

POLICE CADET PROGRAM

POSITION DEFINITION:

Under direct supervision performs a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement. Individuals work part-time while enrolled in college in a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Investigations, Traffic, Property, Records, Code Enforcement blight removal, and Fleet Maintenance. Work hours are typically assigned around the student's class schedule; approximately 20 hours per week, with a maximum of 1000 hours per year. Individuals may be assigned to work various shifts including nights, weekends, and holidays. Incumbents must maintain a satisfactory academic standing in acceptable college courses and be enrolled in the equivalent of at least 12 semester units for each of the two semesters during the calendar year.

ESSENTIAL DUTIES:

Learns, understands, and applies applicable laws, ordinances, policies and procedures; accepts supervisory authority; understands and carries out oral and written instructions; interacts with the public on the phone and in person; obtains information from victims; assists with clerical duties and filing paperwork; assists in traffic control during traffic accidents and special events; assists with transportation and tracking of evidence; answers business telephone lines; utilizes internal computer systems; transports police vehicles to service areas; performs public relations functions; delivers alarm applications to businesses and homeowners; performs other job related duties as assigned; etc. (NOTE: This is only an illustration of job duties; a full detailed job description is available through the personnel office.)

MINIMUM QUALIFICATIONS:

Education: Equivalent to graduation from high school and enrollment in an accredited two-year or four-year college or university within six months of appointment, in a field applicable to law enforcement. Enrollment in a minimum of 12 semester units and a GPA of 2.0 or better are required to be considered for and to continue employment in the Cadet Program.

SPECIAL REQUIREMENTS:

Cadets May remain employed in the position for a maximum of five years.

Citizenship: Possession of U.S. Citizenship at the time of appointment or must have applied for U.S. Citizenship at least one year prior to date of application.

License: Possession of, or ability to obtain, a valid Class C California driver license and proof of vehicle insurance with an acceptable driving history at the time of appointment.

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

Physical: Must be in excellent physical condition; weight in proportion to height; normal hearing; vision 20/100 correctable to 20/20; normal color vision and physically capable of performing the duties of a Police Cadet.

Other: Required to obtain California Law Enforcement Teletype Systems Certification (CLETS) within 60 days from date of hire.

COMPENSATION:

Hourly Wage: \$8/Hr.

APPLICATION PACKETS:

Available through the Personnel Department at, 1735 Montgomery Street, Oroville CA 95965, phone (530) 538-2407 or email ehrenstromem@cityoforoville.org.

FILING DEADLINE:

Send the completed Application and Resume must be received no later than **Open Until Filled.**

EVALUATION/SELECTION:

Applications will be reviewed and evaluated. The most qualified applicants will be chosen for interviews. Written notification will be given to all applicants regarding their status.

Selection Process: Each component below must be passed in order to continue to the next phase.

*Oral Panel Interview.

*Background Investigation and Polygraph Examination.

*Interview with Chief of Police.

*Medical Examinations – including drug screen (upon conditional offer of employment).

Other: Employment in this position is at-will and based on continued programmatic needs. No guarantees are made related to hours or longevity.

****The City of Oroville is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, or sex. If you require accommodation in the recruitment process, please contact the Personnel Office at (530) 538-2407. Medical disability verification may be required prior to accommodation.**