

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### POLICE OFFICER TRAINEE

Civil Service Status:	Exempt
Probationary Period:	At-Will
Classification Series:	Police/Non-Sworn
FLSA Status:	Non-Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 12/11/2024
Approved by City Council: 12/16/2024
Resolution No.: 2024-34

*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 immediate supervision this entry level non-sworn, non-peace officer, uniformed position participates in pre-academy, police officer training academy certified by the California Commission on Peace Officers Standards and Training (P.O.S.T.) and receives training required to become a police officer; to participate in police departmental training activities; and to do related work as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all 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.*

- The Police Officer Trainee is a non-sworn non-safety employee who attends a P.O.S.T. certified police academy to develop knowledge and skill to become a Police Officer with the City of Huntington Park.
- Upon successful completion of all training, Police Officer Trainees will be eligible for consideration for appointment to a sworn Police Officer position.
- Police Officer Trainees who do not successfully complete all the training will be automatically terminated from employment with the City without the right of appeal of the termination.
- 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 the situation 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 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.

##### **Ability to**

- Complete all training requirements to be eligible for consideration for appointment to a sworn Police Officer position.

**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:*

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#### 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

#### 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.

#### Special Requirements

- Failure to successfully complete the Police Academy, background check, medical, polygraph, psychological examinations and drug screening will result in termination of employment with the City of Huntington Park.
- 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

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.