

City of Grass Valley
JOB DESCRIPTION



POLICE OFFICER TRAINEE

Department: Police

FSLA Status: Non-Exempt

Reports To: Police FTO or Police Sergeant

Unit: 6, Full-time Position

SUMMARY OF JOB PURPOSE

Under close supervision, the Police Officer Trainee attends a Police Officer Standards and Training (P.O.S.T.) certified police academy, participating in and passing all required classes for a period of approximately 18-22 weeks. Upon successful completion of the academy, the trainee may be offered a position as a probationary Police Officer I.

DISTINGUISHING CHARACTERISTICS

The Police Officer Trainee is a non-sworn position and is a position that exists during the trainee's assignment to the Basic P.O.S.T. Academy.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant or duty assigned Corporal or Field Training Officer (FTO).

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The following duties are typical for this classification. Incumbents may not perform all 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.

Depending upon assignment, duties may include, but are not limited to the following:

- Attends P.O.S.T. certified basic academy, participating in and passing all required classes.
- During training develops awareness and understanding of the functions and responsibilities of Police Officers.
- Academy training may include: Instruction on proper handling and firing of firearms; review of radio codes and applicable Penal Code sections; overview of the court system; writing and editing police reports; observing law enforcement activities such as maintenance of order, crime prevention, and protection of citizens and property; review of rules, regulations, and procedures; developing and maintaining high level of physical fitness; and, learning and demonstrating competence in arrest and control technique. Perform related duties and responsibilities as required.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent.

It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of

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QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential functions satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

Knowledge of:

English usage, spelling, grammar and punctuation sufficient to complete a P.O.S.T Law Enforcement academy.

Ability to:

- Prepare for and perform sufficiently on all academy tests and activities
- Maintain physical condition to perform essential tasks as specified by a P.O.S.T. academy.
- Communicate clearly and concisely, both orally and in writing, as required by a P.O.S.T. academy
- Appear on time for all academy classes and functions
- Follow directions of the academy staff
- Understand and follow academy rules and procedures
- Accept constructive criticism from academy staff and respond to training
- Establish and maintain cooperative relationships with other recruits in the academy

EXPERIENCE, EDUCATION, and LICENSE

- **Education:** At date of application, a Police Officer Trainee must be a high school graduate or possess a GED equivalent. College level coursework or other specialized training in criminal justice, police science, psychology, public administration, or related field is highly desirable.
- **License(s):** Responding to the academy and other locations as determined by academy staff is required. This will require the operation of a personal or City vehicle. As such, a valid California driver's license and an acceptable driving record are required.

ADDITIONAL REQUIREMENTS

- Legally authorized under federal law to work in the United States.

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JOB DESCRIPTION



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- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.
- Criminal record must be free from conviction of any felony or misdemeanor involving moral turpitude or domestic violence, and from an excessive number of citations for traffic violations. Background history should indicate responsibility, dependability, honesty, integrity, acceptable communication skills, good judgment, and the ability to relate well to others.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to

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operate and use specialized law enforcement tools and equipment including guns and handcuffs.

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

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

RESIDENCY REQUIREMENT

Must be a U.S. citizen, permanent resident alien or have applied for citizenship. Upon academy completion, sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

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