

POLICE CADET I

Class Definition

Under close supervision, assists police officers in non-hazardous duties, performs communications duties, processes prisoners, and performs related clerical duties. May attend and participate in a California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy.

Distinguishing Characteristics

Police Cadet I is a training class used to prepare an individual for a career in law enforcement, pursuant to Fresno Municipal Code Section 2-1652.4. Incumbents perform assignments involving the delivery of non-emergency police services, identification of persons through fingerprints, answering and evaluating calls for emergency and police services, or attending the Police Academy. Police Cadet I differs from Police Cadet II in that incumbents of the latter are Police Academy graduates and perform a broader range of non-enforcement, police-related duties. Incumbents may be assigned to any shift including nights, weekends and holidays.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assists police officers with non-emergency duties; completes routine police reports after conducting non-hazardous investigations; collects evidence at crime scenes; appears in court as a witness.

Receives and responds to inquiries from citizens; gives general assistance and direction as appropriate.

Collects and compiles statistical data; researches crime trends for publication to police officers and the public.

Operates office machines and equipment, such as, computers, vehicles and radios.

Answers incoming calls for police and emergency services; inputs information about the incident into the computer via a CRT terminal for dispatching of appropriate emergency unit(s).

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Knowledge of the geography of the city of Fresno.

Ability to safely operate a motor vehicle, and to use the in-vehicle computer to answer calls and

input information.

Ability to follow written and oral instructions and implement proper procedures as required by law and department policy.

Ability to analyze situations and take appropriate action based on training and documented procedures.

Ability to communicate effectively, both orally and in written form.

Ability to stay calm in stressful emergency situations.

Ability to acquire the skills necessary to take fingerprints and photographs.

Ability to perform clerical duties, such as, compiling information and statistics, filing, and other related duties.

Minimum Qualifications

Possession of a high school diploma or equivalent.

Special Requirements

This is a training class in which incumbents do not achieve permanent status in the classified service as defined in the Fresno Municipal Code Section 2-1601.1(p)(5). Qualifying incumbents are expected to obtain full-time permanent employment within the Fresno Police Department within 4 years (48 months). Failure to do so is cause for termination from the program as outlined in F.M.C. Section 2-1652.4.

Must be at least 18 years of age on or before administration of the first step of the examination process.

Possession of a valid California Driver's License is required.

Bilingual abilities, as may be required to meet community needs.

Must successfully complete a polygraph test and an extensive background investigation prior to appointment.

APPROVED: (Signature on File)
Director

DATE: 02/14/2002