

## 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 while working with a Field Training Officer; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Police Officer Trainee** is a trainee class responsible for completion of the field training 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 field training program 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)*

- While being accompanied by a Field Training Officer, patrols assigned areas by car, foot or bicycle; performs crime suppression and prevention activities; assists in answering special calls; assists in conducting initial and follow-up investigations; assists in interviewing victims, complainants and witnesses; assists in answering complaints including domestic disturbances, health code and local ordinance violations; assists in performing surveillance activities; learns to conduct chemical, drug and alcohol testing; assists in investigating suspicious circumstances.
- While being accompanied by a Field Training Officer, enforces traffic laws; assists in conducting complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; administers first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.
- Assists in obtaining and processing evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; may testify in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.

- Assists in responding to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- May assist with non-sworn police functions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**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 also 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, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Basic principles of law enforcement, public safety and personal security; 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; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**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.

**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.

<b>Salary Range:</b>	Refer to LPOA Salary Schedule
<b>FLSA:</b>	Nonexempt
<b>Employee Group:</b>	Lincoln Police Officer's Association