

LOS ANGELES POLICE DEPARTMENT

YOUTH PROGRAMS MANUAL

(Revised January 2019)

Los Angeles Police Department Youth Programs Manual

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Youth Programs Manual Introduction

The origins of our Department's youth programs can be traced back to 1962 when Los Angeles Police Chief William H. Parker established the Los Angeles Police Department's first Explorer Program. Chief Parker wanted a program that would motivate the City's youth to assume responsible positions in various vocations, particularly law enforcement. Originally, the Department's Explorer Program was established to achieve the following goals:

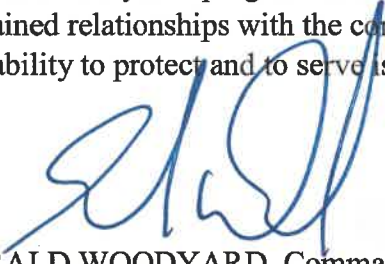
1. Recruit and prepare young men and women for future careers in law enforcement by offering a positive relationship between police and the youth of our community;
2. Provide a forum in which young people can provide non-hazardous community services, thereby relieving police officers for other assignments; and,
3. Provide solid training toward the development of better citizens and better physical fitness for all participants in the program.

The above-mentioned goals remain largely unchanged; however, our Department now hosts a variety of youth programs developed as community-based crime prevention and intervention strategies, with the added advantage of facilitating positive relationships between the police, the City's youth, and their families. The term "Explorer" has evolved into the term "Cadet", and ancillary programs are now offered to fulfill the unique needs of the diverse communities we serve. Our youth programs provide the City's youth with a positive path that can lead to a brighter future, while offering youth a safe environment to experience opportunity and hope. Further, these programs serve as an important element of our broader community outreach efforts to bolster police-community understanding and strengthen community trust and collaboration.

Over the past 55 years, LAPD's youth programs have proven to be an innovative and reliable solution to our Department's crime prevention objectives, outside of traditional enforcement measures. Modern recruitment efforts are aimed at all City youth, but increased focus is directed at providing viable alternatives and healthy choices to those in our communities who often have few options—our vulnerable, disadvantaged, and isolated. Our City's youth face unique challenges and profound obstacles resulting from poverty, exposure to drugs and violence, neglect, and lack of access to quality education. It is our responsibility to provide guidance, direction, and inspiration through our youth programs, with the goal of offering young people the best opportunities for success in life. The vast majority of our most underserved youth have the ability to succeed in life if they are provided with these basic life essentials—support, guidance, care, a sense of purpose, and hope.

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The Youth Programs Manual provides coherent and contemporary guidelines, along with accountability measures that generate structure and standardization to enhance our youth programs' effectiveness. Manual updates, however, are not a replacement for the integrity, focus, compassion, and dedication of those tasked with guiding our City's youth. Our Department's youth programs are an indispensable approach to developing meaningful and sustained relationships with the communities we serve and it is through these relationships that our ability to protect and to serve is enriched.



GERALD WOODYARD, Commander
Commanding Officer
Community Engagement Group

VOLUME 0

PROVISIONS AND TERMS

VOLUME 0

PROVISIONS AND TERMS

100. CHIEF OF POLICE (EXECUTIVE POWER). The Chief of Police of the Los Angeles Police Department shall be the final authority on all matters pertaining to the Department's youth programs.

105. YOUTH PROGRAMS MANUAL ESTABLISHED. The Manual of the Los Angeles Police Department's Youth Programs is hereby established and shall hereafter be referred to as the "Youth Programs Manual." The Youth Programs Manual is a summary of current policies, procedures and rules pertaining to the Department's youth programs. It describes the organization and function of each departmental entity related to youth programs. All youth participants, Department employees, and associated volunteers shall conform to the rules and provisions contained in the Youth Programs Manual. All portions of existing manuals, orders, and other procedures which conflict with the contents of the Youth Programs Manual are hereby revoked, except the portions of existing manuals, orders, and other procedures which have not been included herein shall remain in effect where they do not conflict with the provisions of the Youth Programs Manual.

110. GENERAL PROVISIONS. The Department's Police Cadet Program, Junior Cadets, Police Activities League Program, Jeopardy Program, and Juvenile Impact Program are official Department programs. The Youth Programs Manual has been prepared to set forth administrative, policy, and procedural guidelines to promote these programs and standardize them across the Department.

Authorization to deviate from the provisions of the Youth Programs Manual may be granted, if justified, by application to the Department's Youth Programs Coordinator. Aside from any approved exceptions, all persons involved in activities involving the Department's youth programs shall adhere to the policies, procedures, and rules set forth in the Youth Programs Manual.

200. DEFINITIONS OF TERMS USED IN THE YOUTH PROGRAMS MANUAL

205. ADULT. For purposes of the Youth Programs Manual, an adult is anyone 18 years of age and older.

210. ADVISOR. An advisor is any sworn or civilian member of the Department whose primary duty is to direct and supervise the activities of any official Department-sponsored youth program.

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215. YOUTH SERVICES OFFICER. A Youth Services Officer (YSO) is a sworn member of the Department whose primary duty is to direct and supervise the activities of any official Department-sponsored youth program. The term “YSO” and “Advisor” may be used interchangeably.

220. ASSOCIATE ADVISOR. An associate advisor is any member of the Department whether sworn, civilian, or volunteer who is regularly assigned to assist with directing and supervising the activities of any official Department-sponsored youth program. Private persons who wish to volunteer their time to assist with the operation of any youth program as an associate advisor, must first register as a volunteer with the Department’s Volunteer Coordinator and be processed through the Department’s Volunteer Program. Furthermore, adult volunteers used to manage and supervise youth programs operations shall be a minimum **23 years of age** and their interactions with youth programs participants shall be closely monitored for an initial 90-day period.

Note: This section does not preclude registered Department Volunteers under the age of 23 from assisting with youth programs operations; however, registered Department Volunteers under the age of 23 can only serve in a supportive capacity to cadet post advisors or adult volunteers 23 years of age or older and shall not be entrusted with sole supervisory responsibilities related to any youth programs participant(s).

225. PARTICIPANT. The term, “participant,” is used in this context to refer to youth members, Department employees, and community volunteers having any level of participation in any youth program, function and/or activity related to any youth program.

230. YOUTH PROGRAMS COORDINATOR. The Commanding Officer, Community Engagement Group (CEG) is the Department’s Youth Programs coordinator and exercises functional supervision over all Department-sponsored youth programs.

235. FUNCTIONAL SUPERVISION-DEFINED. Functional supervision is the temporary supervision of employees not normally under the command of one designated to furnish specialized or technical knowledge necessary to the accomplishment of Department objectives.

240. LINE SUPERVISION-DEFINED. A supervisor who has the specific responsibility of issuing directions and orders to designated subordinates shall be considered as having the duty of line supervisor and shall be held accountable for achieving conformance with the directions and orders that he or she issues.

300. DISTRIBUTION OF THE YOUTH PROGRAMS MANUAL

305. DISTRIBUTION OF THE YOUTH PROGRAMS MANUAL. Copies of the Youth Programs Manual shall be issued to the following entities:

- ❖ The Chief of Police
- ❖ All geographic bureau and Area commanding officers
- ❖ All Area Community Relations Offices
- ❖ Director, Office of Operations
- ❖ Director, Office of Special Operations
- ❖ Director, Office of Support Services
- ❖ Director, Office of Constitutional Policing and Policy
- ❖ Commanding Officer, Community Engagement Group
- ❖ Commanding Officer, Administrative Services Bureau
- ❖ Commanding Officer, Professional Standards Bureau
- ❖ Commanding Officer, Detective Bureau
- ❖ Geographic Area or divisional Youth Services Officers

The Youth Programs Manual shall be available to all Department employees via the Department's Local Area Network (LAN).

Note: Distribution of Youth Programs Manual copies to youth programs participants (i.e., cadets) shall be at the discretion of commanding officers at their respective commands.

310. RESPONSIBILITY TO DISTRIBUTE THE YOUTH PROGRAMS MANUAL. Community Engagement Group is responsible for the distribution of the Youth Programs Manual to the above-listed entities, as well to the webmaster for publishing via the LAN.

315. RESPONSIBILITY FOR THE MAINTENANCE OF THE YOUTH PROGRAMS MANUAL. Commanding officers shall be responsible for the maintenance and care of each administrative copy of the Youth Programs Manual assigned to their office, bureau, section, Area, or division.

Note: Community Engagement Group (CEG) shall be responsible for publishing and distributing any additions or revisions to the Youth Programs Manual. It shall be the responsibility of commanding officers to ensure their assigned Youth Programs Manual is updated by maintaining additions or revisions received from CEG.

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400. AMENDMENTS TO THE YOUTH PROGRAMS MANUAL

405. AMENDMENTS TO THE YOUTH PROGRAMS MANUAL. The Commanding Officer, Community Engagement Group, shall review and approve all changes, additions, and revisions to the Youth Programs Manual.

405. REQUESTS FOR AMENDMENTS. Requests for changes, additions, and revisions to the Youth Programs Manual shall be submitted electronically, via Department email, to the Officer-in-Charge, Youth Programs Unit (YPU). The YPU shall research the proposal and then forward the proposal, research findings, and a recommendation for approval or disapproval to the Department's Youth Programs Coordinator.

In addition to the previously mentioned guidelines, YPU shall conduct periodic research and perform any necessary updates of the Youth Programs Manual on a regular basis.

VOLUME I

POLICY

VOLUME I

POLICY

100. PERSONAL CONDUCT

105. EMPLOYEE INTERACTIONS WITH YOUTH PROGRAMS

PARTICIPANTS. All interactions between Department employees and youth programs participants shall remain professional in nature at all times. A youth participant being of legal adult age (18 years and above) is not cause for exception. Department employees must ensure that every youth participant is able to flourish in a safe, nurturing, and professional environment that is free of any inappropriate or unprofessional conduct. Therefore, all contacts and interactions with youth participants shall remain professional in nature and strictly comply with applicable Department policies and procedures. Failure to do so is considered serious misconduct.

Inappropriate conduct between Department employees and youth participants includes, but is not limited to the following:

- ❖ Inappropriate or unprofessional personal conduct (sexual or dating relationship) between Department employees and youth participants;
- ❖ Inappropriate touching;
- ❖ Inappropriate comments or conversations;
- ❖ The presence of inappropriate materials (pictures, videos, or other media);
- ❖ Text messaging, phone calls, or any electronic communication of an intimate or sexual nature;
- ❖ Gender, ethnic, religious, sexual orientation, economic status, or citizenship bias; and,
- ❖ Any other inappropriate or discriminatory behavior, including sexual harassment.

Department employees are expected to mentor, teach, inspire, and guide the young men and women who participate in Department-sponsored youth programs while providing a safe and positive environment. Inappropriate conduct undermines these important programs for the City's youth and erodes the community's trust that the Department must maintain to keep the community safe.

110. ONE-ON-ONE INTERACTIONS. Generally, a minimum of two Department employees, or one Department employee and one adult volunteer (23 years of age or above), must be present when interacting with an individual youth participant. One-on-one interactions between Department employees and youth participants are prohibited in closed spaces and/or out of the view of others. All efforts should be made to interact with youth participants in a manner that allows a vantage point for others (Department employees, other youth participants, the general public, etc.) to observe. When interacting with any youth participant, an adult of the same gender as the youth participant shall be present whenever possible.

Note: Generally, an employee or adult volunteer may interact with groups of youth participants (two or more) in circumstances such as transportation to and from events, overseeing community service-oriented functions (e.g., Dodger details and Hollywood Bowl details), cadet post meetings, and after-school programs.

115. PHYSICAL CONTACT. Physical contact between adults and youth participants should be kept to a minimum. While it is acceptable to shake hands, provide a supportive pat on the back, or use appropriate physical contact when demonstrating or teaching a skill, contact of an inappropriate or intimate nature is always prohibited.

120. PERSONAL RELATIONSHIPS. Any intimate personal relationship or attempt to develop an intimate personal relationship with a youth participant is strictly prohibited regardless of the youth participant's age.

