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| **Cherokee Sheriff's Office** |  |
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**CHAPTER 1.00.00**

**PURPOSE AND MISSION OF PUBLIC SAFETY CADETS**

**1.01.00 DEPARTMENT PURPOSE AND MISSION FOR CADETS**

The Public Safety Cadets is designed for applicants aged 14-18 years old who have an interest in pursuing a career in law enforcement. This program helps build rapport with members of the community and instills a sense of individual responsibility and as a team through gaining knowledge about the job, understanding training tasks, and adherence to a chain of command. This program provides an opportunity to learn aspects of leadership and provide service to our community.

**1.02.00 CHEROKEE CADET MOTTO**

“Lead with integrity, serve with honor”

**1.03.00 PUBLIC SAFETY CADET MISSION STATEMENT**

Mentoring young adults to serve their communities by providing knowledge, skills, and practical experiences through education and training delivered by public safety professionals that build character, physical fitness, and respect for the rule of law.

**1.04.00 POST MEMBERSHIP REQUIREMENTS**

Applicants must be at least fourteen years old and in high school. After acceptance, members may remain in the program until their nineteeth birthday or until his/her currently held Public Safety Cadet membership expires. The Cadet is expected to maintain a satisfactory G.P.A. in school, being a 2.5 or higher. If the Cadet cannot maintain such a G.P.A., this may be grounds for dismissal. All new applicants are subject to a background investigation by the Post Mentor and/or Cadet Mentor. Any criminal arrest or detainment may be grounds for dismissal or rejection of application. Following the receipt of the application, the applicant is subject to an oral interview before a panel not to exceed two Cadet Officers, Post Mentor, and one Cadet Mentor. All new applicants are subject to a partial or complete medical examination. All Cadets are subject to a drug-screening test at any time while a member of this program. Refusal to submit to this drug screening will result in immediate termination from the program.

**1.05.00 APPLICATION PROCESS**

1. Fill out an application and sign the electronic waiver form on www.cherokeecadets.org
2. Attend 3 meetings.
3. On the third meeting, an interview will be conducted. Acceptance or denial into the program will be issued.
4. Once the applicant is notified of their acceptance, they will be issued uniforms and equipment after 3 consecutive meetings

**1.06.00 PROBATIONARY PERIOD**

Upon acceptance into the program, new members of Post #1911 will undergo a probationary phase for six months. All new members will be required to attend all post-meetings during their probationary phase unless excused by a Post Mentor or Cadet Mentor. Any unexcused absence deemed by any Mentor may result in termination from the Post. New members must demonstrate a commitment to the program by attending three consecutive meetings before they will be issued uniforms and gear. During the probation period, each new member is subject to dismissal for violations of the policy manual, any violation of the Georgia Criminal Code, and/or county ordinances. This includes alcohol, drug, and traffic violations. Cadets are expected to maintain a higher standard of conduct than their peers.

**CHAPTER 2.00.00**

**GOALS, OBJECTIVES, AND SPECIAL POLICIES**

**2.01.00 PURPOSE OF GOALS AND OBJECTIVES**

The Public Safety Cadet program has three main themes:

1. To further the Cadets Education;
2. To Encourage the Cadet’s participation in a rewarding and productive service of activities; and
3. To prepare the Cadets for life challenges, for roles as citizens, community leaders, and future law enforcement careers.

**2.02.00 TO SERVE AS A POTENTIAL RECRUITMENT TOOL**

The Public Safety Cadet program will provide the Cadet with a basic knowledge of the field of law enforcement. The Cadet will receive instruction in many aspects relating to law enforcement including criminal law, traffic law, criminal investigation, crime prevention, traffic control and direction, accident investigation, juvenile delinquency, and other related fields.

**2.03.00 TO SERVE AS A COMMUNITY RELATIONS EFFORT**

The Public Safety Cadet program brings the Cadet into direct contact with law enforcement on a one-to-one basis through meetings, details, social functions, and a ride-along program. Cadets are given the responsibility and respect they demand. In turn, they can make their public service felt among members of the community, especially members in their age bracket. This provides a link between law enforcement and the youth and between the youth and the community.

**2.04.00 TO BE UTILIZED AS A SERVICE GROUP WITHIN THE COMMUNITY**

Frequently community organizations call upon Cadets to assist with security, crowd control, traffic direction, youth education, and crime prevention programs. Community services are strongly encouraged. Cadets are not used in situations that require police authority but are used to assist the community under the direction and supervision of Deputies.

**2.05.00 POTENTIAL USE AS SUPPLEMENTAL MANPOWER**

Cadets are not sworn officers and will not replace law enforcement; however, they can be used to supplement them. Cadets can free officers to concentrate on the most important aspects of their jobs. Utilizing Public Safety Cadets to their full potential can also bring savings in manpower to the Department. Qualified members can participate in the Ride-A-long Program, a privilege of membership allowing for onsite understanding of law enforcement on the street. *Cadets have* ***NO ARREST******POWERS*** *and will not attempt to arrest or assist an officer with making an arrest.*

**2.06.00 LEADERSHIP DEVELOPMENT**

Through their experience, Cadets learn and practice leadership skills similar to police personnel. Those Cadets in leadership positions with the Cadet Post learn the realities of being responsible for all their subordinates’ achievements and shortfalls.

**2.06.01 AN APPRECIATION FOR COMMUNITY AND CITIZENSHIP**

Cadets contribute many hours of their personal lives during their participation in the Cadet program. When they leave, they can reflect and take pride in the fact they have made a significant contribution to the welfare of their community.

**2.07.00 USE OF CADETS IN COVERT ACTIVITIES**

The National Public Safety Cadet Committee has established a policy prohibiting Cadets from performing acts that might undermine the role of cadets in the community.

**2.08.00 FIREARMS TRAINING PROGRAM**

The following conditions are to be in effect for Cadets in this department to participate in a shooting program.

1. Cadet must be 17 years old or older
2. Training and competition are permitted for timed, slow, and rapid fire.
3. Single or Double Action is permitted.
4. All firing is to be conducted up to a distance of 25 yards.
5. All shooting activities must be conducted under the supervision of Cherokee County Sheriff’s Office Firearms Instructor(s), Post Mentor, Cadet Mentors and sworn Officers/Deputies.
6. All local, state, and federal laws must be complied with.
7. Combat and I.P.S.C. courses are not required as part of training.

**2.09.00 FRATERNIZATION**

The Cherokee County Sheriff’s Office and the Public Safety Cadets do not condone and will not permit fraternization between Cadets and their adult leaders or their affiliated adults. Fraternization is not morally appropriate, nor is it in keeping with the relationship between youth members and adult leaders prescribed in the programs of this Department and those of the Public Safety Cadets. Fraternization between Employees of the Cherokee County Sheriff’s Office and Cadets of the Cherokee Sheriff’s Office Public Safety Cadet Program is also prohibited.

Relationships are permitted between Cadets but must not interfere with official duties or create undue attention/distraction. Public displays of affection will not be tolerated at any Cadet meeting or function.

**2.10.00 LEADERSHIP ON TRIPS AND OUTINGS**

At least two sworn adult leaders, both must be at least 21 years of age or older, are required for all overnight trips. Adult female leadership is required at all overnight functions where (Coed) female youth are involved. This does not apply to routine outings and the Ride-Along.

**CHAPTER 3.00.00**

**S.O.P. MANUAL**

**3.01.00 INTRODUCTION TO THE S.O.P.**

This manual is an official publication of the Cherokee County Sheriff’s Office. It contains the policies, procedures, and regulations relating to the Cherokee County Sheriff’s Office Public Safety Cadet Program Post #1911. These policies, procedures, and regulations are established to direct all Cadets while carrying out their duties and responsibilities.

**3.02.00 MAINTAINING THE S.O.P.**

All Cadets are required to bring their policy manual to every Cadet meeting when they attend meetings unless instructed otherwise. Furthermore, every Cadet is responsible for maintaining his/her policy manual in good condition and ensuring it is updated with the latest information.

**3.03.00 KNOWLEDGE OF THE S.O.P.**

It will be the responsibility of each Cadet to have knowledge of all policies, procedures, and regulations contained in this manual.

**3.04.00 ISSUING THE S.O.P.**

Every Cadet, upon being issued a manual, will sign a dated form indicating he or she has received and understands the manual.

**3.05.00 SECURITY OF THE S.O.P.**

Cadets will keep their policy manual secure. Any information which could hamper the Department’s operation will be kept strictly confidential. Loss of a manual or any of its contents should be immediately reported to a Mentor.

**3..06.00 MAINTENANCE OF THE S.O.P.**

Cadets will keep their policy manual in good condition, any torn pages will be repaired or when necessary, replacement of these pages will be requested.

**3.07.00 USE OF THE S.O.P**

Cadets will consult their policy manual if they have any questions concerning their responsibilities or issues dealing with proper procedures. If upon consulting the manual, the Cadet’s question is still not resolved; a Post Mentor should be consulted.

**3.08.00 MECHANICS OF THE S.O.P.**

This policy manual has been organized to assist Cadets in consulting their material easily and quickly. To find general subject areas, consult the table of contents at the front of the manual, for the correct chapter and section.

**3.09.00 OTHER OFFICIAL PUBLICATIONS**

Besides this policy manual, Cadets are expected to familiarize themselves with other official publications as directed by their Mentors. These publications may include the Department’s regular policies, procedures, and regulations, Law Enforcement Training aids, Public Safety Cadet Resource materials, and other publications. Cadets will be expected to maintain these materials in the Cadet notebook and treat them as confidential.

