

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**POLICE CADET**

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|---|--|
| Civil Service Status: Exempt            | Bargaining Unit: Non Represented Employees |
| Probationary Period: Hourly At-Will     | Approved by City Council: December 7, 2009 |
| Classification Series: Police/Non-Sworn | Resolution No.: 2009-127                   |
| FLSA Status: Non-Exempt                 |  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under close direct supervision, this non-sworn, non-peace officer, uniformed position is assigned as a part-time civilian employee in the Police Department to provide superior customer service and assist in a variety of support staff duties; Police Cadets can be assigned to any other division within the Police department to perform **Non-Peace Officer** duties as related; this position requires evening, weekend and holiday work; and performs related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Perform various clerical duties;
- Assists the public at the front counter;
- Receives and provides information on the telephone internet or other electronic equipment or devises and in person, according to established policies and procedures of the Police Department;
- Take crime reports such as Grand Theft Auto (GTA), Burglary, Theft, and reports involving lost or stolen property; operates business office machines and computers;
- Maintains records and files;
- Assists in fingerprinting and photographing citizens for licenses, permits, etc.;
- Assists in the preservation and logging of evidence and personal property; enforces traffic control, parking regulations, codes, ordinances, including, impounding vehicles and directing traffic;
- Can be assigned to bicycle related duties throughout the City;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs related duties as assigned or as the situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Good customer service practices.

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application.

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**Ability to:**

- Work in a Police Department work environment;
- Read, understand, and explain laws, regulations, rules and department Policies to the public;
- Analyze situations and adopt effective course of action giving due regards to surrounding hazardous and circumstances;
- Understand oral and written directions;
- Prepare, write accurate and factual reports in a clear, legible, and precise manner;
- Maintain cooperative relationships with fellow employees and public;
- Work under strict discipline;
- Effectively handle stressful situations;
- Establish smooth working relationships;
- Ride a bicycle.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

**Age:**

- Must be 18 years of age at time of hire.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record.
- Must be CPR (Cardiopulmonary Resuscitation) certified.

**Special Requirements:**

- Must pass a Police Department background check;
- Requires wearing an uniform.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.