

Town of Quartzsite Position Description

Position: Police Officer (Cadet)

Subcategory: Law Enforcement

Department: Police Department

Division: Training

Scale Range: 4

Revised: December 2017

General Purpose:

Police cadets participate in training programs that introduce them to the fundamentals of law enforcement and prepare them to become police officers. Police cadets are paid while attending the police academy. After completing the training program, police cadets provide valuable support services to law enforcement officials and train under the guidance of sworn police (field training officers). They may support police operations, such as traffic control, work on criminal investigations and perform administrative duties at police stations. Upon completion of training the trainee will be released as a fully sworn officer and assigned to the patrol division.

This is technical work that involves the traditional functions of uniformed police patrol, and investigative work as may be assigned. The officer candidate (Cadet) must be able to learn State and Federal laws and Town ordinances.

Supervision Received:

This position is supervised by Recruit training officer upon entry into the police Academy generally an 18 week program where cadets learn the basic skills on how to become a police officer through course study in various legal and civil instructions under Arizona law. Along with driver training, defensive tactics, firearms, and driving techniques. Upon successful completion of the academy the cadet will return to his or her respective police agency for field training with a certified police field training officer or (FTO).

Supervision Exercised:

N/A

Essential Duties and Responsibilities:

Cadet must possess the ability to learn quickly and adjust to situational changes. Must have the ability to attend and complete a paramilitary police academy for 18 weeks. He or

she will learn basic law enforcement techniques. Ability to read write and take weekly exams of the lessons taught through course work.

Cadet must have knowledge in or the Ability to learn the following during academy and filed training program:

Knowledge of community oriented policing.

Ability to learn or have knowledge in problem solving and conflict resolution.

Ability to communicate well with others, both verbally and in written form.

Actively patrols the neighborhoods and business districts for high visibility and crime deterrence.

Coordinate neighborhood block watch programs.

Conduct programs related to crime prevention.

Complete initial crime investigations.

Complete traffic accident investigations.

Perform traffic enforcement and control duties.

Conduct follow-up investigation, as may be assigned and assist with major crime investigations.

Perform other related tasks as may be assigned. (Any one position may not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Must be able obtain through Law Enforcement Training Academy:

Education:

1. Graduation from a standard high school with additional training on police methods and procedures.
2. Must be Arizona P.O.S.T. certified and be able to maintain standards.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of patrol procedures and traffic control and safety.
2. Ability to be an effective interviewer.
3. Ability to work under stress in a calm professional manner.
4. Ability to be creative and flexible involving law enforcement issues.
5. Working knowledge of crime scene investigation.
6. Thorough knowledge of Federal and State laws and Town ordinances.
7. Ability to compile concise and clear reports.
8. Ability to relate effectively with the public.

Special Requirements:

Valid Arizona Driver's License or be able to obtain one by time of appointment

Tools and Equipment Used:

Personal computer, motor vehicle, telephone, mobile radio, calculator, copy and fax machine operations, firearms.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. The employee is sometimes required to stand, walk, use hands, handle, feel or operate objects, tools or controls. Reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell.

The employee may occasionally lift or move up to 150 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Work Environment:

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving parts and is occasionally exposed to wet and/or extremely dry conditions, fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Selection Guidelines:

Formal application, rating of education and experience, oral interview and reference check; job related test may be required, written test, medical examination and background, polygraph and psychiatric exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT: _____

DATE: _____

Employee

APPROVAL: _____

DATE: _____

Supervisor

TOWN MANAGER: _____

DATE: _____