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## Police Cadets

### 1047.1 PURPOSE AND SCOPE

The Seaside Police Department Police Cadet Program is established to provide the youth of our community the opportunity to participate in and learn the needs of our community as it relates to law enforcement. Police cadets will learn how to become better citizens in their community, through service, while developing a positive relationship between the Seaside Police and the youth.

### 1047.2 SPONSORSHIP

The program shall operate as a nonprofit organization. The Cadet Program shall be under the sponsorship of the Chief of Police and the Seaside Police Department, in cooperation with the City of Seaside.

### 1047.3 GOALS AND OBJECTIVES

The Police Cadet Program has, as its goals and objectives, the following:

- (a) To serve as a recruitment tool for young men and women interested in a career in law enforcement;
- (b) To serve the community relations effort in the City of Seaside among police, youth and the community;
- (c) To develop the Police Cadet Program through:
  1. Character building;
  2. Leadership development;
  3. An appreciation for community services and good citizenship.

#### 1047.3.1 PROGRAM OVERVIEW

Police cadets perform police-related functions by assisting administrative and sworn personnel with filing, tours, crime scene searches for evidence, and traffic control. In addition, cadets participate in educational and recreational trips to different events and law enforcement agencies.

The Police Cadet Program encourages youth in the community to view police officers as role models, and instills in them discipline and purpose in life. As a result of the training and direction received as cadets, many young men and women choose some form of law enforcement as a career.

### 1047.4 CHAIN OF COMMAND

Cadets will be required to adhere to the chain of command procedure when grievances, recommendations, questions, or other issues arise. The non-ranking cadet must first contact his/her Cadet Sergeant prior to contacting the Program Advisor. The hierarchy of the Police Cadet Program is as follows:

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- (a) **Advisor:** The Program Advisor is responsible for overseeing the activities and performance of all members of the Police Cadet Program, as well as to develop recruiting methods to build the program. The Program Advisor shall also conduct meetings;
- (b) **Cadet Sergeant:** Cadets must have completed one year in the program and be in good standing to qualify for the rank of Cadet Sergeant. In addition to the responsibilities of the Cadet rank, other responsibilities include:
  - 1. Conduct meetings when requested;
  - 2. Supervise cadets;
  - 3. Be familiar with Department policies;
  - 4. Assist other cadets with issues regarding the program;
  - 5. Assist in the recruitment and orientation of prospective cadets;
  - 6. Assist Program Advisors.
- (c) **Cadet:** In addition to the duties and expectations outlined herein, cadets shall become familiar with department policies and personnel, and participate in assigned duties and functions with regularity.

#### **1047.5 MEETINGS**

Police cadets are required to attend every meeting unless there is an acceptable reason why he/she cannot attend. Any cadet who has three non-excused absences shall be suspended for a period of two months.

- (a) Special meetings may be called by order of the Program Advisor at his/her discretion.
- (b) Cadets will also be required to attend any related training programs or special events scheduled by the Program Advisor. Declining participation without an acceptable reason will be grounds for dismissal. Valid excuses for non-attendance shall be submitted in writing to the Program Advisor prior to the scheduled event.

#### **1047.6 DUTIES AND EXPECTATIONS**

Police cadets will, as deemed appropriate, receive basic instruction in all phases of law enforcement, including criminal law, traffic law, criminal investigations, crime prevention, traffic control and direction, accident investigation, juvenile delinquency, physical-fitness training, and other related fields which are integral parts of law enforcement.

- (a) Police cadets are required to participate in numerous non-enforcement activities such as traffic control, security, communications, field trips, outdoor activities, ride-along program, etc.

