



Office of Human Resources
Public Safety Cadet - TB0017
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General Statement of Duties

Performs entry-level trainee work within the various bureaus of the Department of Safety, training in the principles, practices, methods, and techniques of police, fire, or corrections work.

Distinguishing Characteristics

This class is a training class where applicants must be enrolled with a local college and selected as an intern within the Public Safety Cadet Program; reallocation and/or promotional opportunities into the Police, Fire, or Sheriff's Departments may be available upon completion of the program.

Cadets are expected to perform three (3) physical fitness exams annually, which includes a two-mile run, sit-ups, and pushups within required specifications.

Level of Supervision Exercised

None

Essential Duties

Receives on-the-job training and orientation in the methods and techniques associated with police officers, firefighters, or corrections personnel and their associated career paths.

Trains and interacts with sworn personnel with regard to applicable State and City laws, departmental rules and regulations, bureau functions, and responsibilities such as public and community relations, first aid, patrol and investigative techniques, report preparation and other functions of law enforcement, fire protection and suppression, and corrections work.

Performs a variety of duties and responsibilities in assisting sworn Department of Safety personnel involved in: the classification and identification of fingerprints; processing warrants and records; dispatching, or other technical service functions; setting up academy training equipment; providing traffic control at parades; participates in underage liquor compliance operations; and, processes and inventories the property (including vehicles) of inmates and/or crime victims.

Performs duties and responsibilities such as: taking public complaints and inquiries either by phone or in person and records them in objective written form; assists in the processing of delinquents, criminals, or missing persons; and, maintains records of unit activity.

Assists executive level command officers with routine duties and responsibilities related to law enforcement, fire districts, and corrections service administration.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Knowledge & Skills

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate prior to starting the academy.

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to infections and contagious diseases
 Potential exposure to the risk of blood borne diseases
 Potential exposure to bodily fluids
 Potential exposure to housekeeping/cleaning agents/chemicals
 Potential exposure to offensive inmates or public
 Contact with inmates and public under a wide variety of circumstances
 Potential exposure to unpleasant elements (accidents, injuries and illness)
 Handles emergency or crisis situations
 Potential exposure to odors in inmate or public areas
 Subject to many interruptions
 Makes home or business contacts
 Potential exposure to sufficient noise to cause distraction or possible hearing loss
 Potential exposure to temperature changes – variations in temperature from hot to cold..
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
 Subject to varying and unpredictable situations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Lifting: Raising or lowering objects weighing no more than 50 pounds, from one level to another.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Pushups: ability to lift upper body with arms and shoulders repetitively.

Sit-ups: ability to lift and bend torso at the abdomen repetitively.

Jogging: ability to run two miles.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: B-403

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: