

CITY OF LINCOLN

POLICE OFFICER TRAINEE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, learns and performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer Trainee** is a trainee class responsible for completion of the Basic Law Enforcement Training Academy to perform duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws. This position is not intended as a permanent appointment and those not appointed to the class of Police Officer after successful completion of their Basic Law Enforcement Training Academy are released from City service. This classification is distinguished from the next higher classification of Police Officer in that the latter is expected to fulfill the full range of law enforcement duties while working independently.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Police Sergeant or assigned Field Training Officer. Incumbents of this class do not exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Police Officer Trainee is an entry-level, non-sworn training position in the Police Department. Incumbents are assigned to the Basic Law Enforcement Training Academy and must satisfactorily pass all of the requirements that lead to the possession of the Basic Peace Officer Standards and Training (POST) Academy Certificate before becoming candidates for the sworn position of Police Officer. Assignment to the trainee classification is temporary.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position requires discharging firearms, using impact weapons and requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to bloodborne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles,

operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Police Officer Trainee. A typical way of obtaining the required qualifications is to possess a high school diploma.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Proper English, spelling and grammar, basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.