



## City of Minnetonka Police Cadet Program

November 22, 2022

**Program Purpose:** The objective of the Police Cadet Program is to facilitate the entry of qualified and diverse candidates for police officer positions into the Police Department and to provide the best possible police service to our community.

Police cadets are individuals the Police Department has conditionally committed to employ as peace officers as soon as they become qualified for such a position and the Department has an opening it is authorized to fill.

The Department assists the cadet in preparing for the pending police officer position by providing a full school scholarship for the required pre-service education and employment in a part-time uniformed position to orient the cadet to the Department’s mission, policies, procedures, equipment, and methods of providing law enforcement services.

Cadets work a flexible, part-time schedule to allow them to complete their college courses in law enforcement.

### **Classification and Compensation**

The position is classified as temporary with a limited term of employment dependent upon the occurrence of any one or more of the following events:

- A. the Cadet is promoted to a full-time peace officer position with the city; or
- B. the Cadet is terminated by the city; or
- C. the Cadet turns down an offer to be promoted to a Minnetonka police officer or is disqualified from accepting the position.
- D. the Cadet position is eliminated or no longer funded by the city, or
- E. the Cadet voluntarily leaves employment of the city.

The position will be scheduled to work less than 30 hours per week during the assignment. Cadets are expected to attend school full-time.

Temporary employees are not eligible to participate in the city’s part-time or full-time benefits programs including health insurance.

The 2022 wages are aligned to the city’s current CSO pay range as follows:

Step 1 = 21.232 per hour	Step 4 = 23.001
Step 2 = 21.821	Step 5 = 23.591
Step 3 = 22.411	

The city will provide a uniform and equipment as determined necessary by the Patrol Captain.

**Mentoring and practice**

Cadets will be assigned to work with a working peace officer advisor.

Cadets will have opportunities to ride along with officers and practice skills needed to graduate from school, including firearms training on the range.

**Scholarship provisions**

The city will provide a school scholarship to the cadet for tuition, books, fees, and uniforms to complete the Professional Peace Officers (PPOE) program and obtain the required education (i.e., two-year associate’s degree in law enforcement) to become eligible for a licensed police officer position, subject to the following conditions:

- A. The city must approve the school chosen by the cadet prior to the disbursement of any scholarship fund;
- B. The city will make scholarship payments no later than within 30 days of when the cadet submits the required forms;
- C. The city will discontinue scholarship payments if the cadet leaves the employ of the city, ceases full-time school attendance, or fails to earn a “C” or better grade in each class. For courses taken on a pass-fail basis, the cadet must pass the course in lieu of getting a “C” or better grade.

The cadet will be required to reimburse the city for scholarship funding under Part 5 (B) 1 – 3. If the department has no full-time peace officer openings within twelve (12) months of the date of the POST letter certifying the cadet’s eligibility to become a peace officer, the cadet is not required to repay the scholarship.

**Cadet’s obligations**

To participate in the cadet program with the City of Minnetonka police department, the cadet must:

- A. Obtain the necessary pre-service education, on their own time, required for peace-officer licensure, including attending school in a full-time capacity, registering for the required courses in a timely manner, maintaining passing grades and registering for and taking the POST test as soon as possible after qualifying to do so; and
- B. Reimburse the city for all scholarship funding paid (including money for tuition, books, fees and uniforms) if:
  - 1. The cadet terminates employment with the city prior to being offered a police officer position, unless such termination was due to an involuntary position elimination, budget reduction, or layoff; or
  - 2. The department has a peace officer opening and is able to give the cadet a peace officer job within twelve (12) months of the date of the POST letter certifying the cadet’s eligibility to be licensed as a peace officer and the cadet rejects the department’s job offer to become a peace officer; or

3. Upon completion of the cadet's term, the cadet is promoted to a position as a police officer and terminates this position on their own accord; and takes another position as a "Peace Officer" in the State of Minnesota within 18 months.
- C. Return all city-issued equipment, uniforms, badges, nametags, I.D. cards, and other identification items upon leaving the employee of the city.

