CITY OF TUSTIN
300 Centennial Way
Tustin, CA 92780

http://www.tustinca.org/departments/hr

Invites applications for the position of:
POLICE CADET (PART-TIME)

An Equal Opportunity Employer

**SALARY**
$10.01 - $12.23 Hourly

**OPENING DATE:** 02/04/16

**CLOSING DATE:** 02/26/16 05:00 PM

**DESCRIPTION:**
This is a part-time, at-will, non-benefitted position. Hours are limited to less than 1,000 hours per fiscal year.

Under immediate supervision, performs a wide variety of routine law enforcement support duties as part of an apprenticeship program.

**DISTINGUISHING CHARACTERISTICS**
The Police Cadet apprenticeship program is specifically designed to introduce young individuals to the various aspects of the law enforcement profession and help prepare them for a future career as a Police Officer or another related position. In accordance with well-defined policies and procedures, an employee in this classification assists full-time personnel with a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Professional Standards, Communications, Investigations, Traffic, Property, Records, Crime Scene Investigation and Fleet Maintenance. Incumbents assume greater responsibilities and work with increasing independence as knowledge and experience are gained.

Individuals employed as Police Cadets must be between the ages of 18 and 22 at the time of hire and be enrolled in an accredited two-year or four-year college/university within six (6) months of hire. To remain employed as a Police Cadet, the individual must be enrolled in minimum of 12 semester units (or equivalent) and maintain a grade point average (GPA) of 2.0 or better. Though the Police Cadet position is intended for current college students, an incumbent may continue to be employed in this position for up to 12 months after graduation from college.

**SUPERVISION RECEIVED AND EXERCISED**
Receives immediate supervision from sworn or civilian Police personnel.

No supervision is exercised.

**SELECTION PROCESS:**
Application materials will be carefully reviewed to identify those candidates who meet the minimum qualifications for this position. A written exam is tentatively scheduled for the week of March 7, 2016. Interviews are tentatively scheduled for the week of March 21, 2016. All
candidates who pass the panel interview will earn placement on the eligible list, which may be used for current and future vacancies in the job classification. A comprehensive background investigation and polygraph will be conducted on any eligible persons considered for hire. Recent drug usage, theft or other illegal activity may be grounds for disqualification. A pre-employment medical and a drug screen will be conducted upon a conditional offer of employment.

**EXAMPLES OF DUTIES**

- Learns, understands and applies applicable laws, ordinances, policies and procedures.
- Provides technical assistance to the public at the front desk and over the telephone; evaluates and processes disturbance calls, complaints, and requests for police services; gathers information, records complaints, and prepares routine crime reports; directs callers to other departmental personnel or other agencies as appropriate
- Prepares and processes a variety of reports, forms, citations, applications, and permits; types, compiles, and tabulates basic statistical and financial data; tracks status of cases and warrants; maintains related files and records
- Prepares and issues parking citations to vehicles parked illegally; arranges for the towing and storage or impound of abandoned vehicles, illegally parked vehicles, vehicles with expired licenses, or vehicles in violation of other related laws and ordinances
- Directs and controls traffic during special events and peak traffic conditions
- Receives emergency and non-emergency telephone calls from the public for police, fire, or other services; communicates with callers to determine the nature of the call and provide appropriate assistance; maintains composure to ensure that complete and accurate information is transmitted to public safety and medical personnel
- Receives, classifies, indexes and stores property and evidence seized and recovered by police personnel, including money, firearms, narcotics, stolen property, and hazardous materials
- Assists with field investigations of crime scenes; protects crime scenes from contamination; takes photographs, and collects other related property and evidence; examines and processes evidence on scene and at the Police Department
- Transports police vehicles to City Yard for service
- Assists sworn and civilian personnel with essential non-emergency tasks

**MINIMUM QUALIFICATIONS**

**Education and/or Experience:**

Graduation from high school and enrollment in an accredited two-year or four-year college/university, within six (6) months of employment, in a field applicable to law enforcement. To remain employed as a Police Cadet, the individual must be enrolled in minimum of 12 semester units (or equivalent) and maintain a grade point average (GPA) of 2.0 or better.

