

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Law Enforcement Trainee  
**FUNCTIONAL AREA:** Police Department

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### **WORK OBJECTIVE:**

Under specific direction of a Police Sergeant, assists with the performance of non-emergency police work and attendance at the Police Academy. Employee functions at entry staff level to assist with law enforcement duties. Specific assignments are received from a Police Sergeant or superior officer, however, employee must be capable of reacting with independent judgment and initiative in dealing with routine and non-emergency situations.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to and assists non-emergency calls; answers citizen complaints and/or general inquiries.
- Enforces vehicle parking and operating laws; issues and explains citations for violations.
- Assists Law Enforcement Officers with investigations of wanted and missing persons, and stolen property; assists in the preparation of police reports.
- Directs traffic and assists pedestrians at intersections.
- Prepares various daily and periodic written reports and departmental forms; maintains logs; completes forms; prepares speed reports.
- Assists with natural disaster preparedness and emergency response; directs evacuation traffic.
- Assists with animal control services.
- Attends training academy, training sessions and seminars as directed.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Criminal Justice or related field; or 60 college credits with four (4) years military or law enforcement experience; or an equivalent combination of education, training, and experience. Valid Florida Driver's License required. Must successfully complete Florida State Law Enforcement Certification/Florida Certificate of Police Standards within one (1) year from employment.

#### **Knowledge, Skills, & Abilities –**

Knowledge in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

## Law Enforcement Trainee

Ability to exercise current principles and practices of police work, governing laws, ordinances, policies and procedures.

Ability to learn pre-established City, County and State policies and procedures applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to analytically observe, and objectively and clearly report routine and non-routine non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Skill in operating an automatic and standard transmission vehicle.

### **PHYSICAL REQUIREMENTS:**

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

Tasks may involve the intermittent performance of physically demanding work, which may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials. (20-50 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.