



WATERLOO REGIONAL POLICE SERVICE

Civilian Position Profile

Job Title:	Cadet
Job Code:	11646
Branch:	Professional Development and Organizational Culture
Department/Unit:	Training and Education
Reports to:	Staff Sergeant, Training and Education
Supervises:	N/A
Association:	Civilian
Hours of Work:	40 hours per week
Date Updated:	February, 2025

POSITION PURPOSE

The Cadet position is meant to be utilized for the creation of a future ready pool of qualified Constable candidates for the WRPS, by developing the required competencies, skills, and abilities. The goal is to help bridge the gaps in terms of a candidate's readiness for a career in policing, through continual guidance and assessment.

MAJOR DUTIES & RESPONSIBILITIES

During the 16-month contract, the Cadet will be assigned to the Neighbourhood Policing. Duties assigned will correlate to the competencies of a police officer. At the end of their initial training with a Mentor officer, members will be assigned to mentor with various branches in the service as determined by the Cadet Coordinator. Assigned branches will be Forensic Identification, Traffic Services, General Detectives, Intimate Partner Violence, Court Services, and Community and Youth Engagement Unit.

- Shall be required to accompany a designated coach officer/mentor officer within the assigned arm of the Service, during uniform patrol, including foot patrol.
- Follows the Neighbourhood Policing Division's shift schedule, deployed between all three divisions.
- Assists with the preparation and processing of Crown Briefs, including scanning and redaction of notes, disclosure checklist, dictation and workflows, and Axon requests.
- Assists with shuttling of vehicles, which includes taking service vehicles (such as marked police vehicles) for routine or ad hoc maintenance, and returning them to the assigned division/branch.
- Under the guidance of a supervising officer interacts with the members of the public, in a professional and respectful manner, and assists with call diversions at the front desk.
- Handles the calls directed to the Frontline Support Unit or the front desk that do not require detailed investigation.
- Retrieves supplies for the Division, as needed.
- Helps maintain inventories for Radio devices/Concentrated Energy Weapons (Tasers)/ and Vehicle.
- Attends recruitment events with the members of the Sworn Recruitment Branch.
- Assists with the planning, organization of, and attends events meant for the Public Information Office.
- Mentorships with the various branches in the Service.



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- Performs all other duties as assigned.

This position job profile is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

SKILL

- Must be 18 years of age at the time of applying.
- Must have a Canadian citizenship or permanent resident status.
- Must possess an Ontario Secondary School Diploma (Grade 12) or an equivalent qualification.
- Must hold a valid class G license with less than 6 demerit points at the time of applying for the role.
- Must possess a current Standard First Aid certificate and current CPR certificate (Basic Rescuer Level C) OR be able to obtain their First Aid Certification within 12 months.
- Must be of good moral character and habits and have no criminal record for which a records suspension (pardon) has not been received.
- Physically and mentally able to perform the duties of the position. Ability to meet testing requirements, in line with Service requirements, as determined by:
 - A psychological examination with a satisfactory report
 - Successful completion of a physical fitness assessment, including an Online Shuttle run to Level 7
 - Successfully clear a background review
- Must be able to clear an application pre-screening (PBQ).
- Ability to clear a suitability assessment based on knowledge of the profession, clean criminal record, and knowledge of the region, assessed through the following:
 - Local Focused Assessment (written assessment)
 - Local Focused Interview (verbal assessment)
- Must have strong communication and interpersonal skills.
- Organization Skills
- Presentation Skills

EFFORT

- Ensures own work is carried out in accordance with well-defined Waterloo Regional Police Service policies and procedures.
- Prolonged sitting and standing, intense visual and auditory concentration, mental and physical concentration, quickness, and attention to detail required.

RESPONSIBILITY/IMPACT OF ERROR

- Failure to file accurate paperwork in a timely manner could result in unwarranted delays, and can negatively impact productivity of the division/branch.



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	<ul style="list-style-type: none">• Errors in advice to the members of the public or the service, while responding to calls, can prove counter-productive, negatively impacting employee morale and resulting in the loss of confidence in the services provided.
WORKING CONDITIONS	
	<ul style="list-style-type: none">• Wears police-issued uniform, and PPE as appropriate• Required to travel within the Region