



Police Trainee

Summary

Perform a variety of entry level, support, and paraprofessional police services duties in a learning capacity; assist and observe Police Officers and civilian police personnel; attend the Police Academy to obtain a P.O.S.T. basic certificate.

Class Characteristics

General supervision is provided by the Police Lieutenant; responsibilities may include the indirect supervision of support staff.

This is a sub-entry level service class in which incumbents learn and gain additional qualifications in preparation for a career as peace officer. Appointment to this classification is expected to lead to development of knowledge and skill which can be applied upon successful entrance to the Police Officer class. Appointment at this level requires successful competition in the Police Officer examination and satisfaction of various educational, age, and experience requirements. Upon attainment of the appropriate certification, or upon reaching age requirements, incumbents in this class are eligible for direct appointment to the Police Officer class.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Ride with officers to observe and learn peace officer responsibilities and techniques; operate police information equipment including computer systems, teletypes, and telephones to enter and research information at the direction of an officer or police civilian.

Assist in processing, packaging, labeling, storing and destroying property and evidence; photocopy, file, index, and locate police records and related paperwork.

Clean and assist in maintenance of police officer equipment and firearms.

Perform errands for the department such as transporting information and paperwork to court and district attorney offices.

Issue bicycle licenses and assist in processing of recovered stolen bicycles.

Assist in a wide variety of other tasks in the department as assigned; provide traffic direction and control for special events.

Perform related duties as assigned.

Skills/Abilities:

Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.

Remain calm and control own emotions in tense situations.

Prepare clear and concise reports, records, and other written materials.

Understand and follow oral and written directions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Basic law enforcement terminology and concepts.

Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.

Principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Must obtain a P.O.S.T. basic certificate within one year of appointment.

Established: 03/90
Resolution #:
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Department: Police
FLSA Status: Non-exempt