



# Police Cadet

Class Code:  
T20

Bargaining Unit: Part-time non-represented

CITY OF FOUNTAIN VALLEY  
Established Date: Sep 1, 2005  
Revision Date: Apr 23, 2007

## SALARY RANGE

\$10.80 - \$11.90 Hourly  
\$864.00 - \$952.00 Biweekly  
\$1,872.00 - \$2,062.67 Monthly  
\$22,464.00 - \$24,752.00 Annually

### CLASS DESCRIPTION:

#### **CLASS DEFINITION**

Perform a variety of routine and progressively difficult non-sworn tasks in an apprenticeship program framework for preparation for a career in law enforcement, rotating through various divisions of the Police Department, and performing other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished by the non-sworn tasks performed in accordance with departmental rules and regulations and the exercise of independent judgment.

#### **SUPERVISION RECEIVED**

The incumbent works under the direct supervision of any Police Department Supervisor.

#### **ESSENTIAL DUTIES:**

- Interact with the public, on the telephone and in person; obtain information from victims; complete police reports on minor incidents.
- Impound and cite illegally parked vehicles.
- Assist in parking control during special events or on City streets during peak traffic conditions and post temporary signs and barricades.
- Answer 911 and business telephone lines; assist the public.
- Perform fingerprinting duties and process of applicants.
- Store and release property evidence.
- Assist in photographing and fingerprinting crime scenes.

#### **OTHER JOB-RELATED DUTIES**

- Enter citations into the database.
- Issue bicycle licenses and maintenance of the bicycle and evidence storage area.
- Assist with storage inventory and control of Department supplies.
- Conduct tours of the Police Department facility.
- Prepare and maintain a variety of records and reports.
- Perform other duties as assigned.

#### **QUALIFICATIONS GUIDELINES:**

##### **EDUCATION**

High school graduation or equivalent certification is required.

**EXPERIENCE**

Previous public contact experience is desirable.

**CITIZENSHIP AND AGE**

- United States citizenship is required at the time of appointment.
- Minimum age is 18 years

**REQUISITE KNOWLEDGE AND SKILL LEVELS**

- Basic recordkeeping methods and procedures.
- Modern office practices, procedures, methods, and equipment.

**REQUISITE ABILITIES**

- Learn, interpret, and apply pertinent local, state, and other laws.
- Remain calm, courteous, and polite while maintaining composure and display a respectful attitude in stressful situations which may involve irate or frustrated individuals.
- Establish and maintain effective working relationships with staff, supervisors, City officials, and the general public.
- Observe accurately and remember names, faces, numbers, incidents, and places and to judge situations and persons accurately.
- Think and act quickly and effectively in emergencies.
- Deal firmly and courteously with the public.
- Exercise independent and sound judgment in evaluating situations and making quick, effective, and reasonable decisions.
- Communicate effectively both orally and in writing.
- Write clear and accurate reports, correspondence, and record data.
- Read and write at the level required for successful job performance.

**LICENSE REQUIRED**

A valid California Class "C" Driver's License.

**SPECIAL REQUIREMENT**

Must be able to work a flexible schedule to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors in a variety of locations to include on-site work at incidents, in a vehicle and in the Police Department. When working outdoors, may be exposed to the elements; may work under damp conditions, in confined spaces; may work on slippery and uneven surfaces; crouch, sit, stand, walk, bend, kneel, pull, reach, push, twist; may be exposed to dust, chemicals, solvents, paint, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise; meet the physical requirements of the class and have mobility, vision, hearing, dexterity and use of both hands and legs appropriate to the duties to be performed.

**NOTE**

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

**FAIR LABOR STANDARDS ACT DESIGNATION**

Non-Exempt