

JOB TITLE & DEPARTMENT: Police Cadet
Police Department

HOURS OF WORK: 37.5 hours per work week

UNION AFFILIATION: None

DUTIES AND RESPONSIBILITIES: The Cambridge Police Cadet Program is an on-the-job training program for Cambridge young adults seeking a career in law enforcement. Cadets will rotate throughout the Department in various assignments, such as in the Commissioner's Office, Patrol Operations, and Support Services including specialized units throughout the Department as needed.

Under the supervision of a superior officer, this position will be working out of the Training and Certification Unit in various assignments throughout the Department. Responsibilities include, but are not limited to:

- Classroom training on topics such as 21st Century policing, law enforcement and the Cambridge Police Department, Procedural & Social Justice, Basic First Aid, Crime Scene Services, and Crime Analysis
- Field assignments such as assisting with special events and community outreach engagement
- Administrative duties such as preparing reports, tabulation of facts and figures for statistical purposes, research projects
- Fitness and Health training
- Other related duties as assigned

MINIMUM REQUIREMENTS:

- Current Cambridge resident aged 18-23 years old at the time of application
- High School Diploma or GED
- Cambridge residency for the last three (3) years
- Citizen of United States
- Valid Massachusetts Drivers License and good driving record

Candidates must pass an extensive screening process including:

Interviews; drug testing; pre-employment medical and psychological examinations; physical abilities and fitness standards tests; extensive criminal background check including driving history; and, successful performance during the Cadet training program (both academic and physical in nature).

The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies

Preferred: Strong communication skills, verbal and written, and knowledge of Cambridge.

Cadets shall not carry firearms, nor have any power of arrest other than that of an ordinary citizen.

PHYSICAL DEMANDS: Ability to access, input and retrieve information from a computer. Ability to answer phones, maintain multiple files and be able to lift a minimum of at least 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RATE: \$18.45 per hour/37.5 hours a week + excellent benefits

WORK ENVIRONMENT: Standard office environment. Fluorescent lighting, carpeted floors and air conditioning. Moderate noise level.

APPLICATION PROCEDURE: Interested applicants must first enroll and register for a competitive exam, to be held at the Cambridge Police Department on Saturday, July 31, 2021. There is no fee to take the exam, and no prior knowledge of law enforcement is necessary.

Registering for the exam:

Applicants should complete the attached registration form and provide the requested documentation by email to personnel@cambridgepolice.org, by **12pm on July 23, 2021**.

Required Documentation:

- **Copy of Driver's License**
- **Proof of Residency**
- **Proof of Citizenship**
- **One (1) Letter of Recommendation from teacher, employer, mentor etc.**
- **Three (3) contacts that are different from the letter of recommendation**

Applicants are required to read pages 1 through 192 of the following book **prior** to the exam:

**TRUE BLUE
Police Stories By Those Who Have Lived Them
Sgt. Randy Sutton
St. Martin's Press NY, ISBN 0-312-32481-2**

If candidates need assistance in obtaining a copy of the book, please contact personnel@cambridgepolice.org

Based on the examination results, an eligible list of candidates for the program will be created. The highest scoring candidates will be contacted by the Police Department to move forward to the screening stage of the hiring process.

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, MEMBERS OF THE LGBTQ+ COMMUNITY, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. THE CITY IS COMMITTED TO ADVANCING A WORKFORCE CULTURE OF ANTIRACISM, DIVERSITY, EQUITY, AND INCLUSION. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.



Cambridge Police Department Police Cadet Examination Registration Form



Carefully read and follow the below instructions.

Incomplete forms may result in your registration being delayed or denied.

**** DEADLINE: Friday, July 23, 2021 ****

Name: _____

Last

First

Middle

Address: _____ Yes/No _____

Number and Name of Street

Apt. #

Cambridge Resident

Cell Phone: _____ - _____ - _____ Email Address: _____

Home Phone _____ - _____ - _____ Date of Birth: ____/____/____ Gender: _____

Please submit the following as separate documents:

- Copy of Driver's License
- Proof of Residency
- Proof of Citizenship
- One (1) Letter of Recommendation from teacher, employer, mentor etc. (a sample form is attached)
- Three (3) contacts that are different from the letter of recommendation

Applicants should complete the attached registration form and provide the requested documentation by email to personnel@cambridgepolice.org, by 12pm on July 23, 2021



Cambridge Police Department Police Cadet Examination Registration Form



Recommendation Letter

As part of your recommendation, please let us know why this Cambridge resident should be part of the new Cambridge Police Cadet Program.

FILL OUT RECOMMENDATION HERE

Contact Information:

Name:

Contact Number or Email: