POLICE CADET

DEFINITION
Under close supervision, assists assigned Bureau(s) with a variety of non-hazardous activities not requiring the services of a sworn officer.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Provides assistance to the police department on a variety of non-hazardous activities not requiring the services of a sworn officer;
- Observes and reports violations of laws and ordinances;
- Prepares reports regarding burglaries, thefts, property recoveries, vandalism, sick or injured persons and similar situations; obtains statements from victims and witnesses;
- May assist in the collection and handling of physical evidence at crime scenes including taking fingerprints and photographs.
- Responds to non-hazardous calls for assistance; conducts on-foot security patrol in shopping areas and parking lots;
- Assists in crime prevention programs and seminars;
- Answers phones, distributes messages and assists walk-ins with inquiries or questions;
- Transports materials and documents and prepares written reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement, City and Department policies and procedures, and of modern law enforcement trends and practices;
- Skilled in observing, assisting, and preparing reports, following oral and written instructions, and in communicating verbally and in writing in English with all levels of staff, visitors and others having business with the police department;
- Ability to complete essential functions with little supervision, to maintain composure and exercise good judgment under extreme conditions, and to establish and maintain productive working relationships with residents, business owners and employees of the City.
- Proficient in the use of a personal computer, electronic devices and other industry related software to complete assigned tasks.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Due to the nature of work assignments, incumbents must be able to stand, sit in a patrol car for long periods, walk, lift, carry, push and pull a grown adult; climb walls, fences, stairs and ladders, stoop, twist, squat/kneel, crawl, run, grasp, repeatedly bend and move wrists, use both hands, legs and feet; speak, hear and understand radio communications, touch, feel, see at a distance and up close. Candidates must also meet POST color perception and hearing standards.

QUALIFICATIONS
A high school diploma or equivalent, AND one (1) year experience in a para-military or law enforcement program; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Drivers License. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.