

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003087
Grade 10**

POLICE CADET

DEFINITION OF CLASS:

This work is intended to provide employees an introduction to and on-the-job training in various elementary aspects of the police career field, and simultaneous enrollment in a college curriculum. Contacts generally are limited to employees in the immediate work area to which an employee of this class is assigned, for the purpose of receiving training instructions and providing information.

An employee in this class is responsible for performing limited, training level assignments in various areas of police work not requiring police authority. The duration of such assignments depends upon the needs of the employing agency, and the abilities and prior work experience of an employee. This training and continuous enrollment in a college curriculum are designed to provide Montgomery County Government with applicants qualified to compete for appointment as a Police Officer Candidate. Work is performed under the immediate supervision and frequently checked in-progress and upon completion for adherence to written and verbal directions. Work guidelines are specific and followed without change by employee. The complexity of this class of work is marked by the requirement for the employees to learn numerous facts and procedures about police work, and maintain continuous progress toward earning an Associate of Arts Degree in law enforcement. The impact of work completed by employees in this class is limited to the immediate work unit to which they are assigned, and normally is structured to facilitate the work of other employees. Work assigned to employees of this class is of limited dimensions. There are no unusual physical demands associated with this work, although some assignments may involve infrequent extended periods of sitting and standing. Work is usually performed in a comfortable office setting without the presence of significant hazards or danger situations, but may include occasional assignments outdoors to direct traffic, issue parking citations, etc.

EXAMPLES OF DUTIES: (Illustrative Only):

- Receives on-the-job training in numerous assignments including, but not limited to:
 - responds to questions received on the phone and/or at public information counter;
 - receives and issues police uniforms and equipment;
 - takes fingerprints;
 - receives and stores stolen property;
 - issues parking warnings and citations;
 - directs traffic;
 - prepares and files elementary reports;
 - tags vehicles resulting from abandoned vehicle complaints.
- Attends college classes and Police Department training sessions as required.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Ability to comprehend and carry out oral and written instructions, and to communicate effectively, both orally and in writing.
- Ability to acquire and apply knowledge of State and County laws, and Department standard operating procedures.

MINIMUM QUALIFICATIONS:

Experience: None

Education: Completion of High School at time of appointment

Equivalency: None

Other: Applicants must be a U.S. citizen, and must be at least 18 years old at the time of appointment.

License: Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

The probationary period is 12 months for an employee newly appointed to a merit system position, unless there is a statutory training or an existing practice of a longer duration. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I exam.

Class established: January, 1964

Revised: May 1968

October 1969

August 1975

Abolished: March 1978

Reestablished: November 1987

Abolished: Date Unknown

Reestablished: October 2016

Revised: February 2017

July 2018

December 2019

PROBATIONARY PERIOD UPDATED – 6 months to “12 months”