

## **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.

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