125. SOCIAL MEDIA. Social media and electronic communications such as text messaging, e-mail, blogs, personal websites, Facebook, SnapChat, and WhatsApp, etc. are popular forms of communication, especially with youth participants. In order to effectively communicate with youth participants, plan events, give directions, and recruit, Department employees assigned to youth-related functions may utilize phone, text messaging, and various social media platforms. Department employees shall not utilize text messaging, phone calls, or any other electronic communication (including all social media platforms) to convey information of a personal or intimate nature or any information outside the scope of official Department duties. In addition, any electronic communication with a youth participant shall, when possible, include a minimum of one other Department employee, adult volunteer (23 years of age or above), parent, or legal guardian.

130. DEPARTMENT VEHICLES. Youth participants are prohibited from operating any Department motor vehicle, including but not limited to emergency response vehicles, unmarked vehicles, plain cars, vans, trucks, and motorcycles.

135. SLEEPING ARRANGEMENTS. In the event youth programs participants are involved in a Department-authorized event that requires overnight sleeping arrangements, male and female YSOs, to include associate advisors and adult volunteers, require separate sleeping

areas. Male and female youth participants shall not share the same sleeping quarters with their adult leaders, nor with youth participants of the opposite gender.

140. BATHING AND SHOWERING. Youth Services Officers, associate advisors, and adult volunteers shall shower or bathe at separate times from youth participants. The previously mentioned adult leaders shall respect the dignity and privacy of youth participants, staying clear of the proximate area where youth participants are showering or bathing.

145. HAZING. All forms of hazing, bullying, rites of passage or initiations, and/or inappropriate teasing or name calling are prohibited and considered serious misconduct. Anyone, whether sworn, civilian, or youth, who participates in such conduct will be subject to formal disciplinary action, up to and including termination.

150. DISCIPLINE. It is the Department's responsibility to provide a safe, nurturing, and productive environment for all youth programs participants while ensuring that normal Department operations are not unduly disrupted. Additionally, public confidence in these programs must be maintained to ensure their continued success. The Department has the responsibility to identify and discipline those who conduct themselves in a manner that discredits the Department or its youth programs. The rights of accused persons as well as those of the public must be preserved and the objectives of youth programs considered, and any investigation or hearing that arises from a complaint must be conducted in an open and fair manner with the truth as its primary objective.

155. ADMINISTRATION OF DISCIPLINE. Commanding officers have primary responsibility for the administration of discipline of youth program participants in their respective commands. While this responsibility may be delegated, commanding officers must ensure that the administration of discipline is consistent with the objectives of the Department's youth programs, considers the totality of the circumstances, and is adjudicated equitably. Youth Services Officers, Advisors, and their supervisors should be included in the discipline process whenever practicable.

Note: Under no circumstance shall physical exercise be used as a form of discipline or punishment. Further, youth programs participants are prohibited from administering discipline, no matter the program and regardless of program ranking structure.

160. RESPONSIBILITY TO REPORT MISCONDUCT. The reporting of misconduct and prevention of all forms of misconduct require the exercise of courage, integrity, and decisiveness. This can be especially difficult when a youth program participant is required to report misconduct committed by a peer or adult mentor; however, experience has shown that unreported misconduct often perpetuates further acts that may escalate to increasingly abhorrent levels. These acts can undermine youth programs and, more importantly, the Department's standing in the community. Any person participating in Department-sponsored youth activities

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who becomes aware of possible misconduct by a Department employee, volunteer, or youth programs participant shall immediately notify a supervisor. Nothing in this section shall be interpreted as superseding Department Manual section 1/210.46, Employee's Duty to Report Misconduct, but rather should be interpreted as working in conjunction with this section to define the responsibilities of all parties involved in youth programs to report misconduct.

200. TRIPS AND OVERNIGHT OUTINGS

200.05. TOURS AND TRIPS. All YSOs/Post Advisors shall obtain approval from the concerned commanding officer for specialized training, tours, activities, or trips to be held away from the regular post meeting location.

200.10. OVERNIGHT TRIPS. Overnight trips are planned activities involving youth programs participants who are supervised by Department personnel and require arrangements for sleeping accommodations. Overnight travel should be designed to accomplish the following objectives:

- ❖ To promote teamwork within the group by presenting a goal that can be achieved through joint effort throughout the year;
- ❖ To provide an educational experience by exposing participants to different locations, lifestyles, cultures, and events consistent with the goals of the Department's youth programs; and
- ❖ To reward participants for their dedicated service throughout the year.

200.15. ACCEPTABLE LOCATIONS FOR ACTIVITIES. Acceptable youth programs trips include camping grounds, hotel accommodations, and destination resorts, if designed to be educational and enjoyable.

Note: Casinos or any locations where gambling occurs are not considered suitable for youth participants.

200.20. ELIGIBLE PARTICIPANTS. Every youth programs overnight outing or trip should be designed to maximize the number of post members who can participate. Requirements should be designed to include all post members who have graduated from the Cadet Leadership Academy and successfully completed probation, or non-Cadet program participants who have demonstrated a level of maturity and accountability necessary for trip involvement.

200.25. TRIPS AND OVERNIGHT OUTINGS – APPROVAL. The Area/divisional Youth Services Officer/Post Advisor shall obtain approval from the Area Commanding Officer

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for any specialized training program, tour, or trip to be held at any location outside the regular meeting location.

The Department's youth programs are allowed overnight trips at the discretion and per the approval of the Area/divisional commanding officer. Requests for approval of overnight and out-of-state trips shall be submitted on an Intradepartmental Correspondence, Form 15.02.00, titled, "Request for Approval of Overnight Youth Activity." The trip package shall be reviewed and approved by the following:

- ❖ Area Commanding Officer;
- ❖ Bureau Commanding Officer; and,
- ❖ Commanding Officer, Community Engagement Group.

Requests for approval of overnight outings and out-of-state trips shall be submitted to Community Engagement Group, Youth Programs Unit, at least **30 days prior to the start of the scheduled trip.**

200.30. OVERNIGHT TRIP REQUEST (TRIP PACKAGE). Overnight trip requests shall include the following information and forms, which shall be submitted 30 days prior to the date of departure to Community Engagement Group, Youth Programs Unit:

- ❖ **Request for Approval for Overnight Youth Activity.** "Request for Approval for Overnight Youth Activity", Form 15.02.00;
- ❖ **Roster.** The roster shall include the names of each individual attending the function. Department personnel supervising youth trips should be listed separately from the youth participants. An indication should be made next to each supervisory person's name denoting his or her rank and sex. The person who has overall responsibility for the trip must be clearly identified. Each youth participant's name, date of birth, home address, and telephone number must be included on the roster. Youth participants, who are legal adults, must be clearly identified with the word ADULT printed prominently near their name.

Note: Males and females must be listed separately.

- ❖ **Travel Route and Dates.** The route to be taken from the time the group leaves the designated meeting place to the time it arrives at its ultimate destination must be clearly documented. Overnight stops while enroute to the destination must be listed. It is also advisable to include any pre-planned meal or rest stops in this section.

- ❖ **Overnight Stops and Housing.** When listing the overnight stops for the entirety of the trip, separation and supervision of male and female housing must be maintained and detailed on the trip package. Youth participants shall not share sleeping quarters (rooms, tents, etc.) with participants of a different gender or any Youth Services Officer. Sleeping arrangements for youth participants shall be clarified in detail in the trip package. If the cadets are sleeping on the same bed, parents must be informed of this sleeping arrangement.
- ❖ **Male and Female Supervisors.** Personnel of a different gender who are supervising the trip must also have separate sleeping and shower facilities.
- ❖ **Destination and Date.** The location of the actual activity and the dates that the trip is scheduled for shall be listed on the trip package.
- ❖ **Transportation.** Any relevant information involving the renting of vehicles to be used during the event shall be listed on the trip package. This should include the number and type of vehicle(s), insurance information, cost of the rental vehicle(s), where they are to be rented, and a list of authorized drivers.
- ❖ **Technical Service Approval on City Owned Vehicles.** Requests to use a Department-owned and maintained vehicle for travel to destinations outside the metropolitan Los Angeles area, shall be reviewed by the Commanding Officer, Fiscal Operations Division.
- ❖ **Petty Cash.** A description of the amount and form of currency being taken to support the activity, (i.e. traveler's checks, bank checks, cash) shall be listed on the trip package.
- ❖ **Cost.** The estimated cost, if any to the youth participants shall be itemized on the trip package.
- ❖ **Insurance Information.** Insurance providers for participants and vehicles are required to be listed in the trip package.
- ❖ **Emergency Procedures and Contact Information.** In the event of an emergency all pertinent information (i.e. names, addresses, and telephone numbers) shall be listed in the trip package and left with the Area Watch Commander for notifications. All cellular phone numbers must be listed for Youth Services Officers.

200.35. DESTINATION LIMITATIONS. As a general rule, youth programs overnight outings and trips should be planned at a location within 750 miles of the City of Los Angeles.

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Exceptions to that rule will be granted through the overnight outing review process when:

- ❖ The outing is designed to perform community service and a similar opportunity is not available within these limitations.

Example: The post is traveling to provide assistance to the victims of an earthquake that occurred outside of the 750-mile radius.

- ❖ The outing is designed to provide an educational experience that is not available within the limitations.

Example. The post is traveling to participate in a competition involving Cadet Posts from other parts of the country.

In such cases, the application for the outing must specifically indicate why the objectives for the outing cannot be accomplished through a trip within the established distance limitations.

Youth Programs overnight outings are limited to the continental United States, Alaska, and Hawaii. Trips to United States territories, foreign countries, or that require travel through any foreign country are **expressly prohibited**.

200.40. ADVISORS' OVERNIGHT OUTING WORK STATUS AND OVERTIME.

Advisors and sworn personnel serving in the capacity of an associate advisor engaged in Department-sponsored youth functions shall be governed as follows:

- ❖ When the employee's attendance is necessary for the outing, the employee shall be relieved from his or her regularly assigned duties/activities and carried on-duty for the duration of the outing.
- ❖ Employees shall be considered as having on-duty status during the outing and credited with one working day for each day of the trip.
- ❖ Sworn personnel working on an overnight outing shall work their normal work schedule (i.e., 5/40, 3/12, 4/10, or 9/17). Sworn employees shall attempt to receive eight hours of uninterrupted sleep. However, if their duties require them to interrupt their sleep, they shall be compensated following Department guidelines. Any hours worked past their normal working hours, minus their eight hours of sleep will be considered overtime and shall be compensated following Department guidelines. As an example, an officer is working a 4/10 schedule and begins watch at 0700 hours, then the officer's EOW would be 1700 hours. If the itinerary shows sleep time beginning at 2200 hours, then the officer should be compensated for five hours of overtime.

- ❖ An eight-hour sleep period must be scheduled each night during an overnight outing. Except for logistical, personnel, or other unanticipated problems, this schedule should be adhered to. Shortening sleep periods to allow for more activities during an outing endangers both the officers and youth participants. Should an advisor be recalled to duty, he or she shall be compensated per Department guidelines.
- ❖ The deployment of an additional employee to solely reduce overtime expenses connected with an overnight outing is not permitted. Employees should be solely focused on their responsibilities during an overnight outing. Allowing employees uncompensated free time while on an outing could present unnecessary logistical and supervisory problems.
- ❖ Employees shall not be given on-duty status for any youth activity not sponsored by the Department.
- ❖ The deployment of approved associate advisors from the ranks of reserve officers and vetted community volunteers may serve to avert the excessive accumulation of overtime by Department employee.

Note: Family members and/or friends shall not accompany the employee on overnight outings. Employees whose personal responsibilities do not permit them to remain away from home for the entire duration of the overnight outing should be replaced.

200.45. UNAUTHORIZED AND RESTRICTED ACTIVITIES. The following activities are considered high-risk and are generally prohibited:

- ❖ All-terrain vehicles (ATVs). An ATV is defined as a motorized recreation cycle with two, three, or four wheels, designed for off-road use on a variety of terrain;
- ❖ Exploration of abandoned mines and caves;
- ❖ Fireworks, except when the fireworks display is conducted under the guidance and control of a certified or licensed fireworks control expert;
- ❖ Flying in hang gliders, ultralight airplanes, hot air balloons (whether tethered or not), parachuting, bungee jumping, and sky diving;
- ❖ Participation in any high-speed motorized sporting event, including motorcycles, boats, drag racing, and demolition derbies;
- ❖ Hunting, including any live fire exercise;

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- ❖ Motorized personal watercraft, such as jet-skis, sea doos, etc.; and,
- ❖ Snowmobiles.

