

**MAJOR FUNCTION**

This is a trainee classification which facilitates progression into the position of Police Officer. Applicants are hired into this non-sworn position for a period of no more than twelve months in order to complete the full-time State of Florida Law Enforcement Basic Recruit Training Program and pass the State of Florida Law Enforcement Certification Exam. Positions allotted to this classification report to a designated supervisor and work under close supervision.

Upon successful completion of the Basic Recruit Training Program and the Law Enforcement Certification Exam, persons in this position are eligible for promotion to the position of Police Officer. Police Officer Trainees do not hold a Law Enforcement certification in the State of Florida and are not covered by a collective bargaining agreement.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Attends and successfully completes the full-time Basic Recruit Training Program at the Florida Public Safety Institute. Passes the State of Florida's Law Enforcement Certification Exam within sixty days of graduation from the training program.

**Other Important Duties**

May be assigned to specific units within the department in a support role requiring the performance of specialized duties. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of modern principles and practices of police work, the criminal justice process, laws and ordinances. Ability to analyze disputed and complex situations objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, tactfully, impartially and with respect for the rights of others. Ability to react quickly and calmly under dangerous and/or emergency conditions. Ability to understand and execute difficult oral and written instructions and to prepare clear and comprehensive reports. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain effective working relationships with peers, supervisors and the general public. Ability to participate in the physical training required during basic recruit training. Skills in public speaking and public relations techniques and methods. Skill in the use of personal computers and the programs and applications associated with assigned duties and responsibilities.

**Minimum Training and Experience**

Possession of an associate's degree; or successful completion of 90 quarter hours or 60 semester hours of college; or 2 years full-time law enforcement work in a sworn capacity, or two years active full-time military experience; or active reserve military experience with at least two years of deployment; or 2 years full-time as a correctional officer; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must be at least 21 years of age, a citizen of the United States, with no pending criminal charges.

Must have no convictions for any felony, perjury, false statement, or domestic violence. Must have no DUI convictions within ten years of application. Other arrest histories are reviewed on a case-by-case basis.

Visual ability must be correctable to 20/20 in each eye with normal color distinction and depth perception.

Must reside within a 35-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Must possess a valid Class E State driver's license and have a satisfactory driving history.

Must truthfully complete the City Employment Application and the TPD Personal History Statement. Must pass a thorough background investigation, written exercise, oral board, and drug, medical and psychological screening. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination Prior to an employment offer being made. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant.

Must successfully complete a drug history review: no use of marijuana within three years of application; no use of any other drugs, including anabolic steroids, within ten years of application; no sale, distribution, manufacture, or transportation of any illegal drugs as defined by F.S. 893.03; no use of prescription medication or other legally obtainable controlled substance in a manner for which it was not intended within three years of application.

No current use of Tobacco products.

Must meet the minimum requirements to attend an accredited State of Florida Law Enforcement Academy.

Additional special requirement

Must sign a reimbursement agreement for Florida Public Safety Institute training expenses which requires a two-year commitment upon accepting promotion to a Police Officer position. Failure to complete two years of employment as a Police Officer will require the employee to reimburse the City of Tallahassee for all training costs.

Established: 03-10-15  
06-04-15  
04-24-19