

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4129

**TITLE:** POLICE CADET

**GRADE:** S-9

**DEFINITION:**

Under instructional supervision, participates in on-the-job training in various law enforcement functions, ie. traffic control, investigations, crime prevention, communication, first aid, and crime scene investigation procedures; performs various administrative support functions and related duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Police Cadet differs from the Police Officer I in that the Police Officer I has successfully completed police officer training and functions as a sworn police officer whereas the Police Cadet performs administrative support functions as well as receiving training in various areas of law enforcement.

**ILLUSTRATIVE DUTIES:**

Participates in on-the-job training in the areas of traffic control, investigations, crime prevention, communications, first aid and crime scene investigation procedures;  
Takes courses in how to take fingerprints and process film;  
Participates in emergency vehicle operations training and firearm familiarization courses;  
Assists in inventory control as well as receiving/issuing supplies;  
Assists in inventorying and handling seized and stolen property, which will be used as evidence in court;  
Performs various administrative functions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to comprehend the fundamentals of law enforcement;  
Ability to acquire a knowledge of State laws and County codes and ordinances;  
Ability to learn to write accurate, concise reports;  
Ability to use motor vehicles and firearms;  
Ability to maintain effective relationships with fellow employees and the public;  
Ability to follow written and oral instructions.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education certified by the Virginia State Department of Education.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a U.S. citizen or resident alien eligible for U.S. citizenship by age 21.

Must successfully complete a criminal background investigation, polygraph examination and be able to meet the public safety/police officer medical standards.

Must, within 6 months of reaching age 21, meet all eligibility requirements for Police Officer I and be selected for employment as a Police Officer I;

Incumbents shall not use any tobacco products on and off duty starting at the time of appointment. The incumbent must be willing to sign a Condition of Employment Agreement acknowledging the prohibition of the use of tobacco products both on and off duty.

REVISED: March 26, 2010

REVISED: September 10, 2001