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# POLICE CADET PROCEDURE MANUAL

## 10250.1 CADET PROGRAM

The Training/HR Division is responsible for the supervision and control of the Department's Cadet Program. The Training/HR Division Commander will be the Cadet Program Coordinator (CPC). The Human Resources Sergeant will be the Cadet Program Assistant Coordinator (CPAC).

Cadets are required to receive satisfactory evaluations and favorable comments for a minimum 6-month period from their date of hire. This program will familiarize the Cadet with the workings of the Santa Ana Police Department, intended to enhance the Cadet's development and may ultimately lead to sponsorship to the Police Academy. The program allows a Cadet to achieve their college degree while receiving on the job training specific to working within a Police Department.

The responsibility for the direct supervision of each on-duty Cadet, is job assignment. The designated supervisor, referred to as a Cadet Advisor, shall be responsible for the direction, training, and evaluation of each Cadet assigned to his/her unit.

## 10250.2 POLICE CADET RESPONSIBILITIES

In order to remain employed with the Department, Police Cadets are required to meet the following standards:

- (a) At time of appointment, Cadets must be 18 to 25 years old, inclusive. Cadets may remain in the program until their 25<sup>th</sup> birthday. The Program Coordinator has the authority to make an exception to the 25-year-old rule
- (b) Currently enrolled in high school or college/university
- (c) While enrolled in college/university, Cadets are required to carry a minimum of 9 semester units during the school term with a minimum grade point average of 2.0 or better here are no additional educational requirements after the cadet has attained a BA or BS degree from an accredited educational institution

## 10250.3 RECRUITMENT AND HIRING

- (a) The primary responsibility for recruiting, testing, and hiring of a police cadet applicant falls within the Training/HR Division.
- (b) A prospective applicant will undergo a background investigation as determined by the Training/Human Resources Commander, excluding a polygraph examination.

## 10250.4 POLICE CADET WORK ASSIGNMENTS

All work assignments, scheduling, and duties of Cadets will require the approval of the CPC. There will be no changes of assignment, scheduling, or additional duties required of the Cadet without the specific approval of the CPC. There can be up to four (4) Cadets assigned to each Bureau at any given time for a total of sixteen (16) Cadets Department-wide. This number may change based on the budget, as well as, Department needs.

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Unless directed and/or approved by the designated Cadet Advisor, the Cadet uniform shall be worn while on duty.

Assignments will be rotated based on Department needs with the goal of providing each Cadet with a broad base of experience. Cadets will rotate bureau assignments upon the completion of eight (8) to twelve (12) months of service within an assigned bureau.

Cadets will utilize the proper chain of command to report any problems by reporting to the Cadet Advisor, then to the CPAC if necessary. Human Resources or Training Division Staff will assist Cadets with any other matters.

Cadets are not permitted to carry any lethal weapons. Cadets may carry pepper spray and/or handcuffs after receiving written approval from the CPAC and the training from the Department certified instructor/s.

It is the Cadet's responsibility/obligation to help maintain security at the police station.

The Cadet shall only allow access to authorized personnel. At no time shall unauthorized personnel be allowed into the police station.

### 10250.4.1 FIELD OPERATIONS BUREAU

Cadets may be assigned to any division within the Field Operations Bureau, but will primarily be assigned to the Traffic Division, reporting to a Traffic Sergeant. Cadet responsibilities include, but are not limited to, answering phones, directing citizens to various areas of the Department, processing various types of paperwork, attending community meetings and other duties assigned.

### 10250.4.2 INVESTIGATIONS BUREAU

Cadets will have a variety of tasks while assigned to the Investigation Division. These responsibilities include, but are not limited to, assisting detectives with discovery requests and other miscellaneous paperwork assigned by their immediate supervisor. Cadets will report to one of the Detective Sergeants and be assigned tasks appropriate to their position.

### 10250.4.3 ADMINISTRATION BUREAU

#### (a) **Communications Division**

1. Cadets assigned to Dispatch will report to the Dispatch supervisor. Cadet responsibilities include, but are not limited to, answering phones, inputting calls, taking phone reports along with other duties assigned.

#### (b) **Training Division**

1. Cadets will report to the Training Division Sergeant and be assigned a variety of tasks to assist the Training Division with day-to-day functions and tasks. Tasks include, but are not limited to, assisting with scheduling of training, assisting with arrest and control training, assisting with new-hire orientation, and any other tasks approved by the Training Sergeant.

#### (c) **Central Distribution Center (CDC)**

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1. Assist CDC personnel with equipment distribution, restock all new incoming equipment, restock all equipment within equipment / radio room, deliver packages throughout the department as well as other duties assigned.

### **10250.4.4 JAIL BUREAU**

Cadets will report to the Jail Manager while assigned to the jail. Responsibilities include, but are not limited to, answering the phones, inventory of property, performing data entry of prisoner information along with other duties assigned.

Cadets assigned to the Jail shall comply with the following restrictions:

- (a) Cadets are prohibited from having any contact with inmates.
- (b) Cadets shall not be involved in any jail searches.
- (c) Cadets are prohibited from bringing any contraband, weapons or cellular phones into the jail.
- (d) Cadets shall never be alone with a prisoner or trustee.

### **10250.5 WORK HOURS AND PAYROLL**

Cadets will not work unsupervised.

- (a) Each Division or Section Supervisor will be responsible for scheduling and coordinating a Cadet's work hours within the part-time classification restrictions and in accordance with all applicable regulations.
- (b) Cadets will not work more than twenty (20) hours per week, which may be scheduled to meet departmental needs (shifts and division priorities).
- (c) In an effort to encourage furthering education, the Department will attempt to coordinate a Cadet's hours with college attendance. Attendance at in-service schools will be limited to those deemed appropriate by the affected Bureau Commander
- (d) Upon completion of each pay period, Cadets are required to enter the days worked into the ISE system. The designated supervisor will review the entries and approve hours, print out the payroll sheet and forward it to Fiscal.

