

## **POLICE OFFICER TRAINEE**

### **Definition:**

Under direct or general supervision, performs a variety of non-sworn law enforcement duties, attends a formalized education program in preparation for employment as a Police Officer and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Participate and successfully complete pre-academy training and POST approved basic academy training.

May observe and/or perform a variety of support tasks within the Police Department divisions or units assigned, to include the Records Bureau, Community Services, Uniform Division, Services Division and/or the Detective Division.

Drives a vehicle on City business.

### **Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

### **Class Characteristics:**

Police Officer Trainee is a full time, non-sworn, temporary classification intended to prepare individuals to become sworn police officers.

### **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

#### **Knowledge of:**

Basic goals and objectives of law enforcement.

English usage and grammar.

**AND**

#### **Ability to:**

Meet the physical and academic standards of the POST certified basic police academy.

Learn police safety principles and techniques.

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Exercise self-control and good judgment in emergency/hazardous situations.

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

**Mandatory Requirements:**

**Education:**

Graduation from high school, or recognized equivalent, as described in subdivision (e) of Section 1031 of the California Government Code.

Some college course work, public contact work, or law enforcement related experience is helpful but not required.

**License:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position.

**Age:**

21 years of age, or older, at the time of graduation from the academy.

**Eyesight:**

No less than 20/100 in each eye (unless soft contact lenses are worn) and correctable to 20/20 with no color impairment.

**Special Requirements Include:**

Must be able to work a flexible schedule, to include overtime, emergency call-back, shift work, nights, holidays, and weekends to accommodate City needs.

Must be able to successfully pass a thorough Police Department pre-employment screening process.

Must be legally authorized to work in the United States by federal law.

**Physical Tasks and Working Conditions Include the Following:**

Police Academy activities and Police Department support tasks are performed indoors in a classroom or office setting and outdoors with full exposure to the elements. An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. Incumbents drive a vehicle on City business, sit and stand for periods of time, walk, and run on slippery/uneven surfaces, crawl in confined spaces, climb ladders and stairs, kneel, crouch, twist, reach, bend, crawl and grasp, lift, carry, push, pull and drag equipment and other items weighing up to 50 pounds. An incumbent must be physically able to restrain/subdue combative individuals, use bodily force to gain entrance through barriers, draw and fire a handgun, administer first aid, and perform a number of other physical tasks. In order to graduate from a police academy, an incumbent must be able to successfully complete other physical tests/tasks to include dragging a 165 pound dummy 45 feet, pushing a patrol car, climbing ladders, scaffolds, a 6 foot wall and like obstacles, jumping over 3 foot high sawhorses and wooden barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows, and performing a 50 yard sprint, 10 pushups and a 440 yard run in the required time frame. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised April 2023

Revised July 2002