**Knowledge of:**

- General functions of a law enforcement agency

**Skill to:**
• Operate standard office equipment, including a personal computer and related word processing, spreadsheet, and database software

• Operate a motor vehicle safely under various conditions

• Operate specialized equipment used in the area of assignment, including communications, photography, and recording equipment

**Ability to:**

• Accept supervisory authority and understand and follow oral and written instructions

• Obtain, record, and retain complete and accurate information from diverse individuals, including those who are emotionally distraught, angry or difficult to understand

• Maintain professionalism, courtesy, and composure at all times, including emergency and high-stress situations

• Prepare and maintain accurate and precise written documents such as technical reports, records, and correspondence that may serve as evidence in court

• Communicate clearly and concisely, both orally and in writing, including making public presentations and composing detailed written reports

• Interpret, explain, and apply pertinent laws, codes, ordinances, and regulations

• Establish and maintain courteous and effective working relationships with staff, management, law enforcement officials, the general public, and others encountered in the course of the work

• Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines

• Demonstrate tact, respect, and empathy to gain the cooperation and compliance of individuals and defuse conflicts

**Licenses and/or Certificates:**

Possession of a valid California Class C driver's license and an acceptable driving record. A valid California Law Enforcement Teletype Systems (CLETS) certificate is required within three (3) months of employment.

**Special Requirements:**

Satisfactory results from a background investigation, polygraph, physical examination (including a drug and alcohol test), and administrative screening. Required to work varying shifts which may include evenings, weekends, and holidays.

**Age:** Must be between the ages of 18 and 22 upon date of hire. Individuals may continue to be employed as a Police Cadet up until reaching age 24 and for up to 12 months after graduation from college.

**Background:** May not have any felony or serious misdemeanor convictions. Background investigation must confirm good moral character without a history of involvement in criminal activity or other unacceptable conduct.

**Physical:** Must be physically capable of performing the duties of a Police Cadet, be in excellent physical condition, have weight in proportion to height, have normal hearing, have vision of at least 20/100 correctable to 20/20, and have normal color vision.
Citizenship: Must be a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship. In accordance with California State law, citizenship status must be conferred within three (3) years of applying for citizenship.

**WORKING CONDITIONS & PHYSICAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

An employee in this classification works in both field and office settings. The employee is regularly required to sit; talk or hear, in person and by telephone; and use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position requires the ability to exert a moderate amount of physical effort involved in lifting, carrying, or pushing property, evidence, tools, supplies and other materials typically weighing up to 50 pounds and to climb ladders, walls, fences, hillsides, or inclined surfaces to access crime scenes. Specific vision abilities required by this job include close vision, far vision, color vision, and the ability to adjust focus to observe and recognize people, objects and environmental conditions during day and night. Employees may be exposed to heat, cold, precipitation, and humidity when working outside.

**Mental Demands:**

The incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work on multiple, concurrent tasks; and interact with staff, other law enforcement representatives, and the public. The employee may be subject to encounters with emotionally upset individuals and must remain calm and composed and exercise sound judgment in emergency situations. The employee works in a paramilitary environment with a highly structured chain-of-command system.

**Work Environment:**

The employee typically works in both field and office conditions. The employee frequently works outdoors and is exposed to variable weather conditions as well as road traffic. The noise level can occasionally be loud, above 85 decibels, when performing field duties on public streets. Frequent driving is required for traffic control monitoring and to respond to accident or crime scene sites. When working indoors, the employee works in office conditions with a noise level that is quiet or moderately quiet, at or below 85 decibels.

*The City of Tustin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.*
1. Have you ever been enrolled in a California public retirement system?
   - Yes  - No

2. If yes, please list the name(s) of the California public retirement system(s) (e.g. CalPERS, PARS, CalSTRS, etc.).

3. Will you have graduated from high school or possess equivalent education at time of appointment?
   - Yes  - No

4. Are you currently enrolled in 12 or more semester units at an accredited two-year or four-year college or university in a field applicable to law enforcement with a GPA of 2.0 or better?
   - Yes  - No

5. If not currently enrolled, will you be enrolled and meet the aforementioned requirements within 6 months of appointment?
   - Yes  - No

6. Will you possess and maintain a valid Class C California Driver's License and an acceptable driving record at the time of appointment?
   - Yes  - No

7. Do you acknowledge you must be between the ages of 18-22 upon date of hire?
   - Yes  - No

8. Do you have any serious misdemeanor or felony convictions?
   - Yes  - No

9. If yes, please provide an explanation.

10. Are you a United States citizen or a permanent resident who is eligible for and has applied for United States citizenship?
    - Yes  - No

* Required Question