

EMPLOYMENT OPPORTUNITY

FOR

POLICE CADET



POLICE CADET \$10.50 PER HOUR

SENIOR POLICE CADET \$12.00 per hour

(ALL NEW HIRES WILL BE APPOINTED AS POLICE CADETS. POLICE CADETS ARE ELIGIBLE FOR PROMOTION TO SENIOR POLICE CADET AFTER ONE YEAR)

THE POSITION

Police Cadet is a part-time non-regular position designed to provide an opportunity for training and exposure to all divisions within the Police Department. Under direct supervision, Cadets will be expected to perform a variety of routine and progressively more difficult non-safety tasks in a one to three-year apprenticeship program designed to prepare an individual for a career in law enforcement. The applicant will *not* be expected to have prior experience.

EXAMPLES OF ESSENTIAL DUTIES

Perform clerical duties including maintaining records, answering telephones and data processing; use a computer to process information and prepare reports; assist with the dispatch center, parking enforcement and traffic control; assist with storage inventory and control of departmental supplies; assist with vehicle transportation, fingerprinting of individuals, evidence storage, photography; submit completed reports on all cases assigned conforming to department standards and provide information and directions to the public.

MINIMUM REQUIREMENTS

- Driver's License: Possession of a valid California Class C driver's license at the time of appointment and throughout employment in this position.
- Citizenship: Must be a U.S. citizen or resident alien authorized to work in the United States.
- Education: Must have graduated from high school or obtained a G.E.D. and willingness to pursue college courses in Police Science, Criminal Justice, Administration of Justice or a related field at an accredited college (minimum of 12 units per semester). All college work must be accomplished with a grade of "C" or better in each course.
- Age: Must have reached the minimum age of 18 at the time of appointment.

-See other side-

QUALIFICATION GUIDELINES

A Cadet will be required to perform the duties and accept responsibilities in the following areas:

- Knowledge of basic police department functions.
- Learn, understand and apply laws, ordinances, department policies and procedures.
- Understand and carry out oral and written instructions.
- Analyze situations accurately and select a quick, effective and responsible course of action.
- Read and write English using proper spelling and grammar.
- Communicate effectively both orally and in writing.
- Understand written and verbal information and record that information using approved reporting techniques.
- Work well in the disciplined atmosphere of the police department.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn standard broadcasting procedures of a police radio system.
- Meet the public with courtesy and tact.
- Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

SELECTION PROCEDURE

Individuals meeting the qualification guidelines are invited to submit an application to the Personnel/Risk Management Department located at 303 W. Commonwealth Ave. or the Police Department located at 237 W. Commonwealth Ave., Fullerton, CA 92832. Qualified applicants will be invited to an oral board interview. Interviews will be scheduled as needed. Applicants who pass the oral interview will be placed on an eligible list. The Police Department will refer to this list when making a selection. The Department is not required to contact all individuals on the list. Candidates invited to continue the selection process will be subject to an in-depth background, polygraph examination and medical examination after a conditional offer of employment has been made and accepted.

NOTE

All employment offers, including appointment offers to City of Fullerton employees, are conditional based upon the successful completion of a drug screen, medical examination performed by the City's designated physician, at City expense and a thorough background investigation. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position.

All new hires will be fingerprinted. Fingerprints are verified with the Department of Justice.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.



Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Personnel/Risk Management Department, at least 48 hours in advance, of any necessary accommodations.

**EMPLOYMENT QUALIFICATION STANDARDS
FOR THE POSITION OF
POLICE CADET**

The following job-related employment standards for the position of Police Cadet have been established for the Fullerton Police Department. Applicants must be specific and complete in describing their qualifications for this position. Based on the information presented on the application, those candidates meeting the qualification standards will be invited to an oral interview examination. Those candidates who go on to pass the oral interview will be subject to an in-depth background and polygraph examination.

1. AGE: Must have reached the age of 18 by time of appointment.
2. EDUCATION: High school graduate or G.E.D. equivalent. All applicants who are appointed to the position of Police Cadet will be required to maintain a minimum of 12 units per semester in Police Science, Administration of Justice, or a related field at an accredited college or university. The 12-unit maintenance requirement will be waived once the Cadet has attained an AA degree or sufficient units to transfer to a four-year educational institution with standing as a junior. Cadets are required to maintain a minimum of a "C" grade for each course taken.
3. DRIVERS LICENSE AND RECORD: Must have a valid California class C driver's license at the time of appointment. The applicant cannot have more than three *moving violations* within the last three years of the date of application; and cannot have more than three DMV *points* on his/her record within the last three years of the date of application. *Traffic accidents* will be examined on a case-by-case basis and may be grounds for disqualification. Any DMV *restrictions or probation terms* must have at least two years served with no violation of the terms.
4. CITIZENSHIP: Must be a U.S. citizen or resident alien who has applied for citizenship by the time of appointment.
5. CRIMINAL HISTORY: No felony convictions are acceptable. Misdemeanor convictions will be reviewed on a case-by-case basis. The applicant may not be on any form of criminal probation as of the date of application. Gang affiliations and personal relationships with known criminals may be grounds for disqualification.
6. DRUG USE: Recent drug use may disqualify a candidate.