

WHITE LAKE TOWNSHIP POLICE DEPARTMENT JOB DESCRIPTION

Police Cadet

Non-Exempt

GENERAL RESPONSIBILITIES

The primary responsibility of this position includes performing a variety of tasks to support the Police Department. The tasks will include working in conjunction with Police Officers, Dispatchers, and Records personnel. Duties include assisting citizens, completing documentation, and assistance in the maintenance and cleaning of police facilities, vehicles, and equipment.

ESSENTIAL JOB FUNCTIONS

- Assist with maintaining cleanliness of police facilities.
- Orders and maintains equipment.
- Assists the Administrative Lieutenant with documentation for accreditation.
- Data entry for concealed weapons permits.
- Assists citizens with inquiries.
- Performs fingerprint services for citizens.
- Assists on-duty officers with various police services.
- Assist with front desk duties.
- Assist Police Officers with booking prisoners.
- Transport police vehicles to and from service.
- Clean police vehicles on a rotating schedule.
- Pick up and deliver prisoner meals.
- Process impound and prisoner property release paperwork.
- Fill in for crossing guards as needed.
- Private property auto accident reports.
- PBT testing.
- Assisting records with filing and administrative tasks.
- Verifying and signing off waivable citations.
- Assist with Citizens Academy, Youth Academy, TEAM golf outing, and WLTPD Open House.
- Any other duties as assigned by Command Staff.

MINIMUM QUALIFICATIONS

- Resident of Michigan or out of state resident currently enrolled at a college or university in Michigan, majoring in Criminal Justice or related field
- Possess a valid Michigan operator's license
- High school graduate
- Excellent written and verbal communication skills

KNOWLEDGE AND SKILLS

- Familiarity with Microsoft Office and other common office software, including Excel and Word.
- Must be physically fit to handle job requirements including the handling of prisoners
- Must possess, or be able to obtain basic CPR and First Aid certification

PHYSICAL DEMANDS AND REQUIREMENTS:

- Walking frequently; standing frequently, sitting.
- Use of hands to operate office equipment and cleaning devices, handling, moving and lifting.
- Considered medium to heavy work may lift up to 50 pounds on occasion.
- Ability to maneuver as necessary – may involve stooping, crouching, kneeling.

CADET RECRUIT STATUS

- Meet all the essential job functions, minimum qualifications, knowledge and skills, physical demands and requirements of a cadet.
- Attend a police academy designated by the department without absence or tardiness.