Note: Participation in any of the above-listed, high-risk activities requires the approval of the Chief of Police or his or her designee.

300. SPAN OF CONTROL. With regard to all Department-sponsored youth programs “span of control” refers to the number of youths under an adult advisor’s direct control. The optimal span of control is achieved when the adult advisor can carry out activities with youths in his or her control in a safe and effective manner. Optimal span of control is dependent upon the nature of the activity being performed and how much attention is required to complete the activity safely and effectively. The achievement of safe and effective span of control is further influenced by the experience of the adult advisor(s), the maturity and/or age of the youth participants, and environmental factors including temperature, terrain, public contact, and time of day or night. As such, seemingly similar activities may require additional or fewer adult advisors per number of youth participants. These variations are to be expected, recognizing that the decision to expand or contract a span of control should always be based on common sense and sound judgment, **with the safety of youth participants as the primary objective.** The following examples are general guidelines that are designed to provide a practical framework when adult advisors plan youth activities.

- ❖ Lessons in a classroom setting (one adult leader for every 35 youth participants);
- ❖ Physical fitness training sessions to include events involving runs or physical competition (one adult leader for every 30 youth participants);

Note: Adult advisors should be mindful at all times of weather conditions, e.g., extreme cold or heat, and the physical abilities of the youth participants, and adjust the span of control accordingly.

- ❖ Transportation to and from events, activities, or functions (one adult leader for every fourteen youth participants); and,

Note: Oftentimes, youth participants are transported in 15-passenger vans; however, certain activities require youth participants to be transported in a charter bus. In these instances, span of control may be expanded, provided that the adult advisor(s) can effectively monitor youth passengers.

- ❖ Off-site educational, social, or recreational outings and volunteer-service details (one adult for every 10 to 20 youth participants).

Note: There may be instances that require a much smaller ratio of adults to youths to ensure the safety of participants such as events in highly crowded areas, activities involving swimming, or activities in terrain unfamiliar to the youth participants.

- ❖ Overnight trips (See Section 2/205.15 of the Youth Programs Manual).

400. TRANSPORTATION

400.05. TRANSPORTING. Only City vehicles and charter buses are authorized to transport youth programs participants, Youth Services Officers, cadet post advisors, and associate advisors. Personal or private vehicles are not authorized for such use.

Exception: Certain functions including local activities involving a large number of cadets or overnight trips may require the rental of vehicles. In these instances, vehicle rentals shall be through a bona fide vehicle rental company, (e.g., Honee Bee, Hertz, Enterprise, Budget, Alamo).

400.10. LOGGING ON. Youth Services Officers shall log on, via rover or telephonically, with Communications Division whenever transporting youth programs participants in a City vehicle. Notification to Communications Division shall include unit designation, destination location, start and end time, and beginning and ending mileage.

500. FINANCING

500.05. YOUTH PROGRAMS POST FUNDS. Youth programs post funds shall consist of all monies received from any source for the benefit of youth programs participants and are considered non-budgetary Department funds. Area/divisional commanding officers shall be responsible for the proper administration and accounting of youth programs post funds and must strictly adhere to Department policy set forth in the subsections of Department Manual, Section 3/350.

Note: The City of Los Angeles contributes funding for Department-sponsored youth programs through the cost of Department employee salaries; however, no additional youth programs-related funding is generated via the City's budget. Funding of youth programs is largely dependent on funds received from donor sources.

500.10. YOUTH PROGRAMS FUND-RAISING. Youth programs posts may engage in fund-raising to finance program-specific activities. Monies raised by youth programs posts shall only be used to benefit the respective program and youth participants. Fund-raising is not a

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primary goal of Department-sponsored youth programs, but a means to providing resources to facilitate program-related activities. Fund-raising efforts and activities shall comply with all applicable laws and Department policy (Department Manual, Section 3/350.50).

500.15. CONTRIBUTIONS FROM OUTSIDE SOURCES. The acceptance of donations received for the benefit of any Department-sponsored youth program shall strictly follow the Department administrative review process established in Administrative Services Bureau, Notice, dated July 15, 2011, *Reporting and Acceptance of Donations-2011 Revised*.

Note: Donations shall be accepted only for the furtherance of community-related activities and not for the personal benefit of Department employees. In addition, Department personnel receiving donations shall not enter into any agreement that would compromise the effectiveness or integrity of the Department.

VOLUME II

CADET PROGRAM

CHAPTER 1

POLICE CADET PROGRAM: ORGANIZATION AND FUNCTIONS

105. DEFINITION OF TERMS RELATED TO THE POLICE CADET PROGRAM (CADET PROGRAM)

105.05. ADULT. In the Cadet Program, the term adult is used in reference to persons who are 18 years of age or older and are no longer eligible to participate in the Cadet Program as cadets. Participants who turn 18 years of age must retire from the Cadet Program.

Note: Retired cadets are encouraged to transition into other Department-sponsored programs but must first register with the Department's Volunteer Program and meet all eligibility requirements prior to operating in the supporting role of Associate Advisor.

105.10. CADET POST ADVISOR. A Cadet Post Advisor is any sworn or civilian member of the Department whose primary duty is to direct and supervise all Cadet Program activities.

105.15. YOUTH SERVICES OFFICER. A Youth Services Officer (YSO) is a sworn member of the Department whose primary duty is to direct and supervise the activities of any official Department-sponsored youth program. The term "YSO" and "Cadet Post Advisor" may be used interchangeably (in both practical application and throughout the Youth Programs Manual).

105.20. ASSOCIATE ADVISOR. An associate advisor is any member of the Department whether sworn, civilian, or volunteer who is regularly assigned to assist with directing and supervising Cadet Program activities. Associate advisors shall meet the following guidelines:

- ❖ An associate advisor must be at least 23 years of age in order to supervise and manage activities;
- ❖ An associate advisor who is at least 18 years of age but not yet 23 years of age may support youth programs operations but shall not be entrusted with sole supervisory responsibilities related to any youth programs participant(s).
- ❖ Must have a valid California Driver License or California Identification Card;
- ❖ Private persons and associate advisors who wish to volunteer their time to assist with the Cadet Program operations shall register with the City Volunteer Program and undergo a criminal background check pursuant to California Public Resources Code, Section 5164;
- ❖ Must not be dating, married, or romantically involved with any participant in the Cadet Program; and,

- ❖ YSO's spouses, YSO's relatives, or any person romantically involved with any of the participants in the Cadet Program shall not be appointed as associate advisors or act as chaperones on trips.

105.25. CADET TRANSITION TO ASSOCIATE ADVISOR ROLE. Upon reaching 18 years of age, cadets must retire as active participants of the Cadet Program; however, retired cadets are encouraged to transition into other Department-sponsored programs, to include performing the supportive role of Associate Advisor.

Cadets interested in transitioning to the Associate Advisor role shall meet the following requirements:

- ❖ Adult cadets interested in transitioning to the Associate Advisor role must be in good standing with the Cadet Program upon retirement.
- ❖ Adult cadets interested in transitioning to the Associate Advisor role must first register with the City Volunteer Program and undergo a criminal background check.
- ❖ Only Cadet Lieutenants and above (i.e., Cadet Captains, Cadet Commanders, and the Cadet Chief) are eligible to transition to the Associate Advisor role upon retirement, to ensure more tenured and reliable retired cadets assume this position of trust.

Note: The above requirement does not preclude any retired cadet of lesser cadet rank from performing other duties at their respective Area/division as a registered private person with the City Volunteer Program.

- ❖ Adult cadets transitioning to the Associate Advisor role are prohibited from wearing the Cadet Uniform and shall wear an authorized Department volunteer uniform, during Cadet Program-related activities (exceptions to include physical sessions and outings in which civilian attire is more appropriate).

All vetting and processing of adult cadets who wish to transition to the Associate Advisor role shall occur at the Area/divisional level via the designated Volunteer Coordinator. In addition to above-mentioned eligibility criteria, Area/divisional commands must adhere to the following guidelines:

- ❖ Area/divisional commanding officers shall be responsible for the selection process of adult cadets transitioning to the Associate Advisor role, at their respective commands, and in collaboration with their Area/divisional Community Relations Unit personnel.
- ❖ Area/divisional commanding officers shall encourage adult cadets, transitioning to the Associate Advisor role, to participate in other activities within their respective commands and ensure that meaningful opportunities are provided beyond the Associate Advisor role.
- ❖ A cadre of Associate Advisors may be established; however, no more than two Associate Advisors may be present at any one Cadet Program-related activity (e.g., cadet post

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meeting, cadet volunteer service-related duty), so as not to detract from the purpose of Cadet Program-related activities: the inspiration, development, and growth of youth participants.

Note: Cadet Leadership Academy activities may require the use of additional Associate Advisors due to the scope of operations related to the 15-week training program.

105.30. CADET. A cadet is any youth member of the Cadet Program, regardless of rank, who has graduated from the Cadet Leadership Academy (Academy). Cadets are considered “at will” Department volunteers and can be discharged without cause.

105.35. RECRUIT CADET. A recruit cadet is any youth member of the Cadet Program who has not graduated from the 15-week Cadet Leadership Academy (Academy).

Note: Full acceptance into the Cadet Program is contingent upon graduation from the Academy.

110. MOTTO

110.05. MOTTO OF THE DEPARTMENT’S LAW ENFORCEMENT CADET PROGRAM. The motto, “Learning to Protect and to Serve,” states the essential purpose of the Los Angeles Police Department Police Cadet Program. Instilling these principles through instruction and actual service is the responsibility of the Cadet Program and the personal commitment of every person involved in the Cadet Program.

115. PRIMARY OBJECTIVE

115.05. PRIMARY OBJECTIVE. The Los Angeles Police Department aspires to achieve a society free from crime and disorder, while remaining observant of values that are consistent with a free society. In furtherance of this unachieved ideal, the Cadet Program strives to improve society through the development of our community’s youth. It fosters leadership and ethical decision-making skills, while preparing youth participants to be responsible and productive citizens through a commitment to education and community service.

120. FUNCTIONAL OBJECTIVES

120.05. LIFE SKILLS. The modern world is extremely complex and requires individuals to possess an ever-increasing number of skills and abilities to succeed. The concept of a successful life must include personal as well as professional considerations. The abilities to

avoid adverse social circumstances, develop positive relationships, and maintain physical, mental, and emotional fitness are unquestionable. It is also important for young people to possess technical skills that enable them to function personally and to be professionally competitive. Some of these skills include:

- ❖ Personal finance management;
- ❖ Public speaking;
- ❖ Effective communication and conflict resolution;
- ❖ Cultural awareness and sensitivity;
- ❖ Written and oral communications skills; and,
- ❖ Health and wellness strategies.

While development of many of these skills and abilities can be approached from a law enforcement perspective, the Cadet Program shall also provide training, experiences, and guidance in those subjects that are not directly connected to law enforcement. Additionally, the Cadet Program shall regularly emphasize the importance of education as a program standard and personal development a necessity.

120.10. CHARACTER EDUCATION. Youth today are continually exposed to negative environments, associations, and stereotypes. This exposure can contribute to the erosion of moral values in our society. The Cadet Program provides young people the opportunity to learn the importance of ethical decision-making, personal responsibility, and appropriate conduct in professional, social, and recreational environments. The positive associations and accountability for conduct that is created by Cadet Program participation reinforces proper character development.

120.15. LEADERSHIP EXPERIENCE. The future of our Department, community, and nation is dependent upon individual citizens who have courage, initiative, integrity, and honor. In keeping with the Department's commitment to leadership, the Cadet Program provides the opportunity to study and practice the tenets of leadership. Cadet activities shall emphasize the concepts of inspirational leadership and teamwork.

120.20. SERVICE LEARNING. Involving cadets in community service projects is primarily intended to instill the importance of community stewardship. The service aspect of the Cadet Program is a multi-faceted and vital part of the Department's community relations efforts. Cadets serving their communities as Department representatives establish links within the community, thus facilitating police-community cooperation, while educating cadets in this aspect of law enforcement.

