

## **POLICE CADET**

### **DEFINITION**

To perform a variety of tasks in a planned program of orientation to the field of law enforcement; perform related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification is a part-time classification performing routine or moderately complex work assisting in the field of law enforcement, and involves the incumbent in the various phases of law enforcement and the general operation of a police department. Some of the Police Cadet's duties are similar to those of regular Police Officers, but at no point is a Police Cadet's assignment directly comparable with that of a regular Police Officer.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by various full-time personnel.

No supervision is exercised.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** - Essential job functions include, but are not limited to, the following: (These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed).

Assist the public by giving routine information on police department services.

Perform a variety of typing and clerical tasks in filing and indexing of records.

Compile statistics and conduct special surveys and studies related to the field of law enforcement.

Check physical security of private and public buildings.

Assist in directing traffic at special events.

Assist in the transportation of prisoners.

Fingerprint and photograph applicants for employment; assist in evidence storage.

Assist with vehicle transportation and supply inventory maintenance.

Conduct crime prevention and school programs.

May take crime reports in person at the Police Department counter or over the telephone.

May operate a radio dispatching unit, answer calls, record information, transmit information in accordance with procedure or as directed by supervisor.

Perform related duties, as assigned.

## QUALIFICATIONS

Ability to:

Conduct basic research; compile and analyze data and prepare accurate reports.

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

Learn pertinent local, state and other laws.

Understand and carry out oral and written instructions.

Deal effectively and courteously with the public.

Learn standard broadcasting procedures of a police radio system.

Speak clearly and concisely before groups.

Observe accurately and remember names, faces, numbers, incidents and places, and to judge situations and persons accurately.

Think and act quickly and effectively in emergencies.

Operate a motor vehicle safely and legally.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential job functions of the position. A typical combination is:

Experience

None required.

Education

Completion of high school or its equivalent. Current participation in a college level criminal justice program is highly desirable.

Licenses and Certificates:

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Other:

Must have no felony convictions, or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

Ability to:

Frequently stand for extended periods; frequently reach, lean, twist, turn, grasp, lift and carry, push, pull, bend, kneel, and sit.

Hear and speak to the general public, City staff and suspects in person and on the telephone.

Hear and speak via police radio communications equipment.

Read and write reports, logs and other records.

Input data into computer, typewriter and calculator.

Exposure to:

Vibrations and pitch of computer, typewriter, and other office equipment.

Computer glare.

Direct sunlight, heat, humidity, rain, and cold while working outdoors.

Noises such as, but not limited to, sirens, alarms, vehicular traffic, gunfire, and radio communication equipment.

Automotive traffic.