CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 649.8

Job Title: **SENIOR 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, Texas Code of Criminal Procedure, Texas Transportation Code, Texas Family Code, rules and regulations of the Police Department and municipal ordinances of the City of Houston.

SPECIFICATIONS:

KNOWLEDGE:
Requires at least sixty (60) semester hours from an accredited college or university with a 2.0 GPA or above or military service with an honorable discharge as stipulated on a DD214.

LICENSE:
Licensure as a peace officer, as defined by the Texas Commission on Law Enforcement Officer Standards and Education, is required.

EXPERIENCE:
Experience as a full-time paid police officer is required.

Must be at least twenty-one (21) years of age when applying and have not reached forty-five (45) years of age before receiving the oath of office. Selected applicants must pass all phases of the recruiting process: a preliminary questionnaire and interview, physical agility and reading comprehension tests, polygraph examination, extensive background investigation, final interview, fingerprints and photos, psychological testing and evaluation and a complete physical examination and drug test.

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:
Senior Police Trainee
Police Officer, Probationary
Police Officer

Effective: February 2006
Revised: April 2006
Revised: July 2026