## JOB DESCRIPTION

### Police Officer Trainee

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Police Officer Trainee</th>
<th>Job Grade:</th>
<th>PS WS</th>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
<th>Location:</th>
<th>Yurok Reservation</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Tribal Police</td>
<td>Division:</td>
<td>Public Safety Division</td>
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<td>Reports To:</td>
<td>Chief of Police</td>
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**Salary Range:** $23.63-36.66

### POSITION SUMMARY:

Under general supervision, performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and tribal ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and dissemination of information and assistance to the public; controls traffic flow and enforces traffic regulations and performs related work as required.

### DUTIES AND RESPONSIBILITIES:

1. PatROLS assigned areas to ensure the security of life and property, observe situations and deter crime by providing high visibility. Conducts commercial/industrial security checks of closed facilities while on patrol.
2. Responds to suspicious activities and answers emergency calls for service.
3. Enforces Tribal ordinances; issues verbal warnings and citations; pursues and apprehends suspects and requests assistance as required.
4. Interviews suspected violators of the law by giving careful and timely consideration to the individual's constitutional rights resulting in lawfully obtained incriminating statements.
5. Attempt to locate witnesses of reported crimes and interview them for pertinent information.
6. Carefully evaluates each crime scene, establishes the elements of a particular crime and recognizes physical evidence.
7. Follows up on cases resulting in offender apprehension and property recovery.
8. Writes legible reports and other documents as required; prepare reports and other required documents using correct spelling, grammar and punctuation.
9. Coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, photographing, overseeing collection and preservation of physical evidence. Maintains the chain of evidence by properly marking, tagging, and storing in accordance with established rules of evidence and departmental procedures.
10. Restores order; protects life and property; maintains the peace at public gatherings and in conflict situations.
11. Prepares and documents cases, completes reports and records, and prepares and maintains other logs and records.
12. Transports criminals to the courts, hospitals and various other locations. Transports other involved parties as assigned.
13. Serves civil papers to local residents as assigned; researches and locates persons to be served.
14. Serves as team member as assigned in such special projects as drug enforcement, livestock investigations, and boating regulations.
15. Investigates traffic accidents and provides traffic and crowd control as necessary; participates in special details and assignments, include K-9, search and rescue and resource protection and enforcement duty.
16. Retrieves, identifies and returns found property and/or evidence to owners.
17. Provides emergency aid and assistance to incapacitated persons and requests additional response.
18. Provides information, directions and other services and assistance to the public; speaks to individuals and groups explaining the law, police actions taken, safety and crime prevention measures, provides safety information to businesses.
19. Appears in court and testifies as required.
20. Maintains assigned equipment and vehicle in clean, serviceable condition.
22. Maintains the confidentiality of investigations and cases and protects the privacy and constitutional rights of individuals.
23. Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This is a non-supervisory position

**MINIMUM QUALIFICATIONS:**

1. Must pass a comprehensive background check in accordance with California Peace Officer Standards and Training (POST) requirements for peace officers, including a criminal history check, physical examination, psychological evaluation and voice stress analysis.
2. Must have the ability to understand and follow both oral and written guidelines.
3. Skill and knowledge in the operation of two-way radio equipment, multiple line telephone, computer and other office equipment.
4. Must be capable of relaying or transmitting information accurately, both verbally and in writing.
5. Must have the ability to constructively analyze emergency situations and to respond appropriately.
6. Must have knowledge of basic law enforcement terminology and concepts, techniques for dealing with people of all socio-economic levels under hostile and emergency situations. Safety practices and precautions pertaining to the work. First aid methods and their applications.
EDUCATION/EXPERIENCE:

Must obtain a Basic Academy Certificate from a California POST approved police academy within 1 year of hire. Possession of high school diploma or GED equivalent is required.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have a valid California Driver’s License and insurable thru the Tribe insurance.
- Within 90 days of appointment must obtain valid First Aid and CPR certificates.
- Must have a valid telephone service.
- Must be able to lift or carry unconscious, injured or combative people.
- Other physical fitness requirements necessary to perform the responsibilities of the job.