

POLICE OFFICER TRAINEE

DEFINITION

Under general supervision, performs a variety of non-sworn/civilian duties in support of police operations and activities and functions as an investigator; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a limited term class. Incumbents of this class are in a trainee status, attend a Police Academy as directed and must be qualified for promotion to the Police Officer level within six (6) months from commencing the Academy Program or be terminated.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Drives through the City and is available to assist motorists or citizens in need of non-safety law enforcement related services; provides visibility in the community; writes citations, as directed, for violations of Vehicle Code and City Ordinance sections; follows up on bicycle citations; authorizes the impound of vehicles for violations.
2. Makes presentations on crime prevention, public safety and similar topics to a variety of neighborhood and civic groups and school audiences; analyzes the crime patterns and designs programs around current community issues; designs brochures, pamphlets and materials for general distribution to residents concerning safety and crime prevention techniques; participates in community event and awareness programs; publicizes community services and resources.
3. Takes reports of crimes and accidents from witnesses, victims and other involved parties; conducts searches for owners of found property; assists with the collection and preservation of evidentiary material at a crime scene or in conjunction with follow-up interviews with victims, witnesses or other sources having information; makes referrals to community resources.
4. Interacts with citizens interested in participating in volunteer programs, community efforts to improve their safety, identification programs for children and personal property, learning more about personal safety precautions, becoming a community resource for problem identification within the community.
5. Oversees the Reserve Community Services Officers; accepts applications and interviews and reviews the backgrounds of applicants; selects and hires into the program; trains and coordinates assignments; deals with employee problems and concerns; issues uniforms and maintains records.
6. Performs central reception duties; assists in Records Unit and with public counter traffic, signs off vehicle equipment correction citations; acts as courier in the delivery of materials, supplies and equipment as directed; explains the operations of the department and provides tours of the facility.

7. Investigates assigned cases (e.g. check/credit card fraud); interviews victims, witnesses and suspects; researches and collects evidence; prepares narrative reports; requests for warrants and other written materials.
8. Books, searches and photographs prisoners; receives and stores property and evidence; testifies in court on matters relating to chain of evidence; takes and processes photographs; may collect and transport evidence specimens from prisoners.
9. Researches files/documents and prepares displays needed by officers or attorneys for court appearances; may prepare reports in support of administrative projects.

EMPLOYMENT STANDARDS

Education and/or Experience

Any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Public speaking and public contact techniques; data collection and report writing techniques; a variety of office equipment.

Ability to:

Learn and apply department policies, procedures and regulations; perform civilian patrol duty; write clear, concise and accurate reports; analyze situations and take quick, effective and reasonable action; follow verbal and written directions; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively, both verbally and in writing; make public presentations.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.
Candidates will be required to pass a police background investigation.

Physical Demands

Strength, stamina, coordination and balance to walk long distances some of which may be on uneven or slippery surfaces, bend and reach to retrieve objects. Dexterity and coordination to handle files; occasional lifting of objects weighing up to 25 lbs. such as, files, stacks of paper, reference and other materials; moving from place to place within an office or at crime scenes; some reaching for items above and below desk level. Carry equipment and supplies; vision to see details in low lights; manual dexterity to write legibly.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Periodic contact with angry and upset individuals. Temperature fluctuations due to seasonal extremes and working inside and outdoors. Independent travel throughout the area is required.

Date Adopted: August 6, 1996