

Police Officer Trainee/Cadet Police Department Job Description



Job Title:	Police Officer Trainee / Cadet	FLSA:	Non-Exempt
Reports to:	Chief of Police	Pay Grade:	4107A
Dept./School:	Aldine ISD Police Department	Calendar Days:	257
Contract:	Probationary/Term	Revised:	12/9/22

Primary Purpose

Under direct supervision, participates in classroom lectures, seminars, and practical training sessions to complete the Basic Peace officer Certification at an approved state-supported institution.

Qualifications

Education/Certification:

- High School Diploma or Graduate Equivalency Diploma (GED).

Special Knowledge/Skills:

- Must meet Texas Commission on Law Enforcement (TCOLE) background requirements as defined by the police academy and the Aldine ISD Police Department
- Must be a U.S. Citizen (born or naturalized)
- Must be at least twenty years and six months (20.5) years of age by application date
- Valid Texas Driver's License
- Liability insurance will be required by your graduation date
- Eyesight must be correctable to 20/20, normal color and peripheral vision
- Correctable normal audible range in both ears
- Must pass all phases of the application process
- Job related computer skills (Microsoft Office and law enforcement related applications)

Experience:

- No prior law enforcement experience necessary.

Major Responsibilities and Duties

1. Acquires an understanding and working knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code, United States Constitution and applicable case law.
2. Represents the Aldine ISD Police Department, in an ethical, honest, and responsible manner.
3. Receives and participates in various types of law enforcement training activities.
4. Analyzes and interprets procedures, policies and practices through specific education and training.

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5. Performs other job-related duties as assigned.

Work Complexity/Independent Judgement

6. Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

Problem Solving

7. Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

Impact of Decisions

8. Follows rules and procedures. Decisions can have minimal or no impact to Aldine ISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

Supervisory Responsibilities

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

Evaluation

The employee's performance will be evaluated by academy personnel and subject to any rules or guidance provided by the academy and Aldine ISD Police Department supervision.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: As required by the police academy to train for law enforcement functions.

Lifting: As required by the police academy to train for law enforcement functions.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.