

## **CITY OF ARCADIA**

### **POLICE CADET (PART-TIME)**

#### **DEFINITION**

Under immediate to general supervision, to perform duties throughout the Police Department, including Records, Parking Enforcement, Property and Evidence, and Investigations.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform clerical assignments including typing; answer telephone requests for police services; query law enforcement computer systems for information.

Operate business office machines; process reports and maintain records and files; collect information from the public for the purpose of generating reports; perform cite verifications.

Perform data entry of persons, vehicles, and addresses into RMS and State and Federal databases.

Maintain all office supplies, including report forms, for the Department.

Perform fingerprinting services for the public.

Assist the public with reporting of lost/stolen property in misdemeanor cases.

Transport TOPEK money, bail and miscellaneous receipts to City Hall;

Verify vehicle corrections performed and authorize citation issued.

Process requests by mail for copies of police reports; process requests by fax from other law enforcement agencies for reports.

Provide information and assistance to the public at the front counter.

Provide clerical support for Department personnel in the Administration and Operations Division.

Scan and index reports to optical disks for maintenance and retrieval.

Assist with the transport of property, signaling devices, and other items.

Collect monies for public requests of documents.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern offices practices, methods, and computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical principles.

Safe driving principles and practices.

**Skill to:**

Type and enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn Pertinent Federal, State, and local laws, codes and regulations including administrative and departmental policies and procedures and police terminology.

Maintain files alphabetically, numerically, or by subject matter.

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Handle multiple concurrent tasks with numerous interruptions.

Utilize independent judgment involving the interpretation of instructions and performance of assigned duties.

Assist the public with diplomacy and tact.

Deal constructively with conflict.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

No experience is required.

**Training:**

Equivalent to the completion of the twelfth grade or currently enrolled in last year of high school. If candidate has completed high school, current enrollment in an accredited college or university towards a degree is required. Course work in law enforcement is preferred. Must maintain a 2.0 grade point average.

An Associate of Arts degree or junior standing in an accredited college or university may substitute for such enrollment.

If a Police Cadet, prior to reaching their 24<sup>th</sup> birthday, fails to be appointed as a Law Enforcement Recruit, or other position within the Police Department, that Police Cadet will be released from employment. Police Cadets who complete an Associates Degree may remain in the program until their 24<sup>th</sup> birthday.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Age Requirement:**

Must be between the ages of 18 through 21 at time of appointment.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk; exposure to cold, heat, noise, outdoors, vibration, and Mechanical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** December, 1992

**Revised:** October, 2012; August 2018