

**CITY OF FONTANA
POLICE OFFICER TRAINEE**

DEFINITION: Under immediate supervision, attends a prescribed law enforcement academy training program for newly hired Police Officers.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Participate in and complete a prescribed law enforcement officer training program for entry level police officers including training in report writing, laws of arrest and seizure, defensive driving, California Vehicle and Penal Codes, officer survival, and physical fitness.
- Perform a wide variety of police support duties which may include dispatching and records, duties acting as desk officer, and/or assisting in planning and research activities.
- Learn various policing techniques that will preserve and strive to improve the quality of life within the City, such as problem-solving policing and intelligence-led policing strategies that encourage and build positive relationships between the Fontana Police Department and the community.
- Establish, grow, and preserve positive relationships between the community and the Police Department.
- Emphasize community interaction and collaborative problem solving between the Fontana Police Department and the community; continue to build diverse community-based partnerships guided by innovation and perseverance to ensure Fontana's future as a well-developed, dignified, and respected community.
- Maintain prompt and regular attendance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted throughout the course of employment.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far, and color vision in viewing crime scenes, evidence and firing a weapon. As a law enforcement officer, the incumbent may be required to run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces, and climb ladders. This position will be required to work outdoors in all weather conditions, around loud noise, and moving vehicles. Incumbents may also be subjected to physical threats, verbal abuse, and other stressful situations.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the ability to:

- Successfully complete a training program for entry level Police Officers.
- Successfully pass a police background investigation.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Learn to use and properly care for firearms.
- Think and act quickly in emergencies, and judge situations and people accurately.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, all while being free from any bias against race or ethnicity, gender, nationality, religion, disability, sexual orientation, etc.
- Analyze situations quickly and objectively and determine proper course of action.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Learn, understand, interpret and apply laws, regulations, policies and procedures.
- Prepare clear, accurate and grammatically correct written reports.
- Meet standards of physical stature, endurance and agility established by the City.
- Meet the requirements for a Police Officer contained in the California State Government Code.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative work relationships with those contacted in the course of work.

EXPERIENCE/EDUCATION:

- Be at least 18 years of age.

In addition, candidates must meet the minimum standards as required by the California Government Code Section 1031:

- Be legally authorized to work in the United States under federal law.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. Any accreditation or approval required by this subdivision shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association, an accrediting association recognized by the Secretary of the United States Department of Education, an accrediting association holding full membership in the National Council

for Private School Accreditation (NCPSA), an organization holding full membership in AdvancED, an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.