



**CITY OF HAWTHORNE -
HUMAN RESOURCES DEPARTMENT -
POLICE RECRUIT -
Classification Specification
(Classified)**

DEFINITION

Under supervision, performs general law enforcement duties; conducts criminal investigations; works on crime prevention and juvenile matters; carries out special assignments in the protection of life and property; does related work as required.

SUPERVISION RECEIVED

Police Recruits are the entry-level classification in the Police Department. The Police Recruit will be assigned to attend a P.O.S.T. certified basic academy. While in the basic academy, recruits will receive Police Officer/Recruit salary. Recruits will be appointed as Police Officers at the successful completion of the basic academy at which time they will receive Police Officer salary.

EXAMPLES OF 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.

1. Investigates crimes;
2. Arrests and assists in the processing of criminal offenders;
3. Takes complaints of citizens and makes record of same;
4. Makes patrols of bars and hotels for suspicious or disorderly activities;
5. Prepares and submits written reports of cases.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

Graduation from high school. College level training desirable and successful applicants will be expected to take college courses in Police Science after appointment.

Knowledge and Abilities

1. A high degree of general intelligence, verbal facility, memory, and adaptability is required.
2. Ability to understand departmental policies, rules, instructions, laws and regulations, together with an aptitude for law enforcement;
3. Ability to analyze situations and act quickly in emergencies;
4. Ability to write clear and accurate reports;

5. Ability to understand and follow oral and written directions;
6. Ability to deal courteously but firmly with the general public;
7. Keen observation and the ability to remember names, faces and details of incidents.

License:

A valid California motor vehicle operator's license at time of appointment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

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.