

VII. Cadet Program

A. Mission Statement

1. Mission Statement – Cadets will train to become a positive role model for other young people within our community. We shall develop our skills in communication, leadership, teamwork, decision-making, and service. We will work within our community to promote a positive image, safer living environment for all, and give back to the community all we have received. We will participate by observing, learning, and discussing the professions of Law Enforcement Officers and their duties.
2. Purpose of our Post – The purpose of this post is to educate and involve youth in police operations, to show them various careers in law enforcement, and build a mutual trust and understanding between youth and police officers within our community. By teaching life skills, we hope to encourage the youth of our community to build a strong future for themselves.

B. Goals and Objectives

1. The cadet program has three main goals:
 - a. To further a cadet's education and encourage them to participate in rewarding and productive activities
 - b. Better prepare a cadet to become a positive role model and future leader in their respective communities; and
 - c. Expose participants to the job of a police officer so that they may make an informed decision about pursuing a career in law enforcement.
2. Objectives
 - a. Serve as a Bridge - The Cadet Program helps to bridge the gap between police officers and youth within our community. This is achieved by direct contact with CPD officers on a one-to-one basis.
 - b. Character Building- Cadets will be working with police officers and they will quickly learn that society sets standards for all members. Cadets will learn to set higher standard for themselves. Cadet Mentors will assist cadets in meeting their own standards.

- c. Leadership Skills- While participating in the program, a cadet will be afforded the opportunity to be a squad leader. Leadership positions will be filled and further experience will be gained. As a cadet leader he/she will have the responsibility for other cadets' actions. This will provide leadership skills for future career paths.

C. Command Structure

1. Leadership - The Cadet Coordinator and Cadet Mentors will lead the Columbus Police Department Cadet Program. These leaders will be sworn officers within the Columbus Police Department. It will be the responsibility of the Cadet Coordinator and Cadet Mentors to inform the Public Information Officer of the status of the program and all complaints and/or compliments which have occurred.
2. Chain of Command - A chain of command is established for the efficient operation of this program. The chain flows from lowest position upwards to highest position. All Cadets must be aware of the hierarchy of command within the Columbus Police Department and Cadet program.
 - a. Cadet Chain of Command:
 - i. Chief of Police
 - ii. Public Information Officer
 - iii. Cadet Coordinator
 - iv. Cadet Mentors
 - v. Cadet Squad Leaders
 - vi. Cadets
 - b. Columbus Police Department Chain of Command:
 - i. Chief of Police
 - ii. Major (Deputy Chief)
 - iii. Captain
 - iv. Lieutenant
 - v. Sergeant

vi. Officer/Detective

D. Personnel

1. Personnel Matters - The following regulations are to be maintained by all cadets in this program. Any cadet in violation of these regulations may face disciplinary actions as set forth in this manual.
2. Residence - Each cadet shall reside within a reasonable distance from Columbus. The cadet will be responsible for providing their up-to-date address to the Cadet Coordinator.
3. Telephone - All cadets will provide a current telephone number to the Cadet Coordinator, Cadet Squad Leaders, Cadet Mentors, and each individual cadet.
4. Reporting for Duty - All cadets will report for assigned activities and duties on time and will be mentally and physically fit to perform these duties. They will also have with them all required equipment.
5. Reporting Off – Any cadet unable to attend posted meetings, training, or duties are required to contact a Cadet Coordinator, Cadet Squad Leader, or Cadet Mentors. All cadets unable to attend assigned details must find a replacement cadet to take their spot.
6. Requirements for Enrollment - Cadet applicants will be reviewed for acceptance based on the following criteria:
 - a. Any incoming Sophomores, Juniors, and Seniors may apply for the program;
 - b. A clean juvenile record;
 - c. Minimum 2.5 GPA, and good academic standing in their respective schools;
 - d. A willingness to be enrolled within the program and a positive attitude.
7. Duties of Cadets - Cadets will be required to perform the following duties while enrolled in the program:
 - a. Successfully complete the Cadet Academy;
 - b. Work a minimum of two (2) public relations events (parades, festivals, races, FOP parking, etc.) per year;

- c. Assist with any other function designated by a superior;
 - d. Maintain a minimum GPA of 2.5, and remain in good academic standing at their respective school.
8. Following High School Graduation - Cadets will only be permitted to continue in the program following the summer after high school graduation upon approval by the Cadet Coordinator, as this authority has been delegated by the Chief of Police in accordance with G.O. 45.3.1(B)(2). Only in special circumstances (squad leaders, leadership responsibilities, etc.) will cadets be permitted to continue in the program following the summer after high school graduation.

