Job Overview Summary:
This is beginning level law enforcement work for the purpose of training to become a Police Officer, involving initial academic and on-the-job, in-service training and development prior to receiving State certification and promotion to Police Officer upon graduation from the Police Academy. Work involves participation in assigned in-service training and formal academic programs of instruction designed to qualify the incumbent for certification as a Police Officer in accordance with Chapter 943.13 of the Florida State Statutes. While in training, work may include assisting Police Department personnel in the performance of a wide variety of assigned police-related duties of a routine nature. In addition to attending formal academic classes at the Police Academy, incumbents may be assigned to accompany police officers and, while in a training capacity, to assist in investigating incidents and crimes, completing written police reports, directing traffic, and maintaining Police Department records. Formal academic instruction and in-service training are performed under immediate supervision; however, as skill and experience are gained in fulfilling routine duties, increasingly independent action may be authorized. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed through observation, conferences, written examinations, performance tests, and an evaluation of training records and reports.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Attends Police Academy classes and other formal police training programs established to qualify the incumbent for state certification and promotion to Police Officer.
- Trains and participates in the operation of two-way radios, switchboards, and other communications equipment used in receiving and transmitting messages, and dispatching police personnel and equipment to emergency scenes.
- Assists police personnel in a training capacity; participates in police investigations, gathers and preserves evidence, takes fingerprints, and completes related reports.
- Develops knowledge and proficiency in the interpretation of federal, state and local laws and ordinances, and Police Department policies and regulations.
- Develops skill and proficiency in the use and care of firearms.
- Files, sorts, duplicates, conducts research and assists in the maintenance of Police Department records.
- Performs related work as assigned.

Minimum Qualifications:
High school graduation or GED equivalency.

Knowledge and Skills:
- Ability to satisfactorily pass Police Academy standards for graduation and qualify for state certification and promotion to Police Officer.
- Ability to establish and maintain effective working relationships with training instructors, supervisors, fellow employees and the general public.
• Ability to become knowledgeable about federal, state and local laws and ordinances, and Police Department policies, rules and regulations.
• Ability to understand and fulfill oral and written instructions.
• Ability to react quickly and calmly in emergency situations, objectively analyze the situation, and determine and execute the proper course of action.
• Ability to obtain relevant and accurate information through interview, interrogation and observation.
• Ability to develop skill in the use and care of firearms.
• Ability to communicate clearly and concisely, orally and in writing.
• Ability to learn proper methods and techniques of law enforcement employed by qualified Police Officers.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
• Adaptability/Flexibility
• Collaboration
• Communication
• Conflict Management
• Customer Focus
• Decision Making/Problem Solving
• Safety Focus
• Teamwork

Necessary Special Requirements:
Possession of a valid State of Florida Driver’s License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Work hours may vary and may include nights and/or weekends.