

POLICE OFFICER
POLICE OFFICER TRAINEE

DEFINITION

To perform sworn law enforcement and crime prevention duties involved in the protection of life and property; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities.

DISTINGUISHING CHARACTERISTICS

Police Officer Trainee - This is the entry level class in the Police Officer series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Police Officer Trainee class is distinguished from the Police Officer level by the performance of less than the full range of duties assigned to the Officer level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Police Officer - This is the journey level class in the Police Officer series and is distinguished from the Trainee level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Trainee level.

SUPERVISION RECEIVED AND EXERCISED

Police Officer Trainee

Receives immediate supervision from police academy staff; receives technical and functional supervision from an assigned Field Training Officer.

Police Officer

Receives general supervision from assigned supervisory staff; may receive technical and functional supervision from an assigned Field Training Officer, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Patrol an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.

Actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, investigate traffic accidents, as appropriate.

Investigate crimes against persons and property; interview victims and witnesses, search for, collect, evaluate, and secure property and evidence; make arrests; prepare and maintain investigative case records.

Investigate narcotic, vice and computer crimes.

Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing, including but not limited to, warrant service, investigative traffic stops, consent searches, probation searches, parole searches, and the conduct of field interviews.

Attend, participate and represent the department at a variety of community, public and school events, building and maintaining relationships with the citizens of the City.

Provide testimony in court related to assigned duties.

Serve as a field training officer or background investigator, as assigned; may be designated as an acting supervisor.

Perform duties related to operational and/or administrative assignments such as canine unit, youth activities, police certification and standards.

Answer questions and provide information to the public as appropriate.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service; practice community oriented policing strategies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Police Officer Trainee

Knowledge of:

Computer equipment and key boarding (typing).

Basic principles of business letter writing and crime report preparation, including English usage, spelling, punctuation, and grammar.

Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

Principles and practices of good customer service.

Principles and practices of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

Learn principles and practices of law enforcement organization, methods and techniques.

Learn use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Learn to perform sworn law enforcement duties.

Learn to interpret and apply City law enforcement policies and procedures including Police Department policy manual, and related state and federal laws.

Learn pertinent local, State, and federal rules, regulations and laws.

Learn standard broadcasting procedures of a police radio system.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Express himself/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels; before various public and community groups, and when testifying in court.

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

Experience and Training

Experience:

No experience is required.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree from a United States high school.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Must be age 21 by date of appointment.

Must obtain CPR and First Aid certificates within first 12 months of employment.

Police Officer

In addition to the qualifications for the Police Officer Trainee:

Knowledge of:

Organization, procedures and operating details of the City of Roseville's Department as understood by a sworn police officer.

Principles and techniques used in public and community relations as it relates to law enforcement activities.

Ability to:

Independently perform sworn law enforcement duties.

Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.

Experience and Training

Experience:

Employment as a sworn Police Officer with a California P.O.S.T. certified agency or successful completion of a P.O.S.T. approved police academy by date of appointment

Receipt of California P.O.S.T Basic Course Waiver by date of appointment counts towards experience.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a current California P.O.S.T. (Peace Officers Standards and Training Commission) academy Graduation Certificate, Basic Certificate or Basic Course Waiver by date of appointment.

Must obtain CPR and First Aid certificates within first 12 months of employment.

Must be age 21 by date of appointment.

Employees must be tobacco free and cannot use tobacco products on or off duty.

01-01-21

06-14-18

09-16-06

6-7-05

2-11-05

1-26-05

1-14-04

12-03-02

02-01-00

04-27-98

12-06-89

10-01-88

06-01-87

04-28-80 Police Officer

07-01-79 Police Officer/Recruit

10-30-73

11- -72

03-24-70

-67

-65

-64 Police Officer

06-25-63 Police Officer I and II

Police Officer Trainee/Police Officer

- 6 -