**CHAPTER 4.00.00**

**POST ORGANIZATION AND COMMAND STRUCTURE**

**4.01.00 POST LEADERSHIP STRUCTURE**

Cadet Officers will be selected based on a mandated assessment and selection process administered by Mentors and selected Cadets. Cadets will utilize a chain of command system which will facilitate the flow of information and overall efficient operation of the Cadet program. The Cadet Officer positions available are listed in order of rank from highest to lowest:

Chain of Command

Post Mentor

Cadet Associate Mentor(s)

Cadet Captain

Cadet Lieutenant

Cadet Sergeant

Cadet Corporal

Cadet FTO

Cadet

**4.02.00 CHAIN OF COMMAND**

The chain of command exists for the efficient operation of the Post. It is similar to the Cherokee Sheriff’s Office chain of command. The chain flows from the lowest rank upward to the top rank or position. The Post Mentor and Cadet Mentor(s) are sworn Law Enforcement Deputies and will be at the top of the Post’s chain of command.

**4.02.01 POST MENTOR**

The Post Mentor will be a sworn Deputy with the Cherokee County Sheriff’s Office. In order to be the Post Mentor, he or she must be in good standing with the Cherokee County Sheriff’s Office and have served for at least three years as a Deputy Sheriff. The Post Mentor will oversee all post operations and ensure the scheduling of details, events, and community relation projects. The Post Mentor has the authority to make any lawful order that he or she feels is necessary. The Post Mentor has the authority to override any decisions made by the Cherokee County Sheriff’s Office Cadet chain of command, including Cadet Mentor(s), or an individual Cadet Officer of the chain of command.

**4.02.02 CADET ASSOCIATE MENTOR(S)**

The Cadet Associate Mentor(s) will be sworn personnel with the Cherokee County Sheriff’s Office. He or she will assist the Post Mentor in handling post operations. In order to be an Associate Mentor, he or she must be in good standing with the Cherokee County Sheriff’s Office and have served for at least two years as a Deputy Sheriff. The Cadet Associate Mentor(s) will oversee all post operations in the absence of the Post Mentor. The Cadet Associate Mentor(s) has the authority to make any lawful order that he or she feels is necessary. The Cadet Associate Mentor(s) has the authority to override any decisions made by the Cherokee County Sheriff’s Office Cadet chain of command, or an individual Cadet Officer of the chain of command.

**4.02.03 CADET CAPTAIN**

The Cadet Captain will oversee the Lieutenant and their duties and will assign any necessary task for the Lieutenant to complete. The Captain will communicate with the Cadet Mentors about any issues that the Lieutenant has with the Sergeants or other cadets and will be in charge of the disciplinary actions in the post and will forward all issues to the Cadet Mentors for final approval. This rank can also be obtained for meritorious service to the Cadet Program by a unanimous decision by the Cadet Mentors.

**4.02.04 CADET LIEUTENANT**

The Cadet Lieutenant will oversee the Sergeants and their assigned duties and will assign any necessary tasks for the Sergeant to complete. The Lieutenant oversees all personal records and uniform/equipment to make sure all the records are up to date, in order, and maintained neatly. The Lieutenant will also be responsible for handling conflicts dealing with Cadet Officers and ensuring the proper disposition of all documented disciplinary issues. This rank can also be obtained for meritorious service to the Cadet Program by a unanimous decision by the Cadet Mentors.

**4.02.05 CADET SERGEANT**

The Cadet Sergeant is assigned to issue out all equipment that the Cadet will need for a meeting, detail, and/or function. He or she is also responsible for the maintenance of the equipment that is in the room. He or she is also responsible for keeping an accurate count of all equipment and will issue an equipment report at the end of every quarter to his/her Lieutenant. This is the only person, besides the Lieutenant and Captain, that can get and issue out equipment to cadets. In the event that the Sergeant is not present then the Lieutenant of the post will issue out equipment. This rank can also be obtained for meritorious service to the Cadet Program by a unanimous decision by the Cadet Mentors.

**4.02.06 CADET CORPORAL**

Cadets who have completed one year of service and are in good standing will be given the opportunity to obtain the rank of Corporal. Obtaining the Corporal rank will allow the Cadet to be eligible for any officer position within the Post. The Corporal will be assigned a squad and will be in charge of notifying their squad of all meetings, details, and functions coming up for the program. The Cadet Corporal will notify the Sergeant if someone is going to miss a meeting or detail. The Cadet Corporal will write up any disciplinary issues with their squad and forward it to the Sergeant. The Cadet Corporal will also be in charge of training all new recruits in the program. This rank can also be obtained for meritorious service to the Cadet Program by a unanimous decision by the Cadet Mentors.

**4.02.07 CADET**

Although not part of the chain of command, Cadets who have completed six months of service, who have successfully passed the F.T.O. program, and who are in good standing, will be given the rank of Cadet.

**4.03.00 ANNUAL ASSESSMENT**

Cadet Officer positions will be assessed during the month of October on an annual basis. Current Cadet Officers must reapply for their positions to keep them or attempt to get a higher or lower position. Officers do not automatically get their position the next year. Mid-term vacancies in any position will be filled by a temporary replacement appointed at the Mentor's discretion. Application for assessment will be completed 1 month prior. The application will include a resume of the Cadet’s qualifications, a prioritized list of officer positions to be assessed from, and a petition with the signed support of two other Cadets. The Office of Cadet Captain requires that the Cadet be at least 17 years old.

**CHAPTER 5.00.00**

**PERSONNEL**

**5.01.00 PERSONNEL MATTERS**

The following regulations and procedures outline the requirements Cadets must meet to maintain active membership in Post #1911. Any violation of these regulations may result in disciplinary action.

**5.02.00 RESIDENCE AND TELEPHONE**

 All Cadets are responsible for seeing that the Sergeant has a current address on file with the Post. Cadets must notify their Sergeant of changes of address even if they are only temporary. All Cadets should have a telephone in their residence or cell phone so that they can be contacted in an emergency situation. Cadets are responsible for keeping current telephone numbers on record with the Sergeant.

**5.03.00 PHYSICAL FITNESS**

Cadets should maintain a level of fitness that allows them to perform their duties effectively. If a question arises about a Cadet’s ability to perform regular duties due to the level of health, fitness, or illness, the Cadet may be required to submit to a physician’s examination or Post physical evaluation, to bring the Cadet’s performance back to standard. This standard will be equal with the national physical standard per the Cadet’s age and gender.

**5.04.00 REPORTING FOR DUTY**

All Cadets will report to assigned responsibilities on time and will be physically and mentally prepared to perform their duties. They will be properly equipped and will make themselves aware of any information necessary for proper performance. Cadets must be on time for all details and functions but no more than 15 minutes early.

**5.05.00 REPORTING LATE**

If a Cadet cannot attend a meeting at the assigned time, the Cadet will contact their Corporal and provide an estimated time of arrival. If a Cadet cannot attend a detail/function at the assigned time, the Cadet will contact their Corporal.

**5.06.00 ATTENDANCE**

Any Cadet unable to attend a meeting or function due to illness or other reasons will notify their assigned Corporal as soon as possible so adjustments can be made. In the event their assigned Corporal is not available; the Cadet is to utilize his or her chain of command. All Cadets are required to attend all meetings. Cadet Corporals need to report absences prior to meetings or details to their Chain of Command.

* **EXCUSED ABSENCES**
Cadets are allowed **one (1) excused absence of a regularly scheduled meeting per month**. If additional excused absences are needed, they must be approved in advance by a mentor.
Excused absences include:
* School-related obligations
* Work commitments
* Illness
* Family emergencies

If a Cadet has more than one excused absence in a month without prior mentor approval, the following disciplinary steps will be taken:

1. Verbal warning
2. Written warning
3. 30-day suspension from the program
* **UNEXCUSED ABSENCES**
Cadets are allowed **one (1) unexcused absence of a regularly scheduled meeting per quarter**.
Any absence will be considered unexcused if the Cadet fails to notify their assigned Corporal before 12:00 PM on the day of the meeting/event.

If a Cadet has more than one unexcused absence per quarter, the following disciplinary steps will be taken:

1. Verbal warning
2. Written warning
3. 30-day suspension from the program

Repeated violations or patterns of poor attendance may be grounds for dismissal from Post #1911.

* **Event Participation**
Cadets are strongly encouraged to attend all events hosted or supported by the Cadet Program, including fundraisers, community service projects, and public outreach events.

Attendance will be taken at all events. Consistent participation is expected.

Cadets who routinely fail to attend events without a valid excuse may be ineligible to participate in competitions, trips, or special events. They may also forfeit access to any benefits provided through program fundraising, including uniforms, gear, travel expenses, or other support.

Cadets are expected to contribute to the success of the program—not just benefit from it.

**CHAPTER 6.00.00**

**UNIFORMS, EQUIPMENT, AND APPEARANCE**

**6.01.00 UNIFORMS**

Cherokee County Sheriff’s Office Public Safety Cadets are responsible for wearing the proper and complete uniform in the prescribed manner except when working on an assignment or social event requiring civilian clothes. Uniform inspections will be conducted before every meeting and detail. After one verbal warning, failure to comply with uniform standards will result in disciplinary action.

**6.01.01 DEPARTMENT INSIGNIA**

All uniform insignia will be properly placed on the uniform and securely attached to it. NO unauthorized insignia, badges, or pins will be worn on the uniform.

**6.01.02 PUBLIC SAFETY CADET INSIGNIA**

All Public Safety patches, insignia, and awards shall be worn with regard to the PSC insignia standards.

