



# Apex Police Department General Order



<b>Title</b> Public Safety Cadets	<b>Order Number</b> 1308-22
<b>Effective Date:</b> February 14, 2022	<b>Amends:</b> General Order 1308-15
<b>CALEA Standard:</b> 45.3.1, 45.3.2, 45.3.3	<b>Rescinds:</b> BSA Fundraising Policies & Procedures Manual
<b>Reference:</b> <a href="#">Apex Public Safety Cadets Unit Manual</a>	<b>Pages:</b> 6
<b>Forms:</b> <a href="#">Apex Public Safety Cadet Membership Packet:</a> Apex Public Safety Cadets Application Cadet Unit 380 Release of Liability & Confidentiality Agreement Emergency Medical Treatment Form <a href="#">F1308c - Cadet Ride-Along Sign-in Sheet</a> <a href="#">F1308d – Cadet Unit Hepatitis B Vaccine Declination</a> <a href="#">F1308e – Cadet Unit Hepatitis B Vaccine Record</a> <a href="#">Public Safety Cadets – Agreement and Legal Waiver Form</a>	

## Public Safety Cadets

### Purpose

The purpose of this directive is to describe the operational practices of the Apex Police Department Public Safety Cadets Unit #380.

### Policy

It is the policy of the Apex Police Department (APD) to sponsor a Public Safety Cadets Unit consistent with Public Safety Cadets established standards. The Public Safety Cadet Program is designed to educate our community youth about law enforcement and the criminal justice system and encourage youth Cadets to develop the skills and desire necessary to serve in a public safety capacity.

### Definitions

*Public Safety Cadet*– A youth aged 16 to 20 who has applied to and been accepted as a member of the APD's Public Safety Cadets Unit.

## Public Safety Cadets

*Unit Mentor*– An employee of the APD who has been approved by the Chief of Police and the Public Safety Cadets to supervise and guide the Public Safety Cadets Unit.

### Procedures

#### Selection

1. The selection process will include, at a minimum:
  - Application to the Public Safety Cadets
  - Public Safety Cadets Membership Application
  - Interview by the Unit Mentor or other department personnel
  - A review of qualifications and background check
2. All applicants will be subject to a background investigation, which may include the taking of fingerprints and a check of the applicant's criminal history, Administrative Officer of the Court (AOC) records, departmental records, and the NC Division of Motor Vehicle (NCDMV) records, if any.
3. Cadets can be removed from the program at any time with or without cause. Reasons for removal include, but are not limited to:
  - Violation of any law, ordinance, statute, or regulation of the Town of Apex (TOA), State of North Carolina, or United States of America
  - Criminal or significant traffic charges filed against the cadet
  - Arrest
  - Violation of the rules, regulation, policies, or procedures of the TOA, APD, and/or the Public Safety Cadets
  - Any other purpose at the recommendation of a Unit Mentor, the Administrative Division Commander, the Deputy Chief or Police, or the Chief of Police
4. The Unit Mentor will ensure all newly appointed cadets complete and sign the following documents prior to participating in the Public Safety Cadets Unit Program:
  - *Release of Liability Form*
  - *Emergency Medical Treatment Form*
  - *F1308d – Public Safety Cadets Unit Hepatitis B Vaccine Declination*
  - *F1308e – Public Safety Cadets Unit Hepatitis B Vaccine Record*

#### Role and Scope of Authority (45.3.1 (b))

1. The role of a Public Safety Cadet is to generally learn about the criminal justice system and, specifically, the law enforcement profession.
2. Public Safety Cadets are considered civilian volunteers of the department. (45.3.1 (a))
  - Cadets are not sworn police officers and have no police authority.

## Public Safety Cadets

- Cadets are not employees of the TOA or APD.
  - Cadets will not act or represent themselves as a police officer or employee.
  - Cadets will not be used in a position or duty assignment that requires the authority of a sworn police officer.
3. The Public Safety Cadet is under the direction and control of Unit Mentors.
    - Unit Mentors are under the command authority of the Administrative Division Commander.
  4. Public Safety Cadets will wear the approved cadet unit uniform and will be clearly distinguishable from sworn officers. (45.3.3)
    - The cadet unit uniform will be reviewed and approved by the Chief of Police.
  5. Public Safety Cadets will not possess any firearms, weapons, or less-lethal instruments except as approved by Unit Mentors during approved training or familiarization exercises and only under the supervision of a Unit Mentor or a certified instructor.

## Duties

1. Duties of Public Safety Cadets include: (45.3.1 (b))
  - Compliance with all laws, ordinances, statutes, and regulations of the TOA, State of North Carolina, or United States of America
  - Compliance with all rules, regulations, policies, and procedures of the TOA, APD, and the Public Safety Cadets
  - Attendance at meetings, events, and functions of the cadet unit
  - Performance of all assigned activities and operations in compliance with instructions, training, and applicable regulations
  - Representation of the TOA, APD and Public Safety Cadets in a professional manner
2. Unit Mentors are the primary supervisors and liaisons between the cadet unit and department. Duties of a Unit Mentor include, at a minimum:
  - Supervision of Public Safety Cadets
  - Assisting in the development, review, and updating of the *Apex Public Safety Cadets Unit Manual*, this General Order, and any other applicable written directive
  - Maintaining and updating the Apex Public Safety Cadets Unit Website <https://apexcadet.weebly.com/>
  - Coordination of all aspects of cadet unit activities to include:
    - Meetings
    - Field trips
    - Activities
    - Details
    - Personnel issues
    - Selection, retention, and removal of cadets

