

POLICE OFFICER TRAINEE

DEFINITION

To attend a Commission on Peace Officer Standards and Training (POST) approved Police Basic Recruit Academy and receive the academic and physical training required for appointment to the classification of Police Officer.

DISTINGUISHING CHARACTERISTICS

This is a trainee level classification which provides transition into the position of 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 police academy. Upon successful completion of training at an 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

Receives close supervision and evaluation on a daily basis.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Attends a basic POST certified police 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.

Receives 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.

Receives academy and field training to become a Police Officer.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

Successfully complete academy requirements.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Ability to (Continued):

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 could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to completion of the twelfth grade.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

Necessary Special Qualifications:

- Free of any felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code Para. 1031).
- Age, not less than 21 years at time of appointment.

Necessary Special Qualifications (Continued):

- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Must meet all Department medical, physical and psychological standards.

Guidelines for Hearing and Vision Screening

The following job related criteria are based upon research results adopted by the Commission on Peace Officer Standards and Training. Failure by candidates to meet these criteria, or reasonable parameters thereof, may require further examination in individual cases to determine if it is possible to achieve the necessary balance between accommodation and risks to the employee, co-workers, the agency and the public.

Hearing

A pure tone audiometry threshold test with the following criteria:

<u>Frequency</u>	<u>500 Hz</u>	<u>1000 Hz</u>	<u>2000 Hz</u>	<u>3000 Hz</u>
Each ear	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average for 4 frequencies no greater than 30 dB

Hearing aids not permitted. While hearing aids tend to improve pure tone performance, they do not appreciably improve speech understanding. Therefore, hearing aids are not considered acceptable.

Note: Only those frequencies believed to be important for speech are tested.

Vision

20/30 corrected visual acuity (both eyes).

20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses.

Passing score on Farnsworth D-15 panel (color vision test). Note: This determines either normal or abnormal red and green color vision.

Necessary Special Qualifications (Continued):

Normal visual fields. Note: This means "perimetry" which is usually measured on a horizontal plane at eye level from side to side to determine peripheral vision left and right. This is measured in degrees to left and right.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, run and safely lift and move equipment and material weighing up to 45 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: Until successful completion of a POST basic academy and assumes the position of Police Officer.

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FPPC STATUS: Non-Designated
FLSA STATUS: Non-Exempt