

JOB TITLE & Police Cadet
DEPARTMENT: Cambridge 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 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 testes; extensive criminal background check including driving history; and, successful performance during the Cadet training program (both academic and physical in nature).

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.

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

RATE: \$18.00 per hour/37.5 hours a week + excellent benefits

APPLICATION PROCEDURE: Interested applicants must first enroll and register for a competitive exam, to be held at the Cambridge Police Department on Saturday, June 29, 2019. 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 **5pm on May 31, 2019**.

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

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 AND PERSONS WITH DISABILITIES ARE 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: MAY 31st, 2019 ****

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 **5pm on May 31, 2019**



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: