

CITY OF GLENDORA
POLICE OFFICER TRAINEE

DEFINITION

Under general supervision, attends a prescribed law enforcement academy training program for newly hired prospective officers; performs related duties as required.

CLASS CHARACTERISTICS

This class is reserved for individuals hired as Police Officers who are attending the required basic police officer academy training program. Upon successful completion of the required training, employees may be promoted to Police Officer on a probationary basis. A Police Officer Trainee who fails to successfully complete an academy in which she/he was enrolled will be terminated.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Participates in and completes a prescribed law enforcement officer training program for entry level officers. (All)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Observe accurately and remember faces, numbers, incidents and places.
- c. Successfully complete a P.O.S.T certified basic academy.
- d. Use and care of firearms and small equipment.
- e. Think and act quickly in emergencies, and judge situations and people accurately.
- f. Represent the City in a variety of meetings.
- g. Learn, understand and interpret laws and regulations.
- h. Prepare accurate and grammatically correct written reports.

REQUISITE ABILITIES (Continued)

- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Make clear and concise radio transmissions.
- l. Understand and follow verbal and written directions.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Establish and maintain cooperative working relationships.
- o. Meet the established physical requirements.
- p. Meet Police Officer requirements contained in the California State Government Code.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include high school graduation or equivalent, plus an AA or AS degree or completion of a minimum of 64 semester units from an accredited California State College or equivalent.

Knowledge and Skill Levels

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; legal rights of citizens; court procedures.

QUALIFICATIONS GUIDELINES Continued

Special Requirements

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

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

Must be at least 21 years of age at time of hire.

Applicants must be U.S. citizen or be eligible for U.S. citizenship. Persons will be disqualified from holding a position as Police Officer if they fail to diligently cooperate in the processing of their citizenship application within three years or are otherwise denied citizenship.

All Glendora Officers obtaining sworn status on or after September 23, 1996, must have a permanent primary (i.e.: 51% or more of the time) residence within sixty-five (65) miles or less of the Glendora Police facility building.