

City of Fort Worth, Texas Job Description

Classification Title:	Police Cadet		
Job Code:	PT5230	Job Family:	Part-time
Pay Grade:	n/a	Date Reviewed:	09/10/15
FLSA Status:	Nonexempt	Date Revised:	09/28/19

GENERAL SUMMARY

This position is designed for individuals interested in and/or preparing for careers as a Police Officer. This civilian position assists assigned personnel and performs a variety of public safety related duties in support of the assigned department assignment. The Public Cadet is a part-time, temporary position designed to allow candidates interested in a career in Public Safety opportunity to obtain exposure to a wide variety of duties related to Law Enforcement while attending a local college or university. Police Public Cadets are limited to 20 duty hours per week and are required to earn 24 hours of college credit each year and maintain a 2.0 GPA.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists in investigation following up; track emergency protective orders for Sexual Assault/Family Violence unit; contact reporting persons in missing person's cases; Conduct minor alcohol buys for vice unit; file review and compile case packages.
2. Assists in preparing for COP and CPA training.
3. Assists in recruiting unit and background investigator unit with mail outs and physical assessments.
4. Assists range master with range duties; assist defensive tactic instructors with equipment and installation.
5. Provides crime analysis information to citizens; assist in researching and reporting of internal audits in the department.
6. Assists in organizing community functions, responding to citizen's inquiries or complaints, and recruiting for Citizens on Patrol.
7. Assists in auto-etching, traffic point control and enforcing parking violations.
8. Answers telephones, files and performs data entry as needed.
9. Follows a preventative maintenance schedule for equipment utilized in the assigned area of responsibility.
10. Assists in recruiting, training and developing instructional material.

11. Assists in maintaining, repairing and testing equipment.
12. Orders, stocks and maintains supplies as needed.
13. Assists in issuing permits and citations.
14. Researches and compiles reports as needed.
15. Assists in compiling information and courier duties.
16. Maintains required level of physical fitness level for Police Public Safety Cadets.
17. Performs other related duties as required.
18. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Assists in recruiting and performing other personnel functions..
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic principles of business letter writing and basic report preparation.
 - Basic knowledge of computers and common business computer programs.
 - Methods and procedures of radio communication.
 - Equipment and materials related to public safety.
 - Basic mathematical principals.
 - English usage, spelling, grammar and punctuation.
 - Basic procedures and techniques related to assisting police officers or assigned personnel.
 - Common safety precautions and practices.
 - Operations, services, and activities of assigned department.
 - Modern office procedures, methods and equipment.
- **Skill in:**
 - None required.
- **Ability to:**
 - Interprets and enforce ordinances.
 - Reacts rationally in emergency and stressful situations.
 - Operates equipment and materials utilized in assigned area.
 - Follows written and verbal instructions.
 - Communicates with public in a positive, courteous manner.
 - Writes reports clearly and concisely.
 - Establishes and maintain effective working relationship with those contacted in the course of work.
 - Maintains the abilities that permit:

- Making observations.
- Communicating with others.
- Reading and writing.
- Monitoring assigned activities and operations.
- Operating assigned equipment.
- Maintain mental capacity which permits:
 - Intense levels of noise, vibration, and heat.
 - Hazards associated with traffic and working in and near traffic.
 - Hazardous materials.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, jogging, running or standing for extended periods of time.
 - Lifting or carrying light to heavy objects.
 - Operating assigned equipment.

MINIMUM JOB REQUIREMENTS

HS diploma/GED. Must be currently enrolled in a college/university or possess ability to enroll in a college/university while in the program.

OTHER REQUIREMENTS

Must be 18-32 years of age.

Pass physical fitness assessment.

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor environment; exposure to extreme weather conditions; close proximity to moving vehicles; exposure to exhaust, fumes, odors, and noise; working closely with others.

PHYSICAL DEMANDS

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

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and walking for long periods of time; light to moderate lifting and carrying; ability to distinguish colors; general manual dexterity is required; adequate vision, hearing, and speech; must be able to operate assigned vehicle.