

POLICE TRAINEE

DEFINITION

Under close supervision to learn to perform responsible law enforcement and crime prevention work; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is beginning level law enforcement work for the purpose of training to become a sworn police officer.

EXAMPLE OF DUTIES

Participates in assigned in-service training and formal academic programs of instruction designed to qualify the incumbent for certification as a police officer; assists in the performance of a wide variety of assigned law enforcement duties in a learning capacity; may accompany police officers and assist in investigating incidents and crimes, completing written police reports, directing traffic, and maintaining records; learns to operate two-way radios, switchboards, and other communications equipment to receive and transmit messages, and dispatch police and emergency personnel; learns to gather and preserve evidence, take fingerprints, and complete related reports; develops skill and proficiency in use and care of firearms; and learns Federal, State, and local law enforcement laws, rules, and regulations.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Ability to meet the requirements to qualify for certification as a police officer and demonstrated interest and aptitude in a career in law enforcement.

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EMPLOYMENT STANDARDS

Ability to:

- Learn applicable laws, and modern law enforcement methods and procedures including patrol, crime prevention, and traffic control.
- Learn to perform a wide range of law enforcement assignments.
- Demonstrate keen abilities of observation and memory.
- Think clearly and act quickly in emergency situations.
- Understand and carry out oral and written directions.
- Learn to prepare accurate incident and case reports.
- Learn to use and care for firearms and other police equipment.
- Meet established standards of physical endurance, agility, health, and vision.
- Effectively represent the law enforcement functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

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

Education: Graduation from high school or G.E.D. is desirable.

August 1992