



POLICE CADET

JOB SUMMARY

Under the supervision of a police employee, this part-time, non-MCOLES licensed, position is responsible for customer service and ordinance enforcement. This position is designed to give college students an opportunity to gain valuable experience working in law enforcement. Police Cadets will work both inside the Norton Shores Police Department and conduct proactive patrols throughout the city park system.

DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all of the duties which the employee may be expected to perform):

1. Enforce City of Norton Shores Ordinances, primarily within City-Owned Parks.
2. Customer Service functions in the Department's front office.
3. Maintain Law Enforcement Records.
4. Engages in Community Policing activities.
5. Educate the public about City Ordinances.
6. Receives minor non-criminal complaints and submit appropriate reports.
7. Assist the Department's Police Officers in the completion of their assignments.
8. Provides information and directions to residents and visitors of our community.
9. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. High School Diploma.
2. Must be at least 18 years of age.
3. Ability to walk for long periods of time.
4. Agility to walk on uneven pavement, walkways and soil.
5. Ability to firmly and impartially enforce applicable ordinances.
6. Ability to deal courteously with the members of the public and co-workers.
7. Good communication skills.
8. Possession of a current valid driver's license.

WORKING CONDITIONS

1. Works inside or outside (in all types of weather), depending on the assignment.
2. Although this position may involve being sworn to enforce City Ordinance violations, this position is not authorized to make custodial arrests.

APPROVAL:

ATB D Ch 3-16-2020
Personnel Director Date

Wnk C. Wm 3/17/20
City Administrator Date

[Signature] 3/20/20
Mayor Date