

Employment Offer

1. Upon completion of the background investigation phase, the functional capacity testing, and affirmative recommendation from both the City's designated psychologist and medical examiner, a formal offer of employment is made.
2. Police Officer Trainees are hired into this civilian (non-sworn) position for the period they are enrolled in the Basic Police Academy (20 weeks).
3. Police Officer Trainees receive retirement benefits under the Public Employee Retirement System (CalPERS). For more information: www.calpers.ca.gov.
4. Police Officer Trainees receive an allowance to purchase uniforms for the Basic Police Academy.

Basic Police Academy

1. The 20-week intensive academy teaches Criminal Law, Laws of Search and Seizure, Laws of Evidence, Traffic Laws, Investigative Techniques, Patrol Procedures, Firearms, Defensive Driver Training, Defensive Tactics, Police Report Writing, First Aid and CPR. In addition to providing academic instruction and evaluation, your physical strength and agility will be tested.
800 total classroom hours (21 semester units). For more information regarding the Police Academy:
<https://pstc.santarosa.edu/>

2. During the Police Academy, Police Officer trainers meet weekly with Police Officer Trainees to monitor their progress and address any concerns.
3. Police Officer Trainees are sworn in and appointed to the classification of Police Officer at the time of graduation from the Police Academy at Step 1 of the salary range with full Police Officer benefits.
4. Upon graduation, Police Officers commence an 18-month probationary period.

Field Training Program

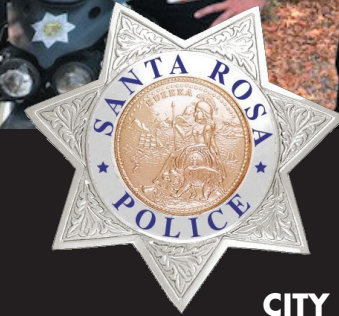
1. Police Officers are assigned to the Field Training Program in the Field Services Division prior to assuming full responsibility in a solo officer assignment. Experienced Field Training Officers serve as trainers, coaches, and role models to guide officers through the learning experience. Field Training Officers provide daily coaching, guidance, and counseling.
2. The primary objectives of the Field Training Program are to develop and enhance an officer's learning from the Academy within the community environment through real-life activities, and to provide consistent evaluations of skills, knowledge, application, and ability to problem-solve effectively. Officers will learn to perform normal police activities, respond to calls for service, and analyze complex problems.
3. The Field Training Program is 21 consecutive weeks. This includes 2 weeks of department orientation and training, 1 week of field orientation, 17 weeks of training and evaluation, and 1 week of solo officer assessment.

The training program includes training in:

- Firearms
- Defensive tactics
- Policies and procedures
- Officer safety
- Ethics
- Use of force
- Patrol and emergency vehicle operations
- Community relations and professional demeanor
- Radio communications
- Leadership
- California codes and laws
- Search and seizure
- Report writing
- Control of persons/prisoners/mentally ill
- Patrol procedures
- Investigations and evidence
- Tactical communications and conflict resolution
- Traffic enforcement and investigation
- Self-initiated activity

During the training, officers are apprised daily of their progress through verbal and written feedback and evaluations.

Santa Rosa Police Department
Recruiting Office
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Santa Rosa, CA 95404
707-543-HIRE
www.santarosapd.com



CITY OF SANTA ROSA

**POLICE OFFICER
TRAINEE**

SELECTION PROCESS



SANTA ROSA POLICE DEPARTMENT

Police Officer Trainee Selection Process

Application Process

1. On-line application and questionnaire.
2. Applications and questionnaires are reviewed for minimum qualifications:
 - a. Education: The majority of candidates hired by SRPD possess a significant amount of college education. A two-year degree is typical and a four-year degree is highly desirable.
Minimum education requirements: U.S. high school diploma, GED, or California High School Proficiency at time of application.
 - b. 21 years of age at time of graduation from the Police Academy
 - c. Valid driver license
 - d. A felony conviction as an adult is disqualifying
 - e. U.S. citizen or currently have a citizenship application in process
 - f. Meet standards for visual acuity, illegal drug use, and driving history
3. Applicants meeting minimum qualifications will proceed to the four-part examination process.

Part I Testing

P.O.S.T. Written Examination

The P.O.S.T. (Peace Officer Standards and Training) Entry Level Law Enforcement Test Battery (PELLETB) is a written examination designed to measure your reading comprehension skills and your ability to spell and understand commonly-used vocabulary words. (Minimum qualifying score: T-Score of 42).

For the P.O.S.T. Preparation Guide go to: <http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf>

Note: If you have taken the P.O.S.T. written examination since the date listed in the current job announcement, you can waive Part I of the testing process by submitting official documentation with the test date and your T-Score by the final filing date.



Part II Testing

Part II Testing is designed to evaluate your written communication skills.

Written Exercise

You will view a video of officers responding to a disturbance call at a residence. You will be required to write a narrative report based on the call. The report will be evaluated for narrative organization, accuracy, and correct use of grammar, punctuation, spelling and word usage.

The report writing exercise is administered on a personal computer.

Part III Appraisal Interview

The Appraisal Interview is designed to measure your education, training, experience, problem solving, interpersonal skills, community involvement/cultural awareness, and job-related qualifications for the position.

Candidates will be scheduled for Part IV of the process beginning with the highest test scores.

Part IV Background Investigation

1. Police records check (A felony conviction as an adult is disqualifying)
2. Thorough review of illegal drug use and DMV driving record
3. Personal History Statement-consists of inquiries into the following areas:
 - Education
 - Employment
 - Financial
 - Legal
 - Military
 - Motor Vehicle Operation
 - Personal References
 - Residences

For more information on the Personal History Statement:
<http://www.post.ca.gov/forms.aspx>

4. Polygraph Examination
5. Interview with Chief of Police
6. Conditional Offer of Employment
7. Functional Capacity Testing
8. Psychological Examination
9. Medical Examination