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Charter Township of Redford

15145 BEECH DALY ROAD · REDFORD TWP, MICHIGAN 48239

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POLICE CADET PROGRAM

The Charter Township of Redford is accepting applications for the Police Cadet Program.

Salary: **Cadet I:** \$20.48/hr.

Cadet II: \$23.04/hr., plus excellent partial paid benefits including health insurance, pension, vacation, sick leave, and 13 holidays.

Among the requirements: Have a high school diploma or GED. Be a citizen of the United States. Be at least 18 years old. Possess and maintain a current valid driver's license with a clean driving record. Possess normal hearing, and normal visual functions and acuity. Candidates must also pass an extensive background investigation and, once an offer has been made, pass a physical examination with a drug screen.

Completed applications along with diploma or GED only will be considered. Resumes will **NOT** be considered.

Either apply in person from 9:00 AM to 4:00 PM or you may complete the on-line application at <https://form.jotform.com/210665602638052> , then submit the completed application, **along with a copy of your diploma or GED** to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
313-387-2760

Or via email to personnel@redfordtwp.com

CLOSING DATE FOR FILING: OPEN UNTIL FILLED

The Charter Township of Redford is an equal employment opportunity employer

CADET PROGRAM

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: **(JOB DESCRIPTION)**

The Cadet is a non-sworn civilian position within the Police Department, responsible for performing a variety of duties related to assisting police officers, while monitoring the jail and non-emergency department facilities. Cadets answer the police department non-emergency phone lines, provide administrative assistance to the front desk police officer, enter calls for service into the CAD system, perform jail duties as required, perform certain administrative functions as defined herein, and perform non-peace officer duties as necessary.

This includes, but is not limited to, using lockup and detention area computer software; routine inspections for cleanliness, headcount, and contraband; finger and palm printing; processing of court documents such as warrants, inventory, and security of prisoner personal property, rostering, prisoner intake screening including the evaluation of medical and mental conditions and requirements; appearance and testimony in various courts; interact with arresting officers of this and other agencies; interactions with supervisors; confirm warrants with other agencies.

Cadets process complaints, take reports in compliance with reporting procedures, operate various computer software and hardware; process and file documents including the confirmation of warrants; operate LEIN devices; retrieve and process records of all types; answer and direct incoming telephone calls; intake, inventory, process, and release evidence; receive and process motor vehicle accident reports and impoundments. Cadets perform other related duties as assigned.

The purpose of this program is to identify future police officer candidates.

NOTE: Upon offer of employment, applicants are required to pass a background investigation by the police department, a psychological evaluation conducted by a Township authorized psychologist, and a complete pre-employment medical examination, including drug testing, conducted by a physician authorized by Redford Township.

PROGRAM GUIDELINES:

1. The cadet program will not be used to reduce the staffing levels of police officers and/or dispatchers.
2. All cadets will be hired as “Cadet I”, a part-time position.
3. Cadet I employees will not work more than 1456 hours per calendar year. (An average of 28 hours per week.)
4. Upon the designation of the Chief of Police, eligible cadets may be sponsored for the police academy. Once enrolled and accepted into a Police Academy the Cadet I will be promoted to “Cadet II”, a full-time position.
5. Cadet II employees will attend the academy as an employee of Redford Township.
6. Cadet I and II employees will not be eligible for grievance and/or arbitration.
7. The on-duty shift supervisor will oversee the Cadet and facilitate in-house training as needed.
8. Cadet I and II employees will remain on probation for (2) two years from the time of hire and will be considered “at will” during that time. The cadet probation period will not count toward probation as a police officer.
9. In a case where a Cadet II employee does not successfully complete the Police Academy his/her employment will be under review.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION

1. Be a citizen of the United States; and
2. Be at least 18 years old; and
3. Have a high school diploma or a valid equivalency certificate by the date of the Chief's Interview Panel; and
4. Possess and maintain a current valid driver's license with a clean driving record.
5. Possess normal hearing, and normal visual functions and acuity.

CHIEF'S EXEMPTION:

The Chief's exemption is a process put in place where you are able to apply for the entry level officer position and the department sponsors you for the police academy. The decision for acceptance into the “Chief's exemption” is at the sole discretion of the Chief of Police and/or his/her designee. This selection will not be determined merely by seniority and the selection process cannot be grieved by the union. The Chief's exemption recipient will be required to sign the academy payback/commitment contract. (See Chief's Exemption Agreement for further)

CHIEF'S EXEMPTION REQUIREMENTS:

1. You are or will be 21 years of age by the academy graduation date.
2. You have successfully passed the MCOLES physical and written tests.
3. You have successfully passed the EMPCO written examination.