# CITY OF LOS BANOS
# Job Description

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| **POSITION TITLE** | POLICE OFFICER TRAINEE |
| **DEPARTMENT** | POLICE |
| **EMPLOYMENT CATEGORY** | TEMPORARY |
| **EMPLOYMENT LEVEL** | 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 twenty and six months (20.5) 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 45 or higher on the Peace Officer Standards and Training (POST) POST Entry Level Law Enforcement Test Battery (PELLETB) or possession of at least an Associate’s Degree from an accredited college or university.

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