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| **TITLE:** | | Police Cadet | **FLSA:** | Non-Exempt |
| **DEPARTMENT:** | | Police | **REPORTS TO:** | Public Safety Executive Officer |
| **PREPARED:** | November 2021 | | **UPDATED:** |  |

**Position Summary**

The Cadet Program is designed to provide enhanced training opportunities for young adults interested in a law enforcement. The primary emphasis of the program will be to provide training and experiences, which will aid the cadet in determining if he or she is well suited for a possible career in police work. The program will also assist the Department in evaluating the cadet as a potential Police Officer. Police Cadets are not sworn officers and do not have power of arrest. They will not carry any offensive or defensive weapons.

Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.* To perform this job successfully, an individual must be able to perform each duty satisfactorily. *Other duties may be required and assigned.*

* Cadets are assigned to different sections of the Department for training and performance of duties, which include but are not limited to:
  + Front desk operations
  + Report writing
  + Traffic direction
  + Parking enforcement
  + Stray animal complaints
  + Ride alongs with Patrol Officers
  + Participate in Patrol Officer Training activities
  + Court runs
  + Participate in Community Engagement activities
* All other duties as assigned.

**Required Education, Experience, Licensing, and Certifications**

* High School diploma/equivalent, or in process of obtaining a diploma/GED;
* Must commit to enroll in an accredited college or university on a full time basis and enroll in a degree program or be currently enrolled in a college/university with a Criminal Justice Major and maintain good standing;
* Valid State of Illinois driver’s license required;
* LEADS Certification required upon hire.

**Physical and Work Environment**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This position is considered medium duty work in nature and requires the exertion of up to 25 pounds of force;
* Work requires operating machines, motor vehicles and/or other equipment.
* Work requires exposure to all outdoor weather conditions.
* Work requires the ability to wear specialized personal protective equipment.
* May be subject to animal attacks and infectious diseases carried by animals.
* Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.
* Operations are 24/7 therefore personnel shall be available/open to be scheduled to work all shifts including weekends ; holidays as needed and some hours outside regularly scheduled time as well.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  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.*

Name Printed

Name Signed

Date