

POLICE CADET
PART TIME, TEMPORARY

DEFINITION

To perform a variety of routine and progressively more difficult non-sworn duties under direct supervision. Duties are performed on a rotational basis through various divisions of the Police Department in an apprenticeship program framework in preparation for a law enforcement career.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform clerical duties; keep records, enter information into computer systems; answer the telephone and provide information and directions to the general public.

Process information and prepare reports; submit completed reports on all cases assigned; prepare a variety of correspondence, and statistical and narrative reports; research and analyze information.

Participate in formalized training courses and programs.

Assist in processing and storing evidence, storage inventory and control of department supplies.

Assist with parking enforcement and traffic control; DUI check points; participate in SWAT training role plays.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles of business letter writing and crime report preparation, including English usage, spelling, punctuation, and grammar.

Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

Modern office equipment, methods, procedures, and computer hardware and software.

Principles and practices of good customer service.

Principles and practices of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

Learn principles and practices of law enforcement organization, methods and techniques.

Learn use of modern police equipment and communications and information systems related to law enforcement.

Learn to perform sworn law enforcement duties.

Learn to interpret and apply City law enforcement policies and procedures including Police Department policy manual, and related state and federal laws.

Learn pertinent local, State, and federal rules, regulations and laws.

Learn standard broadcasting procedures of a police radio system.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree, with current enrollment in at least nine (9) semester units at an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Necessary Special Requirements

Must be at least 18 years of age.

Must maintain an overall grade point average of 2.0 or better in college/university course work.

Employees must be tobacco free and cannot use tobacco products on or off duty.

6-12-18

04/20/15

09/08/14

11/30/09

07/12/09

03/01/05 Police Cadet