



DEPARTMENTAL
GENERAL
ORDER

B-15

Index as:

Police Cadet Program

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Training Division Commander

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POLICE CADET PROGRAM

The purpose of this order is to set forth policies and procedures regarding cadet selection criteria, duty assignments, and the administration of the Departmental Cadet Program.

I. OBJECTIVES

The Police Cadet Program is designed for hardworking, ambitious young men and women who desire to explore and develop careers in the field of law enforcement while completing college degrees. The primary intent of the program is to assist cadets to complete college degrees while providing them with insight into the law enforcement profession. The goal of the program is to prepare Cadets for a law enforcement service career as a Police Officer Trainee or other position with the Department. Cadets are hourly part-time employees who receive training and experience in various aspects of the police service. Cadets may be rotated through a variety of assignments designed to stimulate their interest in professional police service. The program is comprised of intensive supervision, counseling, training and evaluation to develop their leadership qualities and prepare them for careers in law enforcement. Cadets shall be held strictly accountable for courtesy and professional conduct.

II. APPLICATION AND SELECTION REQUIREMENTS

A. The applicant must:

1. Be at least 17-1/2 at the time of application. (Must be between 18 and 20 1/2 at time of appointment).
2. Be attending an accredited college or university, or be a high school senior who plans to attend an accredited college or university the next regular quarter or semester following graduation from high school. High school seniors must be registered at, or accepted for admittance to, an accredited college or university by the time of appointment.

3. Possess a valid unrestricted California driver's license or be eligible to receive one by the date of appointment.
 4. Meet medical criteria established for the Police Officer Trainee position.
 5. Be a United States citizen or be eligible to apply for citizenship by date of transition from cadet to Police Officer Trainee.
 6. Have no felony conviction.
- B. Qualified applicants must pass the following:
1. Written examination;
 2. Physical agility test;
 3. Oral and Personal History Questionnaire interviews;
 4. Background investigation; and
 5. Medical examination.

III. ACADEMIC REQUIREMENTS

- A. Except for summer break, cadets are expected to be enrolled in at least six units of college courses that are academic in nature. Sports classes and craft-type classes do not satisfy this requirement.
- B. Police cadets are required to maintain an overall "C" (2.0) average in all college studies. Failure to maintain a "C" average may result in termination from the program.
- C. Cadets must submit an official copy of his/her college report card to the Police Cadet Unit Coordinator at the end of each college quarter/semester to document the scholastic requirement.

IV. AGE LIMIT

- A. At age 21-1/2, cadets are required to apply as a Police Officer Trainee, apply for an extension, or resign from the program.

- B. Extensions may be granted to a Police Cadet to continue in the program, in two (2) year increments, up to the age of 25, based on any of the following circumstances:
 - 1. The cadet is making suitable progress but falls short of the criteria for Police Officer Trainee appointment.
 - 2. The cadet continues to attend college and needs additional time to complete his/her degree.
 - 3. The cadet is committed to a law enforcement service career as a Police Officer Trainee or other position with the Department.

- C. The Police Cadet Unit Coordinator is responsible for submitting any extension recommendations to the Training Division Commander for approval.

- D. Each case will be reviewed on an individual basis and approved only when it clearly benefits the needs of the Department.

V. ASSIGNMENT AND TRAINING

- A. Police cadets shall be assigned permanently to the Training Division.

- B. Each Cadet shall purchase a cadet uniform described in Departmental General Order (DGO) C-1, UNIFORMS. The Training Division shall supply each cadet with the appropriate safety equipment described in DGO C-4, SAFETY EQUIPMENT.

- C. The Training Division shall conduct basic orientation training for all new cadets. All cadets shall also receive prior training in any anticipated duties that do not require sworn officer status.

- D. Police cadets shall work an average of 19.5 hours or less per week and attend college as provided in Part III of this order.
 - 1. With advance permission of the Police Cadet Unit Coordinator, cadets may work over 19.5 hours in a week but no more than 39.5 hours in a week.

2. Police cadets may continue to work during the regular summer vacation period. Enrollment in summer school is optional.
 3. Cadets may elect to be temporarily relieved from work assignments for any two-week period during the regular summer vacation period. The Police Cadet Unit Coordinator must be notified four weeks in advance of such plans.
 4. Cadets may request a reduction in work hours to accommodate preparation for college examinations and other academic projects.
- E. The Training Division shall conduct training activities for police cadets to prepare them for a law enforcement service career and evaluate their suitability as a Police Officer Trainee or other position with the Department.

VI. DUTIES

Police cadets are not sworn law enforcement officers and do not have any peace officer powers. The following types of duties may be assigned to a cadet by a supervisor with the approval of the Cadet Unit Coordinator:

- A. Felony reports involving crimes against property (e.g., bicycle theft, auto theft, or auto burglary) where there are no investigative leads or the report is being made solely for insurance purposes.
- B. Misdemeanor reports not requiring a police officer; cadets shall not take reports involving injuries or crimes against persons (e.g., 242 PC, 417 PC) but may assist an officer during these investigations.
- C. Provide pedestrian and traffic control.
- D. Complete found property reports.
- E. Provide routine transportation and notification assignments.
- F. Record keeping and information retrieval, provided that the cadet completes the mandatory N.C.I.C. training.
- G. Provide building tours.
- H. Investigative assistance.
- I. Role playing for the Basic Academy.

- J. Any other duties as deemed appropriate with the approval of the Cadet Unit coordinator.

VII. RESPONSIBILITIES OF DEPARTMENTAL UNITS

- A. Unit commanders shall place cadets assigned to their units under the supervision of a member or employee.
- B. Cadets shall be assigned tasks designed to provide them with an overview of the assigned unit's activities. Whenever possible, cadets should not be used solely for clerical tasks unrelated to their assigned unit.
- C. As required by the Training Division, the supervising member or employee will prepare a written summary of the cadet's performance and forward this information to the Cadet Unit Coordinator for review and filing in the cadet's personnel folder.
- D. Supervising members or employees shall not work cadets past their regularly scheduled work hours without prior approval from the Cadet Unit Coordinator or the Training Division Commander.

VIII. RESPONSIBILITIES OF THE TRAINING DIVISION

- A. The Training Division shall be responsible for training, supervising and assigning police cadets.
- B. Under the direction of the Training Division Commander, the Police Cadet Unit Coordinator shall:
 - 1. Perform administrative tasks related to the program.
 - 2. Coordinate and conduct cadet-recruiting activities.
 - 3. Conduct bi-monthly training for cadets to prepare and evaluate them for law enforcement careers.
 - 4. Coordinate the processing of payroll and other documents relating to the employment of cadets.
 - 5. Maintain cadet personnel files.
 - 6. Monitor and counsel cadets regarding their performance. If substandard work is noted in either work assignments or college studies, the Police Cadet Unit Coordinator shall prepare a written report to the Training Division Commander.

7. Complete a comprehensive written annual evaluation of each cadet's performance on the Cadet Performance Evaluation Report (TF-2017) at the conclusion of each 12-month period based on the Cadet's date of hire.

- C. The Training Division Commander shall review and act upon all recommendations for cadet terminations, transitions and extensions.

By order of

Wayne G. Tucker
Chief of Police

Date Signed: _____