

POLICE OFFICER TRAINEE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Attends a Basic Police Academy as approved by the State of California Commission on Peace Officer Standards and Training (POST) and successfully completes the Academy's course of study to acquire the State of California peace officer status; and in a non-sworn capacity performs other work in a learning capacity, including entry level support and paraprofessional police services duties and assists and observes Police Officers and civilian police personnel.

DISTINGUISHING CHARACTERISTICS

The **Police Officer Trainee** attends the Academy. The position is limited to individuals who have not completed a California POST certified Basic Police Academy. This is a non-sworn class with no police officer powers and does not perform active law enforcement duties.

The **Police Officer Trainee** is a probationary employee and must successfully complete all academy courses, including but not limited to academic coursework, physical training, vehicle operation, and use of weapons. Incumbents are subject to termination without cause and without a reason. Upon successful completion and graduation from the academy, a trainee may be considered for appointment to the position of probationary Police Officer. This is a sub-entry level service class in which incumbents learn and gain additional qualifications in preparation for a career as peace officer. Appointment to this classification is expected to lead to development of knowledge and skill which can be applied upon successful entrance to the Police Officer class.

SUPERVISION RECEIVED/EXERCISED

Police Department personnel shall provide indirect supervision and will closely monitor academic progress and physical achievement.

Essential Job Functions

(These duties are a representative sample; position assignments may vary)

- Attends and participates in a comprehensive training program at a Basic Police Academy for a period of approximately five (5) months
- Receives instruction in the interpretation and application of the Penal Code, Vehicle Code and other laws relating to the protection of life and property
- Receives, learns and understands instruction in basic criminal investigation procedures and techniques, including but not limited to police ethics, witness interrogation, and collection of evidence

- Receives and participates in firearm training, classroom instruction in enforcement psychology, enforcement tactics, effective writing, and speaking
- Learns radio operations and methods of traffic, riot and crowd control
- Participates in and trains for physical strength and agility, and in Emergency Vehicle operations
- Learn fundamentals of conflict resolution and de-escalation as an alternative to use of force
- Ride with officers to observe and learn peace officer responsibilities and techniques; operate police information equipment including computer systems and telephones to enter and research information at the direction of an officer or police civilian.
- Assist in processing, packaging, labeling, storing and destroying property and evidence; photocopy, file, index, and locate police records and related paperwork.
- Clean and assist in maintenance of police officer equipment and firearms.
- Perform errands for the department such as transporting information and paperwork to court and district attorney offices.

CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and co-workers
- Practice and encourage initiative and innovation to improve the workplace

Qualifications and Requirements

QUALIFICATIONS

1. Must be 21 years old at the time of appointment.
2. US Citizen or US Citizen prior to appointment.
3. For individuals wearing eyeglasses or hard contact lenses, uncorrected vision of 20/100 or better in both eyes is required; correctable vision of 20/30 when both eyes are tested together. If an individual has uncorrected vision of more than 20/100 they must use soft contact lenses. For individuals who wear soft contact lenses there is no "uncorrected" vision standard. However, individuals who wear soft contact lenses must be

corrected to 20/30 when both eyes are tested, and have successfully worn soft contact lenses for six (6) months prior to employment.

4. Normal hearing acuity.

EXPERIENCE AND EDUCATION:

- Equivalent to completion of the twelfth (12th) grade and any employment or volunteer work that demonstrates good work habits would be qualifying.
- Highly desirable: The completion of some college level semester units.

LICENSE/CERTIFICATES:

- Possession of a Class C California Driver's License.
- Must obtain a P.O.S.T. basic certificate within one (1) year of appointment.

KNOWLEDGE/SKILLS/ABILITY:

- Read, learn, and understand various laws, policies, rules, procedures, law enforcement techniques and first aid
- Analyze situations and/or problems and rationally and calmly take quick, effective action in emergency and stress situations
- Undergo strenuous physical training
- Successfully complete a structured academic training program as required to successfully complete law enforcement recruit academy
- Possess sufficient strength and agility necessary to perform the duties of a Public Safety Officer within an environment as described under Working Conditions

BACKGROUND REQUIREMENT:

- Must successfully complete a thorough background investigation, which includes criminal, personal, driving, credit, employment and education history.
- Must meet the Department's drug and alcohol standards; pass a polygraph, psychological evaluation, and medical examination.

- Any felony conviction is considered disqualifying.

Working Conditions

The **Police Officer Trainee** learns and trains to potentially become a Police Officer. As such, he/she must be able to sit, stand, walk, run, reach, twist, turn, kneel, bend, squat, and crouch to perform the daily activities of a Police Officer. The Trainee must also be able to grasp, make repetitive hand movement, and have fine coordination to write reports and use a computer keyboard. Additionally, the Trainee must see near, far, at night, and have color vision to view crime scenes, evidence, and fire a weapon. The incumbent must be able to frequently run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces. They work outdoors in all weather conditions, around loud siren noise and moving vehicles. The **Police Officer Trainee** must be able to work around chemicals, blood, and other potential toxic exposures as well as electrical hazards. The Trainee should be aware that he/she would be subjected to physical threats, verbal abuse, and other stressful situations. They must be prepared to work a variety of shifts, including a 24-hour schedule. While performing emergency aid, lifting and carrying victims and moving heavy equipment may be required.