**6.02.00 EQUIPMENT**

Cadets shall wear only the equipment and uniforms, which are authorized by this Department. As Non-Commissioned personnel, Cadets are not expected to utilize or carry firearms or weapons. This means that no batons (PR-24, ASP expandable or straight), Chemical Mace, firearms of any kind, sheath knives, or other weapons may be carried in the Cadet uniform. This does not include equipment that will be used for specific training that is approved by a Mentor.

**6.02.01 PERSONAL EQUIPMENT**

Cadets will carry the required personal equipment while on duty. This includes the following:

1. Notepad
2. Black Ink Pen
3. Duty belt with all equipment
4. Handcuff key
5. Flashlight
6. Cadets will be required to bring their provided S.O.P. and 3-ring binder to every meeting

**6.02.02 DEPARTMENT EQUIPMENT**

Cadets will utilize department equipment only for its intended purpose in accordance with established Departmental procedures and will not abuse, damage, or lose that equipment. They will maintain all Department equipment assigned to them in good condition. Cadets will not convert department equipment to their own use. A nominal deposit may be required for certain issued items.

**6.02.03 DAMAGED, INOPERATIVE EQUIPMENT**

Cadets will immediately report any damage to the Department’s property or equipment assigned to them. In addition, Cadets will report any inoperative or hazardous equipment that comes to their attention.

**6.02.04 LOSS, DAMAGE OR WASTE**

Losing, damaging, or wasting Department property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. The Cadet responsible for such loss, damage, or waste may be charged for the property in question. The Parent or Guardian could also be held responsible for payment for any loss or damaged equipment.

**6.02.05 RETURN OF EQUIPMENT**

Cadets will return all department-issued uniforms and equipment assigned to them as directed. Upon termination or withdrawal, all department-owned property in a Cadet’s possession will be promptly returned within two weeks of declaration of withdrawal or termination from Post #1911. Failure to return equipment within thirty days will result in possible criminal charges being filed against the former Cadet and/or Parents or Guardian. The Parent or Guardian could be held responsible for payment for any equipment or uniforms not returned within thirty days.

**6.03.00 UNIFORM CLASSIFICATION**

Cadets will be required to wear specific uniforms and equipment for the types of activities that they will be involved in. This section outlines those uniform classes. The class letter will refer to the type of uniform when the Cadet is requested to perform an activity.

**6.03.01 CLASS A - DRESS UNIFORM**

A. Reserved

**6.03.02 CLASS B – DUTY UNIFORM**

A. Black Propper or Tru-Spec Polo shirt

B. Khaki Propper or Tru-Spec 24/7 BDU pants

C. Black boots/shoes

D. Gun Belt

**6.03.03 CLASS C – TRAINING UNIFORM**

A. Black PT Shirt

B. Appropriate pants or shorts that are all black

C. Tennis Shoes for physical training

**6.03.04 ISSUED EQUIPMENT**

A. Outer belt

B. Innerbelt

C. Gun holster

D. Training gun

E. Handcuffs

F. Handcuff pouch

G. Handcuff key

H. Traffic vest

I. Flashlight

J. Bag

**6.03.05 ISSUED UNIFORM ITEMS**

A. Black Cadet polo

B. Black Cadet PT shirt

C. Khaki BDU pants

D. Black Cadet pullover jacket

E. Black Cadet baseball hat

**6.03.06 EQUIPMENT APPROVAL**

All Equipment must be pre-approved by the Post Mentor before being worn on a belt.

**6.04.00 UNIFORM AND EQUIPMENT APPEARANCE**

Cadets will maintain their uniforms and equipment with a clean and neat appearance.

Uniforms:

1. All uniforms will be cleaned and pressed.
2. Shoes and boots will be cleaned and shined, if applicable.

Equipment:

1. Leather gear will be kept clean and polished.

**6.05.00 PERSONAL APPEARANCE**

The first impression of a Cadet by a citizen is determined by the Cadet’s personal appearance. This impression is a lasting one and reflects on the Cadet Program and the Cherokee County Sheriff’s Office. It will be the Cadet's responsibility to maintain good personal hygiene. The following regulations are at the discretion of the Post Mentor and the Cadet Associate Mentors of Post #1911.

The following are the regulations dictating appearance:

**(1): Hair:**

For Males: should be off the collar and off the ear. It should be clean, combed, and not have a style or color that is unusual which would attract attention. It should not extend below the eyebrows and will not interfere with the wearing of headgear. The bulk of the hair will not exceed four inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

For Females: should be kept in a neat bun, either on the top of the head or neck. Hair should be clean, combed, and not have a style or color that is unusual which would attract attention. The hair tie/scrunchy used to place the hair in a bun will be black in color and be used only to tie up the hair and not attract undue attention. Bangs are permitted but must be kept in a neat fashion and are subject to being tucked behind the ear or smoothed into the rest of the hair with bobby pins.

(Some hairstyles may not fit this description, but may be required to change due to advisor discretion.)

(**2): Facial hair/Beards:**

A well-groomed mustache is permitted, but cannot be longer than the corners of the mouth in length. Beards will not be permitted.

**(3): Jewelry:**

No jewelry shall be worn that interferes with the safe and effective operation of any agency equipment, including weapons.

a. NECKLACE: Cadets are permitted to wear only one necklace. The necklace must be worn unexposed.

b. PIERCINGS: Female cadets are permitted to wear one nostril piercing but the piercing must be either a stud or a small ring that doesn’t attract undue attention to the cadet. No septum piercings are allowed. Cadets are further prohibited from stretching or "gauging" their earlobes or any other visible body part. Visible is defined as any exposed body part not covered by an agency-approved uniform, including a short-sleeved shirt.

(1) Female cadets are permitted to wear one earring in each earlobe. The earring must be of the stud type and cannot dangle below the earlobe. Metal or plastic earrings may only be gold, silver, clear, or skin-tone. Jeweled earrings may only be colorless or pale in color; no brightly colored jewels (i.e., rubies, emeralds, pink ice) will be permitted.

(2) Male cadets are not permitted to wear earrings of any type while in uniform.

c. RINGS: Male and female cadets are permitted to wear one ring (or wedding band set) on each hand. The ring shall not be of excessive size or inappropriate design and shall only be designed to fit one finger.

d. BRACELETS: No wrist or ankle bracelets will be worn while in uniform, except for the medical alert type or those worn for medical reasons. Cadets are permitted to wear a watch on one wrist of their choosing.

 **(4): Fingernails:**

Males: Clipped and clean; No nail polish.

Females: Clipped, clean, clear nail polish or a color that does not attract attention at the discretion of the advisor. Nails are not to exceed 2cm in length and are not permitted to have any jewelry or accessories attached to the nail.

**(5): TATTOOS/BRANDING**

*The final authority as to the prohibition of a tattoo/branding shall be with the Post Mentor and/or Associate Post Mentor(s). All tattoo/branding shall first be approved by the Post Mentor and/or Associate Post Mentor(s)before tattoo/branding is performed.*

**A.** Unprofessional or offensive tattoos or brands are prohibited. The following list includes, but not limited to, the types of items prohibited by this policy:

* Depictions of nudity or violence
* Sexually explicit or vulgar art, words, phrases, or profane language;
* Symbols likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, etc.);
* Initials or acronyms that represent criminal or historically oppressive organizations or gangs (i.e., KKK, SS, street gangs names, numbers, and/or symbols.)
1. Thisprogram does not allow tattoos or branding on the head, face, neck, scalp, hands, or fingers.

**6.06.00 USE OF CADET UNIFORM**

Cadets are responsible for wearing the proper and complete uniform in the prescribed manner during all Cadet details, functions, and meetings. The Cadet uniform may only be worn during the above-described events, and should not be worn off-duty in any manner; this includes all issued equipment (gun belts, pants, boots, etc.). The Cadets should and will be expected to wear the uniform in a professional manner while traveling directly to and from Cadet details, functions, and meetings. If a Cadet wishes to travel to another place other than the Cadet detail, function, meeting or his/her home the Cadet should bring a change of civilian clothes to change into before traveling to the public or private place.

**6.07.00 USE OF EMERGENCY LIGHTS IN PERSONAL VEHICLES**

Cadets are prohibited from installing or using emergency equipment for their personal vehicles. This includes strobes or halogen lights of any color, sirens, PA systems, or emergency letters and markings. Cadets will not utilize their personal vehicles on details, events, or while on or off duty that would require the use of emergency equipment. The safety of the Cadet and the citizens of Cherokee County is the Agency’s number one priority. Failure to comply with this directive will result in immediate termination, no future career in law enforcement, and charges may be filed against the Cadet and/or parent.

**6.08.00 USE OF TRAFFIC VEST**

Any Cherokee County Sheriff’s Office Public Safety Cadet that is working a detail, and or function, as a traffic control device, must have on at all times, a florescent yellow, traffic vest. A Cherokee County Sheriff’s Office Public Safety Cadet cannot wear a traffic vest of any kind that states, Sheriff, Police, Fire, EMT, etc. Any Cadet who fails to follow this policy will be, but not limited to, pulled from his or her assigned duty and have disciplinary action taken against them.

**6.09.00 SUNGLASSES WORN WHILE IN UNIFORM**

Sunglasses are permitted for wear during daylight hours and outside of buildings unless the cadet has a doctor's prescription to wear sunglasses under other circumstances.

a. The lens will be smoke, gray, green, or amber in color. No florescent or multi-colored frames and/or mirror lenses will be permitted.

b. When in uniform, the glasses shall not affect the wearing of the uniform headgear.

