CITY OF SANTA CRUZ
POLICE OFFICER TRAINEE

Reports to: **Police Sergeant**
Supervises: **Non-Supervisory**
Bargaining Unit: **Police**

BASIC FUNCTION

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

DISTINGUISHING CHARACTERISTICS AND 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 Santa Cruz Police Department and the police academy attended. 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. Promotion to a sworn Police Officer position is contingent upon successful completion of the basic academy and the final review of the Police Chief. Upon promotion to Police Officer, incumbents will complete a Field Training Program and one-year probation as a regular status employee.

MINIMUM QUALIFICATIONS

Age/Citizenship

- At least 20.5 years old at time of testing; 21 years old at time of appointment to police officer.
- Must be a U.S. Citizen or have applied for U.S. citizenship before application for police officer trainee.

Physical Condition

- 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).

- Corrected vision of 20/20 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 contact lenses for at least one year. Current POST vision guidelines must be met, including those for color, binocular, and peripheral vision.

Abilities:

- Understand, interpret and apply State and local laws and regulations, 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 operate firearms safely and skillfully.
- Obtain information through interview, interrogation and observation.
- Write clear and accurate reports on a computer using a basic word processing program.
- Adapt to changing police processes utilizing computer technology.
- 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.

SPECIAL REQUIREMENTS

- Willingness to work rotating shifts including nights and weekends.
- Psychological suitability for police work (determined by a psychological exam as required by the California POST Commission).
- Ability to pass a comprehensive background investigation which includes a polygraph examination, credit history, driving record, criminal activity, military and employment records, and character references (in accordance with the minimum standards for employment issued by the California POST Commission).

EDUCATION AND EXPERIENCE

- High school graduation or tested equivalent.

LICENSES

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

DESIRABLE QUALIFICATIONS

- Bilingual and/or bicultural Spanish speaking.
- Possession of an A.A. degree or 60 semester units of college level studies

City of Santa Cruz
Police Officer Trainee

Classification No.:	503
Date of Issue:	9/00
Supersedes:	12/93
Update:	5/11

Career Ladder:

- Police Chief
- Police Deputy Chief
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Officer
- *Police Officer Trainee*