



## Job Description

**Job Title: Police Officer Trainee**

**JTC: L24**

**Salary Range: D02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Police officer trainee is a full-time, non-sworn, temporary classification intended to prepare individuals to become sworn police officers. This position, under direct or general supervision, performs a variety of non-sworn law enforcement duties and attends a formalized education program in preparation for employment as a police officer.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Has general knowledge of modern law enforcement practices, procedures and investigative techniques, as well as having knowledge of local, state and federal laws relative to civil and criminal processes and procedures or the aptitude to learn criminal justice principles. Has general knowledge of firearms handling and other law enforcement equipment, as well as being able to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid and coherent conclusions. Requires the ability to understand and respond to critical situations and establish methods to resolve such situations. Able to prepare clear and concise reports; communicate effectively both verbally and in writing. Ability to exercise tact and firmness when in contact with the general public. Maintains high standards while exercising duties and responsibilities.

Must be able to work independently and in a team environment. Ability to establish and maintain effective relationships with individuals contacted in the course of duty and work within the law enforcement structure. Able to maintain high standards of ethics and confidentiality in the course of performing job duties.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Must have excellent interpersonal, presentation, oral and written communication skills in order to effectively interact with diverse, multicultural individuals. Must be adaptable to performing under stress when confronted with emergency situations.



## PHYSICAL REQUIREMENTS

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers, calculator, copier, and fax machine. Some crawling, reaching, handling, sitting, standing, pushing, bending, and pulling. Physical capability to run, walk, and climb over rough and unfamiliar terrain, fences, and other obstacles for extended periods of time. Operate motor vehicle for long periods of time. Control person resisting arrests; to move a disabled or combative individual. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Must be able to wear a standard issued duty belt with all applicable equipment.

## MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma (or equivalent) plus 30 hours from an accredited institution or two (2) year active military service. Psychological testing, freedom from drug dependency testing, and a physical (medical) will be conducted as a condition of employment. Works shifts, as assigned, including nights, weekends and holidays. Trainee may be assigned to various campuses/locations throughout the DCCCD Police Department. Must successfully complete a certified Basic Law Enforcement course as prescribed by the Texas Commission on Law Enforcement (TCOLE) and associated field training within one year of employment. Must have a current and valid Texas driver's license. Official transcripts and licenses will be required. *\*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Upon completion of police academy, patrols campus/location either on foot or in an official vehicle to answer complaint calls, investigate disturbances, accidents and/or criminal activity. Prepares files and records associated with a variety of investigations, as well as testifying in a court of law, if applicable.

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends meetings, planning sessions and discussions, on time and as directed.

Develops and maintains working relationships with diverse, multicultural co-workers, students, faculty, staff and other stakeholders and constituents internal/external to the DCCCD network community. Uses tact and diplomacy to effectively handle requests, suggestions and complaints internal or external to the DCCCD network. Recognizes and emphasizes the importance of maintaining a positive image within the district and surrounding area.

Identifies or assists in identifying alternative solutions to problems or situations, implementing decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Collects evidence, writes preliminary reports on each case after initial investigation; prepares supplemental reports as necessary.

Interacts with the public with courtesy and tact. Exercises self-control and good judgement in emergency/hazardous situations. Uses appropriate safety principles and techniques.



## Dallas County Community College District

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*