**6.10.00 CADET ROLE PLAY WEAPONS**

All Cherokee County Sheriff’s Office Public Safety Cadet role-playing weapons including, but not limited, to handguns and assault weapons, must be properly marked with red industrial tape (duct tape) before any Cherokee County Sheriff’s Office Public Safety Cadet may use or handle them. Role-playing weapons must be marked before any Cadet uses them for any competition or training exercise, so it cannot be mistaken for a “live” weapon. Only Cherokee County Sheriff’s Office Public Safety Cadet handguns that are blue may be placed inside a Cherokee County Sheriff’s Office Public Safety Cadet gun holster and used for competitions. No personally purchased weapons will be used or permitted to be worn in issued holsters.

**6.11.00 CADET ROLE PLAYERS**

All role players must be Cherokee County Sheriff’s Office Deputies, Cherokee County Sheriff’s Office Public Safety Cadets, or former Cadets. At no time, will any other citizens participate in role-playing exercises or assist with any activities. The Cherokee County Sheriff’s Office Public Safety Cadet Mentor(s) can override the policy with a written waiver signed by the participant.

**CHAPTER 7.00.00**

**RULES OF CONDUCT**

All cadets are expected to perform their assignments and duties at or above a satisfactory level. Cadets will comply with prescribed standards of behavior and appearance, obey all Federal and State laws, and will treat others fairly and with respect. Each person will maintain an appropriate level of appearance and decorum while acting as a cadet.

**7.01.00 Remedial Action**

All cadets will be held responsible for the performance of their duties. Any Cadet who violates the provisions of this directive will be subject to the appropriate corrective measures. A progressive system of imposing remedial action will normally be used in the interest of consistency and fairness.

The initial form of remedial action will be specified in each rule of conduct. Any violations listed as “open recommendation" are discretionary and may range from counseling to more serious forms of disciplinary action.

Subsequent violations shall be progressive and determined by the seriousness of the misconduct, the totality of the circumstances surrounding the incident, and the cadet’s previous record.

**7.02.00 CONDUCT**

Cadets should remember when on/off duty, they are always representing the Cherokee County Sheriff’s Office, the Cherokee County Government, the Public Safety Cadet Program, and themselves.

Cadets should act accordingly and will not engage in any activity that is likely to bring discredit to himself or herself, or the Cherokee County Sheriff’s Office Public Safety Cadet Program.

**7.03.00 PERFORMANCE OF ASSIGNED RESPONSIBILITIES**

Cadets will perform their assigned responsibilities, assisting regular Law Enforcement Officers in their duties, to the best of their ability and in accordance with Agency directives and other directives in this manual. Cadets will perform their assignments to the best of their ability and in a competent manner.

**7.04.00 CONTACT WITH THE PUBLIC**

Cadets will always be courteous and professional when interacting with the public. Cadets will be orderly, and attentive, and will exercise patience and discretion in dealing with the public in all situations.

**7.05.00 COMPLIANCE WITH ORDERS**

Cadets will promptly obey all lawful orders of a superior cadet or Deputy Sheriff. Any Cadet who refuses to obey a lawful order will be considered insubordinate and may be subject to disciplinary action, upon review.

**7.06.00 CONFLICT OF ORDERS**

Should any lawful order given by a superior cadet or Deputy Sheriff conflict with any previous order or published directive, the Cadet will respectfully bring this conflict to the attention of the superior. The superior who issued the order will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the Cadet’s action while carrying out this order.

**7.07.00 PUBLIC STATEMENTS**

(1) Cadets will not make any statements on behalf of the Cherokee County Sheriff’s Office or the Public Safety Cadet Program for publication or broadcast concerning the plans, policies, or administration of the Department unless authorized to do so. Cadets who plan to deliver an address at any public gathering concerning the work of the Cherokee County Sheriff’s Office will notify the Department or their Mentor prior to speaking. Any public statements concerning the Department or the Public Safety Cadet policies will accurately represent those policies. Any statement about the Department or its functions reflecting a Cadet’s personal opinion will be clearly presented as such.

(2) Cadets will not publicly voice any complaints or criticism, in regard to policies, operations, or staff, which negatively reflect on the Cherokee County Sheriff’s Office, Cherokee County Government, or Cherokee County Cadet Post. Any complaint, criticism, or grievance will be handled by following the cadet’s chain of command.

(3) Cadets will not disclose or disseminate any confidential or protected information and will not use any defamatory, vulgar, slanderous, unlawful, or untruthful speech while speaking about any of the above personnel or entities. Cates will not engage in criticism not considered in the public’s best interest, use speech that impairs the operation of the agency or morale, use speech that undermines the authority of supervisors or mentors, use speech that threatens the harmonious working relationships between cadets, or speech which otherwise disrupts the agency’s normal operating routine.

**7.08.00 CADET MISCONDUCT**

The duties performed by this Department are vital to the safety and well-being of its community. Because of the importance of these duties, it is essential the Department sets and maintains high standards of conduct among its personnel and Cadets. Misconduct by Cadets cannot be tolerated because it weakens the Department’s effectiveness, erodes public trust, and endangers members of the public or members of the Department. The following section describes behavior that is regarded as misconduct.

**7.08.01 RESPONSE TO ORDERS AND ASSIGNMENTS**

Cadets are expected to obey all lawful orders from ranking personnel as promptly and completely as possible. This includes orders that were relayed from a supervisor to a cadet of equal or lesser rank. Failure to respond promptly may be considered neglect of duty. No cadet will obey or adhere to an order that they reasonably believe to be illegal or against policy. If in doubt as to the order’s merit, the cadet shall request clarification from the issuing supervisor or confer with a higher authority.

First recommended action: Open Recommendation

**7.08.02 GIFTS, GRATUITIES, PRIVILEGES**

Individual Cadets will not directly or indirectly solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value in connection with or resulting from their official position. Cadets will not use their official position to obtain privileges not otherwise available to them.

First recommended action: Open Recommendation

**7.08.03 REWARDS**

No Cadet will accept or solicit any fee or compensation growing out of the performance of official duties without the permission of a Cherokee County Sheriff’s Office Public Safety Cadet Mentor.

First recommended action: Open Recommendation

**7.08.04 VERBAL ABUSE, PROFANITY, HARASSMENT**

Cadets will not verbally or otherwise abuse or harass their superior officers, fellow Cadets, or members of the community or Sheriff’s Office. This includes the public use of profanity and obscene gestures. Cadets will not harass any person because of their gender, race, religion, sexual orientation, or national origin. This includes sexual harassment and racial bias. Violations of this policy should be directed to a mentor for immediate action.

First recommended action: Suspension

**7.08.05 CRIMINAL CONDUCT**

Cadets will obey all laws of the United States; this includes the laws of all fifty states and all local jurisdictions. Any Cadet arrested for a misdemeanor or felony other than a minor traffic offense will result in termination. If acquitted the Cadet may return to the Post. However, the Cadet is not guaranteed his or her rank or position upon return. Cadets who receive a citation for a minor traffic offense will receive a Disciplinary Action Report filed against them. If a Cadet receives any type of traffic citation or is charged with a violation of State, County, or City Ordinance he or she must report the violation to a Post Mentor within 24 hours of the incident. The Post Mentor will conduct all investigations into misconduct or violations of law complaints and arrests. The Post Mentor will then discuss his/her recommendation for disciplinary actions with the Cherokee County Sheriff’s Office Public Safety Cadet Mentor Committee for final approval and will document such on the final report or disciplinary form.

First recommended action: Written Reprimand (minor citation) or Termination (Misdemeanor or Felony)

**7.08.06 USE OF ALCOHOL OR DRUGS**

Cadets shall never violate state laws in regard to the use of, possession of, or consumption of alcohol or drugs, legal or illegal. Use of alcohol or illegal drugs by a Cadet is not permitted at any time on or off duty. Cadets are prohibited from associating with individuals who use drugs, consume alcohol underage, or engage in any illegal or unprofessional behavior. Prescribed medication will be used in the specified manner and the Post Mentor will be notified if the medication will affect the cadet's performance or ability to attend activities. All Cadets are subject to a drug-screening test at any time while a member of this program. Refusal to submit to this drug screening will result in immediate termination from the program. This prohibition includes the use illegal drugs while in other states or countries where said substances may be legal or the cadet may be of legal age to consume said substances.

First recommended action: Suspension to Termination

**7.08.07 USE OF TOBACCO PRODUCTS**

Cadets will obey all laws regarding the purchase and use of tobacco products. They will not use any tobacco products, nicotine products, or VAPE while in uniform or at any Cadet function. Off-duty Cadets who are of age are permitted to use, however this usage is strongly discouraged.

First recommended action: Open Suspension

**7.08.08 CONDUCT UNBECOMING OF A CADET**

(1) Cadets will conduct themselves at all times, on and off duty, in a manner that reflects favorably on the agency. Conduct unbecoming shall include actions or comments that tend to discredit or cause the public to lose confidence in the Cherokee County Sheriff’s Office, the Cherokee County Cadet program, or the Cherokee County Government. The rules and regulations set forth in this policy cannot be inclusive of every possible violation which may occur. Any violation, in the determination of the Mentor(s), which is not in the manual, which is felt to warrant disciplinary action, shall be placed in the general category of Conduct Unbecoming of a Cadet. Examples of conduct unbecoming include, but are not limited to:

1. Fighting or threatening violence during prescribed cadet activities. (Unless authorized by a mentor for the purpose of training during prescribed cadet activities). (Will result in immediate termination from the program)
2. Boisterous or disruptive activity during prescribed cadet activities.
3. Possession of unauthorized materials such as unauthorized weapons, illegal substances, etc. during prescribed cadet activities.
4. Unauthorized disclosure of confidential information or violation of 7.06. 00..
5. Practical joke(s) which bring discredit to the agency, post, or employees.
6. Damaging or defacing property belonging to an entity or agency other than Cherokee County Sheriff’s Office or the property of another individual.
7. Use of their official position or agency identification to solicit personal or financial gain or to avoid the consequences of illegal acts
8. Actions or inaction during any incident or situation in which a reasonable person exercising common sense would not act or not act in the same manner.