Service learning can also provide cadets with a clear and easy understanding of the police vocation, while reducing the anxieties traditionally experienced by members in our community during contacts with the police, thereby making police more approachable. Cadets will engage in activities and discussions that will emphasize the importance of positive police-community

relationships, while illustrating the role cadets can play as community leaders with the power to impact public safety in their respective neighborhoods.

120.25. CAREER OPPORTUNITIES. A key element of the Cadet Program's success is recognition of participants' interests. The program seeks to educate youth via exposure to non-hazardous police operations and to broaden their understanding and knowledge of the challenges, job skills, and responsibilities inherent in police service. Cadets shall be allowed to participate in as many non-hazardous law enforcement activities as practicable.

120.30. COMMUNITY RESOURCE. The Cadet Program constitutes a viable personnel resource that assists in accomplishing Department objectives. Cadets may be utilized in many Department operations, allowing sworn personnel to handle other more critical functions. When properly trained, and supervised, cadets can contribute significantly to efficient Department operations. Cadets shall receive regular training and allowed involvement in non-hazardous Department functions in an effort to develop meaningful opportunities for cadet development. This provides and allows opportunities for cadets to become involved in specific duties, and provides them a more visible role in Department functions.

125. ADMINISTRATION

125.05. GENERAL PROVISIONS. Administration of the Department's Cadet Program requires management of many complex functions performed through the accomplishments of Department personnel, adult volunteers, and cadets. These functions involve the interaction of people, not only within the Department's ranks, but also in personal contacts between Department representatives and members of the public. The Department is necessarily tasked with continually improving the ability of all its representatives to properly perform their responsibilities, and enhancing relationships between Department personnel, cadets, volunteers, and the public.

Participants in the Cadet Program are frequently required to make decisions involving the public and other personnel in response to administrative and operational problems. The decision-making process requires insight into the objectives and purposes of the Department and the Cadet Program. These insights must be balanced by the Department's duty under the law and to the public it serves. Consideration of objectives and duty is employed to develop the manner and means by which a task is to be accomplished and objectives achieved. Decisions must involve a balance of interests, including what is best for the public, the Department, the Cadet Program, and any individual involved. The decision must result in effective action directed toward the accomplishment of the Department's objectives. The requirement that such insight be exercised is implicit in all decision-making, and it is the thread that binds a complex and seemingly conflicting task into a coordinated effort.

125.10. COMMAND RESPONSIBILITY. Commanding officers have responsibility for all aspects of the Cadet Program within their command. Commensurately, within policy guidelines and legal constraints they have the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. It is incumbent upon commanding officers to ensure that Area Cadet Posts are well rounded, productive, and operate consistently with stated Cadet Program objectives.

125.15. PLANNING RESPONSIBILITY. The successful operation of each cadet post and the achievement of Department and Cadet Program objectives require planning. Efficient use of time and resources, ease of management, effectiveness, and degree of participant satisfaction, are achieved through the implementation of strategies that are developed after practical consideration of objectives, and balanced against the availability of resources. Planning must establish standing procedures, and long and short-term goals directed at achieving Department objectives along with developing the Cadet Program and its participants. The requirement to plan is commensurate with the degree of accountability and responsibility for achieving results.

125.20. COMPLETED STAFF WORK. The result of a written effort to address an issue, leaving nothing for the approving authority to do except approve or disapprove, is known as completed staff work. The Cadet Program endeavors to teach its members to be responsible for the operations of their respective cadet posts. Frequently, cadets are assigned projects, reports, and other functions that are instrumental in the conduct of official Department business. Department employees assigned to work directly with cadets, or oversee cadet activities, are responsible for ensuring the thoroughness and accuracy of any work assigned to cadets.

125.25. ADMINISTRATION OF DISCIPLINE. Commanding officers have primary responsibility for the administration of discipline of Cadet Program participants in their respective commands. While this responsibility may be delegated, commanding officers must ensure that the administration of discipline is consistent with the objectives of the Cadet Program, considers the totality of the circumstances, and is adjudicated equitably. Cadet post advisors and their supervisors should be included in the discipline process whenever practicable.

Note: Under no circumstance shall physical exercise be used as a form of discipline or punishment. Further, cadets are prohibited from administering discipline, regardless of their age, rank, or tenure.

130. ORGANIZATION

130.05. CHAIN-OF-COMMAND. The Cadet Program is organized along military lines of authority. This allows for the efficient and continual development of members, dissemination of information, and coordination of activities. The Cadet Program has established ranks similar

to the Department's sworn ranks; however, the existence of a cadet ranking structure does not grant cadets responsibilities related to supervision of other cadets, nor the authority to give orders to any Cadet Program participant. The ranking structure provides a means in which cadets can model desired behavior, while developing peer-mentoring, effective communication, and leadership skills.

Cadets must be aware of their relative position in the organization and to whom they are immediately responsible. Similarly, Department employees and volunteers who work with cadets must also be mindful of the Cadet Chain-of-Command when issuing assignments or giving orders to avoid conflicts. All participants in Cadet Program activities should strive to operate within the chain-of-command and to keep their supervisors informed of their activities.

Note: Youth Services Officers and advisors are prohibited from delegating to adult cadets their responsibilities to supervise cadet-related activities, and never, under any circumstances, are cadets authorized to administer discipline.

130.10. RANK ESTABLISHED. All members of the Department's Cadet Program shall recognize the order of rank as defined in Department Manual Section 2/025, Rank Established – Civil Service Commission, and 026, Rank and Paygrade. A similar rank structure has also been established within the Cadet Program. The descending order of cadet rank in the Department shall be as follows:

- ❖ Cadet Chief (COC)
- ❖ Cadet Commander (Cmdr.)
- ❖ Cadet Captain (Capt.)
- ❖ Cadet Lieutenant (Lt.)
- ❖ Cadet Sergeant (Sgt.)
- ❖ Cadet III (C-3)
- ❖ Cadet II (C-2)
- ❖ Cadet I (C-1)

130.15. AUTHORITY OF RANK. The authority of rank delegated to Cadet Program youth participants is limited to peer-mentoring and modeling of desired behavior. This authority shall be exercised with the utmost discretion and YSOs shall not delegate their supervisory responsibilities to cadets, regardless of age or rank, for any reason. Cadets shall avoid giving

direct orders to other cadets but may provide direction and guidance to other cadets with the express permission and only under the supervision of their YSO(s) or cadet advisors.

130.20. CADET PROGRAM ORGANIZATION. The basic unit of the Department's Police Cadet Program is the Cadet Post. Each geographic Area shall sponsor a cadet post. Any major unit of the Department may also sponsor a cadet post with the approval of the Commanding Officer, Community Engagement Group.

130.25. COMMUNITY RELATIONS UNITS. Each Area's Community Relations Unit is responsible for the Area's Cadet Program. Each Community Relations Unit supervisor shall supervise the Youth Services Officers assigned to serve as the Cadet Post Advisors. Generally, officers assigned as Cadet Post Advisors should not be assigned to primarily oversee any other youth program sponsored by the Department, except in a supporting role. Furthermore, Cadet Post Advisors should not be routinely assigned duties unrelated to their primary Cadet Program-related functions and only when deemed necessary per their respective Area/divisional commanding officer (e.g., tactical alerts).

130.30. CADET POST ORGANIZATION. A cadet post shall be divided into platoons. A post may be divided into as many platoons as deemed necessary for the orderly management of cadet post activities. Platoons will consist of two to four squads with a cadet lieutenant designated as platoon leader. A squad will be composed of five to ten cadets with a cadet sergeant designated as squad leader. Platoons will be numbered "1st Platoon, 2nd Platoon, 3rd Platoon," etc., and squads will be numbered, "1st Squad, 2nd Squad, 3rd Squad," etc.

140. CHIEF OF POLICE

140.05. EXECUTIVE AUTHORITY. The Chief of Police shall be the final authority on all matters pertaining to the Department's Police Cadet Program.

145. COMMUNITY ENGAGEMENT GROUP

145.05. REVIEWING AUTHORITY. The Commanding Officer, Community Engagement Group, is the reviewing officer on all matters within the jurisdiction of the Department's Police Cadet Program.

145.20. COMMUNITY ENGAGEMENT GROUP-LINE COMMAND. The Commanding Officer, Community Engagement Group, exercises line command over the operations of the Youth Programs Unit.

145.25. DEPARTMENT YOUTH PROGRAMS COORDINATOR. The Commanding Officer, Community Engagement Group, is the Department's Youth Programs Coordinator. The Youth Programs Coordinator has the following responsibilities:

- ❖ Functional supervision of all Department-sponsored youth programs;
- ❖ Final approval of all overnight cadet trips;
- ❖ Review on all matters within the jurisdiction of the Department's Police Cadet Program;
- ❖ Approving cadet fund expenditure requests exceeding \$5,000.00; and,
- ❖ Resolving grievances filed by members of the Cadet Program when they are demoted in rank or terminated as the result of disciplinary action, and the grievance cannot be resolved at the Area/divisional level.

155. YOUTH PROGRAMS UNIT

155.05. YOUTH PROGRAMS UNIT – FUNCTIONS. The Officer- In-Charge (OIC) of the Youth Programs Unit is responsible for:

- ❖ Exercising day-to-day functional supervision over all Department personnel, including civilian volunteers participating in the Cadet Program, by providing information, training, and evaluation, in addition to auditing for proper implementation of program-related policies and procedures;
- ❖ Updating the Youth Programs Manual;
- ❖ Maintaining a database of current and former cadets;
- ❖ Developing Cadet Program promotional materials and opportunities;
- ❖ Coordination and line supervision of the Cadet Academy;
- ❖ Conducting a monthly Youth Services Officer Meeting;
- ❖ Coordinating Youth Services Officer training;
- ❖ Conducting regular and periodic inspections of cadet posts to identify best practices and risk management issues;

- ❖ Coordinating activities involving Cadet Posts from more than one geographic bureau; and,
- ❖ Other duties as required for the efficient operation of the Cadet Program.
Note: The level of coordination will depend upon the nature and complexity of the event. Coordination may vary from providing information and liaising between Cadet Program personnel and event sponsors, to actual deployment and line supervision of Cadet Program personnel assigned to work an event. The level of coordination required at specific events will be decided by the OIC, Youth Programs Unit.

160. GEOGRAPHIC AREAS

160.05. GEOGRAPHIC AREA- FUNCTIONS. Per Special Order No. 23, dated August 31, 2010, Police Explorer Program – Deactivated; and Police Cadet Program – Established, the Cadet Program is defined as a Department entity and non-profit organization. Each geographic Area shall sponsor a Police Cadet Post.

160.10. COMMANDING OFFICER. Area commanding officers shall exercise line control over cadet activities at their respective Areas and must ensure that activities conform to Department policies. Area commanding officers shall appoint two sworn Youth Services Officers, one male and one female, to serve as Cadet Post Advisors. An Area commanding officer may delegate as much authority as is necessary to the assigned Youth Services Officers for the efficient administration of cadet activities; however, accountability for Area cadet activities may not be delegated. Experience has shown that a cadet post must have the full support of their Area commanding officer to be successful. Area commanding officers must ensure that:

- ❖ Qualified full-duty officers are selected to serve as Cadet Post Advisors;
- ❖ An appropriate and safe environment is maintained for Cadet Program activities;
- ❖ Adequate Department resources are made available to the Cadet Program. These resources must reasonably include, but are not limited to personnel, transportation, communication equipment and access to facilities;
- ❖ Cadet ride-alongs are conducted per existing Department policy;
- ❖ Cadet Program financial needs are supported by Area booster organizations;
- ❖ Area personnel actively support Cadet Program activities and objectives;

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- ❖ The Area establishes yearly Cadet Program goals that are based upon the program's functional objectives;
- ❖ Activity Reports, Receipts and Disbursements Reports, and/or monthly P-Card statements are properly completed and disseminated in a timely manner; and,
- ❖ The personnel files of current and former cadets assigned to the Area's Cadet Post are maintained.

Note: Cadet personnel files shall be maintained until the cadet turns 25 years of age. At that time, the files shall be purged and forwarded for retention per existing Department policy.

