

## **CITY OF FONTANA POLICE CADET**

**DEFINITION:** The Cadet Program is designed to introduce recent high school graduates (ages 18 to 24) to a law enforcement career and to prepare them for entry into the Police Academy. Under direct supervision, the Cadet position performs a wide variety of police support duties and clerical assistance for the Fontana Police Department.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Perform reception duties; greet visitors and direct to appropriate staff; answer questions and provide general information to the public; answer phones and forward calls as appropriate.
- Provide assistance in property control as needed; log incoming property into computer, release property, transport evidence to crime lab, appear in court to testify regarding the validity of evidence.
- Provide support assistance and learn the duties performed in the following areas: lobby reception, records, crime prevention, dispatch, patrol, and property control.
- Provide clerical support as needed; type, file, provide requested forms and reports; release vehicles to individuals as appropriate.
- Maintain current enrollment and satisfactory completion of the equivalent of at least 9 semester units of law enforcement related college courses in order to participate in the Cadet program.
- Communicate clearly and concisely, both orally and in writing.
- Learn, understand, interpret and apply Police Department policies and procedures.
- Understand and carry out oral and written instructions.
- Meet P.O.S.T. medical guidelines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement and fine hand coordination in using a computer keyboard. The need to lift, carry and push supplies weighing 25 pounds or more is also required. May be required to work outside in the elements; hot, cold and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone and counter service.

**EXPERIENCE AND TRAINING GUIDELINES:** Successful candidates will have some basic knowledge of modern office procedures, methods and computer equipment and effective public communication techniques.

**Experience/Education:** Equivalent to the completion of the twelfth grade and current and continuous enrollment in an accredited college or university with college level course

work in law enforcement. The incumbent must be a minimum of 18 years old and a maximum of 24 years old.

**Licenses and/or Certifications:** Must possess, at the time of hire and continuously throughout, a valid California Class "C" Driver's License.