First recommended action: Open Recommendation

**7.08.09 Honesty**

Cadets are required always to be truthful under oath or not. No Cadet will lie to any Cadet Supervisor or Mentor while they are employed as a Cadet.

(1) Cadets will not willfully, intentionally, or knowingly depart from the truth or be deceptive in any way by providing misrepresentations, falsifications, or material omissions while giving testimony, providing information (written or orally), or reporting in connection with any official duties. Upon the order of a superior, cadets will truthfully answer any and all questions specifically directed to them and narrowly related to the cadets’ code of employment and operations.

1. Cadets will cooperate and be truthful with any and all investigations conducted by law enforcement personnel.
2. Cadets will cooperate and be truthful with any and all investigations conducted by supervisor cadets or mentors in regard to policy or rule violations.

First recommended action: Termination

**7.08.10 PATRONIZING QUESTIONABLE PLACES**

NO Cadet shall knowingly enter or loiter around any questionable place or interact with persons of questionable character. This is to include associating with gang members, suspected gang members, felons, etc. This means any establishment known for drugs or other illegal activity, and/or is patronized by people thought to be involved in criminal activity.

First recommended action: Open Recommendation

**7.08.11 REPORTING VIOLATIONS OF LAWS, RULES, OR ORDERS**

(1) Cadets who receive any type of traffic citation or are charged with a violation of State, County, or City Ordinance they must report the violation to a Post Mentor within 24 hours of the incident

(2) Cadets knowing of other members violating any laws, rules of this manual, Department policy, or orders, shall be responsible for reporting those offenses to a Mentor as soon as practically and reasonably possible.

First recommended action: Written Reprimand to Termination

**7.08.12 USE OF AGENCY EQUIPMENT AND FACILITIES**

Cadets will use agency equipment only for its intended purpose and shall not intentionally, knowingly, or carelessly abuse, damage or lose through negligence any item or equipment for which the cadet is responsible. Cadets will not damage, deface, or otherwise abuse the facilities and property of the agency or Cherokee County. Cadets shall be financially responsible for any equipment which is lost or damaged due to negligence or carelessness.

First recommended action: Suspension

**7.08.13 PERSONAL APPEARANCE**

(1) Cadets will adhere to Chapter 6 of this policy at all times during prescribed cadet activities. Cadets will report to meetings/events, well-groomed and in their prescribed uniform or attire. Cadets will be neat and their equipment will be serviceable.

(2) Cadets will not allow any non-cadet member to wear, possess, or use any agency-issued uniform or equipment.

First recommended action: Verbal Counseling

**7.08.14 REPORTING FOR MEETINGS/EVENTS**

(1) Cadets shall report for duty at the time and place required by assignment or orders (unless a timely notification is provided to their immediate supervisor or the next immediate supervisor available) and shall be physically and mentally fit to perform their duties. Cadets shall be appropriately equipped and aware of any information required for the performance of their duties.

(2) Cadets may attend meetings/events if they have been injured or suffering from a medical condition that would impede their ability to perform physical activities as long as they inform a mentor in their chain of command of the issue and do not participate in any physically demanding activities which may cause further injury to their person.

First recommended action: Verbal Counseling

**7.08.15 DERELICTION OF DUTY**

This section is specifically in relation to responsibilities and/or duties given to the cadet during events or functions sponsored or prescribed by the Cherokee County Sheriff’s Office or the Cherokee County Cadet Program.

(1) While on duty, cadets will not sleep or engage in activities that would cause them to be inattentive to their duty. Phone use is not permitted during cadet meetings and functions unless approved by a mentor.

(2) Cadets will not leave their work assignments unless authorized to do so by their supervisor.

(3) Cadets will be expected to take appropriate action when necessitated by the situation, agency directives, or otherwise required by duty. When in doubt as to the required action, cadets are expected to exercise common sense and contact a supervisor for direction.

First recommended action: Written Reprimand

**7.08.16 INCOMPETENCE**

(1) Cadets will properly perform their duties and assume the responsibilities of their position. Incompetence may be demonstrated by, but not limited to, the following:

1. Repetitive or consistent lack of knowledge associated with responsibilities or duties set before them.
2. Unwillingness or inability to perform assigned tasks.
3. Failure to conform with work standards established for their rank or position.
4. A record of repeated infractions of the established policy.
5. Repetitive lack of timely notifications for absences or a lack of reasonable excuses for absences.
6. Repetitive disregard for orders given by a supervisor or mentor.

(2) Cadet supervisors, regardless of rank, are prohibited from:

1. Failure to supervise assigned cadets in compliance with rules, policies, orders, and directives.
2. Not initiating the complaint procedures or notifying higher-ranked supervisors/mentors when appropriate or required.
3. Failing to take the appropriate actions necessitated by the situation or otherwise required by duty.

First recommended action: Written Reprimand

**7.08.17 SOLICITATION FOR CHARITIES AND DONATIONS**

Cadets are allowed to solicit donations or charities, while at an event or through daily interactions, to the Cherokee County Cadet program when authorized by a mentor. Donations and charities must be turned over to the mentor at the end of the event or upon the conclusion of the solicitation. Cadets are not allowed to retain any donations or charities collected and must turn any and all charities and donations over immediately upon the request of a mentor or cadet supervisor. Cadets are forbidden from using any charities or donations to purchase food, drink, personal items, etc.

First recommended action: Suspension to Termination

**7.08.18 USE OF ARTIFICIAL INTELLIGENCE**

Under no circumstances, will a cadet use any Artificial Intelligence (AI) platform to complete any work products. Cadet work products include but are not limited to, worksheets or study guides, incident/supplement reports for scenarios, training DORs, cadet evaluations, memorandums, disciplinary reports for policy violations, practice search/arrest warrants, or any documentation required for any interview, selection, or promotion process.

First recommended action: Written Reprimand

**7.08.19 SCHOOL**

Cadets will provide their grades to the Post Mentor every two months for review on a date chosen by the Post Mentor. Cadets will notify a mentor of any disciplinary action taken against them by the school as soon as reasonably possible. This includes detentions of any kind, suspensions, and expulsions as well as any other disciplinary actions taken by the school.

First Recommended Action: Written Reprimand

**7.08.20 ISSUED ASSIGNMENTS**

Cadets will complete all issued assignments by the date they are to be received by the issuing mentor. Cadets will not plagiarize (copy and paste or directly transcribe from the source to the assigned work) any content for the assigned work. Anything directly taken from a source will be put into quotes and properly cited.

First Recommended Action: Open Recommendation

**7.08.20 Grades**

Cadets will maintain a GPA of above 2.5 while in school and will immediately report if their GPA goes below the above number to the Post Mentor. Cadets will be required to score above 75% on all tests or exams issued by a Mentor.

First Recommended Action: Written Reprimand

**CHAPTER 8.00.00**

**DISCIPLINE**

**8.01.00 DISCIPLINE**

Violation of the directives in this manual or any violations of other official Department directives, policies, or orders may be grounds for initiating disciplinary procedures.

**8.02.00 RECEIVING COMPLAINTS**

Complaints and allegations from one Cadet against another can initially be received by a Cadet Supervisor, who will then immediately forward it to a Mentor.

Complaints and allegations from a citizen against a Cadet will be handled by a Mentor.

The Mentor who receives the complaint or allegation will notify the Post Mentor as soon as reasonably possible.

**8.02.01 HARASSMENT OF COMPLAINANTS**

No Cadet will retaliate against, harass, verbally abuse, or threaten any citizen or fellow Cadet who files a complaint against the complaining Cadet, Mentors, or any other Department Personnel.

**8.02.02 PROCESSING COMPLAINTS**

Complaints against Cadets will be thoroughly reviewed. If the complaint involves no illegal activity, the Cadet will be informed of the allegation and permitted to provide an explanation or defense in response to it. This includes the ability to produce evidence or witnesses to the incident to help support their explanation and/or defense. In cases of criminal charges, the Cadet will be given every right due to any person in the context of a criminal investigation.

**8.02.03 DUTY STATUS OF CADETS**

At the discretion of the Lead Post Mentor, Cadets may be relieved from active duty status pending the outcome of the complaint process.

Any Mentor can relieve a Cadet from duty for the duration of a meeting or event if they witness a policy violation.

**8.03.00 SEXUAL HARASSMENT**

Sexual harassment will not be tolerated within or outside of the Cadet Program. If a Cadet is accused of sexual harassment, the individual must provide an explanation of the events which took place. If the Cadet is found to be guilty of sexual harassment they will be subject to termination. If the individual Cadet is not terminated, then he/she must attend a class involving sexual harassment training to maintain membership in the Cherokee County Sheriff’s Office Public Safety Cadet Post #1911.

**8.04.00 DISPOSITION OF COMPLAINTS**

Upon completing a review of the charges in a complaint, the matter will be classified and recorded into the Cadet’s personal file by the Lieutenant or Captain as such

1. Exonerated-alleged conduct occurred, but it was lawful or proper
2. Unfounded-The complaint was false or unfounded
3. Not Sustained-There was insignificant evidence to prove or disprove the allegation
4. Sustained-The allegation was supported by proper and sufficient evidence

A supervisor or mentor of the cadet will promptly notify him/her of the disposition complaint.

