



JOB TITLE: POLICE OFFICER TRAINEE

Classification: Classified
Salary Range: See Below

Retirement Type: PERS*
Revised and Board Approved: November 20, 2017

BASIC FUNCTION:

Under Supervision, receives academy and on-the-job training in law enforcement and police methodology in preparation for eligibility to qualify for College Police Officer.

DISTINGUISHING CHARACTERISTICS:

The College Police Officer Trainee is an entry-level class for candidates seeking a police officer position. A trainee will attend and must successfully complete training at a District approved P.O.S.T. basic police academy; receive on-the-job training in patrol procedures, investigation, arrest, search and seizure. Assignment to this class is limited to the duration of the Police Academy training period.

REPRESENTATIVE DUTIES:

Receives instruction, Police Academy Training, and on-the-job training in:

- Patrol procedures and routines
- Arrest, search and seizure as applied to college police operations
- Police operations including the collection of evidence, interview and interrogation of witnesses, follow-up and case preparation
- Preparation of police reports
- Traffic procedures and control
- Report writing

Upon successful completion of a P.O.S.T. basic police-training academy:

- Observes and assists the College Police Officer in the performance of various patrol procedures and techniques; attends training courses as assigned.
- Independently, and on an assigned shift, patrols the college campus on foot or by vehicle to protect college personnel, students and property; performs related duties.
- Upon successful completion of a P.O.S.T. certified training academy, the Police Officer Trainee is reclassified to Campus Police Officer and placed at Step A of the Police Officer salary schedule.
- Twelve-month probationary period commences with assignment as a Campus Police Officer.

SUPERVISION:

Immediate supervision is received from the College Police Sergeant or College Police Chief. Work instructions received from the College Police Officer during his/her training period.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Possess a valid Class "C" California Driver's license

High school diploma or G.E.D.

A U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing

Have reached your 21st birthday at time of application

Successfully complete a P.O.S.T. Certified Basic Police Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic certificate

Successfully pass a written examination, oral interviews, physical agility test, an in-depth background investigation; psychological, polygraph and medical examinations

Completion of sixty (60) college units or possession of an Associate's degree is highly desirable.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

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

Learn law and ordinances relating to theft, burglary, arson, malicious mischief and trespassing

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

Learn to write clear and concise reports

Learn to interview suspects, complainants and witnesses

Abilities/Skills:

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

Interpret and follow oral and written instructions

Respond quickly and effectively in emergency situations

Analyze situation and adopt an effective course of action

Perform duties under scheduled working conditions

Accept directions from others willingly

Use restraint in enforcement

PERSONAL CHARACTERISTICS:

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

PHYSICAL REQUIREMENTS:

Applicants must satisfactorily complete an in-depth medical examination. Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

VISION: At least 20/100 in each eye without correction, correctable to 20/40 in each eye.

COLOR VISION: Anything other than minor hue impairment is disqualifying.

HEARING: No greater than 25 dB loss in the better ear as average over the test frequencies of 500, 100, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant's qualifications will be determined by a Medical Doctor.

TRAINING:

The training program consists of academy coursework, on-the-job training exercise, and a review by the College Police Chief. Successful completion of the basic police training Academy is a requirement to be eligible for promotion to the position of Police Officer. Failure to maintain satisfactory progress during the training program or to satisfy the District or P.O.S.T. requirements for promotion to College Police Officer will end a candidate's eligibility for participation in the program and employment with the District.

SALARY PLACEMENT:

A person hired as Police Trainee shall be paid a salary rate 10% below Step A of the Police Officer salary schedule. The Police Trainee shall be paid his salary from the first date of employment through the successful completion and graduation from a P.O.S.T. certified Police Academy.

WORKING CONDITIONS:

- Sit in patrol car for long periods of time.
- Walk/move to various locations on campus.
- Run, jump, crawl, climb, bend, reach, and stoop to perform duties.
- Lift and drag 165 pounds.
- May be requested to work overtime for special events.
- Use of weapons.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.