

**POLICY
1108**

**EFFECTIVE
DATE
3-20-18**

**Eugene
Police Department**



Police Cadet Program

1108.1 PURPOSE AND SCOPE

The cadet post exists to provide a positive program for young people who are interested in pursuing a career in law enforcement. Among other activities, they provide valuable assistance with traffic direction and other tasks at major events. Cadets may also be assigned duties in other divisions within the department. (For example, assignments to the public safety stations, training, and to the lab or property control unit should be considered for cadets.)

1108.2 GENERALLY

- a. Cadets are volunteers, and not employees of the City.
- b. To be eligible for participation, a person must:
 - be 16 to 20 years of age at the time of application
 - be attending or have graduated from high school, or attending or graduated from a certified GED program
 - if attending school, maintain a 2.5 GPA or higher
 - possess a valid Oregon driver's license
 - not have been convicted of any crime or violation of law classifiable as a Class A Misdemeanor or higher, and
 - pass a multi-phase screening process, including a background check.
- c. Requests to schedule cadets can be directed to one of the Cadet Advisor(s).
- d. Requests for information about the post can be referred to the Cadet Advisor(s).

1108.3 CADETS

- a. Cadets are responsible to the cadet advisor(s).
- b. Cadets may ride as an observer with a uniformed patrol officer under the direct supervision of the officer and any on-duty watch supervisors, and may perform tasks appropriate to their training and skills, as authorized by the officer.
- c. Cadets will accept direction from department personnel as organizational need dictates.

- d. Cadets may attend patrol briefings with the approval of the briefing supervisor.
- e. Cadets are not a police officers, and have no enforcement authority other than that of a citizen. Cadets will not take enforcement action, nor will they represent themselves as a police officer.
- f. Cadets may be assigned to other duties within the Police Department. Assignments will be pre-approved by the cadet coordinator based on department needs, training needs, and the qualifications of the individual.
- g. Cadets must report any misconduct, improper behavior, or criminal activity by a fellow cadet to a cadet advisor or police supervisor as soon as possible.
- h. Cadets are required to follow all relevant department policies. Failure to do so may result in disciplinary action, up to and including expulsion from the post.

1108.4 POLICE OFFICERS

- a. Officers may involve cadets in note-taking and report writing.
- b. Officers must proofread the report for content, spelling, grammar, and neatness.
- c. Officers may allow cadets to handle non-critical radio traffic. (They may carry portable radios while on duty.)
- d. Officers should ensure that cadets are not assigned tasks which are beyond their training or ability, or placed in situations which are unreasonably hazardous.

1108.5 LIMITATION OF CADET ACTIVITY

- a. Cadets will not be used as cover officers in potentially dangerous situations.
- b. Cadets will not participate in searches of arrested subjects.

1108.6 CADET ADVISOR(S)

- a. Cadet Advisors report to the Cadet Program Sergeant, and are responsible:
 - 1. For all matters regarding the cadet post, including the scheduling of cadets to participate in various activities and events.
 - 2. To designate certain cadets as needed to handle administrative and operational functions within the unit.
 - 3. To develop additional rules and procedures governing cadet conduct, subject to the

approval of the program coordinator; and

4. To consider requests for the use of cadets from various department supervisors and managers.
5. To oversee the conduct of cadets, and to report to the Cadet Program Sergeant any misconduct, inappropriate behavior, or criminal activity of which they become aware.

1108.7 MISCONDUCT

- a. Any employee who becomes aware of any misconduct, inappropriate behavior, or criminal activity by a cadet will immediately refer the cadet to a cadet advisor or police supervisor who may seize the cadet's department identification and forward it to a cadet advisor as appropriate.
- b. Any documentation needed to substantiate the allegation should be submitted to the Cadet Advisor and the Cadet Program Sergeant.

1108.8 PROGRAM ADMINISTRATION RESPONSIBILITIES

- a. The Patrol Captain will appoint a command officer to serve as coordinator of the cadet program. The program coordinator will:
 1. Appoint a Cadet Program Sergeant who will supervise the Cadet Advisors.
 2. Appoint one or more Cadet Advisors who will plan and supervise post activities.
 3. Ensure that any necessary coaching and/or discipline of cadets is done, and
 4. Generally oversee the cadet program.

David N. James
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