

POLICE CADET II

NATURE AND VARIETY OF WORK

This is the full performance level of the introductory class of work for a high school graduate in preparation to become a Police Officer. This position is full-time and attendance in an accredited advanced degree program (up to two classes a week) is considered as working hours. Responsibilities include a variety of duties and training that provide exposure to the Police Department's operations. Will be assigned to various locations, including a district station, a specialty unit and a bureau. Required to perform technical and clerical tasks which are germane to police work. Work is performed under the close supervision of a designated supervisory position and is evaluated through collective evaluations of command staff.

This class of work is eligible for tuition assistance for up to six (6) credits per semester, as long as the cumulative grade point average is 2.0 or better.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Attends and actively participates in classroom and practical instruction required for Cadet Program completion. Practical instruction at this level includes participation in such activities as traffic control, ticket writing, performing radio calls.

Provides assistance to various Commanders within the Police Department concerning technical and clerical matters.

Assists in collecting and preparing statistical data for reports.

Provides support for special events, programs and projects.

Receives, records and files incoming messages; distributes messages on general and specific orders.

Prepares and sends teletype messages as requested.

Answers, screens and refers telephone calls.

Logs, files, sorts and delivers departmental mail.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but which are within the general

occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to acquire and apply knowledge of County laws, ordinances and Police Department Regulations.

Ability to understand and carry out complex oral and written instructions.

Ability to deal courteously and effectively with others.

Ability to operate a motor vehicle.

Ability to maintain records in an accurate, retrievable manner.

Ability to exercise prudent independent judgment.

MINIMUM QUALIFICATIONS

Must have a high school diploma or G.E.D.

Must have a valid Maryland State driver's license.

Must be between the ages of 17 ½ and 19 ½ at the time of hire.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment physical examination and background investigation.

Must enroll, or be enrolled within 90 days of hire, in an accredited post-secondary degree program.

Must carry at least two (2) classes a semester, and maintain a 2.0 grade point average, throughout program participation.

Upon reaching the age of 20½ must begin the application process for the Police Officer position, including:

- Written Examination
- Physical Agility Test
- Completion and submission of a Personal History Statement
- Audio/Vision Screening
- Polygraph Examination
- Oral Board

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- Background Investigation
- Conditional Offer of Employment
- Psychological Screening
- Medical Examinations - complete physical (weight should be in proportion to height)
- Final Offer of Employment
- Graduation from the Prince George's County Police Academy

Rejection of application for any reason will result in termination of employment in the Cadet Program.