

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Police Recruit	DEPARTMENT:	Police Department
REPORTS TO:	Operations Commander	EXEMPT:	No
SALARY RANGE: \$34.6799 - \$48.5518 / HR			

SUMMARY

The Police Recruit is a non-sworn position within the Black Hawk Police Department. The purpose of the position is to prepare a non-certified applicant to receive the necessary training and education to become a prospective Police Officer.

The Police Academy prepares the recruit to become an entry-level law enforcement officer in the State of Colorado. Employees in this classification perform practical skills and simulated activities that complement the classroom instruction.

SUPERVISION RECEIVED

Police Cadets report to the operations commander and provide ongoing status reports, such as grades, practical exams, and other related progress reports as they become available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cadets are to attend all required courses at the Police Academy. While at the Police Academy, Cadets are supervised by Academy Staff and required to perform any related duties the Academy deems necessary. Cadets are required to complete and achieve a passing score on all of the required courses at the Academy. Examples of content are listed below:

- Introduction to Law Enforcement
- Colorado Revised Statutes and Case Law
- Interactions in a Diverse Community
- Interacts with other jurisdictions, law enforcement agencies and courts of law
- Interviewing and Report Writing
- Fundamentals of Patrol
- Criminal Investigations
- Crime scene protection and preservation
- Courtroom Testimony
- Critical Incidents
- Traffic Stops
- DUI Traffic Stops
- Traffic Investigations
- Criminal Justice Firearms
- Criminal Justice Defensive Tactics
- Emergency Vehicle Operations
- Works a varying schedule and/or shift
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or GED; supplemented by completing the following hiring requirements:
- Must complete Police Officer Forecaster.
- Must successfully pass an Oral Board interview for position of Police Officer.
- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment, and statement from a credit-reporting bureau.
- Must pass a Physical and Drug Test.
- Must not have a record of conviction for serious misdemeanors or felony crimes.
- During the Academy, police cadets are expected to follow all types of safety rules and use provided safety equipment to include but not limited to seat belts, body armor, safety glasses, ear protection, etc.

LICENSING/CERTIFICATION REQUIREMENTS

- Upon successful completion of the assigned POST academy training, must successfully pass the POST Certification Examination
- Valid Colorado Driver's License

SPECIAL REQUIREMENTS

- U.S. citizenship
- Age 21 or higher
- Good driving record
- Clean criminal record

COMMENTS

This classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. It is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, the City intends to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____