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 or another related position. 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, Professional Standards, Communications, Investigations, Traffic, Property, Records, Crime Scene Investigation and Fleet Maintenance. Incumbents assume greater responsibilities and work with increasing independence as knowledge and experience are gained. Receives immediate supervision from sworn or civilian Police personnel. No supervision is exercised.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Learns, understands and applies applicable laws, ordinances, policies and procedures.
- 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, citations, applications, and permits; types, compiles, and tabulates basic statistical and financial data;
- Tracks status of cases and warrants; maintains related files and records
- Receives, classifies, indexes and stores property and evidence seized and recovered by police personnel, including money, firearms, narcotics, stolen property, and hazardous materials
- Assists with field investigations of crime scenes; protects crime scenes from contamination;
- Takes photographs, and collects other related property and evidence;
- Examines and processes evidence on scene and at the Police Department;
- Transports police vehicles for service
- Assists sworn and civilian personnel with essential non-emergency tasks
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Good powers of observation;
- Working knowledge of first aid methods;
• Ability to be courteous yet firm with the public;
• Ability to understand and carry out complex oral and written directions;
• Ability to operate an automobile;
• Sound judgment;
• Skill in the use of firearms;
• 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 21 and be enrolled in an accredited two-year or four-year college/university.

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, psychological screening, physical examination (including a drug and alcohol test), and administrative screening.

• Required to work varying shifts which may include evenings, weekends, and holidays.

• Must be a United States citizen