

**MAJOR FUNCTION**

This is a trainee classification which facilitates progression into the position of Police Officer. Applicants are hired into this non-sworn probationary 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. May work shifts of various lengths including, but not limited to 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight.

**Other Important Duties**

May be assigned to specific units within the department in a non-sworn 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 a high school diploma or an equivalent recognized certificate and successful completion of 45 quarter hours or 30 semester hours of college. Work experience such as: sworn or non-sworn law enforcement (e.g. correctional officer, Community Service Technician, etc.), military service (active duty or reserve with honorable discharge), or public service (Emergency Medical Technician (EMT), firefighter, or communications operator/dispatcher with a public safety agency) or other relevant service fields may be substituted on a year-for-year basis for the 30 semester hours

**Necessary Special Requirements**

Must be at least 20 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 seven 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 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, prior to swearing in as a Police Officer.

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 one year of application; no use of any other drugs, including anabolic steroids, within five 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.

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

Additional Special Requirement

May have to sign a reimbursement agreement for Florida Public Safety Institute training expenses which requires a two-year commitment upon becoming a sworn Police Officer. Failure to complete two years of employment as a sworn Police Officer may require the employee to reimburse the City of Tallahassee for all training costs.

Established: 03-10-15

Revised: 06-04-15

04-24-19

07-19-19

07-19-22

03-12-25

06-09-25