

JOB DESCRIPTION
CITY OF SYLVANIA
An Equal Opportunity Employer

Job Title:	POLICE CADET
Department:	Public Safety
Division:	Police
Section:	Uniform Patrol
Pay Grade:	Exempt
Immediate Supervisor:	Police Sergeant
Positions Supervised:	None
Career Ladder Opportunity:	Police Officer

JOB DESCRIPTION

The police cadet is a training position within the police department which prepares an individual to become a certified police officer. It is a critical requirement of this position that the employee has the desire and the ability to perform and behave on-duty as well as off-duty in a manner that does not cause damage or endanger the loss of such trust and credibility with the public, the court systems, co-workers, this police department or other law enforcement agencies.

The police cadet trains in law enforcement as well as safety related duties and functions. These include, but are not limited to: promoting and maintaining a good public image; responding to calls for service; preventing, detecting, and investigating crime; enforcing violations of criminal statutes and city ordinances; enforcing traffic laws; and providing protective services.

The police cadet must have the competency, self-initiative, and willingness to work a majority of assigned hours without direct supervision. The employee must have the cognitive ability, and desire, to understand and interpret organizational rules, policies, and procedures in a manner that solves problems while at the same time promotes the image and mission of the Sylvania Police Division.

The police cadet will be trained to interact comfortably, lawfully, effectively, efficiently, and often quickly with a wide variety of citizens and citizens' groups who have a wide variety of problems and need for enforcement and safety services.

Police cadet duties are often performed under a wide variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the employee's physical and mental resources. For this reason, it is imperative that the police cadet maintain a physically and mentally fit and ready condition.

The police cadet must: promote personal and public safety consciousness; possess a good knowledge of and demonstrate strict adherence to the civil liberties and rights of all persons; have the ability and desire to demonstrate competent job performance without direct supervision; and have the desire and ability to promote and project a positive public image. These are all critical requirements of the police cadet position.

The Sylvania Police Division provides police services every hour of the day and every day of the year. The police cadet must be able and willing to work any time of the day and on any day of the year as scheduled or needed.

The police cadet reports directly to the police sergeant.

QUALIFICATIONS

Valid driver's license with an acceptable driving record; acceptable background investigation; successfully pass the psychological test, drug test, and employment physical; and meets all eligibility requirements established by the Sylvania Civil Service Commission. Successful completion of the Ohio Peace Officer Certification and firearms qualification must be successfully completed during the police cadet employment phase, which shall not exceed 1 year from the date of hire.

Failure to successfully complete the Ohio Peace Officer Certification and firearms qualification within one year of date of hire will result in termination of the Cadet's employment. Police cadets must project a positive and professional image.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE AND ABILITIES

The police cadet must obtain a good working knowledge of: department policy and procedures; local and state ordinances and laws; arrest procedures; criminal apprehension techniques; self-defense techniques; constitutional rights; rules of evidence; search and seizure laws and court rulings; techniques for collecting and preserving evidence; investigative techniques; crime prevention techniques; court procedures; record keeping; civil disobedience control techniques; and first aid/CPR. Must have the ability to work with little supervision; to interpret and apply local and state laws and ordinances; define problems, collect data, establish facts and reach conclusions; effectively deal with problems involving several variables; communicate effectively in oral and written form; maintain files; prepare reports; properly use computer systems, programs, and other office equipment; effectively use firearms, handcuffs, baton, radar, evidence collection materials, recording equipment both audio and video; and other equipment required to perform police related duties. The police cadet must safely operate police vehicles in normal and emergency situations; work in adverse weather conditions; remain calm in emergency situations; and develop and maintain effective working relationships with the public, officials, co-workers, supervisors, and other criminal justice agencies.

ILLUSTRATIVE DUTIES

% of Time **The duties listed are intended to depict tasks for which the cadet will be trained:**

75%

PATROL

- Monitor city streets and buildings in a patrol vehicle or on foot
- Monitor building security
- Respond to calls for service
- Enforce laws and ordinances
- Arrest offenders
- Investigate complaints and interview suspects, witnesses, and victims
- Mediate disputes
- Obtain warrants
- Direct traffic
- File charges
- Complete booking process
- Recover, photograph, mark, and secure evidence
- Prepare cases for court presentation
- Present testimony and evidence at Grand Jury and court proceedings
- Operate police equipment and vehicles
- Issue traffic citations, parking tickets, and warnings
- Investigate traffic crashes
- Administer first aid/CPR
- Assist citizens, victims, and witnesses

10% COURT
-Attend court proceedings
-Testify
-Present evidence
-Act as an officer of the court
-Provide court security
-Maintain chain of evidence
-Serve court papers
-Take bonds and payouts as a deputy clerk of courts

10% CLERICAL and OFFICE
-Answer the telephone, take messages, and direct calls
-Operate the computer systems and programs
-Prepare reports and correspondence
-Proofread correspondence and reports to ensure accuracy
-Maintain office files
-Maintain case files
-Make photocopies
-Operate FAX machine

5% MISCELLANEOUS AND SPECIAL ASSIGNMENTS
-Attend meetings and serve on committees as requested
-Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and other in-service training
-Perform additional duties and assignments as required

I have read and I understand the duties, responsibilities, qualifications, knowledge and abilities detailed in this Job Description for Police cadet and I accept my responsibility to perform the duties required for the position of Police cadet.

Employee Signature

ID#

Date

Original: Employee Personnel File

Copy: Employee

File: Job Description: Police cadet Rev. 2/2020