

POLICE SERVICES OFFICER (TRAINEE)

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Security/Safety	PEU Local 1	55	10/31/02	Classified	1 of 2

DEFINITION: Under direct supervision, incumbents perform a variety of non-sworn law enforcement duties, attend a formalized Peace Officer Standards and Training (P.O.S.T.) certified police academy in preparation for employment as a Police Services Officer and perform related work as required. Upon successful completion of the police academy, trainees will be appointed to probationary status as a Police Services Officer. The probationary period for the position of Police Services Officer is twelve (12) months. Those candidates who successfully complete the probation period will be appointed to regular status. Assignment to this classification is temporary. Incumbents who do not successfully complete the required Police Academy training will be terminated.

DISTINGUISHING CHARACTERISTICS: The Police Services Officer (Trainee) is a training classification for prospective non-P.O.S.T. certified Police Services Officers. Incumbents attend the Police Academy full-time during this initial training phase, during which time they take the necessary courses of instruction and examinations to become P.O.S.T. certified. During hours and days when they are not in training, incumbents may perform non-sworn duties within the District Police Services Department. In contrast, a Police Service Officer is a fully sworn P.O.S.T. certified peace officer.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Attends P.O.S.T. Certified basic academy, participating in and passing all required classes.
- During training develops awareness and understanding of the functions and responsibilities of Police Officers.
- Academy training may include:
 - Instruction on 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 high level of physical fitness,
 - Learning and demonstrating competence in arrest and control technique
 - Other California P.O.S.T. required subjects
- When not participating in academy training, may perform other non-sworn duties for the District Police Services Department such as parking control, security, dispatching, dispatch and office duties.

MINIMUM QUALIFICATIONS:

Knowledge Of: English usage, spelling, grammar and punctuation; basic mathematics principles.

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; effectively deal with personal danger which may



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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.

Education/Training: Graduation from high school or possession of a General Educational Development (G.E.D.) certificate.

Experience: None required.

License/Certification: Possession and maintenance of a valid Class C California Driver’s License and satisfactory driving record.

Special Requirements: Must be at least 21 years of age at time of appointment as a Police Services Officer (Trainee). Must be a U.S. citizen, permanent resident alien or have applied for citizenship at least one year prior to the time of appointment. Must pass a set of rigorous physical and psychological tests, and an extensive background check. Applicants must have no felony or moral turpitude convictions on their criminal records, and no misdemeanor convictions during the last five years. As a condition of employment as a trainee, incumbents agree to reimburse the District for the direct costs related to their training (except for salary and benefits) if they are promoted to Police Services Officer and subsequently voluntarily resign from the District within 36 months and accept another sworn police officer position with another agency within 180 days of resignation.

Actions: Adopted by the Governing Board on 10/30/02.