



## **POLICE OFFICER TRAINEE**

Classification: Non-Sworn

FLSA: Full-time, Non-exempt

Union: CLOCEA

Salary: \$4,885 – \$5,938 per month

### **DEFINITION:**

Under general supervision, attends and participates in a comprehensive training program at a Peace Officer Standards and Training (P.O.S.T.) certified basic police academy and maintains academic standards as required; learns, trains, and performs all related learning and testing activities relative to the technical knowledge, skills, and physical abilities required to perform in the capacity of a sworn police officer; performs a variety of activities in administering non-sworn police services and programs for the City's Police Department; provides comprehensive staff support on a wide variety of law enforcement programs, projects, and services; responds to public requests; enforces select City ordinances; maintains good community relations and provides information and assistance to the public; relieves sworn police personnel of routine law enforcement work; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned supervisory or management personnel. No supervision of staff is exercised.

### **CLASS CHARACTERISTICS:**

This is a non-sworn classification within the Police Department in place to provide on-the-job training to personnel enrolled in the Police Academy. The incumbent attends the academy and performs various administrative and patrol duties in support of police activities and is responsible for providing support to the sworn police staff in a variety of areas including community policing. Appointment to a sworn peace officer position is contingent upon successful completion of the academy followed by a final review by management personnel. Upon promotion to Police Officer, incumbents will begin a one-year probation as regular status employee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Attends, participates, and successfully completes a California POST approved basic police academy.

- Takes information from the public regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Assists in booking, fingerprinting, searching and transporting prisoners as required; periodically checks individuals held in detention facilities.
- Provides comprehensive staff support to the Police Department on a wide variety of programs, projects, and services.
- Provides initial non-emergency contact with the public and representatives of other agencies requesting police records or related services at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies and procedures or directs the caller to the proper individual or agency.
- Provides applications for a variety of permits and licenses to the public; explains policies and procedures and processes completed forms.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Interprets Federal, State and local legislation, policies, laws, codes and regulations; researches, analyzes, and coordinates their application to the City's operations.
- Prepares and processes a variety of reports and records using a word processor and/or typewriter and following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Monitors and assists sworn officers in crowd control as required.
- Assists sworn staff with investigations including searches at crime scenes.
- Performs required research in order to locate information for police use, including gathering available information on wanted and paroled persons, and property owners as necessary.
- Responds to non-injury traffic collisions, obtains statements from involved parties, completes standard police reports for review by sworn officers.
- Assists officers with injury and fatality traffic collision reports.
- Transports, sets up, and ensures radar and DUI trailer are operating effectively.
- Makes presentations on crime prevention, public safety and similar topics to a variety of neighborhood, civic groups and school audiences; analyzes the crime patterns and designs programs around current community issues; designs brochures, pamphlets and materials for general distribution to residents concerning safety and crime prevention techniques; participates in community event and awareness programs; publicizes community services and resources.
- Establishes and preserve good relationships with the community; answers questions from the public concerning local and state laws, procedures, and activities of the department.
- Performs clerical and courier duties; prepares letters and routine office correspondence; completes logs and records; prepares daily reports.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- All basic police operations as taught in California Basic Police Academy.
- Basic functions, principles and practices of law enforcement agencies including community policing, crime scene investigations and evidence retention practices and regulations.
- Applicable Federal, State, and local laws, regulations, policies and statutes.
- Legislative activities of Federal, State and local governments.
- Activities and programs of the City's Police Department.
- Modern and complex principles and practices of program development and administration.
- Principles and techniques used in the conduct of an effective public information and publicity program for a City or large public agency.
- Principles and practices of records management.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Modern office practices, methods, and computer equipment and software.
- Problem solving and decision making skills.
- Principles and practices of effective interpersonal communication.
- Correct English usage, including spelling, grammar, and punctuation.
- Techniques for effectively 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.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.

### **Ability to:**

- Understand, interpret and apply State and local laws and regulations, departmental policies and procedures, and other technical literature pertaining to law enforcement.
- React quickly and calmly in emergency or hazardous situations; adopt an effective course of action.
- Observe and remember facts and details of incidents.
- Follow oral and written instructions.
- Learn to safely drive a motor vehicle in both non-emergency and emergency situations.
- Learn to operate firearms safely and skillfully.
- Obtain information through interview, interrogation and observation.
- Write clear and accurate reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deal tactfully and effectively with a wide range of different individuals and groups from the community.
- Work rotating shifts, including nights and weekends.

- Pass psychological suitability for police work (determined by a psychological exam as required by the California POST Commission).
- Pass a comprehensive background investigation (in accordance with the minimum standards for employment issued by the California POST Commission).

**Education and Experience:**

*A combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- High School Diploma or GED. Coursework in police science or law enforcement is desirable.

**Licenses and Certifications:**

- Possession of a valid and appropriate California's driver's license issued by the State of California without suspension or revocation;
- Successful completion of an approved California Basic Police Academy within a time period determined by the City.

**Special Requirements:**

- Must pass a detailed background investigation.
- Emotional stability, coping skills, judgment, flexibility, and social skills.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. Traffic Investigation standards, including mobility and physical strength and stamina to respond to emergency situations and accidents; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards and frequently operate a motor vehicle. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry up to 100 pounds, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS:**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be available to work holidays, weekends and off-hours shifts including, but not limited to, 12 hour shifts on a regular basis; may be required to work extended shifts in relief or emergency situations.