**8.04.01 DISCIPLINARY ACTION**

If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved and the Cadet’s past record, such action could include, but not necessarily be limited to:

1. Extra Physical Exercise
2. Verbal Counseling
3. Written Reprimand
4. Suspension
5. Loss of privileges
6. Loss of rank or position
7. Termination from Post #1911

Cadets will be promptly notified by the Cadet Corporal or higher of any disciplinary action to be taken. The Cadet Corporal or higher authority will place any disciplinary action in the Cadet’s personal record.

**08.04.02 DEFINITIONS OF DISCIPLINARY ACTIONS**

1. Extra Physical Exercise: In response to minor to moderate rule violations. May be used in conjunction with a Verbal Counseling or Written Reprimand. It will not include anything that would be considered hazing and must be reasonable in accordance with the Cadet's physical abilities. The Cadet Supervisor and/or Mentor will consider the Cadet(s) physical ability, weather condition (including temperature), and severity of the offense for a number of repetitions/durations of the physical exercise.
2. Verbal Counseling: Corrections given via person-to-person communication which will be witnessed by another Cadet Supervisor or Mentor. The purpose of Verbal Counseling is to stop any further inappropriate conduct and to educate the offending Cadet in hopes the conduct will not continue or happen again. Either before or after the Verbal Counseling is issued, the issuing Cadet Supervisor or Mentor will write a memorandum, documenting the nature of the violation, and actions taken to prevent further issues. If the Verbal Counseling memorandum is written prior to its issuance, the issuing party will update it with any necessary comments or actions taken by the offending Cadet. The witnessing Cadet Supervisor or Mentor will sign and date the memorandum once it has been completed.
3. Written Reprimand: A written report documenting circumstances surrounding and the nature of the offense, as well as any other disciplinary action to be taken against a Cadet who has violated policy. The Cadet will sign the report. At least one mentor will sign the report as a witness.
4. Suspension: Temporary removal from the Cadet Program. A set number of days/meetings/events in which the Cadet will not be allowed to participate in the program in any capacity. The Cadet will not be allowed to attend any meetings, events, or functions as long as the suspension is in place.
5. Loss of Privileges: Loss of the ability to do certain things. This can include but is not limited to going to events, functions, or competitions. This can also include loss of ability to participate in certain activities during meetings or events.
6. Loss of Rank or Position: Demotion of a Cadet Supervisor/FTO from their current rank to a lower one. The Cadet would lose all responsibilities, authority, and privileges afforded to them by their former position.
7. Termination from Post #1911: Complete removal from the Cadet Program. The Cadet will no longer be allowed to attend any meetings or events and will not participate in any function in any way once terminated.

**8.04.03 ISSUANCE OF DISCIPLINARY ACTION**

Disciplinary action may be distributed in the following manner:

1. A Cadet Supervisor may issue A, B, and C actions with the approval of a second Cadet Supervisor. (A mentor must be notified and present prior to the issuing of the disciplinary action).
2. A Mentor may issue A, B, C, and D. In order for a Cadet Supervisor to issue D, they must first consult a Mentor.
3. For action E-F, two Cadet Supervisors must consult the Post Mentor and a Mentor.

**8.04.04 APPEALS OF DISCIPLINARY ACTION**

If any Cadet receives disciplinary action or a reprimand they feel is unjustly issued; they have the right of appeal within one week of notification of the action. An appeal for B and C actions will be conducted through a second Cadet Supervisor and/or the Post Mentor or their designee (another Mentor). For actions D an appeal board will consist of two Cadet Supervisors in the rank of Sergeant or above, the Post Mentor, and two Cadet Mentors. The board may also include any Cherokee County Sheriff’s Office supervisor as necessary. The Cadet in question may select another Cadet as a representative to sit in on the appeal board.

**8.05.00 COMPLAINTS OF CRIMINAL ACTIVITY**

Complaints against Cadets alleging criminal violations will be grounds for criminal charges. This action will not serve to prevent the internal disciplinary process from dealing with the same matter.

**8.06.00 DUTY TO COOPERATE AND REPLY**

Cadets will fully and truthfully answer all questions presented by a Mentor or investigating Cadet Supervisor, who may make inquiries regarding the investigation of any complaint. Cadets will cooperate with the internal and disciplinary process.

**CHAPTER 9.00.00**

**POST MEETINGS AND TRAINING**

**9.01.00 POST MEETINGS AND TRAINING**

Post #1911 will hold regularly scheduled meetings. Each meeting will begin with a physical activity to ensure the Cadets upkeep to their physical standard. This will be followed by an inspection of all Cadets. After inspection, a roll call meeting will be held that involves reports and taking care of various Post businesses. Meetings will be organized using the following structure:

* **1st meeting of the month**
	+ **Administrative business, uniform issuance, classroom presentation of new concept/topic**
* **2nd meeting of the month**
	+ **Application of information learned during the previous meeting, hands on learning, demonstrations by Mentors**
* **3rd meeting of the month**
	+ **Repeated application of information learned the first meeting of the month, less instruction by Mentors**
* **4th meeting of the month**
	+ **Testing scenarios, written exams**

All Cadets are expected to attend all meetings and to be on time. If a Cadet cannot attend or will be late they should refer to section 5.05.00, Reporting Late, or section 5.06.00, Reporting Absence. **Cadets should not contact the Post Mentor or Cadet Associate Mentor(s) to report late or absent.**

**9.02.00 MEETINGS**

Cherokee County Sheriff’s Office Public Safety Cadets will meet once a week. Times, dates, and locations are subject to change. A Cadet Officer or Mentor will notify you in advance of the change in schedule. The regular meetings will be at the Cherokee SO Warrant Unit Office. The Cadet Sergeant will be responsible for notifying all Cadets of meeting changes or detail changes by phone, or email (with confirmation from recipient), prior to the next meeting. If the Sergeant is unable to reach a Cadet by phone or email, the Sergeant will notify the Captain and all Mentors by email or phone, documenting the date, time, and the number of attempts made by the Sergeant to contact said Cadet. If the Sergeant is not available, he/she will coordinate with another Cadet supervisor to handle the details. If no Cadet supervisor is available, then the next level of the chain of command will be notified.

**9.03.00 TRAINING**

Meeting time will sometimes be used for training classes. Training will consist of Leadership Skills, Crime Prevention and Identification, Self-Defense Tactics, and Traffic Control. The Post Mentor, Cadet Associate Mentor, or Cadet Chief will schedule training events and take suggestions for future training.

**9.03.01 CADET IN-SERVICE TRAINING**

Cadets may receive training in the following areas:

1. Crime Prevention I. First Aid/CPR
2. Criminal Law J. Ethics
3. Domestic Intervention K. Defense Tactics
4. Crime Search/Investigation L. Handcuffing Procedures
5. Firearms Safety/Marksmanship M. Accident Investigation
6. History of Law Enforcement N. Public Relations
7. Patrol Procedures O. Building Searches
8. Traffic and Crowd Control P. Communications

**9.04.00 CADETS RESPONSIBILITY DURING TRAINING**

Cadets are required to participate mentally, physically, and verbally in all training that is offered by the Cherokee County Sheriff’s Office Public Safety Cadet Program. Cadets take part in several competitions throughout the year which require active participation and knowledge taught during training. Any Cadet who fails to be active with the group as determined by a unanimous decision from the Post Mentor and the Cadet Associate Mentor(s) would result in disciplinary action, exclusion from competition, or termination from the Post.

**CHAPTER 10.00.00**

**COMMUNICATIONS**

**10.01.00 COMMUNICATIONS**

Effective communication systems are essential to Law Enforcement. But, communications systems are only as effective as the people who operate them. For this reason, it is essential that Cadets comply with established procedures and regulations in this chapter. It is also required that every Cadet is up to date, and memorizes the current set of codes issued by the Cherokee County Sheriff’s Office.

**10.01.01 USE OF THE CADET RADIO**

The radio will be used for official Cadet business only.

The radio transmission will be conducted in a clear, business-like manner, no profanity or other FCC violations will be used over the Cadet radio. Transmission should be kept brief.

**10.01.02 USE OF THE POLICE RADIO**

Cadets will only use the official police radio when they have been given permission to do so. All rules apply in section 10.01.01.

**10.01.03 EMERGENCY COMMUNICATIONS**

If the Cadet is involved as an “active participant” in an emergency situation. The Cadet is not required to ask permission before using the police radio.

**CHAPTER 11.00.00**

**MEDIA RELATIONS AND CONFIDENTIAL INFORMATION**

**11.01.00 MEDIA RELATIONS**

The media is important to the Department because its members portray the Department to the public and because of its aid to the Department in alerting the public. Therefore, this Department will strive to maintain a good working relationship with members of the Media.

**11.01.01 COURTESY TO THE MEDIA**

Cadets will treat bona fide representatives of the press and broadcast media in a courteous, professional manner. Any requests by the media for confidential information or access to restricted areas should be politely referred to the Sheriff’s Office of Media Relations.

**11.01.02 RESPONSE TO CONTROVERSIAL QUESTIONS**

Cadets who are confronted by members of the media with questions or probes of a controversial nature or that might compromise any department operation will immediately refer the matter to a Mentor, Superior, or commanding Deputy in charge.

**11.02.00 INFORMANTS AND UNDERCOVER OFFICERS**

Cadets will not divulge the identity of any persons giving confidential information to the Agency. Cadets will not give out any information relating to the activities or identities of plain-clothes officers. Cadets will not approach plain-clothes officers on the street unless first approached by that officer so that the officer’s identity is not disclosed.

**11.02.01 RESPONSE TO CONTROVERSIAL QUESTIONS**

Cadets who are confronted by members of the media with questions or probes of a controversial nature or that might compromise any department operation will immediately refer the matter to a Mentor, superior, or commanding Deputy in charge.

