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:

Participates in a rigorous 26-week, high stress, physically demanding police academy.

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.

Contacts and Relationships:

Contacts are established and maintained with Police Department staff, other law enforcement personnel, non-law enforcement entities and members of the public. Police Officer Trainees may also have contact with suspects, criminals and victims.

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:

Perform activities requiring good physical condition.

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 and ability to enroll in an approved police officer training academy. Some college course work or public contact work or law enforcement related experience is helpful but not required.

License:

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

Age:

Must be of an age which permits graduation from an approved police

officer training academy at age 21 or older.

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 Police Department pre-employment screening process.

Must be a United States citizen or be a resident alien who has applied for citizenship at time of application.

A Police Officer Trainee hired on or after April 25, 1997 shall certify in writing that he/she has not used tobacco products for at least one year immediately preceding the planned date of appointment. After appointment, an incumbent shall not use tobacco in any form, either on or off the job.

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 July 2002