### **10250.6 BREAKS**

Breaks will be given as dictated by California State Labor Code.

### **10250.7 OUTSIDE EMPLOYMENT**

Cadets are subject to the same provisions and regulations governing outside employment as set forth in the Outside Employment Policy.

### **10250.8 INDUSTRIAL AND NON-INDUSTRIAL INJURIES AND ILLNESS**

Refer to the Department's Occupational Disease and Work-Related Injury Reporting Policy.

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### **10250.9 CADET USE OF POLICE IDENTIFICATION CARDS**

The Chief of Police has entrusted Cadets with the Department identification cards. The misuse of a police ID card by a Cadet may result in termination.

ID cards shall not be used in an attempt to receive preferential treatment or gratuities.

Cadets are responsible for maintaining security of their assigned keys/access cards. If the keys/access cards, Police identification card and/or Cadet Badge become lost at any time, the Cadet shall write a memo to the CPC within 24 hours of discovery of loss. The memo shall contain details on the circumstances of the loss.

### **10250.10 RIDE-ALONG PROCEDURE**

All Cadets shall adhere to the Department Ride-Along Policy, as well as, the Police Cadet Policy.

- Cadets shall ride along a minimum of six (6) times per calendar year, not to exceed 10 hours each ride, with compensation. Cadets who desire additional to ride-along time may do so while off-duty, pursuant to the ride-along request procedure.
- In arranging a ride-along, Cadets will contact their immediate supervisor and set up the ride-along for the desired date/time.
- Cadets may assist with field reports. However, officers are responsible for all written documentation by the Cadet.
- Cadets will wear body armor.
- Cadets may use the police radio under the direct supervision of the officer.
- Cadets may use the MDC under the direct supervision of the officer.
- Officers are responsible for all communications emitting from the police vehicle.
- Cadets shall only utilize the equipment in a professional manner as directed. No information will be used for personal reasons. No personal messages will be sent via the MDC.
- Cadets shall not be a part of tactical entries.
- Cadets shall not be left alone with a suspect.
- Cadets shall not be used as a cover officer.
- Cadets shall not participate in any searches of subjects and/or their belongings.
- Cadets shall not utilize the radio during tactical incidents, e.g., foot pursuits, vehicle pursuits, and/or setting perimeters, except in an emergency (e.g. injury to assigned officer)
- Cadets shall not **handle any type of lethal or non-lethal weapons.**

### **10250.11 USE OF POLICE VEHICLES AND RADIOS**

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### 10250.11.1 VEHICLE USE

When given an assignment requiring the use of a City vehicle, cadets should use an unmarked vehicle. If the use of a marked police vehicle is required, Cadets shall use an OUT OF SERVICE cover located in CDC. These covers are to be placed over the unit's light bar.

- Cadets must obey all traffic laws. Any violations of law may result in disciplinary actions and/or termination from the program.
- Cadets **SHALL NOT MAKE CAR STOPS**. Cadets shall never take it upon themselves to transport a medical aid case, stop a suspect vehicle or contact suspicious persons.
- Cadets shall not attempt to jump-start any other vehicle or attempt to push any vehicle with a police unit.
- Cadets shall comply with the Department's Seat Belts Policy.

### 10250.11.2 POLICE RADIO USE

Cadets shall not use radios unless necessary in the course of their duties or in an emergency.

If a Cadet observes, or is advised by a community member that an emergency exists requiring police response, the Cadet shall make use of the most expeditious means of communication available to summon aid; this may include the police radio or telephonic communication.

Should the Cadet elect to use the radio, he/she shall provide all information available to the dispatcher. All instructions given to the Cadet by the dispatcher shall be followed.

### **10250.12 UNIFORM USE AND PERSONAL APPEARANCE**

Cadets are subject to the uniform and personal appearance regulations set forth in the Department's Uniform Regulations and Personal Appearance Standards Policies.

The basic uniform of the Santa Ana Police Department Cadet consists of the following:

- Applicable uniform shirt with patches and badge
- Uniform trousers with dress belt
- Black, smooth leather, boots and/or round-toed shoes in high-top or low-cut style
- Black socks (except when medical needs dictate otherwise)
- Duty jacket
- Name tag

### **10250.13 EVALUATIONS**

Evaluations will be conducted by assigned supervisors on a quarterly basis for the first year of employment, and one (1) time every twelve (12) months thereafter.

The Police Cadet Evaluation form will be used and properly marked to indicate the type of evaluation (first year or regular) being prepared. The long-form used for full-time, permanent City employees will not be used.

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### **10250.14 MISCONDUCT AND DISCIPLINE**

#### 10250.14.1 STANDARDS OF CONDUCT

All Cadets shall comply with the Department's Standards of Conduct Policy.

#### 10250.14.2 DISCIPLINARY ACTIONS

Disciplinary actions for a Cadet's violation of department policies and/or procedures may range from supervisory counseling up to termination from the Cadet Program. Because Cadets are part-time employees, the protections under the Public Safety Officers' Procedural Bill of Rights do not apply.

#### 10250.14.3 CAUSES FOR TERMINATION

Cadets can be terminated for reasons including, but not limited to, the following:

- (a) Inability to perform at minimum standards of performance or conduct as determined by the Cadet's supervisor and the Cadet Program Coordinator
- (b) Inability to maintain the required number of college units with a GPA of 2.0 or better for two (2) successive semesters