

City of Watsonville

Job Description



JOB TITLE:	Police Officer Trainee	DATE APPROVED: December 1986
DEPARTMENT:	Police Department	DATE MODIFIED: September 2011
REPORTS TO:	Police Sergeant /higher level sworn personnel as assigned	
SUPERVISION:	Non-supervisory	
EMPLOYEE UNIT:	None	
FSLA:	Non- Exempt	

JOB SUMMARY: Under direct supervision, attends an approved Peace Officers Standards and Training (POST) basic police academy to be trained in technical knowledge, skills, and physical capabilities required to perform police service; performs related duties as required.

EXAMPLES OF ESSENTIAL DUTIES:

- 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 Watsonville, Watsonville Police Department, and the relevant police academy.
- Trainees may be assigned non-safety duties in the Police Department such as assisting in prevention; collecting information and data; transporting people and materials, etc.
- Takes minor reports over the counter and in the field.
- Assists Police Officers with non-enforcement duties.
- Directs and controls crowds and traffic at accidents or special events.
- Makes public presentations; and participates in school education programs.
- Responds to citizen inquiries and gives assistance or direction as appropriate.
- Performs vehicle checks and inspections.
- Performs general office clerical work.
- Promotion to a sworn Police Officer Position is contingent upon completion of the basic academy and the final review of the Police Chief. Upon promotion to Police Officer, incumbents will begin one-year probation as a regular status employee.

EMPLOYMENT STANDARDS

Ability to:

- understand, interpret and apply Federal, State and local laws and ordinances, departmental policies and procedures, and other technical literature pertaining to law enforcement.
- react quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- observe and remember facts and details of incidents.

- follow oral and written instructions.
- learn to care for and operate firearms safely and skillfully
- learn standard broadcasting procedures of a police radio system
- obtain information through interview, interrogation and observation
- write clear and accurate reports
- establish and maintain effective working relationships with those contacted in the course of work.
- communicate verbally in a clear and effective manner
- deal tactfully and effectively with a wide range of different individuals and groups from the community
- work rotating shifts, including evenings and weekends
- successfully meet psychological exam requirements established by the California POST Commission to perform police work.
- speak English/Spanish would be highly desirable.

Skill in:

- operating a computer and relevant software necessary to perform the requirements of the job.

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical health, strength, and agility necessary to meet the physical demands of police work, as determined by a physical agility test and a medical exam (based on current California POST Commission guidelines).
- Weight in proportion to height
- Corrected vision of 20/30 for both eyes together. Uncorrected vision of 20/80 for both eyes, for those who wear glasses or hard contact lenses. There is no uncorrected vision standard for individuals who have successfully worn soft contacts for at least one year. Current POST vision guidelines must be met, including those for color, binocular, and peripheral vision.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Education/Experience:

- High School Diploma or GED required.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.

Special Requirements:

- Successful completion of background investigation (which includes but is not limited to: credit history, military, employment, and criminal records activity search), psychological examination, polygraph examination, pre-employment physical examination including audio screening and physical agility test.
- Within six (6) months of appointment as Police Officer, Officer must establish residence within a reasonable distance (30 minutes) of the Watsonville Police Building.
- Must be at least 20.5 years of age for testing process, and 21 years of age at the time of appointment.
- Meet standard of the pre-employment policy regarding illegal use or possession of drugs.
- Must be a U.S. Citizen or have applied for U.S. citizenship before application for Police Officer.