



KATHY M. SHEEHAN  
MAYOR



CITY OF ALBANY  
DEPARTMENT OF POLICE  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210  
TELEPHONE (518) 462-8012



ERIC HAWKINS  
CHIEF OF POLICE

**PLEASE POST CONSPICUOUSLY**

TO: All City of Albany Departments and Divisions  
SUBJECT: Notice of Job Opening –

**Police Cadet**  
**Albany Police Department**

The **Albany Police Department** is accepting applications for the position of **Police Cadet** at a rate of **\$15.52/hour @ 12 hours/week**. The schedule for this position is to be determined based on the needs of the Department and the availability of the employee.

Applicants must meet the requirements as outlined in the attached job description.

Additional requirements must be met for consideration. These include:

- Applicants must have an income threshold commensurate to the 2021 US. Department of HUD Adjusted Home Income Limits:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Income Limit	\$53,550	\$61,200	\$68,850	\$76,500	\$83,650	\$88,750	\$94,900	\$101,000

- After their initial application is submitted, applicants will be contacted to complete a Supplemental Application containing the materials required to be able to conduct a thorough background check.
- Applicants will be required to have a physician sign a medical clearance form which will allow for participation in a physical fitness test consisting of a 1.5 mile run, push-ups and sit-ups prior to employment, as well as participation in trainings that require physical exertion.

Anyone who is interested in applying for this job will need to visit the City of Albany Civil Service Employment Portal to apply online. [jobs.albanyny.gov](http://jobs.albanyny.gov) Applications will be accepted continuously and reviewed as openings are available.

**Due to the requirements of the Community Development Block Grant that funds the Cadet position, only City of Albany residents are eligible to apply.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

*Section 62-1 of Chapter 62 of the Code of the City of Albany.*

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY**  
**An Equal Opportunity/Affirmative Action Employer**

**POLICE CADET**

**DISTINGUISHING FEATURES OF THE CLASS:** The Police Cadet apprenticeship program is specifically designed to introduce young individuals to the various aspects of the law enforcement profession and help prepare them for a future career as a Police Officer. In accordance with well-defined policies and procedures, an employee in this classification assists full-time personnel with a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Communications, Investigations, Special Events (including Mounted and K9) Records, and Fleet Maintenance. These assignments will also include time shadowing officers in the form of “ride-alongs” or “walk-alongs.” Incumbents assume greater responsibilities and work with increasing independence as knowledge and experience are gained. Receives immediate supervision from sworn or civilian Police personnel. Cadets will also be expected to participate in monthly trainings covering a wide range of topics and types of activities. No supervision is exercised.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides technical assistance to the public at the front desk and over the telephone;
- Evaluates and processes disturbance calls, complaints, and requests for police services;
- Gathers information, records complaints, and prepares routine crime reports;
- Directs callers to other departmental personnel or other agencies as appropriate;
- Prepares and processes a variety of reports, forms, applications, and permits; types, compiles, and tabulates basic statistical and financial data;
- Tracks status of cases and warrants; maintains related files and records;
- Transports police vehicles for service;
- Assists sworn and civilian personnel with essential non-emergency tasks;
- Participates in monthly trainings to include classroom/lecture, physical fitness, fitness evaluations and hands-on activities;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good social and general intelligence;
- Ability to be courteous;
- Ability to understand and carry out complex oral and written directions;
- Ability to operate an automobile;
- Sound judgment;
- Physical strength and agility;
- Neatness of appearance;
- Excellent moral character;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

Must be between the ages of 18 and 32 and Graduated from high school or possess a high school equivalency diploma.

**SPECIAL REQUIREMENT:**

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Satisfactory results from a background investigation, and administrative screening.
- Required to work varying shifts which may include evenings, weekends, and holidays.
- Must apply for and take any and all available City of Albany Police Officer exams during employment as a Cadet.

Issued: 2/27/19  
Revised: 4/29/20