CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 649.4

Job Title: **POLICE TRAINEE**

Pay Grade: CDT

GENERAL SUMMARY:

Participates in classroom lectures, seminars and practical training sessions within the Police Academy to achieve the status of Police Officer, Probationary.

RESPONSIBILITIES:

- Receives and participates in various types of training in law enforcement activities such as hand to hand combat, weapon use and care, etc.
- Acquires understanding and working knowledge of the Texas Penal Code, rules and regulations of the Police Department and municipal ordinances.

SPECIFICATIONS:

KNOWLEDGE:
Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to 3 years duration are characteristic of this level.

EXPERIENCE:
No experience is required.

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Police Trainee
Police Officer, Probationary
Police Officer

Effective: October 1990
Revised: August 2004
Revised: July 2026