



## **POLICE OFFICER TRAINEE**

### **DEFINITION**

To attend a Peace Officer Standards and Training (POST)-certified Basic Law Enforcement Academy and receive the academic and physical training resulting in graduation and certification required for appointment to the classification of Police Officer.

### **DISTINGUISHING CHARACTERISTICS**

This is a non-sworn classification structured for incumbents hired for the purpose of becoming a sworn police officer. Police Officer Trainees are hired into this civilian position for the period prior and during the time they are assigned to a POST-certified Basic Law Enforcement Academy. Upon successful completion of training at the academy and upon the availability of a Police Officer position, Police Officer Trainees are sworn in and appointed to the classification of Police Officer. Police Officer Trainee benefits are limited to those of a civilian employee.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from higher level supervisory or management staff and from training staff at a POST-certified Basic Law Enforcement Academy.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Attend a POST-certified Basic Law Enforcement Academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid and physical fitness.

Receive training to develop an awareness of Police Department functions, as well as the responsibilities of Police Officers and how those responsibilities relate to field operations.

Perform related duties and responsibilities as assigned.

### **QUALIFICATIONS**

#### **Ability to:**

Successfully complete a POST-Basic Law Enforcement Academy including classroom instruction, physical agility and use of firearms.

Learn proper police procedures and methods.

Observe accurately and remember names, faces, numbers, incidents and places.

Think and act quickly in emergencies and to judge situations and people accurately.

Understand and interpret laws and regulations.

Prepare clear, concise, and comprehensive written reports.

Become proficient in self-defense techniques.

Become proficient in the care and use of firearms.

Follow oral and written instructions.

Deal courteously and effectively with the general public.

**Experience and Education:**

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

**Experience:**

None required.

**Education:**

Equivalent to completion of an Associate's degree from an accredited college.

**Licenses and Certificates:**

Possession of and ability to maintain a valid California Driver's License.

Possession of a POST (Peace Officer Standards & Training) written examination certificate with a preferred T-Score of 52 or above and a passing score for the WSTB physical agility examination. Or possession of a National Testing Network Law Enforcement written examination certificate with a preferred score in the 90<sup>th</sup> percentile and a passing score for the WSTB physical agility examination.

**Necessary Special Qualifications:**

Free of any felony convictions.

Effective January 1, 2023, peace officers must be legally authorized to work in the United States under federal law. There are no specific citizenship requirements per Senate Bill 2. California Government Code Section 1031(h) limits employment authorization documents to those consistent with Section 274a.2 of Title 8 of the Code of Federal Regulations. Specific documentation requirements can be found on the [I-9, Employment Eligibility Verification](#) form issued by the [U.S. Citizenship and Immigration Services](#). Government Code section 1031(g) permits departments to adopt additional and/or higher standards.

Age not less than 21-years-old at time of appointment to the rank of police officer.

Vision in each eye, correctable to at least 20/30.

Must pass a background investigation.

Must meet all Department medical, physical and psychological standards.

**ADA Special Requirement:**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds: exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC:	4-18-16
REVISED CC:	4-3-23
FORMER TITLES:	
BARGAINING UNIT:	POLICE UNIT
FLSA:	NON-EXEMPT
PERFORMANCE APPRAISAL:	COMPLIANCE AND INSPECTION
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
REQUIRED HARASSMENT PREVENTION TRAINING:	NON-SUPERVISORY
FORM 700:	NO
JOB CODES:	4210
ABOLISHED:	