

# BENTON POLICE DEPARTMENT

## JOB DESCRIPTION

**JOB TITLE:** POLICE CADET

**JOB SUMMARY:**

The Police Cadet works under the immediate supervision of the Administrative Lieutenant and the sworn officer and/or employee the Cadet is assigned to. This position is governed by state and federal laws and department policy.

**EXAMPLES OF WORK:**

- 1) Deliver license plates to the Arkansas Revenue Office each Monday.
- 2) Run errands when and where possible to free sworn personnel to perform police related duties.
- 3) Transport division vehicles for fueling, washing and other maintenance.
- 4) Answer phones as necessary.
- 5) May assist in the reception of visitors.
- 6) May assist the Evidence Custodian with his/her duties.
- 7) Perform tasks requested by sworn personnel and civilian personnel in the division employed.
- 8) Report to the Division Commander or designee for daily duty assignments, request for leave and personnel issues.
- 9) Operate the department pick-up truck for transporting heavy/large objects.
- 10) Copy documents as needed.
- 11) Pick up supplies and equipment as needed from various locations.
- 12) May take minor complaints such as gas drive off and minor criminal mischief in person or over the phone.
- 13) Testify in court as necessary.

## **POLICE CADET (CONT.)**

14) Performs related responsibilities as required or assigned.

### **WORK RELATIONSHIPS:**

The Police Cadet has frequent contact with department personnel, other law enforcement agencies, businesses and the general public.

### **KNOWLEDGES, SKILLS AND ABILITIES**

- Knowledge of the principles, practices, and techniques of law enforcement.
- Knowledge of the criminal justice system.
- Ability to conduct oneself in a manner above reproach, maintaining a good image for self and department.
- Ability to answer the telephone, greet visitors, and provide information and assistance in a professional and courteous manner.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to communicate effectively orally and in writing.
- Ability to operate standard office equipment.
- Ability to read and comprehend police-related materials (training materials, laws, etc.

### **MINIMUM QUALIFICATIONS:**

- Be at least 18 years old, but no older than 22 years old, without special authorization of the Chief of Police.
- Be a citizen of the United States.
- Possess a valid Arkansas driver's license.
- The formal education equivalent of a high school diploma.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.