

City of Fort Worth, Texas Job Description

Classification Title:	Police Trainee		
Job Code:	1000	Job Family:	Police
Pay Grade:	X17	Date Reviewed:	09/11/15
FLSA Status:	Nonexempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under close supervision learns the necessary skills and knowledge required to become a Police Officer; to become familiar with the Rules and Regulations of the Police Department; and performs related work as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Attends the Fort Worth Police Training Academy under the rules and regulations established for such attendance by the Training Division of the Police Department and the Texas Commission on Law Enforcement.
2. Participates in exercises designed to develop law enforcement skills.
3. Attends classes.
4. Performs physical skill exercises.
5. May be required to operate a motor vehicle.
6. Performs other related duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Must be able to read and write the English Language .
- **Skill in:**
 - None Required.
- **Ability to:**
 - Understands and carries out oral and written instructions.
 - Prepares clear, concise and comprehensive written and verbal reports.
 - Satisfactorily completes training in the Police Academy.

- Exercises good judgement.
- Establishes and maintains effective working relationships with administrative officials, fellow employees and the general public.

MINIMUM JOB REQUIREMENTS

At the time of application, an applicant must meet one of the following criteria:

1. Be a high school graduate; or
2. Have a high school equivalency certificate (GED) and completed at least 12 hours at an institution of higher education with at least a 2.0 cumulative total grade point average on a scale; and
3. Must be able to speak, read and write the English language.

OTHER REQUIREMENTS

Valid Texas driver's license.

SPECIAL REQUIREMENTS

1. Must be between ages 21 and 45 years of age by the date of the entry-level test.
2. Must be a United States Citizen.
3. Must pass a physical ability assessment as prescribed by the Fort Worth Police Department and approved by the Civil Service Commission, showing the applicant is physically capable of performing the essential job functions of a Police Officer.
4. Must pass a psychological examination and be declared in writing (by a licensed psychologist or psychiatrist appointed by the Civil Service Commission) to be in satisfactory psychological and emotional health for licensing as a peace officer.
5. Incumbent must pass all other minimum standards and special requirements outlined in **The City of Fort Worth Firefighters' and Police Officers' Civil Service Rules and Regulations** (a.k.a. "Local Rules")—more specifically found in **Chapter Five: Minimum Standards for Entry Level Positions in the Police Department.**

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normally inside working conditions, possible exposure to all extremes of the environment; possible exposure to toxic and nontoxic noxious odors, fumes, dust, mists, gases. Possible exposure to extreme heat from fire; possible exposure to all other hazards of fire fighting or incident operations

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position normally requires full use of sight, hearing, speech, arms, hands, legs and feet; lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more; able to maintain body equilibrium when climbing and working on slippery surfaces.