

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**STATE POLICE CADET**

**JOB DESCRIPTION**

Employees in this non-career job perform a variety of assigned, diverse law enforcement tasks to assist State Police personnel in office and post activities.

There is one classification in this job.

**Position Code Title – State Police Cadet**

**State Police Cadet 4**

As a trainee, the employee is initially assigned to the State Police Training Academy Cadet School for satisfactory completion of the required two-week cadet-training curriculum. Upon graduation, the employee will be assigned to a State Police post, district headquarters, or to a law enforcement bureau or division within the Department of State Police. Upon successful completion of the cadet program, the employee will be eligible for enrollment in the first available State Police Training Academy Recruit School.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Under close and direct supervision of an enlisted officer:

Assists in the work of post and division officers, including the court officer, DARE officer, detective sergeants, post sergeants, etc.

Transmits and receives messages using police radio equipment.

Answers telephone and dispatches patrol units, aircraft, and other emergency support equipment.

Retrieves information from headquarters or files in response to requests from officers.

Assists in post inventory, budgeting, and auditing activities.

Assists in the time-keeping process, traffic surveys, transporting cars, vehicle maintenance, receiving evidence, and taking fingerprints and photos.

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Assists enlisted officer in conducting non-criminal investigations in connection with complaints and information received. After six months of satisfactory service, assists enlisted officers in conducting criminal investigations.

Gathers information using a variety of methods, including computerized information systems.

Assists officers in preparing criminal and other investigative reports, logging items and documents, filing messages and cross-reference cards, and maintaining records and files.

Participates in special projects and prepares project reports.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Ability to operate equipment used in the work.

Ability to gather information under difficult circumstances.

Ability to operate a motor vehicle.

Ability to function as a member of a team.

Ability to communicate effectively.

Ability to read and understand complex written laws and procedures.

Ability to make accurate and objective observations and recall the observations.

Ability to remain alert and perceive details and changes in surroundings.

Ability to perform the essential tasks of a State Police Trooper as identified by the Department of State Police, Civil Service Commission, and the Commission On Law Enforcement Standards (C.O.L.E.S.).

#### **Working Conditions**

Some employees in this job may work beyond 89 days in a calendar year with approval from the State Personnel Director.

#### **Physical Requirements**

Ability to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.

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The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of State Police.

#### **Education**

Enrollment in a Michigan college or university in a law enforcement curriculum.

#### **Experience**

No specific type or amount is required.

#### **Special Requirements, Licenses, and Certifications**

Willingness to submit to a thorough investigation designed to measure the applicant's suitability for police work.

Must be a United States Citizen and a resident of the state of Michigan for at least one year.

Must be less than 20 years of age at the time of hire.

Cadet employees must be at least 21 years of age by the time of graduation from the State Police Training Academy Recruit School.

Employees must continue to meet the minimum requirements for appointment as a State Police Trooper and/or continue satisfactory performance of assigned work activities for continued employment.

Absence of a criminal record of felony convictions that would prohibit the applicant from receiving, possessing, and carrying a firearm.

After successful completion of the cadet program, the employee will be eligible for enrollment in the first available State Police Training Academy Recruit School.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Must possess a satisfactory driving record.

To be employed in this job, the cadet must provide proof of eligibility for Michigan's Job Training Partnership Act (JTPA) services as determined by one of Michigan's Workforce Development Boards.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
STPCADET

**Job Code Description**  
State Police Cadet

**Position Title**  
State Police Cadet

**Position Code**  
STPCADET

**Pay Schedule**  
NERE-216

ECP Group 1  
Revised 7/1/06  
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