



Scenic Pacifica  
Incorporated Nov. 22, 1957

## **POLICE OFFICER TRAINEE**

### **DEFINITION**

To attend a Peace Officer Standards and Training (POST)-certified Basic Law Enforcement Academy and receive the academic and physical training resulting in graduation and certification required for appointment to the classification of Police Officer.

### **DISTINGUISHING CHARACTERISTICS**

This classification is structured for incumbents hired with the purpose of becoming a sworn police officer. Police Officer Trainees are hired into this position for the period prior and during the time they are assigned to a POST-certified Basic Law Enforcement Academy. Upon successful completion of training at the academy and upon the availability of a Police Officer position, Police Officer Trainees will be sworn in and appointed to the classification of Police Officer at the beginning of the following pay period.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from higher level supervisory or management staff and from training staff at a POST-certified Basic Law Enforcement Academy.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Attend a POST-certified Basic Law Enforcement 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.

Receive 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.

Perform related duties and responsibilities as assigned.

### **QUALIFICATIONS**

#### **Ability to:**

Successfully complete a POST-Basic Law Enforcement Academy including classroom instruction, physical agility and use of firearms.

Learn proper police procedures and methods.

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, Training and Education Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

None required.

**Training and Education:**

Equivalent to completion of the twelfth grade (High diploma). Completion of 30 semester units from an accredited college or university (60 units or more is preferred).

**Licenses and Certificates:**

Possession of and ability to maintain a valid California Driver's License.

**Necessary Special Qualifications:**

- At the time of application, all applicants must show proof of passing the PELLETB test with a minimum T-Score of 50 and successful completion of the WSTB test (physical agility). These tests can be taken by visiting [www.theacademy.ca.gov](http://www.theacademy.ca.gov)  
*All testing information including practice tests can be located on the site.*
- 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.
- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Meet all regulatory requirements for becoming a Peace Officer with a California P.O.S.T agency.

**ADA Special Requirement:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds. exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC:

BARGAINING UNIT:	POLICE UNIT
FLSA:	NON-EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES