

FLSA: NON-EXEMPT

## **CITY OF CLOVERDALE**

### **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:**

This is a pre-entry level law enforcement classification in which incumbents learn and gain additional qualifications in preparation for a career as a sworn peace officer. Appointment to this classification is expected to lead to the development of knowledge, skills and abilities which can be applied upon successful appointment to the Police Officer classification.

#### **DISTINGUISHING CHARACTERISTICS:**

Upon attainment of the appropriate P.O.S.T. certification, incumbents in this class will be considered for appointment to the Police Officer classification; such appointment is expected by the completion of the probationary period. The Police Officer Trainee is distinguished from Police Officer in that the latter is the working-level class with enforcement powers requiring sworn peace officer status.

#### **SUPERVISION RECEIVED/EXERCISED:**

General direction is provided by a Police Training Officer or Police Sergeant.

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

Attends a basic POST-certified 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. Undergoes training to develop an awareness of the functions and responsibilities of Police Officers and how they relate to field operations. Academy and field training includes classroom and outdoor instruction, demonstration, testing, and practical exercises in activities such as:

- Criminal law
- Laws of search and seizure

- Laws of evidence
- Traffic laws
- Investigative techniques
- Patrol procedures
- Firearms
- Driver training
- Defensive tactics
- Police Report Writing
- First aid and CPR

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds 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. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimal qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate. Though not required, completion of some college is desirable.

**License/Certificate:**

Possession of a valid California Class C driver's license and a satisfactory driving record are initial and continued employment conditions.

**ABILITIES:** (The following are a representative sample of the Abilities necessary to perform essential duties of the position.)

**Ability to:**

- Must be eligible to register as a student at Santa Rosa Junior College without a waiver of College regulations.
- Must pass a California Department of Justice criminal records check. Non-residents must also pass an FBI criminal records check
- Must pass a medical examination.