

## Police Aide Program

### 1024.1 PURPOSE AND SCOPE

Police aides perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement. The purpose of this policy is to provide a brief outline of their duties and requirements.

### 1024.2 EDUCATION REQUIREMENTS

Police aides are required to maintain a minimum grade point average of 2.0 (“C” grade) for all courses taken. Police aides shall complete six semester units (or the equivalent) of college course work per semester.

### 1024.3 PROGRAM COORDINATOR

The Personnel and Training Sergeant will serve as the Program Coordinator. This supervisor will be responsible for tracking the educational and job performance of police aides as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all police aides and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

#### 1024.3.1 PROGRAM ADVISORS

The Personnel and Training Sergeant may select individual officers to serve as advisors for the Police Aide Program. These officers will serve as mentors for each police aide.

### 1024.4 ORIENTATION AND TRAINING

Newly hired police aides will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Police Aide Training Manual. Training sessions will be scheduled as needed to train police aides for as many assignments as possible. In addition to job-specific training, information will be offered to prepare police aides to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers.

### 1024.5 POLICE AIDE UNIFORMS

Each police aide will be provided two uniforms meeting the specifications described in the Uniform Equipment and Specifications Manual.

### 1024.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each police aide. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Personnel and Training Sergeant.

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In general, more senior police aides will be assigned to positions requiring more technical skill or responsibility, as well as serving to train police aides for new assignments or those newly hired.

#### **1024.7 RIDE-ALONG PROCEDURES**

All police aides are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate Watch Commander. Applicable waivers must be signed in advance of the ride-along. Police aides shall wear their uniform while participating on a ride-along.

#### **1024.8 PERFORMANCE EVALUATIONS**

Performance evaluations for all police aides shall be completed bi-monthly during their first six months on probation. Upon successful completion of probation, police aides will be evaluated on a yearly basis to assess their current job performance and their potential as police officers.