

CITY OF SOLEDAD

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Resolution No. 5681

POLICE OFFICER CADET - TRAINEE

DEFINITION

Under direct supervision until graduation from a P.O.S.T. certified academy, this classification must learn to perform a limited range of law enforcement duties in the patrol, civil, crime prevention, investigation, court security, or detention services functions of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a non-sworn entry-level classification in the City's police service. Initially under close supervision, incumbents attend a designated P.O.S.T. certified law enforcement academy to obtain the California Commission on Peace Officers Standards and Training (P.O.S.T.) Regular Basic Course certificate. The Cadet – Trainee must then participate in and successfully complete the P.O.S.T. certified Soledad Police Department Field Training Program and become familiar with all aspects of law enforcement to advance to a regular full-time, sworn police officer position. This class is staffed with reserve level or academy attendees and incumbents may advance to the higher level of full time sworn police officer after gaining experience, completing the required training, and meeting the qualifications for the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

(This position is not a solo police officer designation, and as such, all assignments will be under the direct guidance of a sworn, full-time Police Officer).

Patrol Assignment

- In conjunction with a full-time sworn police officer, patrols assigned areas to protect life and property and deter crime.
- Responds to calls, including burglaries, disturbances, accidents, robberies, and other violations of the law.

- Administers first aid.
- Performs limited field investigations and interviews.
- Provides traffic and crowd control.
- Issues citations under the direct supervision of a full-time, sworn police officer.
- Performs surveillance.
- Transports arrested individuals to County Jail (after completion of the level III police academy).
- Makes limited court appearances to testify as a material or expert witness.
- Prepares a variety of reports.
- Patrols assigned open space areas by vehicle or on foot to protect life and property.
- Responds to calls, including Municipal Code violations, disturbances, accidents, and other violations of the law.
- Provides public information.
- Removes safety hazards from roads or trails.
- Assists searches for missing or at-risk persons.
- Assists with the execution of court-issued writs and orders by seizing property, checking evicted location, or physically removing occupants from premises.
- Assists with the transportation of individuals to County jail.
- Assists with the transportation of seized property to storage area.
- Prepares various reports and forms.
- Performs other related duties in all areas of the Police Department as assigned.

Crime Prevention Assignment

- May be called upon to make or assist with presentations to community groups and schools regarding crime prevention, protection, and safety.

Investigations Assignment

- Assists with the interviewing of victims and witnesses to obtain information pertaining to a crime.
- Performs background checks of suspects (C.L.E.T.S. and department RMS)
- Examines crime scenes to obtain evidence and verify statements made by victims, witnesses, and suspects.
- Assist with arrests and interviews suspects.
- Performs follow-up investigations as necessary under direct supervision.
- Works with District Attorney staff in the preparation of cases.
- Appears in court to testify as material or expert witness (limited exposure).
- Performs surveillance.
- Operates equipment such as cameras and electronic listening devices.
- Prepares a variety of reports.

Transportation Assignment

- Transports prisoners to and from court, other jurisdictions or institutions, and clinics and hospitals for medical and psychological treatments.

Jail Assignment

- Receives, searches, books, and houses prisoners in appropriate cells.
- Receives and safeguards inmate's personal property.
- Assists with maintaining security and control in the jail facility.
- Conducts inspections and counts if arrestees while in the temporary jail.
- Screens items going in and out of the jail facility.
- Provides inmate information to the courts, other staff members, and other law enforcement agencies.
- Maintains a variety of records and logs.

MINIMUM QUALIFICATIONS

Knowledge:

- Basic law enforcement concepts and terminology, including jail operations, criminal investigation, law enforcement, and crime prevention.
- First aid principles and techniques.
- Basic report preparation and record keeping.
- Basic human behavior theories related to criminology, crisis intervention, and crowd control.
- Basic knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspect and prisoner rights, and custody and protection of evidence.
- Basic operational principles and practices of criminal investigation, law enforcement, and crime prevention.
- Basic court and trial procedures.
- Use and effects of police weapons, methods of self-defense and physical restraint.
- Organizational policies and procedures.
- Vocabulary of technical/specialized fields of law enforcement such as identification, detention, and pathology.

Ability:

- Learn, interpret, apply, and explain basic laws and regulations.
- Read and interpret documents in English such as maps, diagrams, and textbooks.
- Communicate effectively in English in both verbal and written form.
- Perform accurate rudimentary mathematical calculations.
- Comprehend and retain factual information and apply what is learned.
- Observe and remember details of events, names, faces, numbers, and physical descriptions.
- Prepare and maintain clear, accurate, and concise reports and files.
- Exercise tact, self-restraint, judgment, and strategy in dealing with people who may have emotional or physical difficulties.
- Exercise sound independent judgment in emergency or stressful situations.
- Correctly interpret a situation and take appropriate action under a variety of conditions.

EDUCATION AND OTHER REQUIREMENTS

- High school graduation or equivalent (GED) is required. Candidates using a GED to qualify must have obtained GED scores of at least 35 on each test section and an overall score of at least 45. College-level coursework in law enforcement, criminal justice, criminology, or a field related to the work is highly desirable.
- Applicant must be 20 ½ years old by the application and 21 years old by the date of hire.
- May be currently attending or is enrolled in California P.O.S.T. accredited academy.

If there has been a break in qualifying service of over three years (36 months) but less than five years (60) months **or the applicant previously attended a California Commission on Peace Officers' Standards and Training (P.O.S.T.) approved Basic Academy over three years (36 months) but less than five years (60 months), the applicant must possess a P.O.S.T. Basic Certificate and/or current P.O.S.T. Basic Course Requalification certificate.*

LICENSE AND CERTIFICATES

- Possession of a valid California Class C driver's license or the ability to obtain one within 10 days of residency in California.
- Satisfactory driving history as obtained from the Department of Motor Vehicles is required.
- ***Possession of a California P.O.S.T. Reading and Writing Test (PELLET B) with a T-Score of 42 or higher.***
- ***Must possess a California P.O.S.T. Physical Agility Test (WSTB) with a minimum passing score of 320.***

SPECIAL REQUIREMENTS

California Government Code Section 1031(a) states that a peace officer shall be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. California Government Code Section 1031.5 states that for an alien to be eligible for peace officer employment, he/she is subject to the following: Any permanent resident alien who is employed as a peace officer shall diligently cooperate with the Immigration and Naturalization Service in the processing of his/her application for citizenship and shall be disqualified from holding that position if, three years after the filing of an application for employment, the person has not obtained citizenship due to failure to cooperate in the process of the application for citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Must be found, after professional, P.O.S.T compliant background examination, to be free from any physical, emotional, or mental condition which could adversely affect job performance; must successfully pass a background investigation, including a criminal record check, polygraph examination (or computer voice stress analyzer examination), medical exam, and job simulating psychological examination; must not have been convicted of a felony; and must be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.