

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Cadet
SERIES: Park Police Technician

GRADE: B CODE: 2930
DATE: 1/13/88

Class Definition

This is a training level position which will provide the incumbent with a general knowledge and background of the law enforcement field and Park Police operations. The incumbent will receive training and perform a variety of police related and overall support duties in any functional area assigned within the Park Police Division. This work may involve strenuous physical activity in all types of weather, rotating shift work, and assignments to Park Police section(s) for various lengths of time.

The Park Police Cadet is not a Park Police Officer but does perform a variety of police-related activities under the close supervision of a senior Park Police Officer. Successful completion of the work is intended to prepare the incumbent for an entry level Park Police position (Park Police Candidate) upon the satisfaction of the minimum requirements for that position (e.g., 21 years of age, etc.) and a candidate vacancy.

Examples of Important Duties

1. Issues citations and/or warnings for parking violations; assists or may participate in traffic control, park building security checks, patrolling parks, etc.; provides assistance in crime scene processing and searches.
2. Participates in the development and presentation of crime prevention displays/programs; answers questions of citizens either over the phone or in person concerning Park Police operations/functions.
3. Operates and monitors police radios, alarm systems; operates computers to perform data entry and queries; accepts and records fine remittances; maintains files; procures and maintains an inventory of supplies for division; operates video equipment for training purposes; transports vehicles and/or equipment for repairs or service.

Important Worker Characteristics

- A. Knowledge of English, grammar, reading and basic arithmetic; some knowledge of and/or interest in the law enforcement field; and
- B. Skill in the operation of a motor vehicle; and

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Important Worker Characteristics (Continued)

- C. Ability to learn the functions and procedures of the Park Police Division; ability to read and understand policy and procedure guidelines for various Park Police sections; ability to learn and operate various types of division office equipment such as computer terminals, typewriter, radio console, etc.; ability to attend and pass the State mandated in-service training program established for police officers, except those portions pertaining to firearms training; ability to pass a medical examination based on the Commission's medical standards for Park Police. This examination is administered, prior to appointment, by a Commission approved medical physician.

Minimum Qualifications

1. Graduation from high school or high school equivalency certificate recognized by the Maryland State Board of Education.
2. Be a U. S. citizen and be between the ages of 18 to 20 years; be of good moral character as determined by a background investigation; possess a valid motor vehicle operators license.