

CITY OF LATHROP
POLICE OFFICER TRAINEE (NON-SWORN)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) police academy training program; performs related learning and testing activities; performs a variety of routine to complex field and administrative activities in support of police services and programs for the City's Police Department; provides comprehensive non-sworn staff support to Police Department personnel on a wide variety of law enforcement programs, projects, and services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer Trainee (Non-Sworn)** is the non-sworn, trainee-level class in the Police Officer series in which incumbents remain in probationary status and are expected to learn law enforcement techniques and practices as well as City systems, operations, practices, policies, and procedures, and to perform non-sworn police support duties while completing the mandated peace officer academy to obtain Basic P.O.S.T. certification.

Upon successful graduation from the academy, and final review by the Police Chief, incumbents may be appointed to the position of a sworn probationary Police Officer. Employment in the Police Officer Trainee classification is contingent upon maintaining enrollment in a P.O.S.T.-approved academy for which he/she is enrolled. Incumbents who fail to maintain enrollment in a P.O.S.T.-approved academy for any reason will be released from employment without cause and without the right of appeal.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from higher-level sworn personnel. Does not exercise supervision over staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Attends and successfully completes the P.O.S.T. Basic Academy approved by the City of Lathrop.
- Learns and applies knowledge of the City of Lathrop Police Department's organization, rules, and regulations.

- Learns principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learns and applies knowledge of enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learns principles and techniques of proper use and maintenance of firearms.
- Learns vehicle operation, including Vehicle Code.
- Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learns and practices physical fitness and defense techniques programs.
- Perform other related duties and responsibilities as assigned.

QUALIFICATIONS: *(The following are minimum qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from high school or equivalent and enrollment in a Peace Officer Standards and Training (P.O.S.T.) certified Police Academy. Specialized training or college-level coursework in law enforcement, criminal justice or related field is highly desirable.

License/Certificate:

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of, or ability to obtain, a valid CPR certification.

Additional Requirements:

Ability to satisfy selection standards for peace officers in California as set forth in Government Code Sections 1029 and 1031 and by the City of Lathrop. Government Code 1031 does not preclude the City of Lathrop from adopting additional or higher selection standards, including age.

KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic function, principles, and practices of law enforcement agencies; basic principles of record keeping; techniques for providing a high level of customer service; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

Ability to:

Learn, understand, and interpret laws; prepare accurate and grammatically correct written reports; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others; possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as

telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Environmental Conditions

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

Working Conditions

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.