E. Uniforms and Equipment

1. Uniforms will be worn when directed by the Cadet Coordinator. If not advised on wearing a uniform, cadets will not wear a uniform. All pieces of uniform will be worn together; no article is to be worn by itself as everyday apparel.
2. Uniforms will consist of the following:
 - a. Black polo shirt;
 - b. Tan khaki style pants;
 - c. Black socks;
 - d. Black shoes;
 - e. Black belt;
 - f. Traffic vest (when directing traffic).
3. When wearing a uniform, it should be clean and neatly pressed. Cadets' hair should be neatly groomed. Jewelry that is allowed is one ring for both males and females and females are allowed one set of earrings.

F. Rules of Conduct

1. Conduct - Cadets should remember that they are a reflection of the Columbus Police Department and this community. They should act accordingly. Every cadet shall represent this organization in a professional manner.

2. Contact with the Public - Cadets will at all times be courteous to the public. They will be orderly, attentive, and will exercise patience and discretion while in contact with the public.
3. Orders - Cadets will promptly obey any lawful order by a sworn officer, or Cadet Squad leader. Any cadet who fails to obey such orders will be considered insubordinate and may be subject to disciplinary actions.
4. Conflicting Orders - Should any lawful order be given by an officer conflict with any previous order, the cadet will respectfully bring this conflict to the attention of the officer or Cadet Mentors. The officer will take necessary steps to correct the conflict and at the same time take responsibility for the cadet's actions while following his / her orders.
5. Verbal Abuse or Harassment - Cadets will not verbally or otherwise abuse or harass any officers, fellow cadets, or any member of the community.
6. Public Statements, Social Media, Appearances and Endorsements - Unless expressly authorized by the Chief of Police or his/her designee, employees, including cadets shall not, under color of authority:
 - a. Make any public statement that could be reasonably interpreted as having an adverse effect upon department morale, discipline, operation of the agency, or perception of the public;
 - b. Divulge or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose;
 - c. Make any postings, statements, speeches, or appearances that could reasonably be considered to represent the views or positions of, or provide other information from, this agency; or
 - d. Display a department badge, logo, equipment, or any other item issued by, or otherwise representing, the department.
7. Cadets should realize that they have no police powers. They are volunteers and should never take enforcement actions. They are never to attempt to detain or arrest subjects. If they were to observe any criminal activity during the course of their day, they are to contact dispatch like any other citizen.

8. Officers, including cadets may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

G. Discipline for Misconduct

1. Discipline - Violations of the policies and directives of this manual or any violations of other official departmental directives or orders may be grounds for initiating disciplinary procedures.
2. Receiving Complaints - Anyone wishing to make a complaint against a cadet may do so. Their complaint shall be written and forwarded to the Cadet Coordinator, who shall inform the Public Information Officer and the Chief of Police.
3. Harassment of Complainants - Cadets shall not harass, verbally abuse, or threaten anyone who files a complaint against a cadet.
4. Processing Complaints - Complaints will be thoroughly reviewed. The cadet will be informed of the charges against him/her. The cadet will then be provided an opportunity to give an explanation if he/she so chooses. If the activity committed is criminal in nature the cadet will be afforded all rights due to any other person in the context of a criminal investigation.
5. Duty Status - At the discretion of the Cadet Coordinator, cadets may be relieved of their duty status pending the outcome of the investigation.
6. Disposition of Complaint - After the completion of the review of the charges, the matter will be classified as one of the following:
 - a. Exonerated – The alleged action occurred but it was lawful and proper;
 - b. Unfounded – The complaint was false or unfounded;
 - c. Not Substantiated – There was insignificant evidence; or
 - d. Substantiated – The allegation was supported by proper and sufficient evidence.
7. Disciplinary Action - If a complaint is found to be substantiated, disciplinary action will be taken. Depending on the violation and its severity such actions could include and not be limited to:

- a. Verbal Reprimand;
- b. Written Reprimand;
- c. Suspension;
- d. Loss of Privileges;
- e. Lowering of Rank; and/or
- f. Termination from Cadet Program.

H. Ride-along Procedures

1. The ride-along program will provide a cadet the opportunity to observe an officer as they work in the community. This is just one training method that will be offered to cadets deemed responsible and educated in safety procedures.
2. Cadets will be rewarded the opportunity to participate in a ride-along with a uniformed officer only upon completion of the following:
 - a. The Cadet Academy;
 - b. Work a minimum of two (2) public relations events (parades, festivals, races, FOP parking, etc.) per year;
 - c. Attend the two (2) meetings per school semester;
 - d. Remain in good standing with their respective schools, along with the Cadet Program
3. Upon successful completion of the aforementioned requirements, cadets will be allowed two (2) ride-alongs for the following semester. The ride-alongs will be scheduled well in advance, and the shift Lieutenant will be notified of the days cadets are scheduled to ride along. The shift Lieutenant, and/or Sergeant, reserve the right to deny any date that a cadet is scheduled to ride.
4. Ride-along Etiquette
 - a. Cadets must have a Ride-Along Waiver on file for that given year.

