



POLICE OFFICER TRAINEE

\$5,596.93 per month

ABOUT THE POSITION

Police Officer Trainees are those individuals who still need to complete a Basic Police Academy. The City of Cloverdale will pay those individuals hired as Police Officer Trainees while they attend the Basic Police Academy and the cost of the Academy. Upon graduation, they are sworn in and appointed as Police Officers and are assigned to the Field Training Program. For more information on the Police Officer Position, see the Police Officer job description at <https://www.cloverdale.net/532/Job-Descriptions>.

APPLICATION PROCESS

- ✦ Complete a City of Cloverdale application found by visiting the Employment page of the City's website.
- ✦ Applications will be reviewed for minimum qualifications:
 - ✦ Minimum education requirements: U.S. high school diploma, GED, or California High School Proficiency. A college education is desired.
 - ✦ 21 years of age at the time of graduation from the Police Academy
 - ✦ Valid driver's license
 - ✦ A felony conviction as an adult is disqualifying
 - ✦ U.S. citizen or currently have a citizenship application in process
 - ✦ Meet standards for visual acuity, illegal drug use, and driving history
- ✦ Applicants must meet the minimum standards outlined in the City of Cloverdale Police Officer Employment Standards.
- ✦ Applicants meeting minimum qualifications will proceed to an examination process.
- ✦ Completed POST Personal History Statement (to be submitted at the oral interview)
- ✦ Must live within a reasonable response time of the Police Department (45 minutes)

PART I – INTERVIEWS

The Appraisal Interview measures the applicant's education, training, problem-solving, interpersonal skills, community involvement/cultural awareness, and job-related qualifications. A completed Personal History Statement (PHS) must be submitted during the appraisal interview. Candidates with the highest scores will be scheduled for the Chief's Interview. Forms can be found at:

<https://post.ca.gov/forms.aspx>

PART II – BACKGROUND INVESTIGATION

- ✦ Police records check. (A felony conviction as an adult is disqualifying)
- ✦ A thorough review of illegal drug use and DMV driving record.
- ✦ Personal History Statement consists of inquiries into the following areas: Education, Employment, Financial, Legal, Military, Motor Vehicle Operation, Personal References, and Residences. For more information on the Personal History statement: <https://post.ca.gov/forms.aspx>
- ✦ Polygraph Examination
- ✦ Conditional Offer of Employment
- ✦ Psychological Examination

EMPLOYMENT OFFER

- ✦ Upon successful completion of the background investigation phase and affirmative recommendation from the City's designated psychologist and medical examiner, a formal offer of employment is made.
- ✦ Police Officer Trainees are hired into a civilian (non-sworn) position for the period they are enrolled in the Basic Police Academy (20 weeks).
- ✦ Police Officer Trainees receive retirement and health benefits in compliance with the City of Cloverdale regulations and under the Public Employee Retirement System (CalPERS). For more information: www.calpers.ca.gov.
- ✦ Police Officer Trainees receive uniforms for the Basic Police Academy
- ✦ For Trainees attending Santa Rosa College Academy, the work location is in Windsor, California, and the Trainee shall receive mileage and meal allowance as prescribed by POST.

BASIC POLICE ACADEMY

- ✦ The 20–24-week intensive academy teaches Criminal Law, Laws of Search and Seizure, Laws of Evidence, Traffic Laws, Investigative Techniques, Patrol Procedures, Firearms, Defensive Driver Training, Defensive Tactics, Police Report Writing, First Aid, and CPR. In addition to providing academic instruction and evaluation, your physical strength and agility will be tested. There are 800 total classroom hours (21-semester units). For more information regarding the police academy: Santa Rosa College: <https://pstc.santarosa.edu/police-academy-intensive>
- ✦ During the Police Academy, Police Officer trainers meet with Police Officer Trainees to monitor their progress and address any concerns.
- ✦ Police Officer Trainees are sworn in and appointed to the classification of Police Officer at the time of graduation from the Police Academy at Step 1 of the salary range of \$6,434.14 with full Police Officer benefits.
- ✦ Upon graduation, Police Officers commence a 12-month probationary period.

FIELD TRAINING PROGRAM



- ✦ Police Officers are assigned to the Field Training Program before assuming full responsibility in a solo officer assignment. Experienced Field Training Officers serve as trainers, coaches, and role models to guide officers through the learning experience. Field Training Officers provide daily coaching, guidance, and counseling.
- ✦ The primary objectives of the Field Training Program are to develop and enhance an officer's learning from the Academy within the community environment through real-life activities and to provide consistent evaluations of skills, knowledge, application, and ability to problem-solve effectively. Officers will learn to perform normal police activities, respond to calls for service, and analyze complex problems.
- ✦ The Field Training Program is 16 consecutive weeks. This includes two weeks of department orientation and training, and 14 weeks of training and evaluation, which includes one week of solo officer assessment. During the training, officers are apprised daily of their progress through verbal and written feedback and evaluations. The training program includes training in the following:
 - Firearms
 - Defensive tactics
 - Policies and procedures
 - Officer Safety
 - Ethics
 - Use of Force
 - Patrol/emergency vehicle operations
 - Community Relations and professional demeanor
 - Radio communications
 - Leadership
 - California codes and law
 - Search and Seizure
 - Report writing
 - Control of persons/prisoners/mentally ill
 - Patrol procedures
 - Investigations and evidence
 - Tactical communications and conflict
 - Traffic enforcement and investigation
 - Self-initiated activity

