

# POLICE OFFICER TRAINEE

\$24.40 / Hourly  
Fully Benefited



## **DEFINITION**

The Police Officer Trainee is a non-sworn, full-time, benefited position within the police department. The incumbent in this position is preparing for, or currently participating in, a full-time California Basic Police Academy authorized and certified under the guidelines of the California Peace Officers Standards and Training (P.O.S.T.).

## **SUPERVISION RECEIVED AND EXERCISED**

A Field Training Officer (FTO) from the Angels Camp Police Department's field training staff supervises this position with general supervision provided by the Chief of Police. The Police Officer Trainee may be assigned to work for any division within the department before or after attending the police academy, or during extended breaks from the academy, and prior to being officially sworn-in as a regular full-time police officer with the City of Angels Camp.

## **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 P.O.S.T. certified Basic Police Academy program selected by the Department. This is a non-represented position. Failure to make satisfactory progress before, during, or after the Basic Police Academy may be cause for release from the program. Duties and responsibilities are to be performed in accordance with municipal codes, ordinances, City policy, and related regulating entities. Upon successful completion of the Basic Police Academy program, the incumbent may be appointed to the Police Officer I position and will serve a 12-month probationary period.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attain and maintain the ability to successfully enter and complete a POST certified California police academy.
- Attend classroom activities, scenarios, physical training and other assigned duties, tasks and assignments in the Police Academy.
- Complete all graded work with a satisfactory score.
- Maintain honor, demeanor and self-control to the satisfaction of the Recruit Training Officer (RTO) and assigned Angels Camp FTO

- Maintain a moral, ethical, and legal standard commensurate with the Law Enforcement Code of Ethics.
- Successfully pass the prescribed and required firearms training course.
- Follow instructions and directions of assigned supervisors, complete tasks correctly and in a timely manner.
- Directs traffic, including regulation of traffic flow at times of emergency or congestion.
- Prepares reports.
- Give information and directions to the general public.
- Assist in assigned projects such as licensing of business, building maintenance, issuance of permits and other tasks as assigned.
- Cooperate with other law enforcement agencies.
- Confer with supervisor on progress and problems concerning assigned duties and tasks.
- Other duties appropriate for the non-sworn position.

**ABILITY TO:**

- Demonstrate an ability to learn and implement 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 pertinent local, state, and federal laws.
- Learn criminal investigations techniques and procedures.
- Learn the safe use and care of firearms.
- Exercise restraint and good judgment 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 and with correct syntax.
- Use a computer and various software applications.
- Meet established standards of physical endurance, agility, health, and vision.
- Establish and maintain cooperative relationships with those contacted in the course of work

## **EXPERIENCE**

Although no law enforcement or public safety experience is necessary for this entry-level position, the candidate must demonstrate the life-experience and common sense necessary to achieve a satisfactory score from assessors on the initial interview panel.

## **MINIMUM QUALIFICATIONS**

### **AGE:**

21 years of age at time of appointment as a Police Officer.

### **CITIZENSHIP:**

Pursuant to California Government Code 1031 (a): Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

Proof of citizenship requirement is copy of an official United States issued birth certificate or official United States naturalization documentation.

### **EDUCATION:**

Be a high school graduate from a United States public school, an accredited United States Department of Defense high school or an accredited or approved public or nonpublic high school.

Or pass the General Education Development Test indicating high school graduation level.

Or pass the California High School Proficiency Examination.

Proof of education is a copy of one of the following: A high school diploma, a college degree, a high school transcript, a college transcript or, if applicable, GED or Proficiency Exam certificates.

### **DRIVERS LICENSE:**

Possession of a valid California Driver's license – to be maintained as a condition of continued employment. Current copy must be provided.

## **PHYSICAL REQUIREMENTS**

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 lift equipment as necessary.