

POLICE TRAINEE

DEFINITION

The Police Trainee is a non-sworn position. The incumbent will remain a Police Trainee during training at the police academy. Upon graduation from the training academy, completion of the probationary period and with approval of the Chief of Police, the Police Trainee will be placed in the classification of Police Officer.

DISTINGUISHING CHARACTERISTICS

A Police Trainee receives training in law enforcement and police methodology through a P.O.S.T. certified police academy to prepare for promotion to the classification of Police Officer. A Police Trainee is placed on a six-month probationary period during which they will attend the police academy.

A Police Officer must have successfully completed the Basic Course at a P.O.S.T. certified police academy; carries a firearm; patrols the college campus; apprehends and arrests lawbreakers; investigates unsafe and hazardous conditions; provides first aid; responds to requests for assistance and reports of crime; investigates incidents and prepares appropriate reports. A Police Officer is placed on a twelve-month probationary period.

Upon successful completion of a P.O.S.T. certified police academy and the six month probationary period, the Police Trainee will be appointed to the class of Police Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from P.O.S.T. certified academy training staff while attending the police academy. The Police Trainee is also under the supervision of the Chief of Police and Police Captain.

No supervision is exercised over other police positions.

EXAMPLES OF DUTIES

Receives instruction at a police academy in:

Federal and State law and criminal procedure.

Proper patrol procedures and routines to discourage and apprehend lawbreakers.

How to ascertain and record relative facts available at crime scenes including effective interviewing techniques of victims, witnesses and suspects.

Report writing and preparation of reports used by law enforcement.

Arrest and weaponless defense techniques.

Firearms training.

Emergency first aid.

Performs related duties as assigned.

QUALIFICATIONS

Ability to:

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn District and campus rules and regulations regarding, safety and conduct.

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interrogate suspects and interview complainants and witnesses.

Respond quickly and effectively in emergency situations, analyze and determine an effective course of action.

Perform duties under various working conditions depending on shift rotation including weekends.

Establish and maintain effective working interaction in a diverse multi-cultural and multi-ethnic educational environment.

Objectively evaluate the proper police procedure to take in enforcement of the law utilizing precaution and restraint.

Remain calm and maintain order in emergency and threatening situations.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from high school or the equivalent.

Medical/Psychological Standards:

All incumbents must pass a pre-placement medical examination and a psychological evaluation.

Hearing: Acceptable to District medical standards.

Vision: Acceptable to District medical standards, including correct color vision.

Weight: Weight in proportion to height according to medical standards.

Special Qualifications:

Must possess a valid California driver's license by date of hire.

Must be a United States Citizen or a permanent resident alien who is eligible, and has applied for, citizenship.