



# CONCORD POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### POLICE CADET PROGRAM

**GENERAL ORDER:** 04.04

**CREATED:** October 11, 2019

**ISSUE DATE:** October 1, 2022

**ACTION:** Re-numbers general order dated October 18, 2019.

**EFFECTIVE DATE:** October 1, 2022

#### **04.04.0**     **PURPOSE**

The purpose of this general order is to establish guidelines and procedures for the Concord Police Department Police Cadet Program.

#### **04.04.1**     **POLICY**

It shall be the policy of the Concord Police Department to utilize the Police Cadet Program to prepare youth between the ages of 14 and 21 years old for careers in public safety by providing knowledge, skills and practical experiences through education and training delivered by police professionals.

#### **04.04.2**     **DEFINITIONS**

A. PROGRAM ADMINISTRATOR

A sworn officer of any rank designated by the Chief of Police to manage the Police Cadet Program.

B. PROGRAM MENTOR

A sworn officer of any rank designated by the Chief of Police to assist the Program Administrator in the functions and activities of the Police Cadet program. One mentor shall be assigned to each cadet.

C. CADET RECRUIT

A probationary member of the program who is serving their initial nine months of basic law enforcement cadet training.

D. POLICE CADET

A member of the program between the ages of 14 and 21 who has completed their cadet recruit training and is considered a regular member in good standing.

#### **04.04.3**     **PROGRAM OVERSIGHT**

A. PROGRAM ADMINISTRATOR

The Program Administrator shall be responsible for:

1. Provide guidance to the program to ensure the goals and standards of the program are achieved;
2. Ensure that all program activities are conducted in a manner that are pursuant to the Public Safety Cadet Guidelines and department general orders;
3. Maintain registry of the Public Safety Cadet charter;
4. Assign responsibilities to mentors;
5. Procure funds and equipment necessary to support program operation.

**B. PROGRAM MENTORS**

1. Mentors shall be responsible for assisting the Program Administrator in the daily operations of the program and whose attendance at program functions is expected, whenever possible.
2. Mentors shall work cooperatively with the Program Administrator to develop program training and topics of instruction, identify and secure guest speakers, and facilitate and supervise program activities.
3. Mentors shall maintain open communication with the Program Administrator relative to the management and operation of the Police Cadet Program.
4. Each cadet shall be assigned one mentor. Mentors shall ensure that the cadets assigned to them are abiding by program requirements, to include school performance, meeting and activity attendance, personal conduct, etc. It is expected that mentors maintain a positive and effective relationship with their assigned cadets.

**04.04.4 PROGRAM MEMBERSHIP**

**A. MEMBERSHIP CRITERIA**

1. Prospective cadets shall be between the ages of 14 and 19. The program will not accept new cadets who are over the age of 19 to ensure that a cadet spends a minimum of two years in the program before aging out at 21 years of age.
2. Cadets shall either reside within the city limits of Concord or be enrolled in a school inside Cabarrus County.

**B. POLICE CADET APPLICATION PROCESS**

1. During an established enrollment period prospective Police Cadets shall complete and submit an application to the Program Administrator. Applications may be submitted during non-enrollment periods at the discretion of the Program Administrator or the Chief of Police.

2. The Program Administrator and at least one mentor shall interview the prospective candidate and perform the necessary background investigation.
3. Upon successful completion of a background investigation, meeting any other program requirements, and assuming a cadet vacancy exists, then a prospective cadet shall be recommended for inclusion into the Police Cadet Program as a Police Cadet Recruit, subject to approval by the Chief of Police.
4. Prospective Police Cadets shall be disqualified from the process if the applicant has been untruthful on the application or has been charged with a misdemeanor or felony offense (traffic offenses will be considered on a case by case basis).

C. CADET RECRUIT PROBATION PERIOD

1. Police Cadet Recruits shall complete a minimum of nine months of basic law enforcement cadet training as outlined by the Program Administrator.
2. Upon successful completion of the probationary period a Police Cadet Recruit, in good standing, shall advance to the rank of Police Cadet.

D. POLICE CADET AND POLICE CADET RECRUIT REQUIREMENTS

To maintain an active status, a Police Cadet or Police Cadet Recruit in good standing must:

1. Maintain an overall "C" or 2.0 grade point average (GPA) in the school that they are attending while a cadet.
  - a. Failure to maintain a "C" or 2.0 GPA may result in suspension from program activities until grades have reached the mandated GPA.
  - b. If a cadet is showing progress toward a 2.0 GPA, but has not reached that grade point average, the cadet may have some program privileges returned.
  - c. If a cadet has not reached a 2.0 GPA, or has shown little or no positive progress, within two grading periods (e.g. two 9 week grading periods) the cadet shall be suspended from all program activities indefinitely.

**NOTE: All cadet grade averages shall be kept confidential and only reviewed by the program administrator and the cadet's assigned mentor.**

2. Any Police Cadet or Police Cadet Recruit with multiple unexcused school absences, school suspensions and/or a negative recommendation from school personnel or school resource officer may be suspended or terminated from the Police Cadet Program.
3. Police Cadets or Police Cadet Recruits charged with any felony offense shall be terminated from the Police Cadet Program. Anyone charged with a misdemeanor offense may be terminated from the Police Cadet Program.

#### **04.04.5 CADET APPEARANCE**

##### A. PERSONAL APPEARANCE

During program meetings and activities cadets shall adhere to proper grooming standards to include:

1. Cleanliness and personal hygiene;
2. Appropriate hair style;
3. No facial hair (clean shaven).

**NOTE: Should a cadet's appearance fail to positively represent the Police Cadet Program and/or the Concord Police Department, the cadet shall be removed from program meetings and activities.**

##### B. CADET UNIFORMS

1. Uniforms shall be cleaned and pressed.
2. Police Cadets shall wear the uniform of the day or as directed by the Program Administrator or mentors.
3. The Police Cadet uniform shall only be worn at approved cadet functions.
4. All uniform components and equipment remain the property of the Concord Police Department and shall be returned if the cadet leaves or is terminated from the program.
5. Any Police Cadet that loses any part of their uniform or equipment, shall report the loss to a mentor and may be accountable for replacement.

**04.04.6**     **CODE OF CONDUCT**

- A. Police Cadets and Police Cadet Recruits are expected to conform to and abide by the department's Code of Conduct, where applicable.
- B. A Police Cadet and Police Cadet Recruit will receive a Concord Police Department Police Cadet Program Handbook.

**04.04.7**     **RIDE ALONGS**

- A. Cadets wishing to participate in a police ride along shall do so in accordance with General Order 04.03 Ride-Along Program.
- B. Only Police Cadets in good standing who have reached a minimum age of 16 may participate in a departmental ride along. Police Cadet Recruits and those under the age of 16 are not eligible.
- C. Police Cadets under the age of 18 are prohibited from participating in a ride along after 9:00pm on a night prior to a school day. Exceptions may be made only by a mentor.
- D. Prior to participating in the Ride-Along program, cadets shall have completed the basic training course, to include policy and standard operating procedure while accompanying a law enforcement officer on patrol operations. The Police Cadet shall also receive orientation on the police vehicle and communication equipment.
- E. The sworn officer conducting a cadet ride along must review the Youth Safety Program training video.



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