



Police Officer Trainee

Department: Police Department

FLSA: Non-exempt

Reports to: Chief of Police

General Description

The position of Police Officer Trainee is a recruiting and training-level job used for persons hired to learn the duties of a Police Officer in the Pineville Police Department. Individuals classified as a police trainee would meet all of the essential job functions and qualifications of the police officer role with the exception of BLET (Basic Law Enforcement Training) certification. Incumbents in this job class undergo a formal, comprehensive program in BLET. Upon successful completion of the BLET certification, individuals would then be promoted to a role as a sworn police officer for the town. Failure to graduate from the BLET within the prescribed training period will be cause for termination (and may require repayment of BLET costs).

Essential Functions/Typical Tasks:

The following are defined as the "essential functions" of the police trainee with the Pineville Police Department:

- I. Attend, and successfully complete BLET at an accredited and Pineville PD approved educational institution in the timeframe required
- II. Effectively and professionally communicate, verbally and in written form
- III. Assist with needs and tasks of the Pineville PD and other Town departments as time permits
- IV. Other duties as assigned

Knowledge, Skills and Abilities:

Acquire, through training, a knowledge of modern approved principles, practices, and procedures of police work and state law.

Operate and have basic computer knowledge

Write clearly, accurately, concisely, legibly, and with correct English grammatical construction and spelling.

Read and interpret complex technical documents in English.

Understand and carry out oral and written instructions.

Establish and maintain cooperative working relationships with coworkers and other Town employees.

Develop skills in the use of firearms.

Undergo strenuous physical conditioning.

Additional Major Requirements

Must be 20 years of age by the date of certification.

Must be in good physical condition with no obvious condition which will impair the performance of duty.

Must pass a physical examination, and physical fitness assessment.

Must meet vision, hearing, and other physical requirements.

Must be a United States citizen.

No felony convictions and no serious misdemeanor convictions in the past five years.

Valid driver's license required; no suspensions of driving privileges in the past three years.

Must satisfactorily pass a thorough background investigation.

Must satisfactorily pass a polygraph examination.

Must satisfactorily pass a psychological evaluation.

Must satisfactorily pass a screening test for drugs.

Educational Requirements

Possession of or the ability to obtain a driver's license valid in the State of North Carolina.

Educational requirement is minimum high school diploma and/ or GED. Applicants with advanced degrees and/ or military service with an honorable discharge are not required but acceptable.

Signature: _____

Print Name: _____

Date: _____