

## **POLICE TRAINEE**

### **JOB SUMMARY**

This non-sworn civilian classification works under close supervision in a training capacity, to learn criminal and civil laws and police departmental procedures and policies required in law enforcement. An incumbent receives training and guidance by Police Training Staff in preparation for employment as a Police Recruit and ultimately a Police Officer; and to do other work as required.

### **CLASS CHARACTERISTICS**

Work involves preparation and training to attend a P.O.S.T. certified police academy; and to prepare incumbents to assume the responsibilities of a police officer upon completion of the academy. An incumbent must have a record free of any felony or misdemeanor involving moral turpitude and from an excessive number of citations for traffic violations. Duties may also include performing non-sworn police related tasks directly for the Police Department. Pre-Academy training progress is reviewed through the formal evaluation system of the police academy by designated academy instructors. Non-academy work performed at the department is reviewed through conference, written reports, inspections and observations of results achieved by superior officers.

### **ESSENTIAL FUNCTIONS**

**These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.**

Attends training classes and related curriculum in preparation to successfully attend a P.O.S.T. certified basic academy approved by the City to obtain formal training in police work associated with the protection of life and property.

### **MARGINAL FUNCTIONS**

May perform non-sworn work in the Police Department's jail operations, property, crime scene investigation, front desk, community relations or other department areas as assigned as follows:

Enforcing parking ordinances and issues parking citations.

Checks and marks parked vehicles suspected of being abandoned.

Inventories, impounds and stores abandoned vehicles.

Store and release property evidence.

Posts temporary signs and barricades for parades and other special events or circumstances.

Process and develop film and photos.

Assists at front desk in reception, report taking and fingerprinting.

Types reports, sends teletypes, extracts statistical information and performs filing.

Transports Police Department vehicles to servicing areas.

Maintains equipment carried in Police Department vehicles.

Maintains books, magazines and other Police library materials.

Performs related work as required.

### **QUALIFICATIONS GUIDELINES**

**A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:**

#### **Education, Training and/or Experience**

Graduation from high school, supplemented by enrollment and/or completion of college level course work in criminal justice, public administration, social science or a related field.

#### **License and/or Certificate**

Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

#### **Requisite Abilities**

Ability to qualify for and satisfactorily meet the ongoing standards of a P.O.S.T. certified basic police academy.

Ability to learn a variety of laws, policies and procedures involving law enforcement.

Ability to analyze situations quickly and objectively and to determine the proper course of action.

Ability to obtain information through interview and observation and to understand and execute oral and written instructions.

Ability to express ideas clearly and concisely, verbally and in writing, and to prepare records and reports.

Ability to develop skill in the use of firearms.

Ability to develop and maintain good public relations and effective working relationships with other employees.

Ability to cope with situations firmly, courteously, and tactfully, with respect for the rights of others.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

See attached summary of most demanding essential physical tasks and environmental factors for the class.

Police Trainees must meet the medical and general physical standards prescribed for the Police Officer job profile.

**Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.**