



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	Q36
Last Revision:	December 1998

POLICE OFFICER TRAINEE

DEFINITION

This is a non-sworn, training-level classification in the City's police service. Incumbents are hired from entry-level eligible lists and sent to a basic police academy for training. During training, incumbents do not have police powers and are subject to the rules and regulations of the City of Hollister, Hollister Police Department, and the police academy attended. Trainees will be exposed to a variety of non-enforcement duties in law enforcement. Promotion to a sworn Police Officer position is contingent upon successful completion of the basic academy and the final review of the Police Chief. Upon promotion to Police Officer, incumbents will begin a one-year probation as a regular status employee.

SUPERVISION EXERCISED

Receives general supervision from higher level supervisory and management staff, with direct supervision from a Police Officer.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – The Police Officer Trainee will receive instruction in, be exposed to, and introduced to the following areas, which include, but are not limited to the following:

Learn about police patrol activities while accompanying a police officer in a patrol unit. Assist police officers in answering calls for the protection of life and property, and the enforcement of all laws. Assist in the investigations of disturbances, burglaries, thefts, death cases, and other criminal incidents.

Assist in the preparation of police emergency or other traffic situations. Report street lamps or traffic signals that are not working properly, report and assist with the removal of traffic hazards.

Administer first aid or perform CPR.

Make contact with citizens regarding the maintenance of law and order and the reporting of criminal activity.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Wear a distinctive police uniform and make contact with the public while on police patrol or while assigned to the public counter area. Answer inquiries and give clear, accurate information to the public concerning police procedures and matters.

Police Officer Trainees may be assigned to assist investigators in the handling of criminal cases. Duties might include assisting with the collection of evidence at a crime scene, assisting with obtaining witnesses statements, performing commuted tasks to gather information and record information.

QUALIFICATIONS

Knowledge of:

The geography of the local area.

First aid principles, practices and techniques.

Self defense tactics.

Interviewing and interrogation techniques.

Ability to:

Observe accurately and remember names, faces, numbers, incidents and places.

Learn to interpret and apply laws, regulations, policies and procedures.

Prepare clear, accurate and grammatically correct written reports.

Learn to analyze situations quickly and objectively to determine and take emergency action.

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Identify potential crime situations or traffic hazards and take preventive action.

Meet the first aid requirement as prescribed by the State of California and to administer first aid.

Ability to:

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

None required.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Californian driver's license.

Effective Date: December 21, 1998

