



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 649.4

Job Title: **POLICE TRAINEE**

Pay Grade: 10

### **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*