Police Cadet
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	2/21/2022
Job Code:	9525
Job Title:	Police Cadet
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Police Cadet for the UHCL Police Department will be a full-time police academy student training to become a sworn police officer for the Department. The Cadet will attend a police academy of the department's choosing and report to that academy per the academy's rules and regulations. Required to satisfactorily pass all academic and physical requirements set forth by the academy and pass the State of Texas Peace Office licensing exam within 30 days of academy graduation. Upon successfully passing the licensing exam, the Cadet will be "Promoted" to full-time Peace Officer with the UHCL Police Department.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Associate's Degree	Two years of education beyond high school in college or technical school.	Required	
Bachelor's Degree	From an accredited college or university.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	No experience required. Must be 21 years of age or older.	Required	
Less than 3 yrs	Customer service experience and/or volunteer experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Valid Texas Driver's License		Required	
	United States Citizenship, per Academy requirements		Required	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Ability to absorb and retain training and information, pass exams and complete physical requirements of a police academy.	Basic
•	Ability to learn the use and care of firearms and other specialized law enforcement equipment.	Skilled
•	Ability to display good skill in the use of a police vehicle and other issued equipment.	Skilled
•	Ability to observe situations, to report and record them daily, including writing narrative reports.	Skilled
•	Ability to understand and follow oral instructions, departmental and university policy, procedures, rules, regulations and the laws of the State of Texas.	Skilled
•	Ability to establish and maintain effective working relationships with other employees, other law enforcement agencies and the public.	Skilled
•	Ability to analyze situations and adopt a quick, effective and reasonable course of action.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☐

Essential Functions

	Essential Function	% TIME
•	Attend and pass police academy classes. Pass the state peace officer licensing exam.	90%
•	Maintain communication with the assigned UHCL Police mentor.	5%
•	Perform assigned non-sworn duties in preparation for academy and future UHCL Police Department assignments.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humid			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	