



**CITY OF BUENA PARK**  
invites applications for the position of:

## **Police Cadet - PART-TIME, NON-BENEFITED**

**SALARY:** \$11.89 - \$14.45 Hourly

**OPENING DATE:** 09/19/16

**CLOSING DATE:** Continuous

### **JOB BULLETIN:**

**Are you interested in starting a career in law enforcement? Become a BUENA PARK POLICE CADET!** Applications will be accepted on a **CONTINUOUS BASIS** with a first review date of **October 10, 2016. Apply early. This position may close at any time without notice.**

Our elite law enforcement agency has a **POLICE CADET** program designed to prepare you for a career in law enforcement as a Police Officer. This is an exciting and rewarding career opportunity in our Buena Park Police Department! The Police Cadet is a part-time, non-benefited, civilian (non-sworn) position rotating through various divisions of the Police Department. With state-of-the-art facilities and a community oriented proactive approach on crime, the Buena Park Police Department offers a work environment unmatched in Orange County. Would you like to be part of a team that believes in investing in partnerships with the community, proactive crime prevention, community education and overall effective law enforcement work? Become a part of our community team! **APPLY TODAY!**

### **GENERAL PURPOSE**

Under general supervision, performs field level technical support and provides general policy and procedural information regarding the Police Department's operations and record keeping procedures; provides assistance to the public at the front counter of the Police Department; completes initial and basic police crime reports; takes fingerprints; rotates through various divisions of the Police Department; and performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a part-time, non-benefited, civilian (non-sworn) position working 10-20 hours per week. This classification performs a variety of non-sworn law enforcement functions. The Police Cadet program is designed to prepare the Police Cadet for a career in law enforcement as a Police Officer. Must be in good physical condition.

### **QUALIFICATIONS GUIDELINES**

#### **Knowledge of:**

California Vehicle Code and Penal Code; City of Buena Park Police Department rules, regulations and operating procedures; geography of the City of Buena Park and surrounding communities; organizational structure of the Police Department; departmental recordkeeping practices; basic crime prevention; proper English grammar, spelling, punctuation and dictation for the purpose of completing various police reports; effective customer service techniques.

#### **Ability to:**

Learn, retain and apply complex information, police terminology, law enforcement codes; communicate clearly and distinctly, both verbally and in writing; communicate effectively with staff and the general public; understand and carry out complex and written instructions; prepare clear and comprehensive reports as well as written and oral instructions; respond to requests from the public and be able to

assist them or direct them; remain calm when obtaining crime information or receiving complaints from irate or emotionally distressed persons; complete routine police reports and issue citations in a logical and coherent manner; operate a computer terminal and applicable software programs to access, enter, and retrieve police records information; participate in formalized training courses and programs as assigned; lift and carry equipment and other items and perform strenuous activities; work under stress; and work weekends, holidays and shift work, as assigned.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this class, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms above and below shoulder level. The employee is expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include talking, hearing, and using smell. This position must be able to pull and carry persons in emergency situations, administer first aid, and learn to fight in self-defense. Employees are expected to grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

Police Cadets may participate in training exercises which require them to successfully complete physical tests/tasks which include dragging a 165 pound dummy, pushing a patrol car, climbing ladders, scaffolds, a 6 foot wall and similar obstacles, jumping over 3 foot high sawhorses or wooden barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows and performing sprints, runs, sit-ups, pull-ups, and pushups.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; and interacts appropriately with law enforcement personnel, general public, and others in the course of work.

### **WORK ENVIRONMENT**

These positions perform office and field work. When assigned to the office setting, the noise levels are typically quiet, at or below 85 decibels levels. When in the field, employees may be assigned to a police vehicle and are subject to variable weather conditions and traffic.

### **EDUCATION/TRAINING/EXPERIENCE:**

A combination of education, experience and training that has provided the necessary knowledge, skills, and abilities is required. Applicants should be between the ages of 18 and 26 at the time of hire and must be enrolled in an accredited two-year or four-year college/university within 6 months of hire. To remain employed as a Police Cadet, the individual must be enrolled in a minimum of 6 to 9 semester units (or equivalent) and maintain a grade point average (GPA) of 2.0 or better. Coursework in police science or criminal law and 6 months of experience in community service work, which involves heavy public contact and customer service experience is highly desirable. Though the Police Cadet position is intended for current college students, an incumbent may continue to be employed in this position for up to 12 months after graduation from college.

### **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:**

Valid Class C California driver license, an acceptable driving record, and evidence of insurance are required.

Must be able to be assigned to rotating work shifts, including nights, holidays, and weekends, and to work overtime as needed.

**Must have an interest in a career in law enforcement, ideally as a Police Officer.**

Employees who become department employees on or after January 1, 1987, shall, as a condition of their continued employment, refrain from smoking tobacco or any other non-tobacco substance at any time on or off duty. Violation of this condition of employment shall be deemed good cause for dismissal.

**Vision:** No more than 20/100 uncorrected and 20/30 corrected and freedom from uncorrectable color blindness. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the ability to adjust focus.

**Background Investigation:** Applicants will undergo a complete, comprehensive, P.O.S.T. approved background Investigation.

**Character:** Applicants must be of good character and reputation. Applicants will be fingerprinted and records checked in both state and federal bureaus. Applicants must not have a record of conviction of a serious offense, or numerous convictions of minor offenses. Credit rating, if established, must be satisfactory.

**APPLICANT INFORMATION/EXAM WEIGHT:**

**ORAL INTERVIEW IS TENTATIVELY SCHEDULED FOR OCTOBER 27, 2016**

Applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department webpage at [www.buenapark.com/hr](http://www.buenapark.com/hr) as soon as possible. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Buena Park Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.buenapark.com/HR>

Position #14-00106  
POLICE CADET - PART-TIME, NON-BENEFITED  
RV

6650 Beach Boulevard  
Buena Park, CA 90620  
714-562-3515  
714-562-3512

[jobs@buenapark.com](mailto:jobs@buenapark.com)

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**Police Cadet - PART-TIME, NON-BENEFITED Supplemental Questionnaire**

- \* 1. I understand that an incomplete application may lead to disqualification from the recruitment process and I have supplied all the applicable information in my application. Leaving items blank or noting "See Resume" are not acceptable.

- Agree
- Disagree

\* 2. Do you have valid California class C driver license, acceptable driving record, and evidence of insurance?

- Yes
- No

\* 3. Applicants must be between the ages of 18 and 26 to apply for the position of Police Cadet. Do you currently meet this minimum requirement?

- Yes
- No

\* 4. Are you currently enrolled in an accredited two-year college or four-year university, with a minimum of six (6) to nine (9) semester units, and a GPA of 2.0 or better?

- Yes
- No

\* 5. What is your highest education completed?

- No Diploma
- High School or G.E.D.
- Some College - 59 units or less
- Some College - more than 60 units
- Associate's Degree
- Bachelor's Degree
- Master's Degree

\* 6. How many years of public contact or community service experience do you have?

- No Experience
- Less than 1 year experience
- 1 to less than 2 years experience
- 2 to less than 3 years experience
- 3 to less than 4 years experience
- 4 to less than 5 years experience
- 5 years or more experience

\* 7. Please describe why you are interested in a career in law enforcement?

\* 8. Tell us why you want to work as a Police Cadet for the Buena Park Police Department.

\* Required Question