

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Police Officer (Trainee)

CLASS CODE: 2512

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification work under immediate and direct supervision performing work of moderate difficulty in enforcing local, state and federal laws by apprehending criminals and keeping public order; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level service classification in the Police Services Series – Officer Group job family within the City of St. Louis. Incumbents within this classification perform routine duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the authority to detain or arrest violators.

Incumbents work under direct supervision. Duties are performed according to determined instructions and prescribed by standards and procedures. The supervisor may, or may not, be present at all times.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Responds to the scene of a crime or an accident.

Interviews suspects and witnesses.

Writes crime reports.

Responds to radio calls.

Monitors any suspicious activity of ongoing crimes.

Visits open businesses such as banks, markets, department stores, service stations, and other types to establish a rapport with owners.

Books suspects and evidence and transports them to the appropriate Police Department facility.

Responds to citizens' and visitors' questions.

Prepares Daily Field Activity Reports.

Attends and coordinates neighborhood watch meetings.

Performs numerous other activities in support of the community policing philosophy.

Patrols assigned areas.

Conducts investigations of suspicious activity.

Detains or arrests violators; transports detainees.

Applies for warrants.

May help direct traffic and issue traffic tickets.

May work with the canine unit.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor suspects, victims and witnesses, in favor of a desired outcome.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a motor vehicle, computer terminal, firearm, radio, baton, mace, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as log books, property receipts, lists, zoning maps, special orders, blueprints, police and canine manuals and other non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, violence, disease, or pathogenic substances.

Physical Requirements:

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials weighing twenty (20) to fifty (50) pounds; and may occasionally involve objects and materials up to one hundred (100) pounds, such as restraining a violator or handling a dog.

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing, which also involves stooping, kneeling, crouching, and crawling to perform patrol duties.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks, such as perceiving danger.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.