

2430

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

06/91  
City Council

**CLASSIFICATION SPECIFICATION**

Revised  
02/03/09

---

**TITLE: POLICE CADET**

**DEFINITION**

Under close supervision, performs a variety of trainee level law enforcement functions for the City of Riverside Police Department. This is a work training program for college students who are preparing for a career in law enforcement.

**DISTINGUISHING CHARACTERISTICS**

Employees in this class are participating in an on-the-job training program in which incumbents will learn to perform law enforcement and para-technical duties in accordance with established procedures. Assignments may be made within any division of the Police Department. Incumbents will progress through various assignments and specific coursework enabling them to choose among various law enforcement career options. Initially, employees will work under close supervision. As knowledge is acquired of procedures applicable to assigned work, incumbents will be expected to perform routine duties with greater independence.

**REPORTS TO:** Police or civilian personnel as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from police or civilian personnel as assigned.

**EXAMPLES OF DUTIES**

- Typical duties may include, but are not limited to, the following:
- Determines classes of crime and collects evidence.
- Prepare detailed police reports.
- Initiates and issues parking citations.
- Assists officers policing special events.
- Assists in crime scene security
- Assists support personnel with clerical duties as required.
- Performs other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of law enforcement.
- Police Department operations and functions.
- General criminal justice processes.

- Applicable criminal and traffic laws.
- Law enforcement equipment and vehicles.
- General office practices and equipment.

**Ability to:**

- Perform a variety of basic law enforcement functions.
- Investigate past crimes and collecting evidence.
- Enforce parking regulations and issuing citations.
- Assist with crime scene security.
- Prepare accurate departmental reports, records, and documentation.
- Safely operating and maintaining assigned equipment and/or vehicles.
- Establish and maintain effective working relationships with other staff, outside agencies, and the general public.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma or G.E.D ; must be enrolled in a minimum of six (6) semester units at an accredited college or university and maintain a minimum of a 2.0 or "C" grade point average. Minimum age of 18 years required with a maximum age of 24 years.

**MEDICAL CATEGORY:** Group 3

**NECESSARY SPECIAL REQUIREMENT**

Must possess a valid Class C California Driver's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Cadet

**TO:** Police Service Representative or Police Officer