## Public Safety Cadets

- Involvement with Public Safety Cadets at appropriate community events
- Preparation of an annual review and evaluation of the cadet unit
  - The written review will be submitted to the Chief of Police through the chain of command no later than February 25<sup>th</sup> of the year following the period subject for review
    - This date may be extended with the written approval of the Chief of Police

### **Training (45.3.2)**

1. Public Safety Cadets will participate in training on topics related to their duties and other topics of interest during a cadet unit orientation program and annual training sessions. Training topics may include, but are not limited to:
  - Law Enforcement Operations
  - Criminal Justice System
  - Crime Scene Activities
  - Traffic Enforcement
  - Crash Investigations
  - Communications
  - Community Policing
  - Youth Protection Training: Personal Safety Awareness Training
  - Bloodborne Pathogens and Exposure Plan
  - Traffic Control
  - Police Communications (i.e., police radio, CAD system)
2. Before beginning curriculum-based programs, meeting with, and/or being assigned a cadet ride-along, Unit Mentors and other department employees must complete a Youth Protection Training Program through [publicsafetycadets.org](http://publicsafetycadets.org). (**NOTE:** Youth Protection re-training must be completed every two years)
3. All Cadets will receive Youth Protection: Personal Safety Awareness training as part of a cadet unit orientation program and will complete a review of this training prior to participating in the department's Ride-along Program.

### **Bloodborne Pathogens Exposure Plan and Medical Release**

1. The TOA and APD follows guidelines set forth in the US Department of Labor, Occupational Safety and Health Administration (OSHA) standards for minimizing exposure to bloodborne pathogens (29 CFR Section 1910.1030).
2. As a precautionary measure, the department should ensure that cadets receive the following:
  - Training on bloodborne pathogens and the TOA Safety Policy and Procedure 205 - *Bloodborne Pathogens Exposure Control Plan*

## Public Safety Cadets

- Hepatitis B vaccination (**NOTE:** The cost of the vaccination should be paid by the cadet and/or parent if under 18)
    - Cadets who decline the vaccination for whatever reason must sign Form F1308d – *Explorer Unit Hepatitis B Vaccine Declination*
      - Declination forms for cadets must be maintained by the department for a minimum of five years
    - Cadets electing to receive the Hepatitis B vaccine must have a healthcare provider complete Form F1308e – *Cadet Unit Hepatitis B Vaccine Record*
3. Prior to participating in the Public Safety Cadet Unit Program, the cadet and, if under 18 years of age, his/her parent or legal guardian, must complete and sign the *Emergency Medical Treatment Form* authorizing department employees to approve emergency medical treatment as needed.

## Ride Along

1. Each cadet has the opportunity to ride-along with a sworn officer in accordance with the provisions outlined in the *Apex Public Safety Cadets Unit Manual*, this General Order, and directives regarding the administration, authorization, application process, requirements, activities, and responsibilities related to the department's Ride-along Program addressed in [General Order 907 – Ride-along Program](#).
- Each cadet will be required to demonstrate a clear understanding of the cadet unit policies and procedures before participating in the ride-along.
  - A ride-along will be scheduled by a Unit Mentor and will not exceed the scheduled times unless approved by the Unit Mentor and/or the on-duty supervisor or Watch Commander.
  - Form F1308c – *Public Safety Cadet Unit Ride-along Sign-in Sheet* will be used to document the ride-along. (**NOTE:** One sheet may be used for the entire cadet year.)
  - Prior to the ride-along, the cadet and, if under 18 years of age, his/her parent or legal guardian, must have:
    - Read and signed *Cadet Unit 380 Release of Liability Form & Confidentiality Agreement* (**NOTE:** One form can be submitted at the beginning of a calendar year to be used for multiple ride-alongs throughout the year)
    - Read and signed the *Emergency Medical Treatment Form* (**NOTE:** A copy will be provided to the on-duty supervisor or Watch Commander prior to the cadet riding-along)
    - Read and signed form F1308d – *Cadet Unit Hepatitis B Vaccine Declination for Unit Youth*
    - Read and signed form F1308e – *Cadet Unit Hepatitis B Vaccine Record*, if not declined, and have received all vaccinations

## Donations/Fundraiser

## Public Safety Cadets

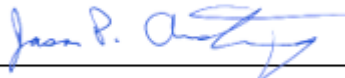
1. All donations and fundraising efforts will be conducted under the sponsorships of the Public Safety Cadets and will be handled in accordance with the Public Safety Cadet policies and procedures.
2. The cadet unit may accept for specific use, donations and fundraising proceeds in the name of Public Safety Cadets.
3. As volunteers for the Public Safety Cadets Program, Unit Mentors are responsible for the fiscal management of all donations, funds, and fundraising activities and are accountable to the Public Safety Cadets for such funds.
4. All funds received by or for the cadet unit are not TOA nor APD funds and will not be co-mingled with department funds.

## Rules and Regulations

1. Public Safety Cadets will abide by the *Public Safety Cadet Unit Manual*. Each cadet will be trained on the provisions of this manual, supplied with a copy of the manual, and sign the acknowledgment form in the back of the manual indicating acknowledgment of receipt and understanding of the content within the manual.
2. Public Safety Cadets are subject to applicable rules, regulations, policies, and procedures of the APD and TOA, except those that are not applicable by nature of their duties.

Text in "Green" denotes a significant change in policy

**BY ORDER OF:**

  
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Jason P. Armstrong  
Chief of Police