160.15. AREA COMMUNITY RELATIONS UNIT. The Area Community Relations Unit is responsible for the operation of Area cadet posts. The Officer-in-Charge, Area Community Relations Unit, under the direction of the Area commanding officer, shall supervise the Cadet Post Advisors and ensure the Area cadet post operates in conformance to Department guidelines.

Exception: If a bureau, group, Area, or division does not have a Community Relations Unit but has a police cadet post, the commanding officer shall designate a supervisor to perform the responsibilities of the Community Relations Unit.

160.20. CADET POST ADVISOR SELECTION. Each Area Commanding Officer shall appoint two sworn Youth Services Officers, one male and one female, to serve as Cadet Post Advisors. The success of a cadet post rests largely upon the Youth Services Officers (YSO) selected to serve as Cadet Post Advisors. A Cadet Post Advisor should:

- ❖ Be an experienced and dedicated police officer;
- ❖ Have a desire to work with, develop, mentor, and guide youth;
- ❖ Have a desire to teach others; and,
- ❖ Understand and be willing to accept the responsibilities inherent in the Cadet Post Advisor position, to include responsibilities related to the effective delivery of the Cadet Leadership Academy.

Area commanding officers should consider the following when selecting a YSO to serve as a Police Cadet Post Advisor:

- ❖ Maturity;

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- ❖ Work history, to include community engagement efforts;
- ❖ Administrative, oral, and written communication skills;
- ❖ Responsiveness;
- ❖ Commitment to the Department and its youth programs;
- ❖ Duty Status, (full duty status is required due to the physical activities required for the program, in addition to the need to ensure the safety of youth participants during transport and while engaged in off-site activities); and,
- ❖ Bilingual skills to fit the demographics of the assigned geographic Area.

Generally, employees participating in Area/divisional cadet activities should not be assigned to primarily oversee any other Department-sponsored youth programs, except in a supporting role. Furthermore, YSOs serving as Cadet Post Advisors should not be routinely assigned duties unrelated to their primary Cadet Program-related functions and only when deemed necessary per their respective Area/divisional commanding officer.

Employees who are transferred while participating in Area/divisional cadet operations shall be permitted to continue their participation in the Area/division of sponsorship until an adequate replacement is found, except in exigent circumstances.

160.25. CADET POST ADVISOR. Cadet Post Advisors are responsible for Cadet Program operations at the Area/divisional level. Post Advisors shall:

- ❖ Establish a planned program of activities that allows cadets to gain practical experience in law enforcement operations;
- ❖ Develop activities based upon the Cadet Program's functional objectives;
- ❖ Maintain cadet personnel packages and rosters;
- ❖ Manage the Area cadet fund account in accordance with non-budgetary fund procedures delineated in the Department Manual, Volume 3/350, and its subsections;
- ❖ Complete application packages for cadet candidates;
- ❖ Ensure adult volunteers are registered with the City Volunteer Program;
- ❖ Plan and supervise cadet post meetings;

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- ❖ Plan and supervise cadet trips and details;
- ❖ Ensure that cadets have adequate Department supervision and protection during all activities;
- ❖ Liaise with local schools, clergy, and community groups to promote the Cadet Program and encourage recruitment;
- ❖ Provide program-related information to Area/divisional personnel, through training sessions, meetings, roll calls, etc.;
- ❖ Develop and implement fund-raising strategies to finance cadet activities;
- ❖ Complete and submit the following monthly reports:
 - Cadet Activity Report, Form 1.76 (Due by the 5th day of the month).
 - Cadet resignation or termination forms.
 - Active Cadet quarterly updates.
 - Receipts and Disbursements Report, Form 15.47 (Due by the 20th day of the month).
 - Special Purchasing Card Payment Record.
- ❖ Perform duties relative to the management of the Cadet Leadership Academy, if required;
- ❖ Complete an annual inventory of all property, equipment, and materials that are owned possessed, or acquired by the cadet post;
- ❖ Provide safe transportation of cadets to and from cadet related activities, events, and details;
- ❖ Perform any other required tasks that ensure the success of the Cadet Program; and,
- ❖ Ensure all field equipment is carried at all times while on duty.

160.30. ASSOCIATE POST ADVISORS. Each post may have one or more Associate Post Advisors. Associate Advisors may be sworn, civilian, reserve, or volunteer personnel. Associate post advisor appointees shall follow the guidelines delineated in section 2/105.20 of the Youth Programs Manual.

Note: YSO's spouses, YSO's relatives, or any person romantically involved with any of the participants in the Cadet Program shall not be appointed as associate advisors or act as chaperones on trips.

160.35. ASSOCIATE POST ADVISOR DUTIES. Associate Post Advisors shall assist the cadet post advisor with cadet post-related duties. The associate advisor may assume the responsibilities of the cadet post advisor during the primary advisor's absence; however, an associate advisor must be 23 years of age and above to assume supervisory responsibilities of youth participants. Associate advisors under the age of 23 can only function in a supporting role.

170. CADET RANKS

170.05. CADET CHIEF. A Cadet Chief (chief) is the highest-ranking cadet for the Los Angeles Police Cadet Program. The cadet chief assists with the overall operation of the posts under the direction of the Youth Programs Unit. The chief is the liaison between all cadets, the Commanding Officer, Community Engagement Group, and the Youth Programs Unit (YPU). The chief will remain assigned to his or her cadet post; however, the chief will maintain lines of communication with YPU and respond to all YPU requests to effectively deliver information to all subordinate cadets and/or perform Citywide cadet-related duties. The chief provides guidance and support to all cadets in addition to modeling desired behavior for all cadets. To qualify for the Cadet Chief rank, the applicant must be at a minimum a junior in high school and hold the rank of Cadet Captain or Cadet Commander. The cadet chief will be evaluated on a yearly basis.

170.10. CADET COMMANDER. A cadet commander is the liaison between the cadet chief and the cadet captains. Each cadet commander will represent a bureau and provide guidance and support to all cadets assigned to their respective bureau. All commanders will remain assigned to their respective cadet post; however, commanders will maintain lines of communication with YPU and respond to all YPU requests to effectively deliver information to cadets within a bureau and/or perform Citywide cadet-related duties. In order to qualify for the Cadet Commander rank, cadets must be at a minimum a sophomore in high school and hold the rank of Cadet Lieutenant or above. Cadet commanders will be evaluated on a yearly basis.

170.15. CADET CAPTAIN. The cadet captain provides guidance and support to all cadets assigned to the Area's Cadet Post and is responsible for the overall operation of the post under the direction and supervision of the cadet post advisor. The cadet captain assists with facilitating post meetings and with the assistance of a junior post officer, plans all post activities with the cadet post advisor(s) providing guidance and assistance as required. The cadet captain shall regularly report the operational status of the post to the cadet post advisor.

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170.20. CADET LIEUTENANT. A cadet lieutenant is a platoon leader. Under the guidance of the cadet captain, and under the supervision of the cadet post advisor, the lieutenant provides assistance to cadets assigned to a platoon or post function.

170.25. CADET SERGEANT. A cadet sergeant is a squad leader. A cadet sergeant is responsible for mentoring to aid in the performance, competence, and appearance of those cadets under his or her guidance. A cadet sergeant may also be called upon to assist as a platoon leader.

170.30. CADET-III. A cadet-III is responsible for providing guidance and support to newly graduated probationary cadets within a squad. A cadet-III may also be assigned to assist a cadet sergeant with the effective performance of an assigned squad.

170.35. CADET-II. A cadet shall be designated cadet-II after graduation from the Cadet Leadership Academy and upon successful completion of the mandatory three-month probationary training period.

170.40. CADET-I. A cadet-I is a cadet who has graduated from the Cadet Leadership Academy and is in the mandatory three-month probationary training period.

170.45. RECRUIT CADET. Recruit cadets (recruits) are participants who have registered with the Department's Cadet Program, are actively involved in the Cadet Leadership Academy but have not graduated. Generally, recruits should not participate in any specialized functions (e.g., volunteer service duties, public speaking engagements) that require the presence of graduated cadets.

170.50. CADET LEADERSHIP TEAM. The Cadet Leadership Team (formerly referred to as the "Cadet Command Staff") is comprised of active cadets that have successfully earned the rank of "Cadet Commander" or "Cadet Chief." The primary purpose of the Cadet Leadership Team is to provide inspiration, guidance, and support to all cadets in addition to modeling desired cadet behavior. Further, the Cadet Leadership Team will regularly participate in major public events and public-speaking engagements offering the community a source of tangible proof of the success, benefits, and diversity related to our Cadet Program.

Note: The authority of rank delegated to Cadet Program youth participants is limited to peer-mentoring and modeling of desired behavior. This authority shall be exercised with the utmost discretion and Youth Services Officers (YSOs) shall not delegate their supervisory responsibilities to cadets, regardless of age or rank, for any reason. Regardless of their rank, cadets shall avoid giving direct orders to other cadets, but may provide direction and guidance to other cadets with the express permission and only under the supervision of their YSO(s) or cadet advisors (Youth Programs Manual Section 2/130.15).

Duties

The Cadet Leadership Team will assist in a variety of Cadet Program operations, commonly at the direction of the Youth Programs Unit (YPU). The cadet chief will serve as the liaison between all cadets, the Commanding Officer, Community Engagement Group, and YPU. Cadet commanders will serve as the liaison between the cadet chief and the cadet captains. Additionally, cadet commanders will provide guidance and support to all cadets assigned to their respective bureau.

Cadet Leadership Team members will remain assigned to their respective cadet posts and responsive to the needs of and direction provided by their primary YSOs; however, all team members will maintain lines of communication with YPU and respond to all YPU requests to effectively deliver information to all subordinate cadets and/or perform Citywide cadet-related duties at major events. Examples of major events in which Cadet Leadership Team members are expected to attend and participate include, but are not limited to the following:

- Parent Academy Orientation;
- Martin Luther King Jr. Day Breakfast;
- Women's Conference;
- True Blue Gala;
- News conference requests and interviews;
- Citywide cadet social and recreational events;
- Office of the Mayor requests;
- Chief of Police requests;
- Requests from other City entities;
- VIP visits;
- Cadet Graduation;
- Cadet Leadership Academy helper duties (at least one Academy session per month); and,
- Cadet promotional exams.

Note: Cadet Leadership Team member participation in the above-listed activities is critical to program success; thus, these activities supersede all other cadet-related activities.

Cadet Leadership Team Uniform Items

See Youth Programs Manual Section 2/665.30 and 2/665.35.

Requirements to Apply

Cadets may only apply to the Cadet Leadership Team if they are in good standing and meet the time-in-grade prerequisites for each promotional step (See Youth Programs Manual Section

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2/210.50). Further, Cadet Leadership Team applicants must meet the following requirements upon applying:

- Applicants shall be active members of their respective cadet posts and participate in regular post meetings and volunteer service details;
- Applicants must have at least two years of active participation in the Cadet Program;
- Applicants shall participate in a promotional examination consisting of two parts, written and oral, and receive a final score that qualifies them for promotion;
- Applicants shall be at a minimum a sophomore in high school;
- Applicants must possess a minimum 3.0 cumulative GPA;
- Applicants must hold the rank of Cadet Lieutenant or above and have held that rank for a minimum of six months;

Note: Applicants applying for the position of Cadet Chief shall have at minimum achieved the rank of Cadet Captain and have held that rank for a minimum of six months.

- Applicants must maintain a flexible schedule; and,
- Applicants must have reliable transportation (personal vehicle, bus, or train pass, etc.).

Cadet Leadership Team members will be evaluated bi-annually; however, the Cadet Chief will be evaluated annually. The Cadet Chief will serve a one-year term with a maximum two-year limit. Selections and evaluations, to include removals from the Cadet Leadership Team, will involve a collaborative process between primary cadet post YSOs (to include their respective command) and the YPU staff. Further, Cadet Leadership Team members who fail to meet the duties or expectations of the position, or violate any Cadet Program Rule of Conduct will be subject to the disciplinary procedures contained in Youth Programs Manual Section 2/810.

