



POLICE OFFICER TRAINEE

Bargaining Unit: Unrepresented

DEFINITION

Under direct supervision, the Police Officer Trainee attends a Commission on Peace Officer Standards and Training (P.O.S.T) approved Police Basic Recruit Academy and successfully completes the academic and physical training required for appointment to the classification of Police Officer Recruit II.

CLASS CHARACTERISTICS

This is a trainee-level classification which provides transition into the position of Police Officer. Incumbents are hired into this civilian position for the period prior and/or during the time they are assigned to a P.O.S.T certified police academy. Upon successful completion of training at an academy and upon the availability of a Police Officer Recruit II position, incumbents are sworn in and appointed to the classification of Police Officer Recruit II.

EXAMPLES OF DUTIES (*illustrative only*)

- Participate in a P.O.S.T 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.
- Learns proper handling and firing of firearms, report writing and emergency vehicle operation.
- Develops an understanding and working knowledge of the California Penal, Vehicle, Health and Safety Codes.
- Develops an understanding of proper evidence collection and preservation methods.

QUALIFICATIONS

Knowledge Of:

- Basic law enforcement terminology, methods and techniques for dealing with people under hostile and emergency situations.
- English usage, grammar, spelling, vocabulary, and punctuation;

- Use and basic capabilities of computerized record and information systems; and
- Safe work methods and safety regulations.

Ability To:

- Successfully complete all academy requirements.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Make rapid, sound independent judgements within legal and procedural guidelines.
- Remain calm and control emotions in tense situations.
- Prepare clear, concise, and comprehensive written reports and other written material.
- Understand and following oral and written direction, to include interpreting and applying complex laws, procedures and policies.
- Utilize both written and oral communication.
- Become proficient in self-defense techniques.
- Become proficient in the care and use of firearms.
- Become proficient in basic law enforcement terminology and concepts.
- Deal courteously and effectively with people of all diverse, cultural, and socio-economic levels under hostile and emergency situations.
- Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Licenses and Certificates:

Possession of a valid California Class C Driver’s License with a satisfactory driving record.

Possession of P.O.S.T “T-Score” of at least 48 points or a National Testing Network (NTN) score of 70% reading, 70% writing, and 65% video OR possession of a letter from a P.O.S.T. academy representative stating you are in good-standing and currently enrolled in the academy. Enrollment verification must be on official academy letterhead and clearly state dates of enrollment.

Education and Experience:

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

High school diploma, GED, or equivalent.

Other Requirements:

Must pass a background investigation which meets the P.O.S.T.-mandated guidelines for Peace Officer Applicants.

Must be at least 20.5 years of age at appointment.

Must be in good physical condition and possess physical strength and agility to effectively perform the duties of the position.

Must meet all Department medical, physical and psychological standards.

Must have 20/30 corrected visual acuity (both eyes) or 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses.

In accordance with Government Code Section 1031 and 1031.5, to be appointed as a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted work spaces; and heights more than five stories above ground level.

Travel: Positions in this class may require local and statewide travel as necessary.