- b. Drop Off Procedures- When a dangerous situation arises, the patrol officer may take the cadet to a safe location and/or restrict the cadet to the police vehicle. If the cadet is dropped off, it will be at a location where they can safely await the arrival of an officer.
 - c. Hours of Ride-Along - Cadets will ride no less than four (4) hours with an on duty officer. These hours can be restricted due to other commitments of the Police Department, other Cadet activities, or at the discretion of the Cadet Coordinator, Public Relations Officer, or Chief of Police.
 - d. Termination of a Ride-Along - A ride-along may be terminated at any time by the officer or shift supervisor. The cadet should not question why the ride-along has been terminated.
 - e. Time/Dress/Equipment - Cadets will show up at the department 15 minutes prior to a ride-along. They will arrive in their cadet uniform, and secure the equipment that will be necessary for the ride-along (notepad, pen, traffic vest, etc.).
 - f. Assisting Officers - The cadet may assist an officer by being an extra set of eyes and ears. The cadet will be expected to follow the orders of the officer they are riding with.
 - g. Use of Police Equipment - The cadet will not touch or use any emergency equipment unless directed so by the officer.
5. Safety Procedures- Cadets are observers and some activities during a ride-along may be restricted for their safety. When cadets observe criminal activity during a ride-along, the following rules should be followed:
- a. Cadets are not to assist in any criminal interrogations;
 - b. Cadets are not to leave the police cruiser unless directed by a police officer to do so;
 - c. Cadets shall only assist at a scene as directed by an officer;
 - d. Cadets at no time shall undertake any activity that presents an immediate risk of physical harm to themselves or others;
 - e. Trained Witness – Cadets are trained witnesses and should record any details of an incident.

6. Ride-Along Emergencies - If serious injury/situations would occur to an officer during a ride- along, your duty is to advise dispatch of the officer's identity, location, and nature of the problem.
7. Confidentiality - Cadets while on Ride-alongs will observe officers performing many functions including interviewing, arresting suspects, booking, and report writing. All activities observed by the cadets will be held in the strictest confidentiality and details should not be discussed with anyone outside of the police department as it may affect the credibility of the case. If it is discovered that a cadet has shared any information regarding their ride along to any person other than a sworn officer with the Columbus Police Department, they will be subjected to disciplinary procedures.
8. Special Detail Guidelines – Cadets will work special events for service hours. At these details a cadet will be expected to follow instructions of any officer or Cadet Mentors. You are never to leave the detail to follow a suspect or for any other purpose unless directed to do so.

I. Meetings and Training

1. Meetings:

- a. Cadets will have two (2) meeting per school semester. These meetings may be held at locations other than the Columbus Police Department.
- b. Cadets do not need to wear their uniforms to the meetings unless previously directed by the Cadet Mentors or Cadet Coordinator. The uniform may be worn if the cadet is participating in a ride-along before or after the meeting.
- c. Meetings and Dates - All meetings will be listed on a calendar provided by the Cadet Coordinator to Cadets. Only under extenuating circumstances will a cadet be allowed to miss a meeting.
- d. Any unexcused absence from the academy, meetings, ride-alongs, or any event in which the cadet signed up, may result in dismissal from the program
- e. If meetings are held at a location other than Columbus Police Department, cadets shall recognize that they are guests. They are a representative of the Columbus Police Department, and shall conduct themselves in a professional manner. If a cadet disobeys any rules of conduct, they may be subjected to disciplinary procedures.

2. Training - Training will consist of leadership skill development, crime prevention, and other law enforcement topics. The cadet program will consist of a Cadet Academy. The purpose of the academy is to further expose cadets to the job of a police officer, and prepare them for their duties and roles within the Columbus Police Department. The Cadet Academy will be structured in a manner in which it will closely simulate a police academy. The program will consist of the following:
 - a. One week during the summer, consisting of twenty-four (24) hours;
 - b. Physical Fitness and Team building exercises;
 - c. Curriculum including, but not limited to, the following: Traffic stops, Physical Tactics & Use of Force, CPR/AED, Emergency Vehicle Operations (EVO), Use of police radio and codes, SWAT, K9, Scenarios, Accident Investigations, Criminal and Traffic Law, CID/ILP, etc.;
 - d. Cadets are to have a waiver on file, along with a doctor's physical stating that they are in good health, and are able to participate in physical activity. Waivers and physicals must be renewed each year prior to the Cadet Academy;
 - e. Failure to provide all necessary paperwork (waiver, physical, etc.) will prevent the cadet from participating in the cadet academy, and may result in dismissal from the program;
 - f. During the Cadet Academy, there will be various guest instructors, and shall treat them as such. Cadets are to follow the Rules of Conduct. Any failure to comply may result in disciplinary procedures;
 - g. Failure to successfully complete the Cadet Academy will result in dismissal from the program;
 - h. If a cadet has successfully completed their first year in the program, they are eligible to be selected as a squad leader or a mentor for the proceeding academy class.