POLICE CADET

DESCRIPTION

Under supervision, a Police Cadet is a non-sworn classification that assists police personnel in a variety of operations in order to gain practical knowledge of law enforcement. Qualified candidates will obtain practical work experience that supports their career goals.

The Union City Police Department strives to provide candidates interested in law enforcement and local students with an opportunity to learn various aspects of police work where they can integrate academic philosophies with practical experience. This position will provide candidates on-the-job training and the ability to develop professional networking relationships for future service in government or law enforcement.

Employees in this classification may receive training and experience in each of the below duties.

EXAMPLES OF DUTIES

Property and Evidence

Accept and process property and evidence into the property room; release evidence to officers and property to rightful owners; send letters to people whose property is ready for release; purge evidence; transport evidence to and from the crime lab and identification bureau; fingerprint citizens.

Records

Copy, index, file, distribute, and retrieve files, records, and reports; assemble court packets, provide information to persons at the front counter, answer calls on business phones, conduct transactions from cash drawer for purchasing reports; enter data onto appropriate logs; enter, retrieve and purge data on the automated systems; access a variety of databases; conduct research projects; write reports and memos.

Animal Control

Transport animals to the shelter; transport all injured animals to veterinary hospital; dispose of deceased animals; quarantine animals that have bitten people and complete associated forms; investigate cruelty to animal calls; place animals under protective custody; write animal control citations; appear and testify in court when subpoenaed; inspect animal control vehicle and equipment for damage and inventory prior to use on shift.
Parking Enforcement and Vehicle Abatement

Patrol an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinances; maintain communication with dispatch; write warning and citations for illegally parked vehicles; observe and report hazardous conditions such as missing traffic signals or signs, and street markings that need to be repainted; maintain assigned equipment and supplies such as hand-held citation computers, citation books, rain gear, street cones, flares, etc.; perform traffic control duties such as setting up barricades and temporary signs, directing traffic, and placing inoperative bags on broken parking meters.

Fleet Maintenance

Review and report vehicle deficiencies; schedule repair of vehicles and equipment; transport vehicles and equipment to repair shop; arrange for tows; enter and maintain vehicle inventory/status log; coordinate service, oil changes, and cleaning of vehicles; stock first aid kits, fingerprint kits and flares, ensure fire extinguishers are full and appropriately charged, etc.; register undercover vehicles with DMV.

QUALIFICATIONS

Knowledge of:
The English language including grammar, punctuation, and spelling; business math; information retrieval methods, applicable laws, ordinances, policies, procedures, rules, regulations, and directives; research methods; report construction.

Ability to:
Read, understand, and utilize federal, state, and local laws, ordinances, codes, rules, and regulations applicable to the work assignments; read, understand, and utilize department manuals, policies, procedures, directives, and general materials; follow written and verbal instructions; make change from cash drawer; conduct research; keep and maintain accurate records; file alphabetically, chronologically, and numerically; deal tactfully and effectively with the public and employees; work weekend and evening hours; physically perform the duties of the job.

LICENSE, EDUCATION AND OTHER REQUIREMENTS

- Be at least 18 years of age at the time of appointment
- Be able to provide United States Citizenship
- Have no felony convictions
- Possess and maintain a valid California Driver’s License and have a satisfactory driving record pursuant to City standards
- Have completed the twelfth grade or equivalent
- Successfully pass background investigation. Prior use of controlled substances may be grounds for disqualification.
- Be able to work approximately 16 - 30 hours a week