
Police Cadets

924.1 PURPOSE AND SCOPE

Cadets 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.

924.2 PROGRAM MANAGEMENT

The Administration Division is responsible for the management of the Police Cadet program. The Administration Division Lieutenant shall serve as the Program Manager. The Training Sergeant will serve as the Program Coordinator.

The Program Coordinator will be responsible for tracking the job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, and performance evaluations.

924.3 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Newly hired cadets will train in compliance with the Cadet Training Manual. The Program Coordinator will be responsible for the initial training for new cadets and ensuring the signed Cadet Training Manual is placed in the cadet division file.

Additional training sessions will be scheduled as needed to train cadets for as many assignments as possible. 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. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

924.3.1 CITY AND POLICE DEPARTMENT POLICY

Police cadets are subject to all regulations set forth by the City and Department policies. Cadets shall conduct themselves in an exemplary manner at all times.

- (a) Cadets involved in an on-duty accident or become injured during their working hours shall immediately report the incident to the appropriate shift supervisor.
- (b) Cadets involved in a motor vehicle collision using City equipment shall immediately notify the appropriate shift supervisor.

924.3.2 CADET USE OF MARKED POLICE VEHICLES

Cadet use of marked police vehicles shall be as follows:

1. Patrol vehicles used by officers shall not be used unless assigned by shift supervisors.
2. "Out-of-Service" signs or light bar covers shall be used at all times a patrol vehicle is used.

Redding Police Department

RPD Policy Manual

Police Cadets

3. All traffic laws shall be obeyed.
4. Emergency lights and sirens shall not be used unless directed to do so by an officer or supervisor.
5. Established radio procedures shall be adhered to at all times.
6. Cadets are not to operate a police vehicle "Code 3" at any time.

924.4 CADET DUTIES

924.4.1 PATROL CADET

Cadets assigned to the Field Operations Division will be under the direct supervision of the shift supervisor. Field Operations duties include:

- (a) Vehicle Maintenance Duties (VMO),
- (b) Subpoenas,
- (c) Supply report writing/property,
- (d) Patrol mail,
- (e) Handicap/Parkin cites,
- (f) Found/lost property,
- (g) Traffic control,
- (h) TC info exchange,
- (i) AVA tag,
- (j) Property bookings (bikes, shopping carts),
- (k) To assist on 180's,
- (l) Consent to Enforce inspections,
- (m) Any other duties deemed by the Supervisor.

924.4.2 SERVICES CADET

Cadets assigned to the Services Division will be under the direct supervision of the shift supervisor.

Services duties include:

- (a) Court run,
- (b) Fingerprints,
- (c) Cite sign-off,
- (d) DE cites,
- (e) Imaging,
- (f) Shred,
- (g) Microfilm,

Redding Police Department

RPD Policy Manual

Police Cadets

- (h) Phones/front counter,
- (i) Supply records and 7i,
- (j) Any other duties deemed by the Supervisor.

924.4.3 PROPERTY CADET

Property Cadets duties include:

- (a) Log in photo and audio SD cards,
- (b) Assist with releasing property,
- (c) Assist with logging in and storing safekeeping property,
- (d) Pull property/evidence/contraband designated for destruction, auction, or return to owner,
- (e) Filing of property tags,
- (f) Assist with property showings with the DA's office and Defense Attorneys,
- (g) Miscellaneous other duties as needed.

924.5 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs, and concerns will take precedence over individual considerations with the final decision resting with the Training Sergeant.

924.5.1 SCHEDULING OF POLICE CADETS

The Police Services Manager (PSM) or designee is responsible for the scheduling of division/unit assignments to cadets after consultation with the Program Manager. Police cadets shall report for duty appropriately dressed to perform their assigned duties. Whenever possible, assignments will be coordinated to meet the needs of each division/unit and the police cadet involved.

- (a) Cadets working scheduled four-hour shifts are entitled to a rest break (15 minutes); they are not entitled to a meal break. Cadets working an eight-hour shift are entitled to rest breaks and a meal break. Cadets assigned to training details shall be considered on-duty.
- (b) Cadets reporting for duty shall immediately contact their supervisor who shall establish priorities and make appropriate task assignments as needed. Cadets shall check their emails and mailboxes routinely and at least once per shift.
- (c) When requests are made for cadet assistance from another division, cadets shall refer the requesting party to their supervisor. This will ensure each division's assigned tasks are accomplished on a scheduled, timely basis.
- (d) Cadets are responsible for the correct and accurate use of time cards. Cadets shall assist in monitoring their work hours to ensure they do not exceed stipulated program hours and to ensure adequate hours are worked.

Redding Police Department

RPD Policy Manual

Police Cadets

- (e) Time off requests shall be made with as much advance notice as possible and submitted to the appropriate supervisor. All changes to a cadet's schedule shall be authorized in advance by the Program Manager. Cadet Program Supervisor.

924.6 RIDE-ALONG PROCEDURES

All cadets are authorized to participate in the Ride-Along Program on their own time and/or as approved by their immediate supervisor and the appropriate patrol shift supervisor. Cadets may wear their uniform while participating on a ride-along.

924.7 PERFORMANCE EVALUATIONS

Performance evaluations for all cadets shall be completed on an annual basis to assess their current job performance. The Program Coordinator will be responsible for assigning the evaluations to the appropriate cadet supervisor from that evaluation period. Evaluations will be completed by the assigned supervisor and returned to the Program Coordinator. Evaluations will be reviewed and signed by the employee. The evaluation will be placed in the cadet division file kept in the Cadet Coordinator's office.