

**CITY OF NOVI**

**POLICE CADET**

# SUMMARY

In order to provide an enhanced level of customer service to community members, the Novi Police Department maintains a Police Cadet Program. The position of Police Cadet is a part-time, non-sworn, uniformed function which increases efficiencies by:

1. Providing a police department employee at the front desk on a 24/7 basis
2. Performing functions that allow for “re-deployment” of Uniform Division Officers and Supervisors to patrol duties throughout the city.
3. Providing an avenue for Police Cadets to gain valuable experience and training in preparation for a career in law enforcement.
4. The program can be utilized as a progressive mechanism to grow and develop future Novi Police Officers or other employees.

# SUPERVISION RECEIVED

The cadet program is administered by the assigned Uniform Patrol Lieutenant with direct supervision provided by the on-duty Shift Commander.

# RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

* Complete both criminal and non-criminal reports filed at the police department which do not involve suspect contact.
* Completion of administrative duties at the front desk such as administering court-ordered Preliminary Breath Tests, vehicle releases and citation “signoffs”.
* Assist with processing prisoners, including fingerprinting and photographing.
* Perform hourly welfare check of prisoners lodged at the Novi Police Department.
* While on duty, leverage network of personal and professional contacts to recruit talented individuals for all positions in the organization; awareness of open positions, the hiring process and encouraging talented individuals to apply.
* Perform security checks of the police building.
* Complete basic building maintenance that is necessary for citizen and employee safety.
* Assist the on-duty Shift Commander with administrative duties that do not require the supervisor’s personal involvement.
* Perform other related duties as assigned.
* Demonstrates a commitment to treat every contact as an opportunity to build public trust.
* Proactive in community relations.
* While on duty, always be mindful of identifying and recruiting quality candidates to apply for open positions on all of our public safety teams. This will help ensure we have quality leadership succession in all disciplines.

**MINIMUM QUALIFICATIONS**

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Those who serve as Novi Police Department Cadets will abide by all City of Novi and Novi Police Department policies and procedures. They will perform their duties in the highest professional manner and will treat all persons with dignity and respect. In addition to job-specific training that the Cadet receives, it is required that all Cadets possess:

* High School Diploma or G.E.D.
* No less than 15 college credit hours in any field of study, preferably Criminal Justice.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands and work environment described herein 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 essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit; use hands to handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or craw. The employee must occasionally lift and/or move items of light to moderate weight. The noise level in the work environment can range from quiet to loud.While performing the duties of this job, the employee works primarily in a normal office setting.

Updated March 2020