Items Required to Apply

Applicants must submit the following items at the time of applying:

- Applicants must provide proof of grades;
- Applicants must complete a standardized YPU-developed essay;
- Applicants must obtain a letter of recommendation from their YSO, which contains both YSOs' signatures (in the absence of one YSO, a Community Relations Office supervisor's signature is sufficient);
- Applicants must obtain a letter of recommendation from a teacher, employer, or clergy member;
- Applicants must provide a photograph in cadet uniform; and,

- Applicants must complete a 15.88 that is proofread and finalized with the assistance of their respective YSO(s).

Note: When completing the 15.88, applicants should be diligent in listing the special skills and knowledge they possess that would be of special interest to staff when making Cadet Leadership Team selections.

Cadet Leadership Team Expectations

- Cadet Leadership Team members (members) will function as direct and positive liaisons between the LAPD and the community, raising awareness of the Cadet Program's many benefits for the City's youth, along with its availability to all community members;
- Members shall make every effort to participate in all major Cadet Program events, as well as any special events at the request of YPU;
- Members shall not miss more than a total of three major events throughout the year. A member that misses more than three major events may be subject to removal from Cadet Leadership Team, to include demotion in rank;
- Members are responsible for providing their primary YSOs and YPU with current contact information and shall respond within 24 hours to all YPU-generated requests;
- Members must display the visible standard of appearance and behavior for all LAPD Cadets, thus a professional appearance and demeanor is required at all times;
- Members must attend the Cadet Leadership Academy and offer their assistance to all YPU staff, and other sworn and civilian staff present;
- Members shall adhere to all Cadet Helper Guidelines while performing their duties related to the Cadet Leadership Academy;
- Members are prohibited from administering discipline to any youth programs participant; and,
- Members shall strictly adhere to the Cadet Program rules guiding program participant conduct and found in Youth Programs Manual Sections 1/105, 2/805.55, 2/805.60, and 2/805.65.

170.55 CADET AMBASSADOR PROGRAM. The Cadet Ambassador Program (Ambassador Program) provides active cadets with increased opportunities to develop leadership skills, broaden their understanding of the policing vocation, and engage in community service-related projects that illustrate the role cadets can play as community leaders with the power to impact public safety in their respective neighborhoods. Active cadets who earn the "Cadet Ambassador" title will serve as Department youth representatives tasked with building relationships and strengthening community trust within their respective communities. Through their service, Cadet Ambassadors will provide tangible proof of the Cadet Program's

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commitment to community stewardship while raising awareness of the Department's varied youth programs available to all community members.

Note: The authority of rank delegated to Cadet Program youth participants is limited to peer-mentoring and modeling of desired behavior. This authority shall be exercised with the utmost discretion and Youth Services Officers (YSOs) shall not delegate their supervisory responsibilities to cadets, regardless of age or rank, for any reason. Cadets shall avoid giving direct orders to other cadets but may provide direction and guidance to other cadets with the express permission and only under the supervision of their YSO(s) or cadet advisors (Youth Programs Manual Section 2/130.15).

Active cadets selected to the Ambassador position will participate in specialized training that emphasizes the importance of community policing and encourages the development of leadership and public speaking skills, teamwork, and self-confidence. Area/divisional cadet posts shall select two cadets to assume the role of Cadet Ambassador and all efforts should be made to fill the Cadet Ambassador positions with one male and one female cadet. Depending on Area/divisional needs, more than two cadets may be selected to the Cadet Ambassador Program only upon receiving authorization from the Youth Programs Unit (YPU).

Cadet Ambassadors will serve a one-year term with a maximum two-year limit. Incumbents will be evaluated annually and may remain in the Cadet Ambassador position for up to three months beyond the one-year term in order to identify qualified replacements, unless chosen to serve a second term. Cadet Ambassador selections and monitoring will be completed at the Area/divisional level and should involve a collaborative process between Area/divisional YSOs, Community Relations Unit staff (to include unit supervisors), and commanding officers. The Youth Programs Unit shall be notified of all Cadet Ambassador selections and any subsequent changes.

Cadet Ambassador vacancies shall be filled as soon as practical. The YPU will coordinate an initial Cadet Ambassador training course which will be provided bi-annually or as necessary based on Cadet Ambassador Program turnover. Cadets placed in vacant Ambassador positions may carry out all Ambassador-related duties (monitored closely by their YSOs) but may not display any Ambassador insignias and/or the name plate attachment bar until participating in the above-mentioned training course. Further, cadets selected as Ambassadors who fail to meet the duties or expectations of the position, or violate any Cadet Program Rule of Conduct will be subject to the disciplinary procedures contained in Youth Programs Manual Section 2/810.

Note: Cadets shall not be arbitrarily promoted under any circumstances.

Duties

The Cadet Ambassador Program promotes relationship building between Department personnel (both sworn and civilian), active cadets, and the community. Cadet Ambassadors will function as community representatives of the Cadet Program and in this capacity, will raise community awareness of all youth programs available in their respective communities. Cadet Ambassadors will remain assigned to their respective cadet posts and responsive to the needs of and direction provided by their primary YSOs; however, Cadet Ambassadors will assist in a variety of Community Relations Unit operations, supporting commanding officers' community engagement efforts in addition to gaining practical law enforcement-related experience while assisting Senior Lead Officers (SLOs).

Additionally, Cadet Ambassadors will be invited to support Cadet Leadership Team members in the performance of Citywide cadet-related duties at major events. Examples of major events in which Cadet Ambassadors may be invited to attend and participate include, but are not limited to the following:

- Parent Academy Orientation;
- Martin Luther King Jr. Day Breakfast;
- Women's Conference;
- True Blue Gala;
- News conference requests and interviews;
- Citywide cadet social and recreational events;
- Office of the Mayor requests;
- Chief of Police requests;
- Requests from other City entities;
- VIP visits;
- Cadet Graduation;
- Cadet Leadership Academy helper duties; and,
- Cadet promotional exams.

Requirements to Apply

The Cadet Ambassador Program is available to all cadets that have at a minimum achieved the rank of Cadet-III. Cadets of all ranks (Cadet Captains and below) can earn the "Ambassador" designation with the exception of members of the Cadet Leadership Team (Cadet Commanders and above). Cadet Ambassadors selected to the Cadet Leadership Team shall immediately vacate their Ambassador position in order to provide qualified applicants the opportunity to participate in the Ambassador Program.

Interested cadets may only apply to the Cadet Ambassador Program if they are in good standing with and display commitment to the Cadet Program. Further, Cadet Ambassador Program applicants must meet the following requirements upon applying:

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- Applicants shall be active members of their respective cadet posts and participate in regular post meetings and volunteer service details;
- Although age is not a disqualifier, applicants must display exceptional maturity, self-awareness, and self-control;
- Applicants must possess a minimum 3.0 cumulative GPA;
- Applicants must maintain a flexible schedule;
- Applicants must display commitment and responsiveness to meeting the requests of their YSOs; and,
- Applicants must display a willingness to support the community-policing strategies at their respective Area/division.

Note: Cadet-IIs may apply to the Cadet Ambassador Program if they have been a Cadet-II for a minimum of six months; however, applicants at the rank of Cadet-II shall participate in the Cadet-III written promotional examination and receive a final score of 70 percent or better to qualify for the Ambassador designation and its associated rank insignia. A special promotional exam can be administered, outside of scheduled promotional exam dates, only through coordination with YPU to accommodate eligible Cadet-II applicants.

Items Required to Apply

Applicants must submit the following items at the time of applying:

- Applicants must provide proof of grades;
- Applicants must complete a standardized YPU-developed essay;
- Applicants must obtain a letter of recommendation from at least one YSO at their respective Area/division; and,
- Applicants must complete a Transfer Applicant Data Sheet, Form 15.88, that is proofread and finalized with the assistance of their respective YSO(s).

Note: When completing the Form 15.88, applicants should be diligent in listing the special skills and knowledge they possess that would be of special interest to staff when making Cadet Ambassador selections.

Cadet Ambassador Uniform Items

All Cadet Ambassadors will receive an “Ambassador” name plate attachment bar and are required to affix the bar to their primary name plate. Cadet-IIs and Cadet-IIIs selected as Cadet Ambassadors will receive the Cadet Ambassador chevrons (two stripes with a star below). This rank insignia shall be centered on each sleeve of the uniform shirt. The top point of the chevrons shall be placed ¼ inch below the bottom point of the cadet shoulder patch. All other cadets that have the rank of Cadet Sergeant and above will maintain their rank insignia and will only be required to display the “Ambassador” name plate attachment bar.

Note: Upon completion of their one year term as Cadet Ambassadors, cadets will return to the rank of Cadet-III if at the time of their selection they possessed the rank of Cadet-II or Cadet-III. Of course, if a Cadet Ambassador receives a promotion to Cadet Sergeant (and above), during his or her one year term, then he or she would maintain the most recent rank earned and would only relinquish the Ambassador designation.

Cadet Ambassador Expectations

- Cadet Ambassadors will function as direct and positive liaisons between the LAPD and the community;
- Cadet Ambassadors will raise community awareness of Department-sponsored youth programs and their many benefits for the City's youth, along with their availability to all community members;
- Cadet Ambassadors are responsible for providing their primary YSOs and Community Relations Unit staff with their current contact information and shall respond within 24 hours to all requests;
- Cadet Ambassadors must display the visible standard of appearance and behavior for all LAPD Cadets, thus a professional appearance and demeanor is required at all times;
- Cadet Ambassadors are prohibited from administering discipline to any youth programs participant; and,
- Cadet Ambassadors shall strictly adhere to the Cadet Program rules guiding program participant conduct and found in Youth Programs Manual Sections 1/105, 2/805.55, 2/805.60, and 2/805.65.

175. CADET LEADERSHIP ACADEMY

175.05. YOUTH PROGRAMS UNIT-RESPONSIBILITIES. The Youth Programs Unit, Community Engagement Group, is responsible for the overall coordination and line supervision of the Department's Cadet Leadership Academy (Cadet Academy). The responsibilities include:

- ❖ Coordination of training facilities;
- ❖ Development of the Cadet Academy curriculum;
- ❖ Selection of cadet helper staff members;
- ❖ Scheduling of instructors;
- ❖ Instruction of assigned classes;
- ❖ Development of Academy examinations;

- ❖ Supervision of all Cadet Academy activities; and,
- ❖ Coordination of graduation ceremonies.

175.10. PLATOON. During Cadet Academy training, recruits are organized into platoons and depending on the size of the class and the resources available, platoons can range in size from 20-50 recruits. Platoons will be composed of a mixture of recruits from throughout the City to expand each recruit's peer network and generate increased connectivity among community members from different areas of the City.

175.15. PLATOON LEADER. A Platoon Leader is a temporary position given to an Area/divisional Youth Services Officer (YSO) by the Youth Programs Unit. Two YSOs shall be assigned as the platoon leaders of each platoon and all efforts shall be made to ensure that each platoon is equipped with a male and female platoon leader. The YSOs assigned as platoon leaders are responsible for the development of the recruits assigned to their platoon, as well as the overall supervision and safety of their platoon members while participating in the Cadet Academy.

175.20. DISCIPLINARY PROCEDURES AT CADET LEADERSHIP ACADEMY. The following are guidelines for the discipline and correction of recruits at the Academy. Other than scheduled physical training sessions, physical training shall not be used as a corrective measure for individuals or groups. It is the expectation of YPU that Academy participants be corrected in a manner that is uplifting and beneficial to the individual in question, as well as to the group to which that individual belongs (cadet post or platoon). Furthermore, under no circumstance shall a youth programs participant be disciplined by a fellow cadet or recruit (regardless of rank or age). All discipline and corrective measures related to youth programs participants shall be at the direction of an Officer, Reserve Officer, or Civilian Employee.

It is YPU's intent to hold all cadets and recruits to a high standard of personal conduct. It is the responsibility of all academy staff members to enforce that standard. Staff members are encouraged to correct any and all behavior that they observe to be detrimental to an individual participant, the Academy, or the Department. Instances of misbehavior should be addressed through meaningful discussion and explanation as far as is practical. In the event a recruit (to include cadet helper staff) does not respond to constructive correction, the recruit shall be brought to the Academy Command Post (CP) where the following process will take place:

Step One

The recruit will participate in a sit-down conference with his or her platoon leader, his or her YSO, and an Academy supervisor. During the conference, it shall be made clear to the recruit how his or her actions or behavior violated Academy expectations.

