

Police Cadets

1025.1 PURPOSE AND SCOPE

A cadet is a part-time, civilian position with the Santa Ana Police Department. The Cadet Program creates a constructive pathway, transitioning them from part-time to full-time Department employees. The program is also designed to encourage cadets to obtain a college education prior to a full-time career choice, allowing them to be better equipped and qualified candidates.

Cadets work under direct supervision, perform a variety of routine and progressively perform more advanced tasks in preparation for a career in law enforcement.

1025.2 EDUCATION REQUIREMENTS

Cadets shall maintain a minimum of nine (9) semester units of college course work per semester and are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken.

1025.2.1 AGE REQUIREMENTS

Cadets must be a minimum age of 18 years of age to qualify for the Program. When a Cadet reaches the age of 25, he/she will be given the option to apply, for the position of police officer recruit or any other internal positions the Department is offering at that time.

1025.3 PROGRAM COORDINATOR

The Training/Human Resources Division Commander will serve as the Cadet Program Coordinator (CPC) and will be responsible for overseeing the entire program.

1025.3.1 CADET ASSISTANT PROGRAM COORDINATOR

The Human Resources Sergeant will serve as the Cadet Assistant Program Coordinator (CAPC) and will be responsible for tracking the educational and job performance of cadets as well as making assignments throughout the Department. He/she will also monitor the training provided to all cadets and review all decisions regarding job assignments, status for compensation, school attendance and performance evaluations. The CAPC is also responsible for scheduling meetings and training sessions for the cadets.

1025.3.2 PROGRAM ADVISORS

The CPC may select individual members to serve as advisors for the Cadet Program. These members will serve as mentors for each cadet. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction prior to contacting the CAPC. Multiple cadets may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues or concerns of the individual's supervisor should be referred back to the CPC.

Santa Ana Police Department

Santa Ana PD Policy Manual

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1025.4 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities prior to reporting to their first assignment. On-the-job training will be conducted in compliance with the Police Cadet Procedure Manual. 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 successfully compete for the police officer selection process, as well as academy training. All training will focus on improving job performance, and preparing cadets to become police officers. The Department will also provide feedback regarding a cadet's progress of the program.

1025.5 CADET UNIFORMS

Each cadet will be provided two uniforms that meet the specifications set forth in the Police Cadet Procedure Manual.

1025.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur in accordance with the Police Cadet Procedure Manual. Department needs and concerns will take precedence over individual considerations with the final decision resting with the CPC.

In general, tenured cadets will be assigned to positions requiring more technical skill or experience. Tenured cadets will also train cadets for new assignments or those newly hired.

1025.7 RIDE-ALONG PROCEDURES

Ride-alongs shall be conducted in accordance with the regulations set forth in the Police Cadet Procedure Manual.

1025.8 PERFORMANCE EVALUATIONS

Performance evaluations for all cadets shall be completed in accordance with established department guidelines that are set forth in the Police Cadet Procedure Manual. Cadets are not only responsible for complying with this policy, but with all other department policies and procedures along with the City's policies.