

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Officer Trainee (Nonsworn)	Job Family: V
General Classification: Front-Line	Job Grade: 5

Definition: Under direct supervision, attends a California P.O.S.T. (Police Officer Standards and Training) certified academy and successfully completes the prescribed course of training.

Distinguishing Characteristics: The Police Officer Trainee is a training-level classification for individuals who have been prequalified to attend a California P.O.S.T.-certified program for the purpose of learning the statutory duties of a law enforcement officer in the State of California. The Police Officer Trainee is a nonsworn position in which incumbents remain in probationary status. Trainees attend a P.O.S.T.-approved academy and upon successful graduation from the academy, and final review by the Police Chief, may be appointed to the position of a sworn Probationary Police Officer. Employment in the Police Officer Trainee classification is contingent upon maintaining enrollment in a P.O.S.T.-approved academy for which she/he was enrolled. Incumbents who fail to maintain enrollment in a P.O.S.T.-approved academy for any reason will be released from employment without cause and without the right of appeal.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Participate in and complete a prescribed law enforcement training program from a California P.O.S.T.-approved basic police academy for entry-level law enforcement officers that include, but are not limited to, report writing, laws of arrest and search and seizure, defensive driving, California Penal and Vehicle Code application, and firearms training.
2. Perform a wide variety of Police support (nonsworn) duties, including law enforcement communications, dispatch, and/or Records functions.
3. Answer basic questions from the public concerning local and State laws, procedures, and activities of the department. Understand when it is necessary to refer a citizen to a sworn Officer for assistance.
4. Retrieve information from State and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information to sworn Officers in the field.

5. Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
6. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Goals and objectives of the Mountain View Police Department; organization and structure of Police Department and general functions of City government; English usage, spelling, grammar, and punctuation; basic principles of business writing and basic report writing; principles and practices of good customer service; techniques and principles of effective interpersonal communication and principles and practices of safety management.

Ability to: Modern police methods and procedures related to patrol, crime, investigation and prevention, and traffic-control activities; pertinent Federal, State, and local laws, codes, and regulations, including laws governing apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses; rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases; techniques and applications of self-defense and proper use of force; the proper use of police equipment, vehicles, and tools, including firearms; methods and techniques used in interviewing witnesses, victims, complainants, or suspects; principles and techniques used in public and community relations that are related to law enforcement activities; interpret, apply and make decisions in accordance with applicable Federal, State, and local policies, laws, and regulations; to perform a wide range of law enforcement assignments; to gather, assemble, analyze, evaluate, and use facts and evidence; to control violent individuals and effect arrests; to assess a variety of routine and critical situations involving public safety and act appropriately; to routinely use sound judgment and function effectively in stressful, traumatic, dangerous, and unpredictable situations; to administer first aid; to prepare clear and concise reports and routine correspondence; to meet the physical requirements established by the department; to engage tactfully and courteously with the public and law enforcement personnel; to demonstrate a high ability to interact with the public courteously with patience and a positive attitude; to provide high-quality, economical services to the City of Mountain View community, placing emphasis on responsive customer service; to demonstrate a civic entrepreneurial spirit by generating new, innovative ideas, and development of better methods to accomplish tasks and complete projects; to foster an environment that embraces diversity, integrity, trust, and respect; to be an integral team player which involves flexibility,

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cooperation, and communication; to establish and maintain effective working relationships with those contacted in the course of work; to work with various cultural and ethnic groups in a tactful and effective manner; and to communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant education, experience and training that satisfies the required minimum qualifications, knowledge, and abilities.

Graduation from high school or possession of a GED. Completion of 40 semester units or 60 quarter units from an accredited college. College units must be completed by time of application. No experience is required. Specialized training or college-level coursework in law enforcement, criminal justice, or related field is highly desirable.

Required Licenses or Certificates: Possession of a valid California Driver License.

Special Requirements: Ability to satisfy selection standards for peace officers in California as set forth in Government Code Sections 1029 and 1031 and by the City of Mountain View. California Government Code Section 1031 does not preclude the City from adopting additional or higher selection standards, including age.

Working Conditions: Requires work outdoors in situations which may be hazardous and life-threatening.

Established: April 2008

Revised: June 2018

HRD/CLASS SPECS

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