After the meeting, the recruit shall complete a 15.07.00 addressed to the Academy supervisor acknowledging his or her wrongdoing, explaining how it negatively affects the Academy experience, and detailing steps to ensure the negative behavior ceases. The 15.07.00 shall be signed by the recruit and a parent or guardian in recognition of his or her commitment to change future behavior. The 15.07.00 shall be submitted to the CP the following Saturday.

Step Two

In the event the recruit continues to exhibit the same or additional disruptive or inappropriate behavior, the CP shall be notified and an Academy supervisor will telephonically contact the recruit's parent or guardian to inform him or her of the recruit's violation of the written agreement. At this time, it will be the responsibility of the Academy supervisor to inform the parent or guardian that the recruit will be removed from the program if the action or behavior continues.

Step Three

Upon a third occurrence, the CP should be notified and the recruit shall be directed to the CP. An Academy supervisor will contact the recruit's parent or guardian and request immediate pick-up of the recruit due to the recruit's removal from Academy participation.

175.25. PHYSICAL TRAINING AT THE CADET LEADERSHIP ACADEMY.

The Cadet Program is committed to enhancing the lives and well-being of the young people participating in the program. At its core, the Program is designed to inspire leadership, motivation, and confidence, as well as improve both the physical and mental health of all participants. An essential component of the Cadet Program is physical fitness and nutrition. In an effort to ensure the safety and security of all participants and officers, the below-listed exercises are approved for routine use at the Cadet Leadership Academy and can be incorporated into cadet post programming. Prior to engaging in any of the following activities, cadets and recruits should receive adequate instruction related to the proper way each exercise should be performed:

- ❖ Push-ups;
- ❖ Sit-ups;
- ❖ Burpies;
- ❖ Running/Jogging in Place;
- ❖ Invisible Chair (Squatting Exercises);
- ❖ Jumping Jacks (to include Side Saddle Hops);

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- ❖ Side Steps (to include Skaters);
- ❖ Team Relay Races;
- ❖ Stationary Stair Climbs;
- ❖ Planks (to include Bridges);
- ❖ Leg Lifts;
- ❖ Lunges;
- ❖ Running/Jogging; and,
- ❖ Pull-ups.

All physical fitness should begin with a minimum of 10 minutes of stretching and end with five minutes of post-workout stretching to minimize potential injuries. Similarly, after the initial stretching period, no physical training or fitness activity shall last longer than 30 minutes without a sufficient break. All participants are expected to try their best during exercises, but at no time are they to be instructed or encouraged to push themselves beyond what is reasonable or practical. All participants should be continuously monitored for signs of physical distress and provided ample rest periods and water breaks throughout the training periods.

Note: Under no circumstance shall physical exercise be used as a form of punishment.

CHAPTER 2

CADET PROGRAM: MANAGEMENT PROCEDURES

205. SUPERVISION

205.05. SUPERVISION OF CADET ACTIVITIES. A responsible adult (23 years of age or older) shall supervise all cadet activities. Normally, Cadet Advisors or Department personnel who regularly participate in cadet functions should supervise activities. However, it is permissible for other Department employees to supervise cadet activities provided the following:

- ❖ The employee is aware of what activities are appropriate for cadets;
- ❖ The activity falls within the scope of the employee's work responsibilities and expertise;
- ❖ The employee is trustworthy; and,
- ❖ The Area/divisional commanding officer or the Officer-in-Charge (OIC), Area Community Relations Unit, approves of the employee's participation.

Cadet Post Advisors shall make appropriate inquiries, notifications, and arrangements to ensure cadet safety at all activities. Area/divisional Community Relations Unit supervisors shall be aware of and authorize all cadet activities.

Note: Cadets are never allowed to supervise cadet-related activities, in the absence of a YSO or associate post advisor (age 23 and above). Youth Services Officers and adult associate post advisors are prohibited from delegating their supervisory responsibilities to any cadet, regardless of age, maturity level, rank, or tenure.

205.10. SPAN OF CONTROL. Refer to Section 1/300 of the Youth Programs Manual.

205.15. SUPERVISION OF CADET OVERNIGHT TRIPS. Cadet overnight outings shall be supervised by at least two adult leaders and an Area/divisional supervisor (e.g., Detective Supervisor, Sergeant, or Lieutenant). At least one of the adult leaders shall be of the same sex as the cadets attending the outing. Thus, if male and female cadets are attending an outing, one male and one female adult leader must supervise the trip.

The ideal supervisor span of control for cadet overnight trips is one adult advisor or YSO to no more than ten cadets of the same sex. It is recognized that not all overnight trips will encompass this ratio; i.e. one male and one female YSO supervising 11 males and 9 female cadets. Any variation outside of this ratio will require the submission of an Intradepartmental

Correspondence, Form 15.02.00, to the Area/divisional Commanding Officer. Deviation from the accepted span of control will be at the discretion of the Area/divisional Commanding Officer.

If two Areas agree to conduct a joint overnight outing, one sworn supervisor at the rank of Sergeant I or higher, is required for the two Areas. Furthermore, the two Areas on the joint overnight outing shall have the same lodging as the overseeing supervisor. The supervisor shall supervise no more than four adult leaders and a maximum of 40 Cadets. This supervisor's gender shall not be used to compensate for shortages of that gender in the adult leader category, nor may he or she be counted as a supervisor and an adult leader. This supervisor shall be compensated in the same manner as the cadet post advisors.

Cadet advisors are either on-duty or subject to recall 24 hours per day. As such, having family members, domestic partners or friends of cadet advisors or the assigned supervisor participate in such outings is strictly prohibited.

205.20. DELEGATION OF DUTIES. Cadet post advisors and cadets of rank may delegate appropriate portions of their responsibilities to their subordinates; however, they will still be held ultimately responsible and accountable for all delegated duties. Under no circumstance shall YSOs or any post advisor delegating their responsibility to supervise cadet-related activities to any cadet, regardless of age, maturity level, rank, or tenure.

205.25. RECOGNITION OF COMMAND. In the normal performance of routine duties, or at the scene of an incident, cadets shall recognize and respect the position of the person in charge by effectively and efficiently carrying out all lawful orders that may be issued by that person.

205.30. DETERMINATION OF SENIORITY AMONGST CADETS. Cadet seniority shall be determined by rank, then by seniority within rank. Cadet seniority is measured from each cadet's respective Cadet Academy start date.

205.35. TECHNIQUES OF SUPERVISION. Cadet post advisors must frequently issue orders and give directions in order to effectively perform Cadet Program operations. Issuing orders and directions must be done authoritatively and confidently to inspire an efficient and effective response from subordinates.

To promote the development of all cadets and to create a positive supervisor-subordinate relationship, cadet post advisors shall make use of positive disciplinary techniques such as the following:

Inspiration. The ideals and objectives of police service shall be developed and exemplified by the conduct and actions of Department employees in addition to the peer-mentoring and modeling of desired behavior by cadets of rank.

Explanation. Policies and objectives shall be presented to cadets in a manner that demonstrates thoughtful consideration of issues. Cadet post advisors shall adopt an attitude of guiding cadets through sound logic and clear thinking. Cadet post advisors should strive for willing cooperation from subordinates rather than cooperation through arbitrary orders and commands.

Encouragement. Cadet post advisors should be aware that positive reinforcement and recognition of good work are indispensable in a cadet's development. Advisors shall make certain that meritorious acts and accomplishments are rewarded through verbal encouragement, praise, or formal commendation.

Note: Cadet post advisors are encouraged to develop the above-listed leadership skills in more tenured cadets or cadets of rank; however, cadets are never allowed to assume the role of supervisor. Additionally, all peer-mentoring and guidance must occur only with express permission from and under the supervision of the cadet post advisor.

205.40. NEGATIVE DISCIPLINARY ACTION. Negative disciplinary procedures shall be used only after determining that the correction of poor conduct or performance by positive means is not feasible or appropriate for the circumstances.

Note: All cadets of rank, regardless of age or rank, are prohibited from administering negative disciplinary action.

205.45. PERFORMANCE EVALUATIONS. Cadet post advisors are responsible for the review and analysis of the work accomplishments of cadets within the scope of their respective cadet posts. Such evaluations shall be based on continuous observation and inspection and shall take into consideration the quality of the cadet's work and those personal traits that are related to the cadet's performance and development.

210. GENERAL MANAGEMENT PROCEDURES

210.05. ROLE OF THE CADET POST ADVISOR. Cadet Post Advisors are tasked with directly managing the day-to-day operations of their respective Area Cadet Posts. Advisors facilitate the growth and development of cadets and are often viewed as teachers, role models, and adult allies. The familiarity that may develop from such close contact with their role models can generate inappropriate feelings and desires in youth participants. Department personnel must be cognizant of this dynamic and ensure all contacts and interactions with youth participants shall remain professional in nature and strictly comply with applicable Department policies and procedures. Failure to do so is considered serious misconduct.

210.10. CADET POST ADVISOR-PRIMARY DUTY. Generally, Department employees primarily assigned to supervise Cadet Program activities should not be assigned to

any other Department- sponsored youth program or regularly given assignments which impacts their role as an advisor, except in exigent circumstances (e.g., tactical alerts) and only when deemed necessary per the Area/divisional commanding officer. Their role as cadet post advisors is their primary duty.

210.15. TRANSITION OF CADET ADVISOR. Employees who are transferred while participating in an Area/divisional cadet post shall be permitted to continue their participation in the Area/division of sponsorship until an adequate replacement is found, except in exigent circumstances. When a cadet post advisor is replaced, it is imperative the outgoing advisor be allotted a reasonable period of time to mentor the incoming advisor, in addition to preparing youth participants for the change. This serves to facilitate an effective transition in leadership and can facilitate increased retention of established youth participants.

210.20. RECRUITMENT. Area commanding officers and cadet advisors are primarily responsible for maintaining active, year-round Cadet Program recruitment. To obtain the highest caliber of candidates possible, it is essential that cadet advisors develop relationships with local schools, churches, and community-based organizations, as well as equip all Department personnel with relevant youth programs-related information. Cadet post advisors shall provide external partners in the community and Department personnel with updated Cadet Program-related information and encourage them to refer potential candidates. Further, recruitment strategies shall incorporate the Department's diversity goals.

210.25. CADET PROGRAM APPLICANT STANDARDS. Applicants to the Department's Cadet Program must meet the following requirements:

- ❖ Must be at least thirteen years of age and under eighteen of age;
- ❖ Have at least a "C" (2.0) grade point average on the most recent school report card;
- ❖ Have no criminal record of serious arrests or convictions (felony or high-grade misdemeanor);
- ❖ Have no record of repetitive negative contacts with law enforcement;
- ❖ Must not be affiliated with a gang or any other criminal group;
- ❖ Be free of any physical or psychological condition that limits full participation in the Cadet Program or that could jeopardize the safety of the applicant or anyone in the Program;
- ❖ Have written permission (Parental Waiver Form) from a parent or legal guardian allowing them to join the Cadet Program;

- ❖ Be willing to serve and fully participate in cadet activities;
- ❖ Be willing to accept and follow all procedures and regulations of the program; and,
- ❖ Possess the ability to complete a physical fitness qualification test.

Note: At times, a new applicant may not meet all the above-listed criteria; however, a Cadet Post advisor may feel strongly about a new applicant's entry into the program since the applicant displays maturity, exhibits a willingness to work hard, and/or is committed to improving their grade point average. In these cases, Cadet Post Advisors are expected to contact the Officer-in-Charge (OIC), YPU, to discuss the merits of the individual applicant, at which time the OIC, YPU will review the totality of circumstances and make a final determination regarding the applicant's suitability.

