



CITY OF ALBANY POLICE CADET/SENIOR POLICE CADET

Under general supervision, performs a variety of routine and progressively more difficult tasks in an apprenticeship program in preparation for a career in law enforcement; performs assignments in various divisions of the Police Department and completes related work as required; and performs related work as assigned.

Police Cadets are hired into this temporary non-sworn, non-benefited position for up to a four-year period while the Police Cadet and the department explore the incumbent's interest and competency for employment opportunities in law enforcement. Police Cadets serve at the pleasure of the Chief of Police. A significant degree of initiative, independent judgment, and discretion is required. This is not a sworn Peace Officer position; no weapon will be authorized.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. Exercises no direct supervision.

Class Characteristics

This class is an apprenticeship type program in the field of law enforcement to familiarize incumbents with public service in various policing occupations. Police Cadet is a non-sworn, multi-incumbent class which performs various non-emergency police services, including finger printing, parking and traffic control, evidence storage and processing, and related clerical work. Duties assigned to this class does not require the incumbents to have Police Officer status. Experience in this position exposes Cadets to various working units and practices within 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 a demonstrable interest in public service, specifically a career in policing. As training and experience is gained, positions in this class may be assigned to the position of Senior Police Cadet. The Senior Police Cadet position requires more technical skills or responsibilities. In addition, Senior Police Cadets may assist with the training of new Police Cadets.

Advancement to the Senior Police Cadet level is based on recommendation from a supervisory officer and police lieutenant and the successful completion of the POST Entry-level Law Enforcement Test Battery (PELLETB), and POST Job Related Work Sample Test Battery (WSTB) Physical Agility entrance assessment exams.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs clerical duties including recordkeeping, answering telephones, data processing and filing.
- Operates police computer systems to enter, process and/or research information and prepare administrative reports and/or requests for records.
- Assists in photocopying, filing, indexing and locating police records and related paperwork.
- Fingerprints individuals and performs photography duties.
- Participates in formalized training courses and programs as assigned.
- Lifts and carries equipment and other items and performs strenuous activities.
- Drives a vehicle on City business and assists with vehicle transportation.

- Assists with parking enforcement and traffic control function as needed.
- Assists in the Public Safety Dispatch Center as needed.
- Assists at the public service counter as needed.
- Assists property room staff in packaging, processing, moving, and storing evidence and property, storage inventory, auditing, purging, auction and destruction duties.
- Rides with officers to observe and learn peace officer responsibilities and techniques.
- Performs official business errands for the department such as transporting documents, evidence, and information to courts, district attorney offices, crime laboratories and the Central Identification Bureau.
- Escort visitors, vendors, contractors and others in/through secure areas of the department.
- Provides traffic direction and control for special events, crime scenes, critical incidents and under other circumstances
- Assists in research projects, police services and functions.
- Working alone or as a member of a group, informs, educates, and confers with community members concerning crime prevention.
- Perform Crossing Guard duties, on an as needed basis due to unscheduled absences of Crossing Guards.
- Prepares reports as required in the performance of assigned duties.
- Performs related duties as assigned.

Knowledge of:

- Basic functions of a Police Department.
- California Vehicle and Penal Code
- City of Albany Police Department rules, regulations, and operating procedures.
- Geography of the City and surrounding communities.
- Organizational structure of the Police Department.
- Departmental recordkeeping practices.
- Basic crime prevention.
- Proper English grammar, spelling, punctuation, and dictation for the purpose of completing various police reports.
- Effective customer service techniques.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Learn, understand and apply applicable laws, ordinances, policies and procedures.
- Understand and carry out oral and written instructions.
- Work under strict law enforcement/paramilitary structure.
- Read and write at the level required for successful job performance.
- Meet and serve the public with courtesy, tact, and professionalism.
- Analyze situations accurately and select quick, effective, and responsible courses of action.
- Learn standard broadcasting procedures of a police radio system.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Additional Qualification Guidelines: Senior Police Cadet

Knowledge of:

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

- Basic organization and goals of the Albany Police Department.
- Broadcasting procedures of a police radio system.

Ability to:

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

- Perform work requiring good physical condition.

Education and Experience

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

Police Cadet

Equivalent to the completion of the twelfth grade and be currently enrolled at an accredited college or university in at least 6 semester/8 quarter units of Police Science, Criminal Justice, Administration of Justice, or a related field, or, if not currently enrolled, must have earned at least 12 semester/18 quarter units of Police Science, Criminal Justice, Administration of Justice, or a related field at an accredited college or university

Senior Cadet

Completion of an Associate’s degree in Police Science, Criminal Justice, Administration of Justice, or a related field, and one year of experience as a Police Cadet with the Albany Police Department.

Please Note: All college/university course work in Police Science, Criminal Justice or Administration of Justice must have been accomplished with an overall grade point average of 2.5 or better.

Licenses and Certifications

Valid California Driver’s License.

Physical Demands

Must possess physical condition necessary for sufficient mobility to work in a law enforcement setting, including vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed; walks, sits, stands, and runs on slippery/uneven surfaces for prolonged periods of time; drives a vehicle on City business; climbs, kneels, crouches, twists, reaches, bends, crawls, 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; use office equipment, including computers, telephones, calculators, copiers, and FAX. Senior Police Cadets may participate in training exercises which require them to successfully complete physical tests/tasks which include dragging a 165-pound dummy, ascending/descending ladders, a 6 foot wall and similar obstacles, jumping over 3-foot-high barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows and performing sprints, runs, and pushups.

Environmental Elements

Employees work in an office and field environment and may occasionally be exposed to varied temperature and weather conditions. When assisting with traffic control, employees may be exposed to vehicular traffic and fumes. When assisting with property and evidence, employees may be exposed to dust, dirt, bugs, rodents, and rodent droppings 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, explosive materials, and dangerous narcotic compounds.

Special Requirements

Employees must be a United States citizen or resident alien who has applied for citizenship and between the ages of 18 and 30 at time of appointment. Positions in this classification must be free of felony convictions and successfully pass a police department pre-employment screening process which include, psychological interview, medical examination, background check, and polygraph test. Positions may be required to work evenings, nights, weekends and holidays, and work overtime. Employees are required to wear the provided uniform.