### **Eligibility for promotion**

A cadet will be eligible for promotion if all of the following conditions have been met:

1. An opening for an entry-level peace officer exists in the department and the cadet is eligible for peace officer licensure and the Police Chief is authorized to fill the position(s);
2. The cadet is still employed in good standing by the city as a cadet or in some other position authorized by the Police Chief;
3. The cadet has successfully completed the PPOE and all the required pre-service peace officer education as mandated by the Minnesota Peace Officer Standards and Training (POST) Board;
4. The cadet has successfully passed the POST peace officer licensing examination and has received official documentation from the POST Board certifying the cadet is eligible to be licensed as a full-time police officer.
5. All of the cadet's personnel evaluations have met the standard of "meets expectations" or better;
6. The Cadet has not been the subject of serious discipline (defined as any suspension, demotion, termination or disciplinary transfer) in the Cadet position or in any other concurrent public law enforcement or related employment or volunteer work;
7. The Cadet's immediate supervisor and FTO mentor recommend promotion to peace officer;
8. The Cadet was not disqualified during the Department's cadet background investigation, psychological exam, or medical exam at the time of his/her initial hire;
9. The Cadet is not disqualified during the Department's peace officer background investigation update at the time such investigations are scheduled for the opening that has arisen;
10. The Cadet passes the Department's peace officer physical agility examination at the time such examinations are scheduled for the opening that has arisen;
11. The Cadet passes the Department's peace officer medical examination at the time such examinations are given for the opening that has arisen;
12. The Cadet passes the Department's psychological peace officer examination at the time such examinations are scheduled for the opening that has arisen; and
13. The Cadet passes or meets any other POST-mandated or Department-mandated selection criteria that are in effect at the time the opening arises.

### **Application for cadet program**

Cadets will need to complete a City of Minnetonka cadet application online. The city will only accept applications when there is an opening. Candidates must be 18 or older. If under the age of 18, interested applicants may consider the explorer program by contacting the police department for more information.

## **Appendix A. Position description**

### **POSITION PURPOSE**

The Police Cadet position exists to provide education and career assistance to those interested in law enforcement. Once selected the Police Cadet will attend an approved PPOE program working to obtain an associate degree. The Police Cadet will work a flexible part time schedule at the police department in conjunction with their schooling. While working, the Police Cadet will carry out the mission and vision of the Minnetonka Police Department providing assistance to licensed police officers in their duties as well as the additional duties and responsibilities detailed below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enforce applicable ordinances and statutes pertaining to animals, animal control, parking, and selected health and nuisance ordinances
- Perform detention duties, including booking, searching, controlling and releasing prisoners
- Provide traffic control or perimeter security as assigned
- Work with sworn staff to ensure they have a clean vehicle in proper working order for shift use
- Deliver vehicles in need of repair to the appropriate city shop or dealership for service.
- Ensure the cleanliness of the garages and other areas within the police department
- Manage, inventory and order miscellaneous supplies
- Fingerprinting for applicant background investigations
- Assist police officers, support services and investigations with any additional operational duties.
- Prepare and submit accurate and thorough reports and other paperwork required by various job activities, and other duties as assigned
- Draft minor police reports such as criminal damage to property and theft as needed. When applicable issue summons/citations regarding city code violations
- Participate and stay proficient on department recognized defensive tactics
- Assist in the recovery and inventorying of lost, abandoned and/or confiscated property
- Participate in departmental initiatives which foster positive interaction between the police and members of the community.

### **QUALIFICATIONS – Minimum** *(expected to have to enter job)*

#### **Education and Experience**

- Must be at least 18 years of age.
- High School diploma or G.E.D

- Possession of or ability to obtain prior to employment, a valid, unrestricted MN Driver's License.
- Successful completion of a background check
- Currently enrolled or able to apply to and be accepted into an approved two-year law enforcement program.
- Must immediately start full time college attendance (12 credit hours or four classes per semester or 18 credit hours or six classes per term) upon hire and maintain a 2.00 GPA ("C" average) or better
- Cadets must be able to safely perform all the tasks and responsibilities of the position and be fit and suitable for promotion to police officer
- Must possess the desire to become a police officer and work as a police officer for Minnetonka

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

- Skilled in report writing
- Ability to work tactfully and courteously with community members and co-workers; exemplifying teamwork to accomplish Police Department goals quickly and efficiently; relating well interpersonally with individuals or groups; being organized and managing time effectively
- Ability to establish and maintain effective working relationships; speak with confidence and professionalism with individuals or groups; operate communications equipment such as a cell phone and police radio; communicate well in written and verbal formats; work well both alone or as part of a team
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances;
- Knowledge of criminal code and city code.
- Knowledge of city and department policies and procedures
- The ability to accomplish stated goals and objectives of the departments.

#### **Preferred Qualifications** *(desired but not expected to have to enter job)*

##### **Education and Experience**

- City of Minnetonka residency
- Fluency in a second language, a strong record of community service and a commitment to support a diverse workforce are preferred.
- Demonstrate the ability to positively enhance understanding/interactions between diverse groups of people.

**This Position Reports to:** Patrol Captain, Sergeant

**PHYSICAL REQUIREMENTS** This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to manipulate, handle or feel and climbing or balancing, frequently requires lifting and repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*All employees must comply department/division and City of Minnetonka policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.*