



POLICE CADET

Bargaining Unit: Unrepresented
FLSA Status: Non-exempt

DEFINITION:

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

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

CLASS CHARACTERISTICS:

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

EXAMPLES OF DUTIES (illustrative only):

Positions assigned to Records may be responsible for:

- Copying, indexing, assembling, filing, distributing, and retrieving various documents files, records, and reports;
- Providing information to individuals at the front counter or over the phone;
- Conducting transactions from cash drawer for purchasing reports;
- Inputting, tracking, retrieving, accessing, and purging data in various logs, systems, and databases; and
- Conducting research projects and drafting reports and memos.

Positions assigned to Animal Control may be responsible for:

- Transporting animals to the shelter or if injured to the veterinary hospital;
- Disposing of deceased animals;
- Quarantining animals that have bitten people and complete associated forms;
- Investigating cruelty to animal calls;
- Placing animals under protective custody;
- Drafting animal control citations;

- Appearing and testifying in court when subpoenaed; and
- Inspecting animal control vehicles and equipment for damage and inventory prior to use on shift.

Positions assigned to Parking Enforcement and Vehicle Abatement may be responsible for:

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

Positions assigned to Fleet Maintenance may be responsible for:

- Reviewing and reporting vehicle deficiencies;
- Scheduling repair of vehicles and equipment;
- Transporting vehicles and equipment to repair shop;
- Arranging for tows;
- Entering and maintaining vehicle inventory/status log;
- Coordinating service, oil changes, and cleaning of vehicles;
- Maintaining supplies such as stocking first aid kits, fingerprint kits and flares, ensuring fire extinguishers are full and appropriately charged, etc.; and
- Registering undercover vehicles with DMV.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

High school diploma, GED, or equivalent.

Must be at least 18 years of age at appointment and legally authorized to work in the United States by federal law.

Must successfully pass a background investigation. Prior use of controlled substances may be grounds for disqualification.

Free from any disqualifications for employment, including felony convictions.

Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.

Found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation which might adversely affect the exercise of the powers of a Police Cadet. Must be available to work approximately 16 - 30 hours per week.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- The English language including grammar, spelling, vocabulary, and punctuation;
- Business math;
- Information retrieval methods;
- Applicable laws, ordinances, policies, procedures, rules, regulations, and directives; and
- Research methods and writing reports.

Ability To:

- Read, understand, and utilize federal, state, and local laws, ordinances, codes, rules, regulations, department manuals, policies, procedures, directives, and general circulation materials applicable to the work assignments;
- Follow written and verbal instructions;
- Make change from cash drawer;
- Conduct research;
- Maintain accurate records; file alphabetically, chronologically, and numerically;
- Deal tactfully and effectively with the public and employees;
- Work weekday, weekend, and evening hours; and
- Physically perform the duties of the job.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted workspaces; and heights more than five stories above ground level.

Travel: Positions in this class may require local and statewide travel as necessary.