

POLICE OFFICER TRAINEE

DEFINITION

Under general supervision of a Police Sergeant or a Police Officer with field training responsibilities, attends the Police Academy to achieve possession of a P.O.S.T. Basic Certificate; learns and performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and may testify in court; provides information and assistance to the public; and performs related work as required.

CLASS CHARACTERISTICS

This non-sworn law enforcement trainee class learns to perform all non-supervisory assignments found in a municipal police department. Some of the work involves attendance at a structured Police Academy to obtain the required entry-level certification, while other responsibilities involve working with an experienced officer to patrol a specific geographic area and to learn to fulfill all functional areas of the law enforcement field. This class is distinguished from Police Officer in that the latter is the fully-certified and trained level of the sworn series, fully capable of carrying out assigned duties on an independent basis.

EXAMPLES OF DUTIES (Illustrative Only)

- Attends an accredited Police Academy to learn and apply the knowledge and skills required of a sworn officer; obtains a P.O.S.T. basic certificate prior to completion of the required probationary period.
- Works with an assigned field training officer to learn field activities, tactics and strategic planning; performs assigned responsibilities on an individual or team basis, depending upon the status of the incumbent's training.
- Learns to and patrols the City within an assigned area (individually or as a team) in a radio dispatched automobile to secure life and property, observe situations, deter crime by providing high visibility; responds to emergency calls for service to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations, such as lock-outs or marking abandoned vehicles.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations.
- Learns to make arrests and serve warrants and subpoenas; transports individuals for medical clearances and booking as required.
- Learns and assists in securing crime scenes and evidence, interviewing suspects, victims and witnesses; collects and preserves evidence.
- Prepares reports; prepares and maintains logs, records and accurate files.

- Develops and maintains effective working relationships with the community, particularly the specific clients to which assigned, such as business owners or school-aged youth.
- May learn to and coordinate specific program or project areas, such as:
 - Community-oriented policing;
 - School resource officer;
 - Equipment and vehicle acquisition and maintenance;
 - Evidence and property control;
 - Crime prevention; and/or
 - Court officer.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.

QUALIFICATIONS

Ability to Learn:

- Basic law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Basic investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places.
- Learning to interpret, apply and explain complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Operating the equipment and vehicles of the department in a safe and responsible manner.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school. Completion of college level course work in criminal justice and/or a related field, volunteer law enforcement experience and/or experience in dealing with the public in varied situations are desirable. Must be eighteen years of age by time of appointment.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must obtain a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.), possess and maintain firearms qualification, and complete field training prior to completion of the probationary period

Working Conditions:

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all weather conditions.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups, and over the telephone and radio.