



**City of Lancaster
Bureau of Human Resources
Job Postings**

Non-Bargaining
Positions

**Open to the Public
As of October 7, 2015**

Police Cadet

Definition

A Police Cadet is a law enforcement apprenticeship type program designed to provide persons aged 18 yrs. to 21 yrs. who are City of Lancaster residents and, who are currently enrolled in and obtaining a two year Criminal Justice Degree at Harrisburg Area Community College. Cadets will have a chance to experience the challenges and rewards of a police career. Cadets are paid to work part time (15 to 19 hours per week) mostly evenings and weekends year round. The Cadet program is designed to assist cadets in transitioning into a position of a full time police officer at age 21 (minimum requirement) within the Lancaster City Bureau of Police, after passing the Lancaster County Consortium physical and written test, extensive background investigation and oral interview.

Primary Function

A Police Cadet is a temporary, non-sworn, non-union, entry level, part time civilian position (apprenticeship type program) serving in a support role to uniformed Police Officers, Police Civilian employees and the public both in the field and in various locations at the Police station. This position is intended to expose the Cadet to a wide variety of law enforcement duties, gain experience in the work place and in academic studies. The Cadet will be trained to assist police officers with non-emergency duties and responsibilities, such as traffic and parking control and parking enforcement, taking reports of minor crimes and incidents and providing assistance and support to the entire police bureau as needed on daily basis or during special events. Cadets have no police authority and will not take any enforcement actions other than enforcement of parking violations

Work Schedule:

15 - 19 hours per week mostly evening and weekends year round

Education, Training and Experience

- Graduation from High School (Diploma) or completion of a GED.
- Enrolled in HACC, Associate Degree program in Criminal Justice.
- Maintain Grade Point Average of at least 2.5 while attending HACC.
- Must maintain minimum of 12 units per semester in Police Sciences, Criminal Justice, or related field until obtaining an associate's degree from Harrisburg Area Community College.

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver's License – **required**

Salary: \$14.00/hour

The City Job Application and full job description are available at
<http://www.cityoflanasterpa.com/government/city-job-listings>

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Police Cadet	Job Code:
Department: Police Bureau	FLSA: Non-Exempt
Job Grade:	Effective Date: 11/1998
Reports To: Captain, Administration	Revision Dates: 2/2008; 3/2009; 12/2010; 12/2014

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Principle Duties & Responsibilities

- Follows safe practices in the performance of all their duties.
- Performs traffic control or crowd control for accidents, crime scenes, and special events.
- Maintains strict confidentiality with Law Enforcement sensitive matters.
- Performs clerical duties, including recordkeeping, answering phones, data processing and other standard office tasks.
- Enters data in the department computer system.
- Processes information and prepares reports using computer and applicable software.
- Sends, receive emails, and uses the internet.
- Drives a motor vehicle on public and private streets and within an urban environment.
- Assists in radio room, with dispatching, opening and closing jail section doors.
- Conducts police station tours.
- Understands and carries out oral and written commands.
- Performs standard broadcasting procedures for police radio transmissions.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safety practices in the Police Bureau.
- Ability to learn local, state and federal laws.
- Ability to learn procedures and policies.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Proven ability to perform basic computer skills required for data entry, word processing, and Internet.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to drive a motor vehicle on public and private streets is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to communicate effectively orally and in writing.
- Proven ability to work in a law enforcement Para-Military structure.

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- Proven ability to use basic equipment (telephone, cellular telephone, flashlight, portable radio etc.)

Education, Training and Experience

- Graduation from High School (Diploma) or completion of a GED.
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- Maintain Grade Point Average of at least 2.5 while attending HACC.
- Must maintain minimum of 12 units per semester in Police Sciences, Criminal Justice, or related field until obtaining an associate's degree from Harrisburg Area Community College.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Must be a United States citizen.

Environmental Conditions

- Indoors, environmentally controlled work areas.
- Outdoors, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.

Safety Equipment Used or Needed

- May require the use of protective equipment, gloves, and masks, due to exposure and contact with blood and other body fluids.
- City will provide uniforms to each cadet.

Comments

- Police Cadets shall maintain a crime free background and shall adhere to all laws, regulations, and policies governing the conduct and actions of the Bureau of Police and any breach of regulations shall be grounds for suspension or dismissal.
- This position requires the ability to work a flexible schedule, shift work, days, night, weekends or holidays.
- Requires frequent lifts and carrying equipment and other items up to 75 lbs.
- Requires sitting and/or standing for long periods of time.
- Requires the ability to operate a motor vehicle.
- Requires frequent walking, standing and kneeling.
- No previous criminal court convictions, civil adjudication, disciplinary actions, or other issues that would bring credibility, character, or integrity into question within the Bureau of Police or the Court system.
- Satisfactory passing of background investigation, polygraph, and all requirements of the Criminal History Records Act, Chapter 91 of the Pennsylvania Crimes Code is required. Upon conditional offer, cadet will undergo physical examination, psychological evaluation, and drug screening.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities