

POLICE CADET SERIES

Definition:

Under direct supervision, performs a variety of routine and progressively more difficult non-sworn tasks in an apprenticeship program framework for preparation for a career in law enforcement; rotates through various divisions of the Police Department and performs related work as required.

Class Titles

**Police Cadet
Senior Police Cadet**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Performs clerical duties including recordkeeping, answering inquiries, data processing and filing.

Fingerprints individuals and performs photography duties.

Provides information and directions to the public and assists with parking enforcement and traffic control.

Operates a computer and uses applicable software to process information and prepare reports.

Submits completed reports on all cases assigned.

Participates in formalized training courses and programs as assigned.

Lifts and carries equipment and other items weighing 50 pounds or less, performs training with equipment weighing 165 pounds or less and performs other strenuous activities.

Drives a vehicle on City business and assists with vehicle transportation.

Assists in the Communications Center as needed.

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

Assists with prisoner transportation and custody.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Police Cadet is a non-sworn, multi-incumbent, non-regular class series. Both classes in the series perform the majority of duties. The classification series is used for apprenticeship type programs in the field of law enforcement to familiarize incumbents with various law enforcement occupations. Assigned duties do not require the incumbents to have Police Officer status. Experience in this series exposes Police Cadets and Senior Police Cadets to various working units in the Police Department over a period of time, generally less than four years.

A Police Cadet is not expected to have prior experience, but is expected to have an interest in a career in law enforcement. Senior Police Cadet is a trained and experienced class which may be assigned to positions requiring more technical skills or responsibilities. In addition, Senior Police Cadets may assist with the training of new Police Cadets.

Contacts and Relationships:

A Police Cadet/Senior Police Cadet establishes and maintains contact with other Police Department and law enforcement staff. Additional contact will occur with members of the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Police Cadet

Knowledge of:

Basic functions of a Police Department.

English usage and grammar.

AND

Ability to:

Learn, understand and apply applicable laws, ordinances, policies and procedures.

Understand and carry out oral and written instructions.

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

Work under strict law enforcement structure.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Analyze situations accurately and select quick, effective and responsible courses of action.

Learn standard broadcasting procedures of a police radio system.

Perform work requiring good physical condition.

Learn to operate a computer and use applicable software.

Senior Police Cadet

Knowledge of:

Those items listed under "Knowledge of" for Police Cadet plus the following:

Basic organization and goals of the Fullerton Police Department.

Broadcasting procedures of a police radio system.

AND

Ability to:

Perform those items listed under "Ability to" for Police Cadet plus the following:

Understand and apply applicable laws, ordinances, policies and procedures.

Use a computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience:

Police Cadet

None.

Senior Police Cadet

One year of experience as a Police Cadet with the City of Fullerton

Special Requirements – All Classes in This Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this class series.

Must have reached the age of 18 at time of appointment, and be currently enrolled in at least 12 semester units or equivalent of Police Science, Criminal Justice, Administration of Justice or a related field at an accredited college or university.

Must maintain a minimum of 12 units per semester or equivalent in Police Science, Criminal Justice, Administration of Justice or a related field until obtaining an Associates Degree from an accredited college or university.

All college/university course work in Police Science, Criminal Justice or Administration of Justice must have been, and continue to be, accomplished with an overall grade point average of 2.0 or better.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Additional Requirements - Senior Police Cadet:

Must be recommended for promotion from Police Cadet to Senior Police Cadet by his/her immediate supervisor and Program Coordinator and successfully complete the entry level written and physical ability exams for Police Officer.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in a front counter or office environment and may occasionally be performed outdoors with full exposure to the elements. An incumbents drives a vehicle on City business, sits and stands for periods of time, uses a computer, walks and may run on slippery/uneven surfaces, climbs, kneels, crouches, twists, reaches, bends, crawls and grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 30 pounds for Police Cadet and 50 pounds for Senior Police Cadet. Incumbents in the series may participate in training exercises which require them to successfully complete physical tests/tasks which include dragging a 165 pound dummy, pushing a patrol car, climbing ladders, scaffolds, a six (6) foot wall and similar obstacles, jumping over three (3) foot high sawhorses or wooden barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows and performing sprints, runs and pushups. When assisting with traffic control, an incumbent may be exposed to vehicular traffic and fumes. When assisting with property and evidence, incumbents may be exposed to dust, dirt, bugs, rodents and rodent droppings inherent in storage facilities and a variety of hazardous compounds which may be found on property/evidence to include materials contaminated by blood and other human products and explosive materials. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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