

#### **Ability to:**

- Read, understand, and know how to research laws through the California Legal Resource book, Vehicle and Penal Code and other sources.
- Write and print legibly so that others can read and understand your reports.
- Have good recall ability in order to remember names, numbers, incidents and places and other related law enforcement tasks and case laws.
- Think and act quickly and accurately during emergency situations.
- Obtain information through interview and interrogation.
- Communicate effectively.
- Carry out oral and written orders and directions.

**JOB TITLE: POLICE RECRUIT**

---

- Experience in the use of computer hardware/software.
- Meet physical demands and standards as required by a Police Officer.
- Learn standard broadcasting procedures of a police radio system.
- Use and carry firearms.
- Work cooperatively with others.

**SPECIAL REQUIREMENTS:**

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.
- Be at least 21 years of age at time of graduation from the police academy.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test indicating high school graduation level, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities. Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer. Physical condition shall be evaluated by a licensed physician. Emotional and mental condition shall be evaluated by a licensed physician or by a licensed psychologist who has a doctoral degree in psychology and at least five years of postgraduate experience in the diagnosis and treatment of emotional and mental disorders.
- Excellent physical condition; free from any disqualifying conditions cited in the document "Medical Screening Manual for California Law Enforcement," published by the Commission on Peace Officer Standards and Training.
- Achievement of "acceptable" rating in the City psychological evaluation.
- Vision: Both eyes corrected 20/20.
- Possession of a valid Class C or higher California Driver's license; good driving record.

**DESIRABLE EXPERIENCE/EDUCATION:**

- Possession of an Associate of Arts or Sciences Degree or higher educational achievement.
- Possession of Advanced First Aid certificate, including CPR and AED.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*