



EMPLOYMENT OPPORTUNITY

Police Recruit (Police Department)

Salary: \$ 4,278 / month

Filing Deadline: Continuous Filing

*The City of El Centro is seeking to fill a vacant part time position of Police Recruit in the City of El Centro Police Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

POSITION SUMMARY:

Under moderate supervision, patrols assigned areas, responds to calls or observed violations, and enforces public safety and traffic laws, regulations and ordinances while working with a more experienced Police Officer; assists other officers and performs special detail work as needed; performs related responsibilities as required.

REPORTING RELATIONSHIPS:

Reports to a Police Sergeant and receives direct supervision from a Training Officer.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols assigned district by automobile, motorcycle, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
- Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents; collects and preserves, and transports physical evidence.
- Notes and reports traffic problems, abandoned or damaged vehicles and other safety hazards.
- Issues verbal warnings or written citations for parking or moving violations.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures and special events.
- Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as assigned.
- Restores order and maintains peace at public gatherings or in conflict situations.

- Observes and reports conditions conducive to crime activity.
- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
- Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED: Equivalent to high school graduation. Completion of Level III and Level II and in the process of completion of a POST Level I Academy (with confirmation from the Academy).

Knowledge of:

State motor vehicle codes, traffic safety regulations and municipal ordinances; police science principles; police department policies, practices and procedures; theories of human behavior; Federal and state laws, statutes, local ordinances and court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights; first aid techniques; safety rules and procedures; criminal investigation, crime prevention principles and techniques; self defense methods and physical restraint techniques; radio codes and communications procedures; disease control methods and techniques.

Skills:

Operate a police motor vehicle, firearms and weapons safely; properly use tools to gain access to buildings; operate two-way radio following proper communications procedures.

Ability to:

Pass physical, psychological and agility tests; tactfully and effectively relate with different racial, ethnic, age, and economic groups; comprehend and understand departmental rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities; understand State Motor Vehicle Codes and traffic safety laws and local ordinances; accurately recall the circumstances under which traffic violations occurred for testimony purposes; learn City geography, streets layouts and traffic and crime patterns; understand and interpret maps to determine locations of calls; work effectively in team response situations; exercise tact and diplomacy in maintaining self-control in

provocative or confrontational situations; communicate clearly and concisely in conveying commands; maintain alertness and concentration in emergency situations; accurately recall names, faces and details regarding crime incidents; follow proper safety rules and procedures; work under variable weather conditions; communicate and work cooperatively with co-workers, supervision, and public and private representatives; understand and carry out oral or written commands and instructions; complete clear and accurate police reports and work activity records.

Special Requirements:

Obtain a valid Class C California driver's license and provide evidence of an acceptable driving record.

The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours.

Ability to successfully pass background security investigation, meet City standards and successfully pass a pre-employment physical examination as a condition of employment.

Employment Conditions:

This position is intended to be a non-sworn and at will. Once the trainee has completed the training process they are eligible for promotion to a sworn officer classification.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.