

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### POLICE OFFICER TRAINEE

Civil Service Status: Exempt  
Probationary Period: At-Will, 12 mos. /6 mos.-Promo P/O  
Classification Series: Police - Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association  
Approved by City Council: December 7, 2009  
Resolution No.: 2009-131

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under close direction and supervision of the Police Sergeant, Sr. Police Officer or Police Officers. This sworn entry level police position learns to perform responsible law enforcement and crime prevention work; and to perform related work as required. This is the beginning levels law enforcement work in which incumbents learns and gain additional qualifications in preparation for a career as a regular sworn police officer.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- May perform same or similar duties of a Police Officer as assigned or required;
- Participates in assigned in-service training and formal academic programs of instruction designed to qualify the incumbent for certification as a police officer;
- Assists in the performance of a wide variety of assigned law enforcement duties in a learning capacity; may accompany police officers and assist in investigating incidents and crimes, completing written police reports, directing traffic, and maintaining records;
- Learns to operate two-way radios, switchboards, and other communications equipment to receive and transmit messages, and dispatch police and emergency personnel;
- Learns to gather and preserve evidence, take fingerprints, and complete related reports;
- Develops skill and proficiency in use and care of firearms;
- Learns Federal, State, and local law enforcement laws, rules and regulations;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs related duties as assigned or as situations requires;

#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Good customer service practices;

##### **Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Meet the minimum Police Department standards for firearm proficiency;

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**Ability to:**

- Read, understand, and explain technical material consisting of laws, regulations, and departmental policies concerning the protection of life and property and the maintenance of law and order;
- Analyze situations and adopt effective courses of action, giving due regard to surrounding hazards and circumstances;
- Understand oral and written directions;
- Prepare , write accurate and factual reports in a clear, legible, and precise manner;
- Maintain cooperative relationships with fellow employees and the public;
- Maintain physical endurance and agility;
- Have personal courage;
- Work at night, weekends/holidays, days and remain available for call and report for duty in any emergency; willingness to work under strict discipline;
- Work under strict discipline;
- Handle confidential information with discretion;
- Effectively handle stressful situations;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)
- Graduation from a POST approved California Law Enforcement Training Academy and pass appraisal by Police Management;

**Age:**

- Must be 21 years of age at time of hire (sworn police positions only);

**Citizenship:**

- Must be a United States citizen or a permanent resident alien who has applied for citizenship at least one (1) year before employment application;

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

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**Special Requirements:**

- Must pass a Police Departments background check;
- Requires wearing uniforms;

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.
- Must have no less than 20-70 uncorrected vision or 20-20 corrected vision and normal color vision and depth perception;
- Must have normal hearing;
- A test of physical strength and agility may be required;

**Bilingual Pay:**

- Employee who qualify and are certified to speak Spanish may be eligible to receive bilingual pay;