

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	POLICE OFFICER TRAINEE
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	TEMPORARY
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

The Police Officer Trainee position is a temporary position designed for the training of civilians in the field of police services. Trainees are hired by the City with the intent that they are to complete a California Peace Officer Standards and Training (POST) accredited police academy for basic training. Upon successful completion of the academy training, the trainee will be reassigned as a police officer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Police Sergeants and general supervision from Police Administrators.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Reliable and dependable attendance and punctuality.
- Successful completion of academy training, field training and other assigned training.
- Book, search, release, care for and feed inmates; conduct jail security checks.
- Respond to questions from the public regarding law enforcement activities.
- Respond to, investigate and document a variety of criminal, non-criminal, and traffic related incidents, not requiring a sworn officer.
- Prepare and complete a variety of investigative and incident reports; assist with telephone and public counter inquiries.
- Assist with the cleaning and maintenance of police facilities
- Assist with dispatch duties including, but not limited to, receiving emergency and non-emergency calls from the public requesting police, fire, or other related services; determine nature and location of emergency; determine priority and dispatch emergency units as necessary and in accordance with established procedures; provide emergency medical pre-arrival instructions; coordinate emergency calls and relaying information and assistance requests involving other law enforcement agencies.
- Perform a variety of administrative support and data entry duties.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **EXAMPLES OF OTHER RELATED DUTIES**

- Assist with special events; direct traffic.
- Assist with Animal Control operations, including feeding and maintenance of animals.
- Coordinate and provide various public education presentations; develop outreach materials.

## **Knowledge of:**

- Legal statutes related to police work.
- Police tactics, procedures and policies.
- Principles and practices of law enforcement organization, methods and techniques.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- The appropriate use of force.
- Standard broadcasting procedures of a police radio system.
- Pertinent local, State, and federal rules, regulations, codes and laws.
- Principles and practices of good customer service.
- Principles and practices of safety management.
- Modern office procedures, methods and computer equipment.
- Basic principles of business letter writing and report preparation, including English usage, spelling, punctuation, and grammar.
- Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

## **Ability to:**

- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.
- Remain calm and focused during emergency situations.
- Competently use self-defense tactics and weaponry.
- Comprehend and apply complex laws and policies and procedures.
- Communicate clearly and concisely, both, orally and in writing.
- Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Maintain a physical condition and endurance equal to the needs of this position. This includes a full range of motion and physical abilities, including running, lifting, carrying, driving, armed and unarmed combat, etc.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wear utility belt and other police equipment of thirty (30) pounds; and intermittently carry weight of seventy-five (75) pounds or less.
- Establish and maintain a high level of integrity and trust.
- Work rotating shift assignments.

- Perform sworn law enforcement duties in actual law enforcement and crime prevention activities.
- Interpret and apply City law enforcement policies and procedures including Police Department General Orders and related State and federal laws.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.
- Express himself/herself in English in a clear, distinct, and understandable manner when speaking to individuals , to people of different socio-economic levels; before various public and community groups, and when testifying in court.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Must obtain a T-score of 50 or higher on the Peace Officer Standards and Training (POST) POST Entry Level Law Enforcement Test Battery (PELLETB).

10/17