


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 31, 2022		APD.SOP.2200 APD Junior Police Cadet Program
Applicable To: All Employees		Review: 2026
Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 12/30/2022

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1. PURPOSE

The purpose of the Atlanta Police Department's Junior Police Cadet Program is to educate young adults between the ages of 16 through 21 with a basic knowledge in law enforcement, expose them to police operations, and provide support to the department.

2. POLICY

The Atlanta Police Department will use the Junior Police Cadet Program to educate young adults and expose them to internal police operations. The police cadet program supports the department's efforts to build community partnerships and potentially develop future police officer candidates.

3. RESPONSIBILITIES

- 3.1 The City of Atlanta Workforce Development Agency (AWDA) will recruit, assign, and compensate participants of the program.
- 3.2 Division, section, and unit commanders will be responsible for the implementation of this directive within their commands.
- 3.3 Supervisors will monitor personnel to ensure that cadets are not used in assignments requiring police authority.
- 3.4 Community Services Division (CSD) will implement this directive and oversee the activity of the designated APD Junior Police Cadet Program Coordinator.
- 3.5 The APD Junior Police Cadet Program Coordinator will be responsible for assigning cadets to their various worksite assignments. The coordinator will also be responsible for evaluating police cadet's performance.



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- 3.6 The CSD will develop and implement the APD Junior Police Cadet training curriculum.
- 3.7 Junior Police Cadets will be responsible for familiarizing and following all rules and regulations listed in the Junior Police Cadet Program Manual.
- 3.8 Junior Police Cadets are prohibited from driving city owned vehicles.
- 4. ACTION
 - 4.1 Junior Police Cadet Conduct
 - 4.1.1 All Junior Police Cadets will obey all lawful orders given to them by a supervisor. A Junior Police Cadet that refuses a lawful order will be considered insubordinate and subject to disciplinary actions.
 - 4.1.2 Junior Police Cadets will be courteous to the public and will act in a manner that does not discredit themselves, the Department, or the community. Junior Police Cadets will not verbally abuse or harass supervisors, fellow cadets, or members of the community.
 - 4.1.3 Junior Police Cadets will not directly or indirectly accept or solicit any gratuities, loans, merchandise, meals, beverages, fees, compensation or any other goods or valuables resulting from their official duties, other than those approved.
 - 4.1.4 Junior Police Cadets will obey the law. A cadet will not possess or use any alcohol or tobacco products as specified by law and Department policy. Moreover, the Cadet will not possess controlled substances, except when legally prescribed by a physician. Cadets prescribed medications that could adversely affect performance must notify the worksite supervisor and the Junior Police Cadet Program Coordinator.
 - 4.2 Uniforms and Equipment
 - 4.2.1 Junior Police Cadets will maintain their uniforms in good condition. Uniforms will be clean and pressed. Uniforms that are worn or damaged will be repaired or replaced as soon as possible. Cadets will not convert departmental equipment for their personal use.
 - 4.2.2 Junior Police Cadets will wear only the uniform that is provided by the Atlanta Police Department. As non-sworn personnel, cadets will not carry or utilize firearms, knives, or non-lethal weapons such as OC spray or a baton.
 - 4.2.3 All uniform insignia will be properly placed on the uniform and securely attached. No unauthorized insignia, badges, or pins will be worn on the uniform.
 - 4.2.4 Junior Police Cadets will utilize Departmental equipment only for its intended purpose. Damaged, inoperative, defective, hazardous property or equipment will be immediately reported to the Junior Police Cadet Program Coordinator. The Junior Police Cadet Program Coordinator will be responsible for notifying a supervisor, completing an incident report, and securing replacement equipment.
 - 4.2.5 Junior Police Cadets will be responsible for all issued equipment provided to them by the Department through the APD Junior Police Cadet Program Coordinator. Junior Police Cadets uniforms will consist of the following items:



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1. Three (3) pairs of dark blue pants.
2. Two (2) light blue short sleeve (polo style) shirts.
3. Two (2) light blue long sleeve shirts.
4. One (1) belt.
5. One (1) pair of shoes.
6. One (1) name plate; and
7. One (1) set of cadet collar insignias.

4.3 Junior Police Cadet Training

- 4.3.1 Junior Police Cadets will report to the Training Academy once a month to receive 4-hour blocks of instruction until they complete the training course. All cadets will be tested and graded. Upon their successful completion of the course, they will participate in a graduation ceremony.

4.4 Reporting to Duty

- 4.4.1 Junior Police Cadets will report to their assigned duties on time and dressed in their department issued uniforms. At no time will a cadet wear his or her uniform off-duty.
- 4.4.2 If a Junior Police Cadet expects to be late reporting to their assignment or is unable to report due to illness or other circumstances, they will contact the worksite supervisor and Junior Police Cadet Program Coordinator as soon as possible. When the need to request sick leave is evident, the notification will be no later than thirty minutes before the employee's scheduled reporting time.
- 4.4.3 Junior Police Cadets will be responsible for having their current telephone number and address on file with their supervisors, and the Junior Police Cadet Program Coordinator.
- 4.4.4 The Junior Police Cadet Program Coordinator will submit cadets' weekly sign-in time sheets (Form APD 743) to the AWDA Program coordinator on a weekly basis for payroll purposes.
- 4.4.5 Supervisors will submit a copy of each cadet's Atlanta Workforce Development Agency "Mayor's Youth Program" sign-in sheet bi-weekly to the Junior Police Cadet Program Coordinator.
- #### 4.5 Disciplinary Action
- 4.5.1 Police cadets in violation of the Junior Police Cadet manual or any other APD directive or order will have disciplinary action brought against them. Disciplinary actions may include the following:
1. Counseling.
 2. Oral Admonishment.
 3. Written Reprimand.



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4. Suspension.
5. Dismissal.
- 4.5.2 All complaints filed against Junior Police Cadets will be handled by the Junior Police Cadet Program Coordinator.
- 4.6 Selection of Cadets
- 4.6.1 Police Junior Cadet applicants will be selected through AWDA in collaboration with the Atlanta Police Department.
5. DEFINITIONS:
 - 5.1 Junior Police Cadets: A young adult between the ages of 16-21 who resides in the City of Atlanta and is selected by the Atlanta Workforce Development Agency; to provide administrative support to organizational components within the Atlanta Police Department; and has an interest in the law enforcement profession.
 - 5.2 Junior Police Cadet Program Coordinator: The individual responsible for assigning, evaluating, the overall duties and functions of Junior Police Cadets. This individual will work in partnership with the Atlanta Workforce Development Agency (AWDA) to provide job opportunities for young adults potentially interested in a career in law enforcement.
 - 5.3 Organizational Components: A division, section, unit, or squad within the Department.
6. CANCELLATIONS

APD.SOP 2200 "Junior Cadet Program," effective October 15, 2018.
7. REFERENCES

The Atlanta Police Law Enforcement Cadet Manual
Commission on the Accreditation for Law Enforcement Agencies, Inc. (CALEA), 5th Edition, 16.4.1, 16.4.2, and 16.4.3
8. SIGNIFICANT CHANGES

No change to content. Only minor changes to formatting and grammar were made.