

POLICE CADET II

DEFINITION

Under supervision, performs assignments restricted to non-enforcement police-related functions and performs all related learning and testing activities relative to the technical knowledge, skills, and physical abilities to perform in the capacity of a sworn police officer. May attend or be currently enrolled a California Law Enforcement Basic Academy approved by the Commission on Peace Officer Standards and Training.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a sworn officer. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Police Cadet II is a non-sworn trainee level class in the Police Department in which incumbents perform non-enforcement duties such as prisoner transportation, investigation of non-injury traffic collisions, traffic and parking control, booking of prisoners, providing standby guard duty for injured prisoners, and completing related paperwork. Work may include various non-sworn administrative and patrol duties in support of police activities and are responsible to provide support to sworn police staff in a variety of areas. Police Cadet II differs from Police Cadet I in that incumbents of the former are expected to demonstrate a higher degree of professionalism and judgment in a variety of situations and may be assigned to attend an academy. Incumbents may be assigned to work various hours as necessary to include nights, weekends and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include but are not limited to the following.)

Attends a Peace Officer Standards and Training (POST) Certified Basic Police Academy and successfully complete the training programs required for graduation

Participates in a variety of activities in administering non-sworn police services and programs for the Police Department in preparation for or during the academy.

Completes routine police forms for prisoner booking and/or transportation function.

Provides standby guard duty for injured prisoners/arrestees at hospitals and other facilities.

Assists Police Officers with non-enforcement duties; completes routine police reports; appears in court when necessary.

May assist Police Officers in a non-enforcement capacity, direct and control traffic, and provide parking and facility access control.

Directs and controls traffic at accidents.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The geography of the city of Fresno.

Proper English usage, grammar, spelling, and punctuation.

Basic mathematical principles.

Record keeping principles.

Appropriate safety precautions and procedures.

Ability to:

Inspire community confidence through personal integrity, appearance, and actions.

Analyze situations and take appropriate action based on training and documented procedures.

Communicate effectively, both orally and in written form and through police radio communications systems.

Carefully observe incidents and situations, remember facts, names, faces, numbers, places, and details of incidents and situations accurately.

Stay calm and exercise good judgment in potentially stressful situations.

Respond to work site on short notice.

Establish and maintain effective working relationships.

Follow written and oral instructions and implement proper procedures as required by law and department policy.

Prepare clear, comprehensive, and accurate reports and routine correspondence.

Maintain up to date logs, records, and files.

Obtain and maintain DOJ/FBI firearm clearance.

Successfully graduate from a Peace Officer Standards and Training (POST) Certified Basic Police Academy.

Skill to:

Operate a vehicle safely, under normal and emergency conditions while observing legal and defensive driving practices.

MINIMUM QUALIFICATIONS

Possession of a high school diploma or GED equivalent and be at least 20 years of age.

Special Requirement(s)

Police Cadet II is designed to prepare the incumbent for a career in law enforcement. Failure to demonstrate the ability to become a Police Officer may result in termination from the program as outlined in F.M.C. Section 3-266.

Pursuant to P.O.S.T. requirements, must be a citizen of the United States or permanent resident alien who is eligible, and has applied, for citizenship.

Must be 20 and a half years of age at time of appointment.

Possession and continued maintenance 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, an extensive background investigation, psychological examination and a medical examination prior to appointment.

May be required to attend and successfully complete a California Law Enforcement Basic Academy approved by the Commission on Peace Officer Standards and Training.

APPROVED: (Signature on File) DATE: 11/3/21
Assistant Director of Personnel Services

JTC:ar:11/18/14

Revised: MG: SCM;bn 11/3/21