

**City of Gonzales
Law Enforcement Job Description**

Position Title: Cadet	Job Description Number: 9.00.a
Salary Range: Step 1 – Step 10	Supervised By: Sergeant

ESSENTIAL FUNCTIONS

In order to fulfill the mission, goals and objectives of City of Gonzales Police Department, officers and employees must have the ability to perform a variety of duties that are *essential* to the position. Therefore, all individuals applying for a cadet position will **upon completion of the academy and becoming licensed by TCOLE** meet and maintain the following *Essential Function* sections as detailed in the *Essential Functions for Entry Level Law Enforcement Officers* to include:

1. Section 1 - Speak, Write, and Read Reports & Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Use Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of cadet within the City of Gonzales Police Department that cannot perform these essential tasks will not be accepted. A current employee in the position of a cadet who is no longer able to comply with the requirements of City of Gonzales Police Department will be referred to the administration.

POSITION REQUIREMENTS:

Individuals seeking employment with the City of Gonzales Police Department as a cadet must:

1. Be a United States citizen;
2. Be a resident of Texas, or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid Texas Driver License;

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5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable, or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, or medical;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with the City of Gonzales Police Department until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Obtain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations within nine [9] months of employment as a cadet.

GENERAL DUTIES:

Cadets of the City of Gonzales Police Department are required to:

1. Assist in duties of the dispatch units.
2. Learn policies and procedures of the City of Gonzales and Police Department.
3. Protect life;
4. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
5. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
6. Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;

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7. Maintain a clean and professional appearance while on duty;
8. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
9. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
10. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
11. Attend and complete all required training and demonstrations of proficiency;
12. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the City of Gonzales Police Department.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Upon completion of the police academy successfully completed Field Training Officer [FTO] training and “signed off” by appointed FTO;
3. Upon Completion of the Police academy *Demonstrated proficiency*¹ with all weapons carried, and patrol vehicle within last twelve [12] months or during FTO training period; &
4. Within nine [9] months of initial hire successfully complete the police academy and pass TCLEOSE licensing exam, and each year thereafter, complete no less than twenty [20] hours of formal in-service training, to include all mandated training and any other training meeting department approval.
5. In lieu of these qualifications, a combination of other training and experience may be considered.

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