

Police Officer Trainee

FLSA Status: *Non-Exempt*

General Definition of Work

This position is an entry level training position. This position attends Basic Law Enforcement Training at a certified police academy. Participating in and passing all required classes for a period of approximately 6 months. Upon successful completion will become a Police Officer. Work is performed under the close supervision of the Chief of Police or designee.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

The Trainee is issued equipment and uniforms, completes Use of Force Training and Weapons Training for the weapon they are issued.
Attends Basic Law Enforcement Training at a certified Virginia police academy.
During training develops awareness and understanding of the functions and responsibilities of Police Officers.
Academy training may include:
Instruction on proper handling and firing of firearms;
Review of radio codes and applicable Penal Code sections;
Overview of the court system;
Writing and editing police reports;
Observing law enforcement activities such as maintenance of order, crime prevention, and protection of citizens and property;
Review of rules, regulations, and procedures;
Developing and maintaining high level of physical fitness; and
Learning and demonstrating competence in arrest and control technique.
Performs other duties as assigned.

Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices and procedures; general knowledge of the rules and regulations of the Police Department; general knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions; ability to communicate ideas effectively, both orally and in writing; ability prepare clear and concise reports; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Special Requirements

Ability to obtain Basic Law Enforcement Certification. May be required to possess other specialized law enforcement certifications depending on departmental requirements and DCJS standards.
Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Physical Requirements

Must be able to work in all types of weather, must be able to complete Law Fit obstacle course in 1 ½ minutes or less. This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth

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perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very quiet location (e.g. park trail, storage or file room).