



## **POLICE OFFICER TRAINEE**

### **DEFINITION**

To attend a Commission on Peace Officer Standards and Training (POST) approved Police Basic Recruit Academy and successfully complete the academic and physical training required for appointment to the classification of Police Officer.

### **DISTINGUISHING CHARACTERISTICS**

This is a trainee level classification which provides transition into the position of 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 police academy. Upon successful completion of training at an academy and upon the availability of a Police Officer Recruit II position, Police Officer Trainees are sworn in and appointed to the classification of Police Officer Recruit II.

### **SUPERVISION RECEIVED**

Receives close supervision and evaluation on a daily basis by academy staff. Limited supervision by department training supervisor and/or manager during regular academy visits.

### **SUPERVISION RECEIVED AND EXERCISED**

None.

### **ESSENTIAL DUTIES**

Duties may include but are not limited to the following:

- Attends a basic POST certified police 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.
- Receives 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.
- Receives academy and field training to become a Police Officer.

### **ESSENTIAL JOB FUNCTIONS**

Ability to:

- Successfully complete all academy requirements.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Make rapid, sound independent judgements within legal and procedural guidelines.
- Remaining calm and have the ability to control own emotions in tense situations.
- Prepare clear, concise, and comprehensive written reports and other written material.
- Understand and following oral and written direction, to include interpreting and applying complex laws, procedures and policies.
- Be able to utilize both written and oral communication.
- Become proficient in self-defense techniques.

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### **ESSENTIAL JOB FUNCTIONS (continued)**

- Become proficient in the care and use of firearms.
- Become proficient in basic law enforcement terminology and concepts.
- Deal courteously and effectively with people of all diverse, cultural, and socio-economic levels under hostile and emergency situations.
- Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

### **LICENSE, QUALIFICATIONS, AND OTHER REQUIREMENTS**

- Must obtain POST “T-Score” of 48 points or higher (mandatory to apply).
- Must possess a valid C driver's license with a satisfactory driving record.
- Age, not less than 21 years at time of appointment.
- Must possess the equivalent of a high school diploma.
- Possession of an Associate’s Degree from an accredited college is desired.
- Must complete academy physical conditioning requirements.
- Must be free of any felony convictions.
- Must pass a comprehensive background investigation.
- Must meet all Department medical, physical and psychological standards.
- Vision 20/30 corrected visual acuity (both eyes) or 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses.
- In accordance with Government Code Section 1031 and 1031.5, to be appointed as a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship.

### **SPECIAL REQUIREMENTS**

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, run and safely lift and move equipment and material weighing up to 45 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties.

Essential duties/functions must be performed with or without reasonable accommodations.

### **PROBATION**

Police Officer Trainees are considered at-will employees. Police officer probationary status begins when the trainee is sworn in as a Police Officer Recruit II after completion of the police academy.