

MILTON POLICE DEPARTMENT CADET EXAMINATION THURSDAY JUNE 21st, 2018 at 6PM

Milton Police Chief John King announces that examination applications are now being accepted for the position of Milton Police Cadet. The examination is open to all Milton residents as well as non-resident minority and female candidates between the ages of 18 and 22.

Applications available in person or online at www.townofmilton.org/police
The exam fee of \$30 is payable by check or money order when applications are turned in. Make check payable to Public Safety Consultants LLC

DUTIES: Dispatching of police, fire and other emergency units
Answering of 911 calls
Maintaining and filing of records
Preparing routine reports

BENEFITS: Salary \$16.65-\$18.78 per hour
Health and dental coverage
Accrued vacation and sick leave benefits
Full and part-time positions available

Eligibility Requirements:

1. Applicant must demonstrate a genuine interest in law enforcement.
2. Applicant will be subject to an extensive background investigation.
3. Applicant must have a valid Massachusetts driver's license.
4. Applicant must be in good physical and mental health.

FILING DEADLINE: TUESDAY JUNE 12, 2018 AT 9AM

MILTON POLICE CADET EXAMINATION
THURSDAY JUNE 21ST, 2018 at 6PM

EXAMINATION FILING FEE \$30.00

Check or money order to be paid at time of application submission

Check is payable to: Public Safety Consultants LLC

Appointment as a Cadet in the Milton Police Department is a rare opportunity for students preparing for a career in law enforcement.

POSITION: Full and Part-time positions available

SALARY: \$16.65 with step increases to \$18.78

AGE: Applicants **must** be between the ages of 18 and 22 at the time of the examination. Appointments restricted between the ages of 18 to 23.

LOCATION: TBD. You will be notified prior to the exam

UNIFORMS: Provided by the police department

SHIFT/HOURS: Day, Evening and Overnight – Shifts vary to department needs and Cadet’s college schedules

EDUCATION: High School diploma or equivalent at the time of appointment. Cadets must be enrolled in a course of studies approved by the Chief of Police. Cadets are required to maintain passing grades in the approved course of study.

DUTIES: 911 Emergency Dispatching, answering of phones, routine report writing, receiving of complaints, tabulation of crime data and the processing of traffic violations.

PREFERENCE: Cadets may qualify for preferential appointments as a Milton Police Officer under Civil Service Law after two years of employment.

QUALIFICATIONS: Young men and women of good moral character between the ages of 18 to 23 at the time of appointment. Applicant must be a Massachusetts resident and possess a valid Massachusetts driver's license. Knowledge of Milton streets and institutions are preferred.

EXAMINATION: Applicants must pass a written examination. Finalists will be subject to physical and psychological examinations. A background investigation and several screening interviews will also be part of the final process.

EQUAL OPPORTUNITY: Milton residents may receive preference. The Town of Milton is an equal opportunity employer and residency may be waived to meet affirmative action goals.

INFORMATION: Questions about the Cadet Programs should be directed to Lt. Mark Alba at (617) 898- 4814. Upon request, interviews with present and former Cadets can be arranged.

History: The Milton Police Cadet Program is one of a handful of Massachusetts Police Departments that has such a position. Since its inception in 1985, numerous Milton Police Officers have started their career as Cadets. An appointment as a Cadet is a unique and rare opportunity for persons seeking a career in criminal justice to gain a working knowledge of police work in today's society.

TO APPLY: Applications are available in person or online at www.townofmilton.org/police

DEADLINE: Deadline for filing application is TUESDAY JUNE 12, 2018 AT 9:00 AM.

PURPOSE OF THE CADET PROGRAM

This program has been established by the Milton Police Department for the purpose of seeking individuals wishing to pursue a career in law enforcement.

Actual work experience within a police department will give the cadet necessary training, knowledge and skills expected of the modern day Police Officer. This apprentice period will give the police administration necessary information on the individuals work habits and possible deficiencies.

MILTON POLICE DEPARTMENT CADET PROGRAM

STEP (1) APPLICATION PROCEDURE AND REQUIREMENTS

1. Milton residents may receive preference. Residency preference will be waived for female and minority applicants.
2. Applicants must be between the ages of 18 and 22. Cadet employment under the law **must** terminate at age 25.
3. Applicants will be subject to a background investigation.
4. Applicants must have a valid Massachusetts driver's license.
5. Applicants must be in excellent physical condition and of good moral character. Cadet candidates will be required to take a medical and psychological examination similar to that which is required of a police officer.

6. Applicants must be available for a full or part-time duty for a period of at least two years and demonstrate a genuine interest in law enforcement.
7. Cadets must maintain a passing grade in any course of study the appointing authority deems necessary.
8. Applicants must display a good working knowledge of streets and key institutions.
9. Applications are available at www.policeexamsolutions.com

STEP (2) CADET EXAMINATION

Applicants must pass an examination that will test in the following areas:

1. Verbal and written skills
2. Ability to learn
3. Ability to draw conclusions, think in a logical and sequential manner
4. Ability to follow directions
5. Reading and comprehension ability
6. Judgement

STEP (3) SCREENING

Those applicants who have passed the Cadet examination will be screened according to the following:

1. Interview by the Chief of Police or his designate. During the interview applicants will be assessed on the basis of:
 - a. Judgement
 - b. Confidence
 - c. Motivation
 - d. Academic and work experience
 - e. Character and attitude

2. Background Investigations will be conducted in the following manner:
 - a. Interview neighbors
 - b. Interview school teachers
 - c. Verification of references supplied by applicant
 - d. Interview past and present employers
 - e. Review school records
 - f. Review employment records
 - g. Certify residency of applicant
 - h. Criminal record check

STEP (4) FINAL SELECTION

Applicant will be ranked and selected by the following criteria:

- a. Examination results
- b. Interview scores
- c. Recommendation by the Chief of Police
- d. Recommendation following interview with Board of Selectmen
- e. Affirmative action goals

STEP (5) APPOINTMENT

Official Cadet appointment will be made by the Milton Board of Selectmen

STEP (6) APPOINTMENT TO REGULAR FORCE

State law makes it possible for Cadet with two years of employment under the Cadet program to be considered for appointment to the Milton Police force. Such appointments are limited to one Cadet for every three appointments per year.

DUTIES OF THE CADET

Cadets shall not perform any law enforcement duties, carry firearms, nor have any power of arrest other than that of an ordinary citizen. While on duty Cadets shall never handle alcoholic beverages, drugs, controlled substances, or firearms when these are in police custody.

CADET DUTIES TO INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Maintain and file records
2. Operate office machines
3. Answer telephones including 911 calls for service
4. Type reports
5. Receive complaints and assist with dispatching police, ambulance and fire personnel
6. Prepare routine reports
7. Operate the LEAPS computer system