

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO93-4.18
<i>Subject</i> Public Safety Cadet Program		
<i>Reference</i> CALEA Standards – 45.3.1, 45.3.2		<i>Revised</i> May 24, 2022 April 23, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> May 2024 April 2026	<i>No. Pages</i> 9

I. Policy

It is the policy of the Dalton Police Department to maintain a Public Safety Cadet Program that provides knowledge, skills, and practical experiences to the youth of this community through education and training that is delivered by qualified members of this Department and is structured to build character, physical fitness, and respect for the rule of law and human and civil rights.

II. Purpose

The purpose of the Public Safety Cadet (PSC) Program is:

- A. To provide a program of leadership, ethics, and career preparation training that educates young adults on the purpose, mission, and objectives of law enforcement.
- B. To provide an opportunity for Cadets to perform community service, gain practical experience, develop leadership skills, participate in career skills competitions, and take part in team-building recreational activities.
- C. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship, and patriotism.
- D. To help build a recruitment pipeline and pathway to employment in the law enforcement profession.

III. Definitions

- A. *Cadet* – A youth, age 15 to 20, registered in good standing and actively participating in the Dalton Police Department’s Public Safety Cadet Program.
- B. *Lead Mentor* – A sworn employee, designated by the Chief of Police, that bears responsibility for the overall administration of the PSC Program and the coordination of other designated Mentors for the program.
- C. *Mentor* – An employee with a certain area of expertise in the law enforcement profession that has been designated and determined suitable by the Department

to perform as a trusted, knowledgeable advisor in the guidance and training of Cadets.

IV. **Program Requirements**

A. Initial Enrollment

1. PSC enrollment is available to young adults ages 15 through 20. Cadets will age-out of the program upon achieving their 21st birthday.
2. Those young adults wishing to participate in the PSC Program shall complete the required application and submit it to the Lead Mentor for review.
3. The Lead Mentor or a designated Mentor shall conduct a thorough background check to assess the applicant's character and integrity and may include interviews with neighbors, teachers, and / or employers.
4. The applicant must not have a prior conviction for a significant criminal offense or serious traffic offense.
5. The applicant must not have undisclosed physical limitations that would prevent participation in the program and organized physical fitness activities.
6. The applicant must have at least a "C" average in all high school or college classes.
7. An Agreement and Legal Waiver Form shall be signed by the Cadet's parent(s) or legal guardian or by the Cadet if he / she is at least 18 years of age.
8. Upon acceptance into the program, the Cadet shall receive basic training from a curriculum that may include the following topics:
 - a. The history of public safety and policing
 - b. Patrol procedures
 - c. Criminal law
 - d. Juvenile law
 - e. Arrest, search, and seizure
 - f. Report writing
 - g. Crisis intervention
 - h. Ethics
 - i. Physical fitness

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- j. Self-defense
- k. Response to resistance
- l. Firearms safety
- m. Traffic control and crowd control
- n. Traffic accident investigations
- o. Traffic stops – misdemeanor and felony
- p. Basic first aid and CPR
- q. Radio communication procedures
- r. Crime prevention techniques
- s. Crime scene search techniques
- t. Public relations / Community outreach
- u. Dangerous drugs and narcotics
- v. Human and civil rights

B. Continued Enrollment

- 1. Cadets shall age-out of the program upon achieving their 21st birthday.
- 2. Cadets shall maintain at least a “C” average in all high school or college classes while a member of the program.
- 3. Cadets shall be responsible for the following:
 - a. Attending all program meetings, functions, and events, unless excused by the Lead Mentor.
 - b. Obtaining all required uniforms and equipment, unless provided by the PSC Program.
 - c. Maintaining all required uniforms and equipment in a working, presentable condition.
 - d. Maintaining a neat, clean, and well-groomed appearance.
 - e. Adhering to all requirements outlined in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.

C. Prohibited Activities

- 1. Cadets are strictly prohibited from the following:

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- a. Disclosing official information of the Department, outside agencies, victims, suspects, or complainants to any person other than whom it is intended.
 - b. Using coarse, profane, or insolent language.
 - c. Dating other members of the Dalton PSC Program.
 - d. Using tobacco products in public or at PSC functions.
 - e. Loitering about the Police Services Center without a legitimate purpose.
 - f. Wearing any PSC Program insignia (badge patches or shoulder patches) on any article of clothing not expressly permitted by the Lead Mentor or carrying about any PSC Program insignia when not involved in a PSC function.
 - g. Using any badge, identification card, patch, business card, etc. in an attempt to escape the consequences of any illegal action or to find favor with any law enforcement or public official.
 - h. Attempting to identify himself or herself as a law enforcement officer of any type for any reason.
 - i. Possessing any weapon of any type at any PSC function, unless participating in supervised weapons training that is part of the PSC curriculum.
2. Grounds for the discipline of a Cadet include:
- a. Violation of any law.
 - b. Violation of any rule, regulation, or policy contained in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.
 - c. Conduct outside of the PSC Program, which would tend to bring discredit or criticism to the Department or the program.
3. Discipline of a Cadet may include:
- a. Oral reprimand
 - b. Written reprimand
 - c. Demotion of rank
 - d. Probation or suspension from program activities
 - e. Dismissal from PSC Program
 - f. Other appropriate measures, as determined by a Mentor

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

D. Mentors

1. The selection of a Lead Mentor shall be approved by the Chief of Police.
2. The Lead Mentor shall be responsible for selecting an additional Mentor(s) to assist with the program, and shall take into consideration the candidate's job performance, experience, and availability.
3. Mentors shall adhere to all Department policies, PSC Program standard operation procedures, and local, state, and federal laws while administering and participating in the PSC Program.
4. All Mentors are required to complete the Youth Safety and Abuse Prevention training course.

V. **PSC Ride-Along Program**

- A. The Cadet must be seventeen (17) years of age or older and must be approved by the Lead Mentor or other designated Mentor prior to being eligible to participate in the ride-along program.
- B. Required Forms
 1. The following forms shall be signed and dated by a parent or legal guardian of the Cadet, the Cadet, and a notary.
 - a. Hold-harmless Agreement
 - b. Medical Release Agreement
 - c. Ride-along Agreement
 2. The required forms, along with an approved ride-along list of Cadets, shall be placed with the ride-along logbook in the roll call room.
 3. The Lead Mentor shall be responsible for seeing that required forms are completed, routed to the proper place, and ultimately filed.
 4. Ride-along log forms shall be retained for a minimum of one (1) year. The Lead Mentor shall be responsible for maintaining these files.
- C. A Cadet shall not, under any circumstance, be allowed to carry a firearm or any other offensive or defensive weapon while participating in the ride-along program.
- D. Cadets may participate in the ride-along program for a maximum of sixteen (16) hours per month; a minimum of four (4) hours and a maximum of eight (8) hours per day. Specific hours for riding along shall be determined by the age of the Cadet and approved by the Lead Mentor. Additional ride-along hours may be approved by the Lead Mentor with the Patrol Division Commander's approval.
- E. In advance of riding along, Cadets must:

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

1. Be current with their attendance.
 2. Undergo any training program required by the Lead Mentor.
 3. Schedule their ride-along with the Lead Mentor at least forty-eight (48) hours in advance.
 4. Report at least fifteen (15) minutes prior to the scheduled ride-along time in full uniform with a flashlight, notebook, and pen.
 5. Be clean and neat in appearance.
 6. Complete training exercises, which include, but are not limited to:
 - a. Daily operations of a police officer
 - b. PSC Program guidelines
 - c. Familiarization with police vehicles and equipment
 - d. Dress and equipment required when participating in the ride-along program
 - e. Expected conduct of the Cadet:
 - (1) Cadets shall follow the directions of the supervising Officer.
 - (2) Cadets shall not carry on a conversation with any prisoner, witness, or complainant unless specifically directed by the supervising Officer.
 - (3) Cadets shall be courteous to the public and fellow Officers.
 - f. Code of conduct for police officers.
 - g. The City of Dalton's tobacco-free policy.
 - h. Additional training, to include:
 - (1) Note-taking
 - (2) Geographical orientation of the City
 - (3) Communications and radio procedure
 7. Pass the ride-along test with a 90% accuracy after one year of being in the PSC Program and completing the training program
- F. The following procedures shall be followed for a Cadet to participate in the ride-along program. These procedures must start at least forty-eight (48) hours in advance. Any variance to the following procedures shall result in disciplinary action.
1. Contact the Lead Mentor for approval. If the Lead Mentor cannot be