**11.02.02 INFORMANTS AND UNDERCOVER OFFICERS**

Cadets will not divulge the identity of any persons giving confidential information to the Agency. Cadets will not give out any information relating to the activities or identities of plain-clothes officers. Cadets will not approach plain-clothes officers on the street unless first approached by that officer so that the officer’s identity is not disclosed.

**11.03.00 ADDRESS, TELEPHONE NUMBERS OF DEPARTMENT OFFICIALS**

Cadets will not divulge the address or telephone numbers of any Cadet, Deputy Sheriff, or any Agency personnel to members of the media or to any other person outside the Agency.

**11.04.00 STATEMENTS ON DEPARTMENT POLICY**

Statements to the media regarding Agency policies, philosophy, or enforcement procedures will only be made by the Sheriff or by his/her designated representative.

**11.05.00 RELEASE OF INFORMATION ON SUSPECTS, CASES, AND OPERATIONS**

Release of any information to the media regarding suspects, cases, or Agency operations will strictly conform to established procedures and regulations in the area.

**CHAPTER 12.00.00**

**ON VIEW SITUATIONS**

**12.01.00 ON VIEW SITUATIONS**

Cadets may view crimes “in progress” while on Ride Along, on special duty assignments, or while off duty with friends and family. This chapter set forth guidelines on how the Public Safety Cadet should react to these situations. It is also an integral part of the Cadet’s duties while on Ride Along.

**12.02.00 LIMITATIONS**

Cadets should realize that they have no law enforcement authority. They are volunteers and should never take law enforcement action. They are never to detain or arrest subjects either on or off duty.

**12.03.00 TRAINED WITNESS**

As a Cadet, you are a trained witness. You can record details of an incident. Your duty if you witness an incident is to get to a safe location, call the dispatcher, and advise them of the situation and other detailed information. Remain where you are until contacted by responding personnel.

**12.04.00 RIDE ALONG EMERGENCIES**

Should a serious situation develop on a Ride Along and it appears that the Deputy is in imminent danger, the Cadet should advise the dispatcher of the deputy's unit number, the unit location, and the nature of the problem. If the Deputy is down the Cadet should transmit ***“Signal 63, Officer Down, Give the Unit Number, and present location and request an ambulance.”***

**12.04.01 OFFICER DOWN**

Cadets are not expected to go to a downed officer’s aid. If the Cadet’s own safety is in question, they should see a safe position and notify the dispatcher of the emergency. The Cherokee County Sheriff’s Office does not require Cadets to do more than this. The Cadet's only obligation in a serious situation is to get to safety and request aid for the fallen officer. Remember, if you become injured trying to assist you may not have a second chance to get help.

**CHAPTER 13.00.00**

**RIDE-ALONG PROGRAM**

**13.01.00 CADET RIDE-ALONG PROGRAM**

Cadets may be given the opportunity and privilege to participate in a ride-along program sponsored by the Public Safety Cadets and the Cherokee County Sheriff’s Office. The Ride-Along Program provides the Cadet with the opportunity to observe deputies as they work in the field. It is but one element of the Law Enforcement Cadet Program and should be managed in a judicious and well-supervised manner.

**13.02.00 REQUIREMENTS**

To participate in the ride Along Program, each Senior Cadet must meet the following requirements:

1. The cadet must be at least 17 years old
2. The cadet must be an active member of the Cadet program.
3. The cadet must have a signed and notarized waiver of liability releasing the Cherokee County Government and Cherokee County Sheriff’s Office from any liability which includes giving consent for emergency medical treatment for Cadets;
4. The cadet must be in good standing with no disciplinary actions pending against them or within the past 6 months;
5. The cadet must have a minimum of 50% participation in Cherokee Sheriff’s Office Cadet functions/details and have 80% attendance for meetings;
6. The cadet must have a signed and notarized Background Check Consent Form authorizing a criminal background check and school records check;
7. The cadet must pass a ride-along test with an 80% or better; and
8. The cadet will ONLY ride with the Cadet Mentor to whom he or she is assigned. The mentor MAY approve of a Cadet riding with another Deputy or Supervisor in the grade of FTO as long as the Mentor stays in close proximity to the Cadet.

**13.02.01 RIDE ALONG TRAINING**

Each Cadet will complete a class on the proper procedures for the Ride-Along Program. This class will consist of training in the following areas:

A: Emergency Procedures

B: On View Situations

C: Use of Equipment

D: Specific Duties During the Ride Along

E: Drop Off Procedures

F: Limitations

G: Special Rules and Regulations

H: Geographic Orientation of Cherokee County.

**13.03.00 ASSIGNMENT OF RIDE ALONG**

The Post Mentor will assign Cadets to Ride-A-longs. Assignments shall not be made if they conflict with the Cadet’s school schedule, work schedule, Cadet training, or other assignments. Notification of Ride-Along should be given one week before the Cadet is to participate.

**13.04.00 TRAINING FOR DEPUTY SHERIFFS**

Deputies selected will receive training set for in Chapter 13.00.00 of this manual with the addition of the following:

A: Leadership Skill

B: Policy of Fraternization

C: Procedure for termination of Ride-Along

D: Public Safety Program Guidelines (PSC)

**13.04.01 SELECTION OF DEPUTY SHERIFFS**

Deputies who are selected for the Cadet Ride-Along Program must be a Certified Cadet Mentor. Also, the Deputy must have been with the Cherokee County Sheriffs for 3 years. The Deputy selected must also want to positively interact and teach the Cadet who rides with them.

**13.05.00 HIGH RISK PROCEDURE**

1. No Cherokee County Sheriff’s Office Deputy may be involved in any vehicle pursuit with a Cadet as a Ride-Along.

2. In a high-risk situation, the Cadet will remain in the patrol vehicle and observe until the Deputy advises the situation is safe.

3. The Cadet may transmit an Emergency Radio Broadcast, “Signal 63” if the assigned Deputy is unable to do so or at the direction of the Deputy.

4. In case of an emergency, the only drop-off location for the Cadet will be an assigned Cherokee County Sheriff’s Office Precinct or during business hours only at the Headquarters Building. No Cadet will be dropped off at any other location.

**13.06.00 TERMINATION OF RIDE ALONG**

The Cherokee County Sheriff’s Office Deputy or Shift Supervisor may terminate a Ride-A-long at any time. Should the Ride-A-long be terminated for any reason, the Cadet shall submit a memo to the Post Advisor stating that the Ride-A-long was terminated early and by whose authority it was terminated.

**13.07.00 FIELD PROCEDURES**

Cadets on a ride-along are given this opportunity to learn and experience Law Enforcement field activities firsthand. This is a privilege and the following procedures shall be followed:

**13.07.01 TIME/DRESS/EQUIPMENT**

The Cadet shall be at the designated Cherokee County Sheriff’s Office location at least 15 minutes before the start of the scheduled ride-along time. The Cadet will be dressed in issued khaki pants and an issued PSC black polo shirt (No jeans or t-shirts allowed). The Cadet’s issued duty belt shall NOT be worn during the ride-along. The following items shall be readily accessible to the Cadet during the ride-along: CSO ID badge, traffic vest, pen, notepad, flashlight, and pocket law book. They will not carry any equipment not authorized by the Cherokee County Sheriff’s Office or Cadet Post # 1911. If unable to ride or if they will be late, the Cadet shall immediately notify the Deputy they were assigned to ride with.

**13.07.02 ASSISTING THE Deputy**

The Cadet is to assist the Deputy only by being an extra set of eyes and ears. The Cadet will follow all orders and directions given by the Deputy. Any questions the Cadet may have about field contacts or procedures should be saved and discussed in the privacy of the patrol car. The Cadet will not argue with the Deputy.

**13.07.03 USE OF EQUIPMENT**

The Cadet is never to touch emergency equipment controls or operate this equipment unless instructed to do so by the Deputy. Cadets will not assume they should help without asking first. Cadets are not authorized to use the emergency radio except only under the supervision of a Deputy Sheriff. Cadets will be familiar with the operation of the Federal Signal Corporation Siren and P.A. System, the Strobe Lighting System, the Motorola Police Radio, and with the maintenance and operation of the Ford Explorer, Dodge Charger, or current vehicle that the Deputy is using to patrol for that ride-along.

**13.07.04 SPECIAL RULES**

Each Deputy has special ways of handling their patrol car and zone. The Cadet should ask the Deputy if any special rules exist at the start of the ride.

**13.08.00 TIME LIMITS**

Max Ride: one time every month between the hours of 6 am and 11 pm

Max Hours: 6 hours

Min. Hours: 2 hours

Under certain circumstances deemed by the Mentors, the time limits can be waived as necessary. Cadets must understand the time limit may be extended based on call volume or call duration and may cause the Cadet to be present longer than expected.

**13.09.00 HIGH RISK CALLS**

Cadets will follow these procedures for high-risk calls.

The procedures are:

1. The Cadet will remain in the police vehicle and observe on:

1. Armed Robberies (44)
2. Burglaries (42)
3. Alarms (3)
4. Disturbed Person (27)
5. Stabbings (51)
6. Shootings (50)
7. Domestic Disturbance (86)
8. Weapons (69)
9. Fighting (29)
10. Rape (49)
11. Deputy Down (63)

2. In case of an emergency, the Cadet will transmit a call for additional backup Deputies.

3. The Cadet will not exit the vehicle on any call unless the Deputy that the Cadet is riding with tells him/her to do so. On the above calls the Cadet may only exit after the situation has been determined safe and under control.

4. The Cadet is not permitted to enter private residences or premises without the consent of a person with apparent authority to give consent for such entry.

