

**CITY OF ARCADIA**

**LAW ENFORCEMENT RECRUIT/  
LAW ENFORCEMENT RECRUIT (PRE-SERVICE)**

**DEFINITION**

Under general supervision, the Law Enforcement Recruit and Law Enforcement Recruit (Pre-Service) is a non-sworn trainee classification, designed specifically for the purpose of employing Police Officer candidates in a non-sworn status during the initial enrollment of a P.O.S.T certified police academy. An individual will remain in the Law Enforcement Recruit classification during pre-academy training, and during the actual academy training.

Upon successful completion of the P.O.S.T certified police academy, background investigation and all P.O.S.T requirements, the Law Enforcement Recruit or Law Enforcement Recruit (Pre-Service) will be eligible for advancement to Police Officer. Recruits who are not successful in completion of any of the foregoing requirements will be terminated from employment as a Law Enforcement Recruit or Law Enforcement Recruit (Pre-Service).

**DISTINGUISHING CHARACTERISTICS**

**Law Enforcement Recruit-** The Law Enforcement Recruit is a non-sworn, part-time classification designed for an individual who has not attended a P.O.S.T. certified basic police academy. On occasion, a Law Enforcement Recruit may be assigned to non-sworn police work while awaiting assignment to an academy class. Upon successful completion of the P.O.S.T. Basic Police Academy, and approval of the Police Chief, a Law Enforcement Recruit will be eligible to be sworn in as a full-time probationary Police Officer.

**Law Enforcement Recruit (Pre-Service)-** The Law Enforcement Recruit (Pre-Service) position is a non-sworn, part-time classification designed to be used for an individual who is currently attending a P.O.S.T. certified basic police academy or has completed a P.O.S.T certified basic police academy within the last 12 months. On occasion, this position may be assigned to non-sworn police work. Upon successful completion of the police academy, background investigation, and all P.O.S.T. requirements, with approval of the Police Chief, a Law Enforcement Recruit (Pre-Service) will be eligible to be sworn in as a full-time probationary Police Officer.

**SUPERVISION EXERCISED**

**Law Enforcement Recruit**

Exercises no supervision.

**Law Enforcement Recruit (Pre-Service)**

Exercises no supervision.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Attends a basic P.O.S.T certified academy designed to provide an entire overview of the criminal justice system which includes training in laws, police procedures, law enforcement technique, first aid and physical fitness. On occasion, may be assigned to non-sworn police work while in an academy class or while the background investigation is being completed.

## **OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Safe driving principles and practices.

### **Skill to:**

Learn to operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Successfully complete a P.O.S.T. certified police academy.

Learn functions and objectives of Federal, State, and other local law enforcement agencies.

Learn basic principles of criminal law.

Learn principles and practices of community policing.

Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn modern investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn local geography, City streets, public buildings, and businesses.

Learn recent court decisions and how they affect department and division operations.

Learn self defense tactics.

Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate and use facts and evidence.

Learn, interpret and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

#### **Minimum Qualifications:**

##### **Experience:**

One year of experience working with the public

##### **Education:**

Education equivalent to the completion of the twelfth grade. Additional education is desirable.

**Minimum Age:**

Must be 20 years of age at time of submitting application. Candidates must have reached 21<sup>st</sup> birthday upon graduation from the academy or upon hire as a sworn Police Officer.

**Medical Standards:**

Applicants must be in good physical condition as determined by a P.O.S.T medical examination, with weight in proportion to height, and consistent with P.O.S.T. and City guidelines for hearing and vision. There is a requirement that new hires maintain their physical condition as a condition of continued employment. Candidates must also pass an extensive Background Investigation, including a Polygraph and Psychological Examination.

**Other:**

Pursuant to Government Code 1031, candidates must be legally authorized to work in the United States under federal law.

Applicants must be of good moral character and have no convictions of a felony offense or any offense reflecting lack of character, judgment or morals. Conviction of a felony or serious misdemeanor is disqualifying. If hired, candidates must sign an agreement to refrain from smoking, chewing or otherwise using tobacco, chewing tobacco or snuff.

**License or Certificate:****Law Enforcement Recruit**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Law Enforcement Recruit (Pre-Service)**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Current enrollment in a P.O.S.T certified police academy or successful completion of a P.O.S.T certified police academy within the last 12 months.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** January 1985

**Revised:** December 2008; October 2023