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- contacted, the Cadet shall contact a different Mentor for approval.
2. The Lead Mentor or other designated Mentor shall contact the Watch Commander on the shift the Cadet wishes to ride for his / her approval.
 3. The Cadet shall only be allowed to ride with an Officer that has at least three (3) years of experience with the Department and has completed an orientation of the Dalton Public Safety Cadet Program's standard operating procedures, a review of this directive, and a Youth Safety and Abuse Prevention training course.
 4. After having secured approval from the Watch Commander, the Lead Mentor or other designated Mentor shall notify the Cadet of the date, time, Watch Commander, and supervising Officer he / she shall be riding with.
 - a. Any Cadet who participates in the program shall be required to wear protective body armor. When the Cadet contacts the Lead Mentor or other designated Mentor with the required information, arrangements shall be made to secure the body armor.
 - b. When the Cadet completes his / her ride-along, as soon as possible, the Cadet shall arrange for the return of the body armor to the Lead Mentor or other designated Mentor.
 - c. The Cadet shall make an entry in the PSC ride-along logbook with all the appropriate information. This shall be completed each time the Cadet rides.
 - d. The Cadet shall have the supervising Officer complete the Cadet Observation Report. This shall be turned in to the Lead Mentor or other designated Mentor with the return of the protective body armor.
- G. In all instances, the Watch Commander shall have final authority to approve or disapprove a ride-along.
- H. During the ride-along, the Cadet:
1. Shall follow the supervising Officer's lawful directions, regardless of the Cadet's personal feelings. Any disagreement or problem shall be reported in writing to the Lead Mentor, as soon as practical. Failure to obey the lawful order of the supervising Officer shall be grounds for suspension of ride-along privileges and possible expulsion from the PSC Program.
 2. If requested, shall handle the radio communications for the supervising Officer, take down all radio broadcasts to the unit he / she is in, and should an emergency situation require it, call for back-up for the supervising Officer.
 3. Shall not talk or engage in conversation with any victim, witness, or suspect, unless directed to do so by the supervising Officer. If directed to do so, it shall only be to obtain identification information for use in a report.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

4. Shall complete a Cadet Observation Report and submit it to the Lead Mentor.

I. Calls in which the Cadet may participate

The Cadet participates in the ride-along program as an observer. The Cadet may fulfill various duties as determined by the supervising Officer. These may include:

1. Traffic / crowd control
2. Radio communications
3. Assisting motorists
4. Completion of routine paperwork that will not be used in any court action
5. Protecting crime scenes
6. Assisting with interpretation, as needed
7. Calls that are low risk in nature

J. Calls in which the Cadet shall not participate

At no time shall the Cadet be knowingly placed at risk or used in dangerous or undercover activities. A non-exclusive list of situations to avoid:

1. Interview / interrogation of witnesses or suspects
2. Participation in the arrest of any person or left in control of a prisoner
3. Leaving the police vehicle, unless instructed by the supervising Officer
4. Assisting at any scene, unless requested by the supervising Officer
5. Using or being in control of any deadly or less-lethal weapon
6. Completion or signing of any legal documentation, such as traffic citations, warrantless arrest forms, incident reports, etc.
7. Assisting in providing cover for any possible crime in progress
8. Driving of any Department vehicle
9. Riding with any vice, narcotics, or organized crime unit
10. Conducting field testing of narcotics or any other controlled substance involved in an investigation
11. Being involved in a vehicle pursuit

K. High-risk call procedure

The supervising Officer shall follow the following procedure for high-risk calls:

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

1. In case of a high-risk call, such as a vehicle pursuit or active shooter, the supervising Officer shall return the Cadet to the Police Services Center or stop at the first convenient location and radio the position of the Cadet so that another Officer can affect a pickup, while the supervising Officer proceeds to the call.
 2. In case of an immediate emergency, the supervising Officer shall use his / her best judgement with respect to the safety and security of the Cadet. The Cadet shall remain in the police vehicle and observe until the supervising Officer advises that the situation is safe.
- L. Any Cadet under the age of eighteen (18) shall not ride past midnight on any night. Additionally, any Cadet attending high school shall be prohibited from riding Sunday through Thursday, between 10:00 p.m. and 7:00 a.m., while school is in session.
- M. Cadets shall be provided classroom training related to blood-borne pathogens and personal protective equipment due to the higher probability that they may come into contact with blood and bodily fluids during the course of a ride-along.
- N. All incidents shall be reported by the Lead Mentor, via telephone, to the Public Safety Cadets national office within 24 hours of the occurrence.
1. As soon as possible, a written report of the incident shall be completed and transmitted, via fax or e-mail, to the national PSC office.
 2. An incident is defined as any situation where a Cadet or adult, involved in a PSC Program activity, was injured and / or significant property damage was incurred as a result of the activity. Additionally, an incident would include any situation where a Cadet, adult, or other individual is the victim of a crime that may be associated with his / her involvement in the PSC Program.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.