

POLICE ACADEMY TRAINEE

DEFINITION:

Police Academy Trainee is a non-sworn training position. Under close supervision, the Police Academy Trainee will complete a formal, comprehensive California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy training program; learn basic law enforcement legislation and principles, police procedures and techniques and do other related work as required. Upon satisfactory completion of the training and graduation from the Academy within the prescribed training period, the Academy Trainee will be sworn in as a Police Officer with full police authority.

ESSENTIAL JOB FUNCTIONS:

The following duties are essential for this position and may include, but are not limited to, the following. Attend scheduled academy training sessions; participate in physical fitness regimen as required by Academy; learn principles, practices and theory of criminal and civil law enforcement; learn basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and witness interrogation; learn to prepare various reports, including but not limited to vehicle reports, crime reports, suspect information reports, and missing persons reports; learn to respond to radio and computer messages and calls for service; learn techniques to make arrests as necessary; learn to investigate crimes, traffic collisions and suspicious activities; learn to interview victims, complainants and witnesses; learn to detain and interrogate suspects; learn to analyze situations and make decisions appropriately under stressful situations; learn to collect and preserve evidence; learn to testify and present evidence in court; learn to direct traffic, including regulation of vehicle flow at times of emergency or congestion; learn to stop drivers who are operating vehicles in violation of laws, and issue citations as necessary. May be required to work shifts, weekends, or holidays.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or G.E.D or California High School Proficiency Test. Must possess a valid California driver's license at the time of appointment. The completion of college level course work is desirable.

Special Requirements: Must be at least 21 years of age at the time of appointment; be a citizen of the United States of America or a permanent resident alien who is eligible and has applied for citizenship. Prior to appointment, candidates must successfully complete a polygraph test, psychological and medical examinations, and an extensive background investigation process.

Special Condition of Employment: Persons hired after September 3, 1988, shall refrain from smoking tobacco or using any other tobacco substance at any time, on or off duty.

Knowledge, Skills, and Abilities: Must have knowledge of the English language and the ability to communicate effectively, orally and in writing; ability to read and interpret complex technical documents; understand and carry out oral and written instructions; observe, record, and recall pertinent facts and details; adopt quick, effective and reasonable courses of action, giving due regard to surrounding hazards and

circumstances of each situation; learn and apply proper and appropriate use of force techniques; perform strenuous physical activities; establish and maintain effective working relationships; use a personal computer; attend training sessions in a punctual and dependable manner.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The following tasks must be performed while wearing the leather gear waist belt with all required equipment. Must have the ability to run at least 50 yards at maximum effort; resist combative subjects through kicking, pushing, wrestling, pulling or shoving; balance, at times in conjunction with climbing; jump, hurdle, or vault over obstacles such as walls, fences and embankments. Will occasionally move non-resistant persons or objects, doing motions such as dragging, pulling, lifting, carrying and supporting. Must be able to carry a flashlight or radio and weapon while running. Frequently required to lift and carry up to 40 pounds, and occasionally lifting and carrying up to 100 pounds without assistance. Must be able to drive an emergency vehicle at high speeds while operating and making broadcasts over a two-way radio. Vision 20/100 or better must be correctable to 20/20 with glasses or contact lenses (hard or soft). If worse than 20/100, vision must be correctable to 20/20 with soft contact lenses; must hear and understand whispered verbal communication.