



Approved:
Chief Marcia Harnden

Subject:

891. Police Cadets

Effective:
November 16, 2017

Revised:
December 6, 2023

CALEA Standards:

Page:
1

891.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for administration of the Albany Police Department Cadet Program.

891.2: POLICY

It is the policy of the Albany Police Department to maintain a cadet program comprised of civilian, citizen volunteers who work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

891.3: CADET CRITERIA AND EDUCATION REQUIREMENTS

Cadets shall meet the following criteria and education requirements:

- a. Must be in the 10th grade or higher and be between the ages of 16 and 20;
- b. Required to maintain a minimum grade point average of 2.5 for all courses taken;
- c. Upon completion of high school, Cadets must attend college part or full time or work part or full time;
- d. Maintain a good moral character and a clean record;
- e. Maintain an appearance and demeanor which is in keeping with the standards of the Albany Police Department;
- f. Must be a responsible citizen with a good reputation;
- g. Have full approval of parent or guardian if under the age of 18;
- h. Shall regularly attend the meetings of the Albany Police Department Cadet Post;
- i. Possess a valid Oregon Driver License, or be able to obtain one within two months of appointment to the post;

- j. Cadets under the age of 18 shall ride no later than midnight on any given night;
- k. Shall participate in public relations, security, and other events in which the Cadet Post is involved;
- l. Shall serve a minimum of 18 hours per month of any type of volunteer work within the Albany Police Department. Six of the minimum hours should be completed as vehicle inspections, vacation house checks, meetings, and/or assigned community events. The remaining hours can be ride-along hours or a combination of other listed duties.

891.4: PROGRAM COORDINATOR

- a. An appointed Sergeant will supervise the police cadet program as the Program Coordinator. The Program Coordinator will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department.
- b. The Program Coordinator will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

891.4.1: PROGRAM ADVISORS

- a. The Program Coordinator may select individual officers to serve as advisors for the Cadet Program to serve as mentors for each cadet.
- b. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction before contacting the Program Coordinator.
- c. One advisor may be designated as the coordinator's assistant to lead scheduled meetings and training sessions involving the cadets.
- d. Multiple cadets may be assigned to each program advisor.
- e. Program advisors are not intended to circumvent the established chain of command.
- f. Any issues that may be a concern of the individual's supervisor should be referred back to the Program Coordinator.

891.5: ORIENTATION AND TRAINING

- a. Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment.
- b. On-the-job training will be conducted in compliance with the [Cadet Training Manual](#).
 - 1) Training sessions will be scheduled as needed to train cadets for as many assignments as possible.

- 2) In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training.
- 3) All training will focus on improving job performance, as well as preparation to become police officers.
- 4) These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

891.6: CADET UNIFORMS

- a. Each cadet will be provided two uniforms meeting the specifications described in the Uniform Manual for civilian employees.
- b. Cadet uniforms will bear characteristics which distinguish them from sworn law enforcement officers.

891.7: ROTATION OF ASSIGNMENTS

- a. Rotating job assignments should occur on a regular basis to enhance the career development for each cadet.
- b. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Program Coordinator.
- c. In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

891.8: RIDE-ALONG PROCEDURES

- a. All cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate Shift Supervisor.
- b. Applicable waivers must be signed in advance of the ride-along.
- c. Cadets shall wear their uniform while participating on a ride-along.
- d. Cadets shall ride for a minimum of 6 hours per shift and no more than 12 hours during a shift unless approved by the on-duty supervisor.

891.9: EVALUATIONS

Evaluations for cadets may be completed at any time either verbally or in written form.