

Date Adopted: 10/89  
Code: PO-Trainee: 7110  
PO: 7111

CITY OF HEMET

POLICE OFFICER  
POLICE OFFICER TRAINEE

DEFINITION

Under immediate supervision (Police Officer Trainee) or general supervision (Police Officer), patrols an assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; performs related duties as required.

CLASS CHARACTERISTICS

This is a class series specification descriptive of peace officer duties performed by trainees and fully qualified officers. Police Officer Trainee is the trainee level with incumbents occupying the class prior to their completion of the police basic academy. Police Officer Trainee's normally work in a training capacity with a higher level officer. They are not involved with tasks requiring sworn peace officer status. Upon completion of the academy and subject to departmental approval, a Police Officer Trainee will be promoted to the Police Officer class. Except under special circumstances, a Police Officer Trainee who fails to successfully complete an academy in which she/he was enrolled will be terminated.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Patrols, either in a vehicle or on foot, an assigned area during an assigned shift and looks for indicators of possible criminal activity or threats to life and property; answers calls for police services; enforces City, county, and state laws; makes field contacts and completes forms; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, suspected homicides, and other criminal incidents.
2. Makes arrests as necessary; serves warrants; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; receives, searches, and books prisoners; fingerprints, and transports prisoners; testifies and presents evidence in court.
3. Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

EXAMPLES OF DUTIES (Continued)

4. Writes reports and field notes; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicle, firearms, and other equipment.
5. Makes traffic stops and issues warnings, citations, or makes arrests as necessary; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents, provides emergency medical care as necessary, directs traffic and arranges for clearing of roadway, interviews drivers and witnesses and prepares reports; directs traffic at fire, special events, and other emergency or congested situations.
6. Assists the public and answers questions; administers first aid and responds to calls for medical assistance; establishes and maintains good relationships with the general public.
7. May participate in or be assigned to special programs such as crime prevention, investigations, or school resource programs as a rotating assignment.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Police Officer Trainee

High school graduation or GED certificate.

Police Officer

Successful completion of a POST certified basic academy.

Knowledge, Skills, and Abilities

Police Officer Trainee

Ability to read, understand, and apply laws, regulations, policies, rules and procedures; think clearly and act effectively in emergency situations; make clear and concise radio transmissions; observe and recall names, faces and details of incidents; write clear, concise, and accurate reports; understand and follow verbal and written directions; work independently and demonstrate initiative; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

QUALIFICATIONS GUIDELINES (Continued)

Knowledge, Skills, and Abilities (Continued)

Police Officer

All the abilities listed for Police Officer Trainee plus: working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; Vehicle and Penal Codes; laws of arrest; rules of evidence; the use and care of firearms and other equipment used in police work; legal rights of citizens; court procedures.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license and a satisfactory driving record.

Candidates must meet standards of physical stature, endurance, and agility established by the City.

Candidates must possess U.S. Citizenship at time of appointment.