



Career Service Authority
Public Safety Cadet

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GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

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

Self-Esteem – Believes in own self-worth; maintains a positive view of self and displays a confident, capable image.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Customer Service – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effective dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Technology Application – Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Memory – Recalls information that has been presented previously.

Physical Demands:

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

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

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 an object between 10 and 25 pounds.
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.
Sit-ups: ability to lift and bend torso at the abdomen repetitively.
Jogging: ability to run two miles.

Working Environment:

Exposure to temperature changes – variations in temperature from hot to cold.
Exposure to hazardous conditions where there is a danger to life, limb, and/or health.
Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school, or possession of a GED Certificate, plus the ability to meet the minimum qualifications for acceptance into an academic program at local college; or no more than two years of college credit at the time of application and eligible for acceptance into an academic program at a local college.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY 7/2009 - This class was revised, updated, and placed into the new class specification format.