



Job Description

Title:	Police Officer Trainee		Created:	Oct. 2015
Salary Level:	237		FLSA Status:	
Supervisor:	Police Sergeant	Supervises:	None	
Job Family:	None	Bargaining Unit:	Police	

JOB SUMMARY:

The Police Officer Trainee is a non-sworn position with the police department, designed for a candidate who is preparing for, or currently participating in, a California Basic Police Academy authorized and certified under the guidelines of the California Peace Officers Standards and Training (POST). The Trainee will attend Police Academy while participating in field training with the Police Department and may be assigned to work for any division with the department before or after attending the police academy, during extended breaks from the academy, and prior to being officially sworn in as a regular full time police officer with the City of Oakdale.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level classification designed to allow for the assessment, hiring, and training of suitable candidates for the position of Police Officer. The Police Officer Trainee is expected to prepare for, attend, and successfully pass at all stages a certified basic police academy program. The incumbent will serve an 18- month probation period after successful completion of a police academy. Failure to make satisfactory progress before, during, or after the Basic Police Academy may be cause for release from the program. Upon successful completion and graduation from a certified Police Academy, Trainees may be appointed to classified Police Officers, as recommended by the Chief of Police.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from the Academy Training Staff and a Police Sergeant or FTO from the Oakdale Police Department, with general supervision from the Field Operations Patrol Lieutenant. This position may also receive assignment from the Oakdale Police FTO Coordinator. Academic progress and physical achievement will be closely monitored during the training period.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend classroom activities, scenarios, physical training and other assigned duties, tasks, and assignments in the Police Academy;
- Complete all grades with satisfactory score;
- Demonstrate honor, demeanor, and self-control to the satisfaction of assigned supervisor;
- Maintain a moral, ethical, and legal standard commensurate with the law enforcement code of ethics;
- Follow instructions and directions of assigned supervisors;
- Perform related duties as assigned.

Typical assigned duties may include:

- Patrol a designated area of the city to preserve law and order; discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; assist stranded motorists;

Police Officer Trainee - Continued

- Answer calls and complaints involving automobile accidents, render first aid as required;
- Conduct a variety of criminal investigations involving persons, property, narcotics, white collar, and auto theft; gather evidence and prepare cases for prosecution;
- Identify suspects, conduct interrogations, apprehend and arrest offenders;
- Enforce traffic related laws and direct traffic;
- Collect, process, photograph evidence;
- Conduct covert, undercover investigations as assigned;
- Teach, assist, and give oral presentations;
- Assist in the performance of special investigative and crime prevention duties.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Successfully enter and pass a P.O.S.T. certified California Basic Police Academy;
- Successfully pass the prescribed and required firearms training course;
- Learn proper police procedures and methods;
- Analyze situations accurately and adopt effective courses of action; ability to observe, assimilate, remember, record and recall pertinent facts and details;
- Learn laws of arrest and local, state, federal laws;
- Learn criminal investigation, techniques, and procedures;
- Learn use and care of firearms;
- Exercise restraint and good judgement in a variety of emergency situations;
- Understand and carry out oral and written directions;
- Prepare accurate case reports; write clearly, accurately, concisely, legibly and in correct grammatical structure with correct syntax;
- Use a computer and various software applications, and the ability to type;
- Meet established standards of physical endurance, agility, health, and vision;
- Establish and maintain cooperative relationships with those contacted in the course of work.

Knowledge of:

- Research and report writing techniques;
- Methods and techniques used in customer service and public relations;
- English usage, spelling, grammar and punctuation;
- Modern office procedures, methods and equipment.

Experience and/or Education:

Although no law enforcement or public safety experience is necessary for this entry-level position, volunteer law enforcement experience is desirable. Graduation from high school or equivalent to completion of the twelfth grade is required.

Police Officer Trainee - Continued

Certificates, Licenses, Registrations:

Possession of a valid California Driver's license – minimum "Class C" – to be maintained as a condition of continued employment. Possession of an advanced first aid certificate issued by the American Red Cross must also be obtained within eighteen months of appointment. Successful completion of a certified California Basic Police Academy within the first 12 months is a condition of continued employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles, make valid identifications, use firearms, write reports; and, hear well enough to converse on the radio, telephone, and in person over incident noise, to be alert to situations of danger; and, bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods, stamina and endurance necessary in the apprehension of suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles; and, must be able to life equipment as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to chemicals and odors and occasionally works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.