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- (b) Uniforms are required by all cadets and, with the exception of shoes/boots, socks and other under garments, will be furnished by the Seaside Police Department. Cadets will dress in the appropriate uniform while attending Police Cadet Program functions.
1. Basic uniform outlay will consist of trousers and two shirts, one long sleeved and one short sleeved, clip-on tie, and duty belt, and will remain the property of the Seaside Police Department. The basic uniform consists of:
    - (a) Trouser: Navy blue, 100% polyester #8309 (males) and #8409 (females);
    - (b) Shirt: Light blue, tropical polyester/cotton, "Flying Cross" #6625 with military creases. The last name shall be embroidered directly to the shirt. The name consists of 1/2" navy blue lettering, centered and 1/4" above the right shirt pocket. The Seaside police patch shall be affixed on both sleeves, centered and 1/2" below the shoulder seam. Additionally, the "Cadet" rocker will be affixed centered 1/2" below the police patch;
    - (c) Undershirt: The undershirt is plain white with a round neck. It may not extend below the uniform shirtsleeves and must be visible at the neck of the uniform shirt when the collar is unbuttoned. No design or silk screening shall be visible;
    - (d) Tie: Black, four-in-hand, snap away or break away style, not more than 3" at its widest, extending to " above the beltline;
    - (e) Belt: Black basket weave design, 1-3/4" wide with a silver-colored buckle.
  2. Footwear: Shoes or boots shall be black with plain toe. Footwear with pointed toes, ornamental stitching, straps or buckles is prohibited. Socks shall be black or dark blue if visible when in a seated position.
  3. The hair of male employees shall not extend more than 3" from the top of the head. It shall be neatly trimmed and tapered or styled in such a way that it gives an overall even appearance and does not protrude abruptly from the sides or back of the head, nor extend below the top of the collar or below the top of the earlobe.
  4. The hair of female uniformed employees shall not be worn below the shoulders. Only those accessories necessary to secure the hair shall be worn in the hair and they shall be non-ornamental. The hair shall be simply and neatly groomed in a conservative style.
  5. Basic safety equipment such as foul weather gear, whistle, flashlight, etc., will be furnished. Baseball caps are available for purchase through the Seaside Police Officers' Association.
  6. Cloth badges shall be directly to the police cadet uniform.
  7. All cadets must wear a cover jacket when wearing uniforms off assignment.

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- (c) Police cadets will exhibit appropriate behavior at all times. Examples of inappropriate behavior include:
  - (a) There shall be no smoking or other use of tobacco products;
  - (b) Excessive talking during meetings and assignments is not permitted;
  - (c) Each cadet will conduct himself or herself in a courteous and civil manner when dealing with the public. Actions which interfere with the private business of any person, except in the line of duty, will not be tolerated.
- (d) Cadets will exercise patience and discretion, while refraining from abusive or profane language. Respect will be given to supervisors, peers and subordinates.
- (e) Cadets will not carry firearms or deadly weapons while in uniform. The only exception will be for training in a supervised environment.

#### 1047.6.1 INSPECTIONS

Inspections will be at the direction of, and conducted by, the Program Advisor(s) or his/her designee.

- (a) Inspections will be of uniformed personnel.
- (b) A record will be kept of the inspections; cadets will be reprimanded on uniform deficiencies, when appropriate.

#### 1047.6.2 CADET HOURS

Cadet hours consist of any activity designated by Program Advisor as cadet hours.

- (a) Cadet time book: Cadets must log all hours of participation in the cadet time book.
- (b) Ride-Along Program: A cadet must complete 6 cadet hours in one month prior to participating in the Ride-Along Program. Any cadet hours over the monthly requirement completed after the 20th of the month may be credited to the following month.

#### 1047.7 RIDE-ALONG PROCEDURES

The Ride-Along Program is a privilege which must be earned by the members of the Police Cadet Program. The Ride-Along Program allows interested, qualified cadets the chance to observe street-level police work on a firsthand basis. The program gives cadets a working knowledge of the field of law enforcement as they observe police officers respond to calls for service and on criminal investigations.

Cadets having earned the privilege to participate in the Ride-Along Program must have successfully completed the probationary period and must have parental permission.

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#### 1047.7.1 RIDE-ALONG SIGN UP & HOURS

Cadets must sign-up at least six days prior to the ride-along. Ride-alongs shall be coordinated with the Senior Administrative Assistant upon authorization of the Program Advisor. Cadets under 18 years of age may not ride between the hours of 2300 and 0700 hours.

#### **1047.8 ELIGIBILITY**

To be eligible for membership in the Police Cadet Program a candidate must:

- (a) Display a positive interest in a law enforcement career or one of the community services;
- (b) Be between the ages of 14-21 years (14 years old is acceptable only upon graduation from the eighth grade);
- (c) Be enrolled in high school or college;
- (d) Maintain a minimum of a 2.5 grade point average;
- (e) Be of sound health and physically capable of participating in the program;
- (f) Be a responsible citizen with good moral character;
- (g) Have signed approval and support of parent or guardian (if under the age of 18 years old);
- (h) Have no serious misdemeanor and no felony arrests or convictions;
- (i) Pass an oral examination;
- (j) Pass a background investigation;
- (k) Successfully complete a six-month probationary period. The cadet uniform will not be issued until after successful completion of the first two months of the probationary period. Cadets may begin participating in the ride-along program once the uniform has been issued.

#### 1047.8.1 EXPULSION

Any cadet may be expelled from the program for violating any procedure set forth in this policy by the Program Advisor after review and approval of the Chief of Police.