5. The Cadet will wear a traffic vest while out of the vehicle at an accident scene.

6. Each Cadet shall conduct themselves in a professional manner with respect given to those whom they meet.

**13.10.00 RIDE-ALONG WITH OTHER JURISDICTIONS**

Any Cadet who rides with other City, County, State, or Federal Law Enforcement Agencies does so as a private individual and not as a Cherokee County Sheriff’s Office Public Safety Cadet. The Cadet will not wear any clothing, ID, or Badges representing the Cherokee County Sheriff’s Office Public Safety Cadets. Cadets will notify the Mentor one week prior to their riding with the other agency.

**13.11.00 CALLS THE CADETS MAY PARTICIPATE IN**

The Cadet participates in the Ride-Along program as an observer. The Cadet may fulfill various duties as determined by the Ride-Along Cadet. These may include:

1. Operate radio
2. Assist motorist
3. Complete paperwork that will not be used in court action
4. Act as an interpreter as needed

**13.12.00 CALLS THE CADET MAY NOT PARTICIPATE IN**

At no time, will the Cadet be at risk or used in dangerous activities, in accordance with the Public Safety Cadet policy on covert operations.

Cadets are prohibited from engaging in the following situations:

1. Interview/interrogate witnesses or suspects;
2. Participate or be left in control of the arrest of any prisoner;
3. Leave the police vehicle, unless instructed to do so by the assigned Deputy;
4. Assist at any scene, unless told to by the assigned Deputy;
5. Be armed in any manner;
6. Sign any arrest, offense, accident report, traffic citation, or other legal documentation;
7. Assist in providing cover for any possible crime division;
8. Driving vehicles; and
9. Riding with any CMANS, Narcotics, or organized crime division.

**13.13.00 DRIVING PROCEDURE**

No Law Enforcement Cadet, whether in uniform or not, should drive a marked patrol vehicle. The only exception to this policy is in an authorized training or competition in which an adult law enforcement official shall be present at the location or in the front passenger seat.

**13.14.0 CADET RIDE ALONG APPROVAL RECORDS**

Each Cadet will complete a Cherokee County Sheriff’s Office Ride-A-Long request form and said form will be signed by the Deputy Chief and then kept in the cadet's personnel file. Each year the Ride-A-Long request form must be evaluated by the Post Mentor and a new criminal history must be run.

**13.14.01 CADET RIDE ALONG CERTIFICATE**

Each Cadet upon completion of training of the required tasks set forth in Chapter 13.00.00, and successfully participating in at least one Ride-Along with this Office, will be presented with a ride-along certificate.

**CHAPTER 14.00.00**

**FIELD TRAINING OFFICER PROGRAM**

**14.01.00 SELECTION PROCESS OFFIELD TRAINING OFFICERS**

Selection, certification, and continued qualification of those Cadets assigned as Field Training Officers should consist of:

1. Cadets who have a minimum of one year with the Cherokee Sheriff’s Office Cadets;
2. Cadets who have no more than one Disciplinary Action Report for the past six months;
3. Cadets that pass the F.T.O. Examination with an 80% correctness or better;
4. Cadets who have demonstrated a superior level of performance, knowledge, skill, and ability; and
5. Cadets who have a minimum of 50% participation in functions/details and have a minimum of 80% attendance for meetings.

The Post Mentor or Cadet Associate Mentors may change these requirements and change or add to the mandatory training upon review of the performance of the Cadet Field Training Officers to respond to the needs of the Cadet Recruits.

**14.02.00 REMOVAL OF FIELD TRAINING OFFICERS**

The Post Mentor can remove the position of Field Training Officer from a Cadet for the following reasons, but are not limited to these:

1. The F.T.O. fails to perform at a superior level;
2. The F.T.O. fails to train his/her recruits in a manner that follows the Cadet S.O.P. or with the law;
3. The F.T.O. fails to conduct himself/herself at the highest professional standards;
4. The F.T.O. receives two or more Disciplinary Action Reports in a four-month period;
5. The F.T.O fails to have a minimum of 80% participation in functions/details and a minimum of 80% attendance for meetings
6. The F.TO. fails to maintain a GPA of 2.5 or higher for longer than 1 month

The Sergeant of the squad the F.T.O. belongs to will issue a letter of probation if the F.T.O. does not meet the required percentages for meetings or functions/details. After the F.T.O. signs the letter, that F.T.O. has one month to improve his/her percentages or he/she will be removed as an F.T.O.

**14.03.00 SUPERVISION OF FIELD TRAINING OFFICERS**

The supervision of the Field Training Officers shall be the responsibility of the Post Mentor, Cadet Associate Mentors, and the Cadet Captain. The Cadet Captain shall ensure that the Field Training Officers are providing an educational environment for the recruit and that the Field Training Officers are always in compliance with the Cadet Standard Operating Procedures.

Field Training Officers shall complete Daily Observation Reports and other reports generated for training a recruit. The Cadet Captain shall ensure that the Field Training Officers are providing an educational environment for the recruit and that the Field Training Officers are always in compliance with the Cadet Standard Operating Procedures.

Field Training Officers shall complete Daily Observation reports and other reports generated for training a recruit. The Cadet Captain will review all reports.

**14.04.00 PHASES OF TRAINING**

The Field Training Officer program shall consist of 10 weeks of training with two different Field Training Officers being assigned to one recruit. The program is designed to have a Field Training Officer assigned to a recruit until he/she passes the training phase and is released to probation status. Listed below are each phase and its requirements. As phases continue, the F.T.O. is expected to change per what the F.T.O. expects of the recruit. The F.T.O. should and will gradually allow the recruit to perform duties without the F.T.O. intervening, unless under the impression that the recruit cannot handle the situation.

**14.04.01 PHASE I: OBSERVATION**

This period lasts for 2 weeks.

The Observation Period I is used by the Field Training Officer to allow the recruit to become familiar with his or her assignment. This period shall consist of no less and no more than 2 meetings or functions. During this period the recruit’s current Field Training Officer will not complete Daily Observation Reports on every meeting and function.

**14.04.02 PHASE II: EVALUATION PERIOD I**

This period lasts for one month.

The Evaluation Period I is used by the F.T.O. to observe and evaluate the recruit’s performance and ability to carry out his/her duties. The recruit will stay with the same F.T.O. that they were assigned to during the observation period. This period shall consist of 4 meetings or functions, not to include the 2-week observation period. During this time the recruit’s F.T.O. will complete Daily Observation Reports on every meeting or function.

**14.04.03 PHASE III: EVALUATION PERIOD II**

This period lasts for one month.

The Evaluation Period II is used by the Field Training Officer to observe and evaluate the recruit's performance and ability to carry out his/her duties. This period shall consist of 4 meetings or functions. During this period the recruit’s current Field Training Officer will complete Daily Observation Reports on every meeting or function.

**14.05.00 ROTATION OF FIELD TRAINING OFFICERS**

Each recruit assigned to the Field Training Officer Program shall receive three phases of training. The Cadet Captain shall have the responsibility of assigning the recruit to a Field Training Officer. The Cadet Captain will assign the recruit to a minimum of two different Field Training Officers to complete this training.

**14.06.00 REMEDIAL TRAINING**

Should a recruit require remedial training in any phase, the Field Training Officer shall notify the Cadet Captain in writing of the need for remedial training. This documentation shall include specific shortcomings in these areas. The Cadet Captain shall review this recommendation by the Field Training Officer and meet with the recruit and the Field Training Officer after three consecutive remedial recommendations. The recruit will then be assigned an additional period of training with the same Field Training Officer or another Field Training Officer It is the responsibility of the Cadet Captain to determine the number of days allocated for remedial training and to evaluate the success or failure of this remedial training. If upon completion of remedial training, the recruit has not attained an acceptable level of performance, the Cadet Captain and the Field Training Officer will meet with the recruit to determine if any improvement has occurred. If progress in the recruit’s abilities has been observed and the recruit’s potential is such that he or she will be able to rise to an acceptable level of performance an additional period of remedial training may be authorized by the Cadet Captain. If at the completion of remedial training, no improvement in the performance of the recruit is observed, The Cadet Captain will then determine whether continued remedial training is necessary or a recommendation for termination needs to be forwarded to the Post Associate Mentor assigned to their squad. If the Post Associate Mentor feels it is necessary to terminate, the Cadet Captain shall forward the request to the Post Mentor for consideration.

**14.07.00 DAILY OBSERVATION REPORTS**

The Field Training Officer shall complete a Daily Observation Report of each day for each day that a recruit is assigned to him or her for evaluation. The purpose of this Daily Observation is to:

1. Accurately reflect the actions of the recruit;
2. Document the ability of the recruit to perform or not perform the assignment of a Cadet; and
3. Be used as a tool for the Field Training Officer to enhance the performance of the recruit.

The accurate evaluation of a recruit by the Field Training Officer is mandatory for the effective training, progressive learning, and improvement of the recruit. The accurate evaluation of the recruit’s performance is also the method used to identify those individuals who are unable to perform at acceptable levels. It is therefore imperative the Daily Observation Report is:

1. Legible;
2. Grammatically correct;
3. Accurate in numerical rating
4. Accurate in regards to those tasks observed;
5. Completed in a timely manner;
6. Inclusive of all documentation; and

 The F.T.O., the recruit, and the Cadet Captain shall sign the Daily Observation Report when it is completed.

**14.08.00 RATING TERMINOLOGY**

The standardization of terminology used by all Field Training Officers is mandatory when completing the recruit’s Daily Observation report. The following is a listing of the ratings used to evaluate a recruit and the meaning of them. Each rating that a recruit receives should not influence any other ratings that the recruit receives. If a recruit continually receives the same rating consecutively, all F.T.O.s are required to raise the rating to the next highest number.