

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **POLICE OFFICER TRAINEE**

#### **DEFINITION**

The Police Officer Trainee attends the prescribed law enforcement basic academy training program. He/she learns and assists in performing law enforcement and crime prevention work; learns and assists in controlling traffic flow and enforcement of State and local traffic regulations; learns and assists in performing investigative work; learns and assists in participating in and providing support and assistance to special department crime prevention and enforcement programs; and learns and assists in performing related duties assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is reserved for individuals who are hired and who have not completed the required basic police officer academy training program. Upon successful completion of the required training, these individuals are allocated to the basic Police Officer class on a probationary basis.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher-level police personnel and police academy staff personnel. Assignments may require indirect supervision of subordinate non-sworn personnel.

#### **ESSENTIAL AND IMPORTANT DUTIES**

Work a set number of hours while attending the police basic academy training classes that are required in order to complete the academy.

Learn to perform security patrols and do enforcement activities on streets, in parks, in commercial and residential areas. Learn to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations. Learn to answer calls for the

protection of life and property. Learn to disburse unruly crowds at gatherings. Learn to remain visible and actively seek out and identify crimes in progress. Use own judgment in deciding course of action. Handle difficult and emergency situations without assistance once trained. Be prepared to physically subdue and arrest violent and dangerous persons.

Learn to conduct both preliminary and follow-up investigations of criminal incidents committed during assigned shift. Learn to seek out and question victims, witnesses and suspects. Learn to develop leads and tips. Learn to search for clues, collect, preserve and maintain evidence and property found that is involved with suspected crimes. Learn to analyze and evaluate evidence and make arrests or take other appropriate law enforcement action as necessary. Learn to prepare cases and to testify and present evidence in court proceedings.

Learn to respond to calls related to traffic incidents and collisions; learns to renders first aid when necessary and/or summons ambulances. Learn to conduct both preliminary and follow-up investigations. Learn to take measurements and draw diagrams of scenes. Learn to perform traffic control by observing, monitoring and controlling routine and unusual traffic conditions. Learn to assist and advise motorists and warn drivers against unlawful practices. Learn to enforce traffic safety laws by issuing citations and making arrests as necessary. Learn to direct traffic at fires, special events, and other emergency or congested situations.

Learn to prepare a variety of reports and records of arrests made, activities performed, hazards and unusual incidents observed, and disturbances encountered, including daily logs, reports of investigations, field interrogation reports, alcohol and drug influence reports, breathalyzer check lists, bad check, vehicle impoundment, traffic reports, etc., in a timely fashion, usually the same day the act occurs.

Learn to search, fingerprint, and transport prisoners.

Learn to inspect public establishments requiring licenses to ensure compliance with rules and regulations.

Learn to maintain normal availability by radio or telephone for consultation on major emergencies or precedent. Learn to drive police cars with specialized equipment.

Learn to undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse/gang resistance education, traffic safety, etc. Learn to answer questions from the public concerning State and local laws, procedures and activities of the Department. Learn to seek citizen in-put regarding potential law enforcement problems. Learn to develop and maintain good relationships with the general public, including informants and contacts which may be helpful in criminal investigations.

Learn to coordinate activities with other officers or other City departments of locations of abandoned vehicles, traffic interruptions, hazardous materials spills, or other occurrences which require the need of a response by those officers or departments. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. Obtain advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures, as needed and assigned.

Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about Department activities.

Learn to carry out duties in conformance with Federal, State, County, and City laws and ordinances Learn to serve warrants and subpoenas.

### **PERIPHERAL DUTIES**

Maintain departmental equipment, supplies and facilities.

Serve as a member of various employee committees.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Modern law enforcement principles, procedures, techniques, and equipment.

**Skill to:**

- Use a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, mace, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing software, paper and pencils.

**Ability to:**

- Learn, understand, and interpret the applicable laws, ordinances, and department rules and regulations.
- Perform work requiring good physical condition, including lifting and carrying a person who weighs up to or more than 150 pounds.
- Go from a sitting, sedentary position to a physically taxing physical response at a moment's notice.
- Stand for long periods of time while writing reports, directing traffic, investigating crimes, etc. and remain constantly aware of surroundings and hazards in the immediate area.
- Communicate effectively orally and in writing.
- Run and walk, sometime for long distances, over even and uneven terrain.
- Climb stairs and ladders, sit for long periods at a desk or while driving or riding in a car on patrol, stoop, bend and assume awkward positions in order to affect arrest and gather evidence.
- Understand and carry out oral and written directions.
- Write long, detailed, cogent, legible, accurate and grammatically correct reports.
- Observe accurately and remember faces, numbers, incidents, and places.
- Learn standard broadcasting procedures of a police radio system and codes.

- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Think and act quickly in emergencies.
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies.
- Follow verbal and written instructions.
- Learn the City's geography.
- Wear a uniform and 10-20 pounds of safety equipment attached to a belt worn on the hips.
- Ability to meet Department's physical standards.
- Ability to successfully complete a P.O.S.T. certified basic police academy.

### **EDUCATION AND EXPERIENCE**

This position requires any combination of education and experience that provides the necessary knowledge and abilities. A typical way to obtain the required knowledge and abilities would be to have:

- A High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- An equivalent combination of education and experience.

### **SPECIAL REQUIREMENTS**

The Police Officer Trainee must also meet the following requirements:

- Be 21 years or older at the time of employment.
- Be of good moral character and of temperate and industrious habits.
- Be found to be free from any physical, emotional, or mental conditions which might adversely affect the exercise of the powers of a peace officer, or adversely affect the ability of the officer to perform essential job functions.

- Have no felony convictions or disqualifying criminal histories within the past seven years.
- Be a U.S. citizen.
- Be able to read and write the English language.
- Be able to work irregular and overtime hours as well as normal daily hours.
- Be able to work outside exposed to all types of weather.

### **TOOLS AND EQUIPMENT USED**

Tools and equipment used by the Police Officer Trainee include a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, police chemical sprays, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing software, paper and pencils.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell.

Possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in order to hear sounds or cries for help so wind noise will also be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

### **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess, or obtain by time of hire, a valid California Driver's License without record of suspension or revocation in any state within the past five (5) years.