



POLICE CADET PROGRAM

GENERAL STATEMENT OF DUTIES:

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

In addition, cadets must maintain full time student status and remain in good academic standing as defined by their respective college or university. Furthermore, it is the responsibility of the individual cadet to provide proof that both requirements have been satisfied upon completion of each marking period.

REQUIREMENTS:

- ✓ **At least 18 years old**
- ✓ **Enrolled as a full-time student (12 or more standard credit hours) with at least one year before graduation**
- ✓ **Enrolled in a Criminal Justice or similar program**
- ✓ **Successful completion of a Background Investigation**
- ✓ **Able to work 20 hours per week between the hours of 8:00AM-5:00 PM Monday–Friday. Summers 40 hours per week between the hours of 8:00AM – 5:00 PM Monday-Friday.**

SALARY:

- ✓ **\$11.50 per hour starting**
- ✓ **\$12.25 after successful completion of probation (6 months)**

BENEFITS:

- ✓ **Eligible for College Tuition Reimbursement**
- ✓ **Complete college internship program with Kentwood Police**
- ✓ **Cadet mentorship program**

Training:

- ✓ **General training necessary to perform the duties of a Police Cadet**
- ✓ **Observe/participate in police training**
- ✓ **Opportunities in the various areas of the Kentwood Police Department**

To obtain additional information, please contact Officer Ryan Smith at (616) 656-6685 or by e-mail at SmithR@kentwood.us.