

City of Texas City, Texas Job Description

Classification Title:	Police Cadet		
Job Code:		Job Family:	
Pay Grade:		Date Reviewed:	
FLSA Status:		Date Revised:	

Reports to: TCPD Training Coordinator

GENERAL SUMMARY

This position is ideal for entry-level applicants who have no police experience and would like the opportunity to begin a career in Law Enforcement with the Texas City Police Dept. The position of **Police Cadet** is designed for individuals that will be sponsored by the City of Texas City Police Department to attend an approved basic police academy (BPOC), in preparation for the TCOLE licensing exam, and a career with the Texas City Police Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- 1. Attends Police Academy classes and other formal police training programs established to qualify the incumbent for State certification and promotion to Police Officer.*
- 2. Trains and participates in the operation of two-way radios, and other communications equipment used in receiving and transmitting messages, and dispatching Police personnel and equipment to emergency scenes.*
- 3. Develops knowledge and proficiency in the interpretation of Federal, State and Local laws and ordinances, and Police Department policies and regulations.*
- 4. Develops skill and proficiency in the use and care of firearms.*
- 5. Conducts research and assists in the maintenance of Police Department records.*
- 6. Assists police personnel in a training capacity to include patrolling assigned area by car, or on foot to prevent crime or disturbance of peace, and to maintain and uphold the law according to statute, ordinance, etc.*
- 7. Participates in police investigations, gathers and preserves evidence, takes fingerprints, and completes related reports.*

Other Job Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS & ABILITIES

➤ **Knowledge of:**

- Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.
- Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
- Knowledge of good safety practices in the care and use of firearms.

➤ **Skill in:**

- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in operating motorized vehicles.
- Skill in operation of two-way radio equipment.

➤ **Ability to:**

- Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
- Ability Interprets ordinances.
- Ability to quickly recognize and analyze irregular events.
- Ability to react rationally in emergency and stressful situations.
- Ability to administer first aid and CPR.
- Ability to operate vehicle under emergency conditions.
- Ability to write legibly and to read.
- Follows written and verbal instructions
- Ability to maintain physical endurance and agility standards.
- Ability to establish and maintain effective communication and working relationships with city employees and the public.

MINIMUM JOB REQUIREMENTS

HS diploma/GED. Must possess ability to qualify and be enroll in a college/university while in the program.

OTHER REQUIREMENTS

Must be 20.5 – 44.5 years of age. (Applicants must be 21 prior to graduating the academy and must not turn 45 prior to graduating the academy).

Must be a U.S. citizen, (born or naturalized).

Must have a valid driver license and proof of liability insurance.

Pass physical fitness assessment.

Must have a stable employment history.

Must pass all phases of the application process.

WORKING CONDITIONS

The work environment characteristics described here 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.

Outdoor environment; exposure to extreme weather conditions; close proximity to moving vehicles; exposure to exhaust, fumes, odors, and noise; working closely with others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and walking for long periods of time; light to moderate lifting and carrying; ability to distinguish colors; general manual dexterity is required; adequate vision, hearing, and speech; must be able to operate assigned vehicle.