

POLICE OFFICER TRAINEE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

A temporary limited term position to more than 9 consecutive months while receiving accredited academy or Suisun City Police Department training. Under direct supervision, attends a basic Peace Officer Standards and Training (POST) certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties. This position requires a thorough background investigation, voice stress analysis examination, psychological assessment, and a medical exam prior to appointment.

IDENTIFYING CHARACTERISTICS

This is the non-sworn, entry-level class in the Police Officer series. Incumbents in this classification receive training in a controlled classroom environment. Advancement to the sworn Police Officer level is based on meeting minimum qualification standards, satisfactory performance in the academy and availability of police officer positions within the City.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Attend and complete a basic POST certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties.
2. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

- Learn various CA laws, police procedures, law enforcement techniques, and first aid.
- Study, read, interpret, and apply police concepts.
- Analyze various situations and problems and take appropriate action.
- Effectively perform work in stressful situations.
- Undergo strenuous physical conditioning.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

CITY OF SUISUN CITY
Police Officer Trainee (*Continued*)

Education/Training:

Equivalent to graduation from an accredited U.S. high school; passing score on the General Education Development (GED) test; or possession of a two-year, four-year, or advanced degree from an accredited college or university. College course work in police science, criminal justice, or a related field is desirable.

Experience:

Not required but desired.

License or Certificate:

Possession of a valid California Class C driver license with an acceptable driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Special Requirements:

- Must be 21 years of age as of the date of hire.
- Must be a United States citizen or meet citizenship requirements.
- Must be of good moral character with no felony convictions.
- Must be lawfully able to possess a firearm.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: High-stress police training academy environment; indoor classrooms and outdoor physical agility course; exposure to noise, smoke, and fumes.

Physical: Physical health, strength, stature and agility to meet physical demands of police work as determined by an agility test and a pre-employment physical exam.

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

Hearing: Hear in the normal range.