

POLICE CADET

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform a variety of non-sworn law enforcement duties as required, provide non-emergency assistance, and learn and interpret laws, regulations, policies and procedures.

DISTINGUISHING CHARACTERISTICS

Police Cadets are hired into this temporary non-sworn position for a two-year period while the department and Cadets explores the interest and competency for longer-term employment opportunities in law enforcement. They are not covered by the City's classified system.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief with reporting responsibilities to Police Commander.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Provide reception and general clerical functions in support of law enforcement activities; includes answering phones, greeting public, operating office equipment for faxing/copying, filing, processing paperwork.

Provides support/assistance for Records and Communications within the Police Department.

Assists with booking, transportation, and supervision of prisoners, and other detention related duties.

Learns and interprets laws, regulation, policies and procedures.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Office methods, practices and procedures.

Filing and indexing methods and procedures.

Ability to:

Learn and apply operating policies, procedures and methods of Police Department.

Learn to operate computer and office equipment.

Ability to (continued):

- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Remain calm and appropriate in stressful situations.
- Prepare accurate written reports; communicate effectively both written and orally.
- Learn and apply advanced first aid, CPR and lifesaving procedures.
- Read and comprehend written materials.
- Assimilate information, process logically, and make sound decisions.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

None required

Training:

Completion of 12th grade; must be attending an accredited college or university and enrolled in at least 6 semester or 8 quarter units and maintaining a “C” average,

Licenses/Certificates/ Other requirements:

Must be 18 years of age at time of appointment, and must have valid California Class C driver’s license and satisfactory driving record.

PHYSICAL DEMANDS

Sitting:	Occasional to Frequent	Lifting:	
Standing:	Occasional	up to 10 lbs:	Occasional
Walking:	Occasional to Frequent	11 to 25 lbs:	Occasional
Bending:	Occasional	26 to 50 lbs:	Occasional
Crouching:	Occasional	51 to 75 lbs:	
Occasional/Rare			
Stooping:	Occasional	76 to 100 lbs:	Rare
Kneeling:	Occasional	100 + lbs:	Rare
Crawling:	Never/Rare	Carrying	
Climbing:	Occasional	up to 10 lbs:	Occasional
Balancing:	Occasional	11 to 25 lbs:	Occasional
Running:	Never/Rare	26 to 50 lbs:	Occasional
Twisting:	Occasional	51 to 75 lbs:	Occasional/Rare
Turning:	Occasional	76 to 100 lbs:	Rare
Jumping:	Never/Rare	100 + lbs:	Rare

PHYSICAL DEMANDS: (continued)

Pushing/Pulling:

- up to 10 lbs: Occasional
- 11 to 25 lbs: Occasional
- 26 to 50 lbs: Occasional
- 51 to 75 lbs: Never
- 76 to 100 lbs: Never
- 100 + lbs: Never

- Grasping – firm: Occasional
- Finger dexterity: Frequent
- Reaching forward: Frequent
- Pinch grasp: Occasional
- Grasp – light: Frequent

- Coordination - Eye-hand: Required
- Eye-hand-foot: Required
- Driving: Required

- Talking - Face-to-face: Required
- Verbal contact: Required
- Public: Required

- Vision - Acuity far: Required
- Acuity, near: Required
- Depth perception: Required
- Field of vision: Required
- Accommodation: Required
- Color vision: Required

- Hearing - Conversation: Required
- Telephone: Required
- Earplugs: Required

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Work, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, outdoors, Using computer/computer monitor screen, works around others, works alone, works with others