

## **POLICE CADET**

### **PURPOSE**

A police cadet program allows an opportunity to learn about the ins and outs of police work and to provide a wide variety of law enforcement support in the public safety environment. Under the supervision of veteran Police Officer's the cadet experiences what it takes to develop important cadet skills. Examples: cadet patrol, traffic control, attending meetings, delivery of witness subpoenas, report taking, provide assistance to the various bureaus within the department, directing phone calls to the appropriate personnel, learns how to interact with the community during all kinds of problem-solving situations.

### **WORKING CONDITIONS**

Work is conducted both in a police station and in the field. Will frequently be required to sit, stand, walk, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. May occasionally lift and/or move up to 40 pounds. A Cadet volunteers a minimum of eight (8) hours per month. Work involves irregular, often non-scheduled, hours during the day and evenings, and on weekdays, weekends, and holidays.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level, volunteer position intended as an educational and career development internship. In addition to serving a support role within the Police Department, this classification is exposed to a wide variety of law enforcement duties and will gain experience in the workplace. Must have a record free of any felony or misdemeanor involving moral turpitude and from an excessive number of citations for traffic violations.

**ESSENTIAL JOB FUNCTIONS** – The following duties are performed in cooperation with the veteran Officer, and/or in coordination with other City staff. Additional duties may be assigned.

Transport Police Department mail to City Hall for distribution.

Shuttling of police vehicles for maintenance.

Operate two-way radio equipment.

May be required to provide traffic control.

May be required to provide crowd control for special events.

May be trained to assist Police Records Department with related duties as assigned.

Answers general questions from the public.

Prepares reports and maintains logs as needed.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge and Abilities:**

Knowledge of basic English grammar and mathematics including completion of forms.

Ability to communicate tactfully and effectively with the public including persons who are irate or difficult to deal with; understand and carry out oral and written directions; appear for work on time; accurately perform clerical work; use of common office software including Microsoft Office; provide outstanding customer service (internally and externally); quickly learn the policies procedures and performance standards pertaining to work; learn to operate automated police information systems; evaluate situations and prioritize workload; develop and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Must be currently enrolled in an accredited high school, community college, or four-year college or university, attending at minimum half time (6 semester units, and must maintain a minimum grade point average of 2.0. Allowances are made for regular summer breaks and other scheduled school breaks.

**Experience:**

None required. Enrollment in Police Administration or Criminal Justice courses is highly desirable.

**OTHER REQUIREMENTS**

**Driver's License:** Possesses a valid California Driver's License; if 16 years of age

**Citizenship:** Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.

**Age:** The candidate must be between the ages of 15 and 20 years of age at the time of appointment. When a candidate surpasses the program's age limit yet desires to remain involved, they may qualify to serve as an advisor, aiding in the instruction of current cadets. Selection of advisors will be at the discretion of the cadet coordinator.

**Weight:** Weight shall be in good proportion with height.

**Physical & Medical Condition:** The candidate shall be of sound physical and medical condition; in good health.

**Character and Background:** The candidate must successfully complete a background investigation as a condition of initial employment with Dixon Police Department. The investigator will contact previous employers, school officials, friends and family during the course of the investigation.

**Spanish Speaking** ability is highly desirable, but not required.