



POLICE CADET PROGRAM

Police cadets are responsible for assisting citizens at the front desk, answering of telephones and maintaining departmental records, assisting sworn personnel as requested and performing general non-sworn duties as directed by supervisors and/or the Chief of Police.

OPPORTUNITIES:



RECORDS BUREAU

CODE ENFORCEMENT

STAFF SERVICES BUREAU

TRAFFIC UNIT

RESPONSIBILITIES:

- Process handgun permits and registrations
- Copy reports, collect the appropriate fees and issue receipts in accordance with departmental guidelines
- Assist persons seeking the release of impounded vehicles
- Answer incoming telephone calls, answer inquiries and relay messages or redirect the calls as appropriate.
- File, locate or retrieve police incident reports, arrest records or other documents as directed.
- Assist with clerical duties, research and other tasks when so directed.
- Assist officers of the department when requested.
- Assist in community relations events such as National Night Out and Citizens Academy.
- Assist Code Enforcement with property inspections and citations.
- Assist with fingerprinting of citizens for background checks and misdemeanor arrests.



Officer Ryan Smith
(616)-656-6685

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4742 Walma Ave SE
Kentwood, Michigan 49512

BASE PAY:

- \$14.50 – 16.50 / Hour

BENEFITS:

- Eligible for College Tuition Reimbursement up to \$1,000/semester
- Complete college internship program
- Obtain experience in the criminal justice field
- Cadet Mentorship Program
- Patrol ride-along opportunities

TRAINING:

- General training necessary to perform the duties of police cadet
- Observe/participate in various police trainings
- Opportunities in areas of Records, Community Services, Traffic, and Staff Services

MINIMUM REQUIREMENTS:

- Must be 18 years old
- Successful completion of a Background Investigation
- Ability to work 20hrs/week between the hours of 8:00 AM - 5:00 PM Monday – Friday during the academic school year.
- Up to 40hrs/week during the Summer.



APPLY ONLINE:

Go to www.kentwood.us/jobs, navigate to Career Opportunities > Police Cadet and scroll down to Apply for Job.