

Police Officer Trainee

Salary Range

\$6026.00

(10% less than Police Officer Entry Level)

Police Officer Trainees, while at the Police Academy and who have not graduated from the Police Academy, shall be compensated at a rate of ten percent (10%) less than Step 1 of the range for Police Officer.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION:

The Police Officer Trainee is a non-sworn individual in a trainee capacity who has not completed a Basic P.O.S.T. Academy. The primary responsibility of the Trainee is to attend a P.O.S.T. certified academy to develop the minimum qualifications necessary to assume the position as an entry level, sworn Hercules Police Officer.

Additionally, incumbents in this class who have successfully completed the Basic P.O.S.T. Academy, received a Certificate of Completion, and have not reached their twenty-first birthday; may serve as a sworn Police Officer Trainee with their primary responsibility being the successful completion of the Patrol Field Training Program. Upon reaching their twenty-first birthday, incumbents may assume the duties of an entry level sworn Hercules Police Officer.

CLASS CHARACTERISTICS:

This is the training level in law enforcement, performing all duties required to effectively develop the minimum qualifications necessary to assume the role of a sworn Hercules Police Officer. Incumbents will be assigned to a P.O.S.T. certified Police Academy. This class is distinguished from uniformed civilian police-related classes by designation and the responsibilities and authorities associated with designations as a sworn peace officer under the laws of the State. It is further distinguished from Police Sergeant, which both supervises and participates in law enforcement activities.

SUPERVISION RECEIVED AND EXERCISED

While attending the Police Academy, the trainee will receive direction from Academy Staff and general supervision from the Field Training Program Sergeant or his/her designee. Upon completion of the Academy and Field Training Program receives supervision from Police Officer designated as an Officer-In-Charge, Police Sergeant, Police Commander, Police Chief, or their designees.

Essential Functions *Essential responsibilities and duties may include, but are not limited to, the following:*

As a non-sworn Trainee

Attends and successfully completes a P.O.S.T. Certified Police Academy

As a sworn Police Officer Trainee

Successful Completion of the Patrol Field Training Program

- Patrols assigned areas to ensure the security of life and property, observe situations, and deter crime by providing high visibility; notes and reports unsafe conditions
- Responds to, and investigates, unusual or suspicious activities, responds to both emergency and non-emergency calls for service

- Directs traffic, and investigates traffic accidents
- Enforce state, local, and federal laws and ordinances, issues verbal warnings and citations to violators, analyzes facts, clues and evidence and makes investigations to determine law violators
- Makes arrests, serves subpoenas and warrants, transports prisoners, and interviews suspects
- Prepares evidence and appears in court to give testimony
- Searches for stolen property and missing persons
- Gives information to the public regarding laws, ordinances, traffic safety, directions and available public services
- Operates computers, radios, and other communication equipment
- Carries and uses a firearm and other appropriate defensive weaponry
- Protects the life, property, public order and constitutional rights of all citizens. Adheres to the California Peace Officers Standards and Training Law Enforcement Code of Ethics
- Investigates juvenile and designated adult criminal activity and incidents as the assigned detective coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, overseeing collection and preservation of physical evidence
- Restores order, protects life and property, and maintains the peace at public gatherings and in conflict situations
- Prepares and documents cases, writes daily reports, completes reports and records, and prepares and maintains other logs and records
- Participates in special details and assignments, including K-9, investigations, and related activities; may serve as field training officer
- Provides emergency aid and assistance to incapacitated persons and requests additional response
- Perform related duties and responsibilities as required

QUALIFICATIONS:

Knowledge of:

- Basic law enforcement terminology and concepts
- Techniques for dealing with people of all socio-economic level under hostile and emergency situations
- Safety practices and precautions pertaining to the work
- *First aid and CPR*

Ability to:

- Observe and accurately recall places, names, descriptive characteristics and fact of incidents
- Analyze problems and situations accurately and adopt a quick, effective, and responsible course of action even in emergency or stressful situations
- Establish and maintain positive business and community relationships
- Read and understand departmental policies and rules
- Read, interpret and apply complex laws, procedures and policies
- Make rapid, sound independent judgments within legal and procedural guidelines
- Prepare clear and concise reports, records and other written materials
- Understand and follow oral and written directions
- Learn the principles, practices, procedures, laws and ordinances, terminology and operations of equipment used in law enforcement and crime prevention and investigation
- Write reports

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Atypical way to obtain the knowledge and abilities listed above would be:

Equivalent to graduation from high school. Volunteer or paid experience in a law enforcement support area and college level course work in criminology, law enforcement or police science is desirable.

OTHER REQUIREMENTS:

Applicants must:

Citizenship Requirement:

Be a United States Citizen or resident alien with application for citizenship in progress
(Proof of Citizenship to be provided by third day of work)

General Requirements:

Be a high school graduate, or GED equivalent
Be at least 20 years of age at time of appointment
Possess a valid California driver's license (at time of appointment) and a good driving record
Must be able to obtain requires P.O.S.T. certification and maintain firearms qualification

Physical Requirements:

Have normal color vision
Have vision of not less than 20/30 (corrected in each eye)
Possess satisfactory hearing capabilities
Be free of disabling physical conditions or diseases that interfere with police work
Be emotionally stable and mature
Possess strength and physical ability necessary to perform the duties of a Police Officer

WORKING CONDITIONS:

Physical Demands: Continuous sitting while driving a patrol vehicle and/or writing reports; occasional standing on uneven or wet surfaces; walking in and out doors on uneven or hilly terrain; lifting it items weighing over 100 lbs, including human bodies; continuous wearing of duty belt (approx 15 lbs); frequent bending, stooping, pulling, pushing, climbing, running, driving.

Environmental Conditions: working both indoors and out; exposure to noise and vibration, dust and fumes. Exposure to hazards associated with the duties of a police officer.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Identifying Information

Adopted:

Revised:

Unit: HPOA (Sworn)

FLSA: