



## POLICE SERVICES OFFICER TRAINEE

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	55	07/01/2017	Classified	1 of 2

### DEFINITION

To perform a variety of non-sworn law enforcement duties. To attend a certified Peace Officer Standards and Training (P.O.S.T) police academy. Upon successful completion of the academy, trainees shall be appointed to probationary status as a Police Services Officer. Trainees who do not successfully complete the required police academy training may be terminated.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive training and direction from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Attends P.O.S.T. Certified basic academy, participating in and passing all required classes.
- Develops awareness and understanding of the functions and responsibilities of Police Officers.
- Participates in Academy training activities, which may include: including proper handling and firing of firearms, review of radio codes and applicable Penal Code sections, overview of the court system, writing and editing police reports, observing law enforcement activities such as maintenance of order, crime prevention and protection of citizens and property, review of rules, regulations and procedures, developing and maintaining a high level of physical fitness, learning and demonstrating competence in arrest and control technique and other California P.O.S.T. required subjects.
- Perform other non-sworn duties for the District Police Services Department, such as parking control, security, dispatching, dispatch and office duties.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Effective communication skills.
- Basic mathematics principles.

Skill/Ability to:

- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time and operating assigned equipment and vehicles.



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- Effectively deal with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic and natural and man-made disasters.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating assigned equipment and vehicles.
- Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action and demonstrate intellectual capabilities during training and testing processes.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- No experience required.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver’s license.

**OTHER REQUIREMENTS**

- Minimum age of 21 at time of appointment.
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

Adopted: 07/01/17