

## POLICE TRAINEE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under close supervision participates in a comprehensive training program at a POST approved police academy.

This temporary class provides an opportunity for persons to achieve the academic and physical training required for appointment to the position of Police Officer. Appointment in this position is generally limited to the duration of the Police Academy. Academic progress and physical achievement are closely monitored during this training period. Upon successful completion and graduation from the Police Academy, trainees may be appointed to the position of probationary Police Officer. However, successful completion of the Police Academy and this training program does not provide for automatic appointment. Extension beyond the academy period may only be made upon express authorization of the Chief of Police.

### **WORKING CONDITIONS**

Police Trainees are temporary employees assigned to the Police Department. Temporary employees are paid on an hourly basis and are not entitled to any of the fringe benefits applicable to regular employment. Temporary employment is subject to termination without appeal for any of the following reasons:

1. Failure to show acceptable progress while attending the Police Academy.
2. Failure to follow departmental rules, regulations or safety procedures.
3. Are found to be unacceptable for further employment.
4. Are no vacant positions of Police Officer.

City will furnish tuition costs, uniforms, safety equipment and materials required at the Police Academy.

There is no seniority provision within this classification and, therefore, seniority with the City and Police Department does not begin until the Trainee is appointed to probationary Police Officer status.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and techniques of traffic control.

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- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Self defense principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.

**Ability to:**

- Learn required knowledge, skills and abilities to be successful as a Police Officer.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Think and act quickly in emergencies.
- Judge situations and people accurately.
- Learn standard operating procedures of a police radio and keyboard terminals.
- Understand and interpret laws and regulations.
- Prepare clear, concise and comprehensive written reports.
- Achieve proficiency in self-defense techniques and the use and care of firearms.
- Follow oral and written instructions.
- Deal courteously and effectively with the general public.
- Show initiative, alertness, integrity and reliability.

**Education and Experience Guidelines**

**Education/Training:**

Graduation from high school or equivalent.

**License or Certificate:**

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment. A satisfactory driving record is one absent of misdemeanor convictions or multiple infraction convictions. Loss of a driver's license and/or an unsatisfactory driving record may result in employee discipline, up to and including termination.

**Criminal Record:**

Trainees shall not have been convicted of any felony. A misdemeanor conviction may result in applicant disqualification and employee disciplinary action, up to and including termination.. A complete background investigation will be conducted.

**Age:** 20 years and 6 months at time of appointment.

**Citizenship:**

Must be a citizen of the United States or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom and field setting; may have extensive periods of sitting in class; extensive physical training; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc.

**Physical and Mental Condition:** Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of a history of psychosis or psychoneurosis or other disabling defects. Must be able to perform the essential functions of the job. The Trainee must complete physical, psychological and medical examinations.

FLSA: Non-Exempt

Revised: July 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.