



## **POLICE OFFICER TRAINEE**

### **DEFINITION**

Under immediate supervision, actively participates in the Commission on Peace Officer Standards and Training (POST) prescribed police training academy; performs all related learning and testing activities in preparation for the Police Officer classification; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the non-sworn, entry-level classification in the Police Officer class series responsible for learning and becoming proficient in the understanding of law enforcement tasks, policies, procedures, and standards. Upon successful completion of the police academy training program, incumbents may be appointed to the sworn classification of Police Officer.

This class is distinguished from the Police Officer classification in that the latter is the sworn, journey-level class in the series that has responsibility for preserving public peace, protection of life and property, prevention of crime; and enforcement of all laws.

### **ESSENTIAL DUTIES**

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

- Attends the police academy and actively participates in all studies, assignments, and tasks.
- Completes all required assignments, tests, and follows all instructions relative to the academy curriculum and behavior.
- Develops proficiency in criminal law, arrest and control techniques, use of firearms report writing, vehicle operation, first aid and CPR, narcotics identification, crowd control, court room demeanor, public relations, patrol procedures, physical conditioning and training, and any other subjects included in the academy.
- May perform other administrative assignments.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Comprehend, retain, interpret, and apply information learned in a classroom setting.
- Read and understand laws, ordinances, rules, regulations, and procedures.
- Understand and carry out oral and written directions.
- Maintain accurate records and prepare clear reports and other written materials.
- Recognize dangerous situations and make sound, independent decisions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience**

Equivalent to graduation from high school, supplemented by 30 college-level semester units from a regionally accredited educational institution in criminal justice, police science, business or public administration, or a closely related field prior to entering the police academy.

**Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform heavy to very heavy physical work while wearing personal protective equipment; the ability to operate a motor vehicle to respond to calls for emergency service; vision to read printed material, view gauges, and view a computer screen; hearing to distinguish various sounds and radio communications; speech to communicate in person, over the telephone or radio, and project voice when necessary; strength, stamina, and mobility to traverse uneven terrain, including climbing and descending ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials, objects, and individuals more than 100 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and frequently may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to emergency situations, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITIONS**

Must be 21 years of age at time of academy graduation. Must be a United States citizen or have the current legal right work in the United States. Incumbents must pass a thorough background investigation.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	November 2021
Revised	
FLSA	Non-Exempt
Salary Schedule	RPOA/Range NSP7