JOB TITLE: Police Cadet
REPORTS TO: Police Training Officer
                      Police Training Coordinator
DEPARTMENT: Police
PAY GRADE: P1
FLSA STATUS: Non-exempt
EMERG.STATUS: NE

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*  JOB SUMMARY  *
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Cadet responsible for receiving Victoria Police Department pre-academy training and Victoria College Police Academy training and completing qualifications to obtain a peace officer certification through the Texas Commission on Law Enforcement (TCOLE).

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*  BUDGETARY RESPONSIBILITIES  *
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No budgetary responsibility.

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*  PRINCIPAL DUTIES AND RESPONSIBILITIES  *
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1. Attends pre-academy training activities and receives and demonstrates understanding of classroom and field instruction in report writing, geographical comprehension, and department policies.
2. Maintains or exceeds passing score (75%) in all areas reviewed during the pre-academy training.
3. Attends Victoria College Police Academy and other police training activities to receive classroom and field instruction in basic police methods, laws, policies, and ordinances.
4. Attends Academy regularly and arrives on time.
5. Maintains passing score (75%) in all subjects of instruction while attending the Police Academy.
6. Meets or exceeds minimum physical fitness curriculum before and while attending the Police Academy.
7. Reports deficiency or difficulties in meeting minimum set standards of the Police Academy to the Training Unit in a timely manner.
8. When the Police Academy is not in session reports to work at the VPD Training Unit for assignment.
9. Performs duties according to the City and departmental safety rules and policies.
10. Performs all other job related duties as assigned or as become apparent.
11. Ability to get along with other employees and the public.

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*  PHYSICAL AND ENVIRONMENTAL CONDITIONS  *
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Cadet will be exposed to physical stress and exertion in the Police Academy. Cadet will be exposed to possibly dangerous criminals on an ongoing basis after completion of the Academy. Cadet must work in seasonal temperatures and may be exposed to potentially hazardous chemicals and diseases. Sufficient physical ability and stamina to bend, run, lift and crawl into small spaces and to restrain suspects. May ride patrol in either a patrol vehicle, bicycle, or on a motorcycle. Must be able to safely operate a motor vehicle at high speeds during emergencies. Ability to lift 35-40 pounds frequently, up to 70 pounds occasionally, and to pull or drag up to 150
JOB TITLE: Police Academy Cadet

Specific vision abilities required include close vision, distance vision, co-peripheral vision, depth perception, and the ability to adjust focus.

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* REQUIRED CONTACTS *
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Ability to effectively communicate with VPD Training Unit, VPD employees, Police Academy Director, teachers, and other Police Academy Cadets in order to discuss assignments, arrange study sessions, and clarify instruction given.

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* REQUIRED QUALIFICATIONS *
*---------------------------------------------*
Knowledge, Abilities and Skills--
Ability to read and interpret assignments, policies, ordinances, state laws, reports, and updates regarding criminal activity. Ability to communicate knowledge and ideas in a clear and concise manner both verbally and in written form. Ability to obtain skill in the use of firearms and other related law enforcement equipment. Knowledge of computers and typing skills.

Minimum Education, Experience and Certification--
Twenty-one (21) years or over (18 years with 60 academic semester hours, college credit or two years military service). High school diploma; OR, GED. Able to successfully complete the minimum physical ability entrance requirements for Victoria College Police Academy. Successful completion of the Victoria Police Department hiring process. Possession of a valid Texas driver’s license with driving record that meets City guidelines. Spelling abilities (passing score 70%) and a minimum net typing speed of 25 words per minute.

UPDATED: March 2014

SIGNATURE:

Employee _______________________________  Date ______________

Immediate Supervisor ___________________________  Date ____________

Department Director ____________________________  Date ____________