

CITY OF MADERA

POLICE OFFICER TRAINEE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, attends a basic academy course of study necessary to gain Peace Officer Standards and Training (POST) approved peace officer status; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer Trainee** is a trainee class responsible for attending a basic police academy. This position is not intended as a permanent appointment, and those not appointed to the class of Police Officer after successful completion of the law enforcement academy, or appointment as a Community Services Officer, are rejected during probation. This classification is distinguished from the next higher classification of Police Officer in that the latter has successfully completed a law enforcement academy and achieved peace officer status in accordance with City and Peace Officer Standards and Training (POST).

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a police academy instructor, and as needed a Police Sergeant. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Attends a basic law enforcement academy course of study to gain POST peace officer status; learns principles, practices and theory of criminal and civil law enforcement, codified and case law and the organization purposes, policies and procedures of law enforcement departments.
- May attend an orientation on Police Department operations when not in training.
- Receives training in physical fitness techniques, firearms use and arrest control techniques to maintain a satisfactory level of fitness, proficiency and skill.
- Learns to recognize and identify physical evidence, interview victims and witnesses and proper preparation of various reports, including but not limited to, vehicle reports, crime reports, suspect information reports and missing property reports.
- May assist with non-sworn police functions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons and potential physical violence in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Officer Trainee**. A typical way of obtaining the required qualifications is to possess a high school diploma or its equivalent as determined by the Commission of Peace Officer Standards and Training. Prior experience in law enforcement and successful completion of some college course work in criminology, police sciences or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Basic principles of law enforcement, public safety and personal security.

Ability to:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; understand and follow written and oral directions, function with a significant degree of independence; learn and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.