



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

To attend a Peace Officer Standards and Training (POST)-certified Basic Law Enforcement Academy and receive the academic and physical training resulting in graduation and certification required for appointment to the classification of Police Officer.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification structured for incumbents hired for the purpose of becoming a sworn police officer. Police Officer Trainees are hired into this civilian position for the period prior and during the time they are assigned to a POST-certified Basic Law Enforcement Academy. Upon successful completion of training at the academy and upon the availability of a Police Officer position, Police Officer Trainees are sworn in and appointed to the classification of Police Officer. Police Officer Trainee benefits are limited to those of a civilian employee.

SUPERVISION RECEIVED/EXERCISED

Receive general supervision from higher level supervisory or management staff and from training staff at a POST-certified Basic Law Enforcement Academy.

ESSENTIAL FUNCTIONS DEPENDING ON ASSIGNMENT *(include but are not limited to the following)*

- Attend a POST-certified Basic Law Enforcement Academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid and physical fitness.
- Receive training to develop an awareness of Police Department functions, as well as the responsibilities of Police Officers and how those responsibilities relate to field operations.
- Perform related duties and responsibilities as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Ability to:

- Successfully complete a POST-Basic Law Enforcement Academy including classroom instruction, physical agility and use of firearms.
- Learn proper police procedures and methods.

- Observe accurately and remember names, faces, numbers, incidents and places.
- Think and act quickly in emergencies and to judge situations and people accurately.
- Understand and interpret laws and regulations.
- Prepare clear, concise, and comprehensive written reports.
- Become proficient in self-defense techniques.
- Become proficient in the care and use of firearms.
- Follow oral and written instructions.
- Deal courteously and effectively with the general public.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

- Equivalent to completion of the twelfth grade.
- 60 units of credit from an accredited college or two years of Military Service in lieu of college is desirable.
- No experience required.

LICENSE or CERTIFICATES

- Possession of or ability to obtain an appropriate valid California Driver’s License.

NECESSARY SPECIAL QUALIFICATIONS:

- Free of any felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code Para. 1031).
- Age, not less than 21 years at time of appointment.
- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Must meet all Department medical, physical and psychological standards.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

P201
POLICE OFFICER TRAINEE
NON-EXEMPT
ADOPTED: AUGUST 2017