210.30. ADMISSION PROCEDURE. Upon receipt of an application for membership in the Cadet Program, the cadet post advisor shall:

- ❖ Conduct an entry interview with the applicant and his or her parent or legal guardian;
- ❖ Assist the applicant with completion of the Cadet Leadership Program Application Packet (available online or at cadet posts);
- ❖ Review the Medical Waiver and Release and Liability Waiver form with the applicant and his or her parent or legal guardian and obtain the required signatures;
- ❖ Review the Personal Health and Medical Record form with the applicant and his or her parent or legal guardian;
- ❖ Direct the applicant to take the Personal Health and Medical Record to a qualified physician and obtain a physical examination. The results of the examination must be documented on the Personal Health and Medical Record and signed by the physician;
- ❖ Conduct an investigation of the applicant's background;
- ❖ Construct a personnel folder for the applicant and include all of the above information.

Community Relations Unit supervisors shall ensure all records and reports are complete and accurate prior to forwarding the documentation to YPU.

210.35. CADET BACKGROUND INVESTIGATIONS. Cadets are entrusted to work in secure areas of Department facilities and may come in close proximity to Department equipment and records. As such, proper risk assessment of each applicant to the Cadet Program is essential to the safety of the public, the Department, and other cadets. Cadet advisors shall

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conduct a background investigation of every Cadet Program applicant to ensure suitability of membership. The investigation shall inquire into:

- ❖ School performance;
- ❖ Personal conduct;
- ❖ Employment history; and,
- ❖ Medical history.

Cadet advisors **shall not use** Department automated information resources to conduct cadet background investigations. Advisors shall directly contact agencies (schools, coaches, clergy, counselors, etc.) that may have information that could aid in determining a juvenile applicant's suitability for the Cadet Program.

Note: Upon reaching 18 years of age, active cadets shall retire from the Cadet Program and offered a clear transition into other Department-sponsored programs that provide a more "adult" experience (e.g., Volunteer Program, Reserve Program).

210.40. BASIC CADET TRAINING. Cadet candidates are required to successfully complete the Cadet Leadership Academy course of training. Community Engagement Group, Youth Programs Unit, shall determine the length of the Cadet Leadership Academy, which in its current state is a 15-week training course. The training courses shall include:

- ❖ Academic classes, lectures, and facilitated discussions related to the policing vocation that demonstrate the critical importance of positive police-community relationships in fulfillment of the Department's primary objective;
- ❖ Leadership, social, and life-skills development exercises;
- ❖ Physical fitness training; and,
- ❖ Military drill and ceremonies.

210.45. PROBATIONARY CADETS. Upon graduation from the Cadet Leadership Academy, cadets shall be placed on a three-month probationary training period. During probationary training, cadets should be exposed to a progressive schedule of activities designed to acquaint them with cadet activities and Department operations.

Probationary cadets should work under the guidance of a competent senior cadet and under the supervision of their respective cadet advisor. Probationary cadets shall be evaluated after their

three-month probationary period. At that time, recommendation for promotion to the rank of Cadet-II or continuation of probationary training will be made. Cadets who are continued on probationary training beyond the initial three-month period shall be evaluated every 30 days.

210.50. CADET PROMOTIONS. Advancement in rank shall be based upon competitive examinations. The examinations shall consist minimally of two parts, written and oral, each valued at one-half of the total score. Cadets may only participate in promotional examinations if they are in good standing in the Cadet Program and meet the time-in-grade prerequisites for each promotional step. The Cadet Program promotional time-in-grade requirements are as follows:

- ❖ **Cadet Chief.** Cadet Chief examinations shall be open only to cadets who have at a minimum achieved the rank of Cadet Captain and have held that rank for a minimum of six months. Further, applicants must have at least two years of active participation in the Cadet Program.
- ❖ **Cadet Commander.** Cadet Commander examinations shall be open only to cadets who have at minimum achieved the rank of Cadet Lieutenant and have held that rank for a minimum of six months. Further, applicants must have at least two years of active participation in the Cadet Program.
- ❖ **Cadet Captain.** Cadet Captain examinations shall be open only to cadets who have at minimum achieved the rank of Cadet Sergeant and have held that rank for a minimum of six months.
- ❖ **Cadet Lieutenant.** Cadet Lieutenant examinations shall be open only to cadets who at minimum achieved the rank of Cadet-III and have held that rank for a minimum of six months.
- ❖ **Cadet Sergeant.** Cadet Sergeant examinations shall be open only to cadets who have at least on year of active participation in the Cadet-II rank.
- ❖ **Cadet-III.** Cadet-III examinations shall be open only to cadets who have been a Cadet-II for a minimum of six months.

The written promotional examinations for each cadet rank shall be comprised of questions covering appropriate cadet-related topics. The examinations shall be developed and conducted by Community Engagement Group, Youth Programs Unit, at least twice a year. Cadets receiving a score of 70 percent or better may be scheduled for an oral interview.

Cadet promotional interviews shall be conducted at the Area level (with the exception of Cadet Chief and Cadet Commander level interviews which will be held in conjunction with YPU). The

interview board may be comprised of advisors, officers, and responsible adult community members outside the post, such as teachers, counselors, and community leaders. Cadets who do not receive a qualifying score on the written examination shall not be scheduled for a promotional interview.

The oral interview score shall be added to the written score and averaged. Seniority points shall be added to the overall score. Cadets may receive one-twelfth of a point per month of Cadet Program membership. A cadet must receive a final score of 70 percent or higher to qualify for promotion. Area/divisional cadet post advisors shall consider the combined score of the interview and written examination as a part of the selection process. Selections to advanced rank positions in the Cadet Program should take into consideration a candidate's overall standing in the program to include attendance, attitude, volunteer service hours, commitment, potential, and demonstrated leadership qualities.

Note: Cadets shall not be arbitrarily promoted under any circumstances.

210.55. VACANCIES IN CADET POST RANKS. When a cadet rank vacancy exists at a cadet post, the cadet advisor may assign a competent cadet from the nearest rank to the vacant position as the acting cadet of rank. Cadets assigned to acting positions shall have the duties commensurate with their acting rank but may not change their rank title or uniform rank insignia. All vacant positions of the cadet ranks shall be filled permanently as soon as practical.

210.60. CADET POST MEETINGS. Cadet post meetings shall be held weekly to effectively coordinate cadet activities. Attendance at cadet post meetings is mandatory for all cadets unless the post advisor, or his or her designee grants an exception.

210.65. REPORTING CADET PRESENCE AT DEPARTMENT FACILITIES. Cadet advisors shall maintain a sign-in and sign-out log for cadets to document their presence at Department facilities and functions. The log shall document the name, date, arrival and departure time, and purpose of the cadet's presence, to include the job/function performed. When an advisor is unavailable, the log shall be maintained in the Area Community Relations Unit, or the Area Watch Commander's Office; however, all cadet activities must be supervised by a cadet advisor, associate advisor (23 years of age and above), or a suitable backup employee designated by the Area/divisional commanding officer. Cadets who visit Department facilities other than their assigned Area/division shall telephonically notify their cadet post advisor and sign in at that location.

210.70. ACTIVE CADET ROSTERS. Each cadet post shall maintain a roster of active cadets. Active cadet rosters shall include, at a minimum, the participant's name, phone number, address, date of birth, school name and grade level, gender, emergency contact information, and rank of every member of the cadet post, with long-term leaves of absences noted. Cadet rosters

shall be updated each month and maintained in a secure location. In addition, cadet posts shall provide YPU with quarterly active cadet updates.

Note: In order to maintain “Active Status” and gain access to all the mentoring, privileges, and benefits of being an LAPD Cadet, cadets are expected to participate in either one cadet post meeting or one Department-sponsored volunteer assignment in a one month period. Failure to fulfill this responsibility deems a cadet inactive and may be interpreted as an implied resignation from the program. Cadets are expected to communicate any long-term absences to their YSOs, and it is the responsibility of YSOs, through collaboration with their respective supervisors, to grant leaves of absences or determine the active status of a cadet.

210.75. VOLUNTEERS. Cadet advisors shall be responsible for ensuring that civilian volunteers who assist with Cadet Program activities are properly processed and registered with the Department’s Volunteer Program. The cadet advisor shall coordinate with the Area Volunteer Coordinator to record the hours donated, for inclusion into the volunteer’s time keeping record and make certain that the volunteer has completed the required application and has been cleared, via the Mayor’s Office, for participation as a volunteer in the youth program.

210.80. ACCIDENTAL INJURY INSURANCE. The Mayor’s Volunteer Corps provides limited accidental death, dismemberment, and accident medical insurance for all City Volunteers through One Beacon Insurance. This specialty insurance coverage provides protection for individuals who volunteer their time in service to the City and applies only if the volunteer has no insurance available, or it acts as a supplemental insurance to any other insurance available to the volunteer at the time of an incident requiring medical treatment. Further, this coverage protects cadets (and recruits) against certain injuries resulting from a covered accident sustained while performing their duties in the scope of an authorized volunteer assignment, or during volunteer training sessions and under the direction of the City (acting through its Police Department), subject to certain limitations.

Note: Medical expenses related to the following are not covered: any pre-existing conditions; and any injuries sustained during extracurricular or recreational activities such as off-site field trips, picnics, dances, banquets, etc.

210.85. CADET TRIPS AND OVERNIGHT OUTINGS. Please refer to the Youth Programs Manual, Section 1/200.

215. LAW ENFORCEMENT OPERATIONS

215.05. NON-HAZARDOUS DUTY. Cadets shall not be assigned duties that place them in situations where their safety is obviously jeopardized. Department personnel

supervising cadet activities shall continually assess the current situation and environment to ensure they are appropriate for cadet participation. When a situation or location becomes unsafe for continued cadet involvement, the supervising personnel shall take measures to protect the cadets and if necessary remove them from the situation.

215.10. CADET INVOLVEMENT IN FIELD OPERATIONS. The Cadet Program provides exposure to law enforcement careers through direct, non-hazardous work experience. Cadets shall be provided with meaningful opportunities to assist Department field activities in those capacities that do not jeopardize the objectives of the operation or unduly expose the cadet to danger.

215.15. USE OF CADETS DURING UNUSUAL OCCURRENCES AND MOBILIZATIONS. Unusual occurrences, mobilizations, and disasters greatly tax the personnel resources of the Department. During such events, cadets can be deployed to perform many vital tasks; thus, alleviating Department personnel for other assignments. The use of cadets during unusual occurrences, mobilizations, and disasters should be evaluated on a case-by-case basis. Cadet posts shall maintain a mobilization plan to facilitate the efficient deployment of cadets, should it be necessary.

215.20. USE OF CADETS FOR VICE INVESTIGATIONS. Cadets must retire from the Cadet Program upon reaching the age of 18 and thus are prohibited from participating in vice investigations. Generally, Department vice operations require participants who have reached 18 years of age.

215.25. POWERS OF ARREST. Police Cadets and civilian volunteers engaged in Cadet Program activities are private persons. As such, their authority to make an arrest is commensurate to that granted to all private persons by statute. Cadets and civilian volunteers engaged in Cadet Program activities shall refrain from behaving in an officious manner or implying they have law enforcement authority beyond that of a private person.

215.30. CADET INVOLVED IN A USE OF FORCE. Cadets shall not be placed in situations or assigned to activities where the use of force is imminent or even probable. Cadets shall make every effort to avoid physical confrontations whether on or off-duty; however, situations may occur that require a cadet to use defense tactics. When this happens, a cadet may use reasonable and necessary force to protect himself or herself or others, commensurate with the powers granted a private citizen. The incident shall be reported to a cadet post advisor or Department supervisor immediately.

The cadet post advisor who becomes aware of a use of force incident involving a cadet shall immediately notify a supervisor who will conduct an investigation documenting his or her actions on the appropriate Department Form, (e.g., Employee's Report, Form 15.07; Injury Report, Form 03.15.00; Arrest Report, Form 05.02.00; or Investigative Report, Form 03.01.00).

215.35. COMPLETION OF POLICE REPORTS BY CADETS. Police cadets are students of the law enforcement vocation. As such, they are expected to gain an education in as many aspects of police operations as possible by actual involvement in non-hazardous law enforcement activities and under the direct supervision of Department personnel. Cadets may be assigned to complete Department reports with the direction and guidance of Department personnel. Cadets shall not be assigned to complete complex or sensitive reports that are beyond their capabilities and training. Employees working with cadets shall ensure the thoroughness and accuracy of reports submitted by cadets. Employees shall place their name and serial number on the report, above the name and serial number of the cadet completing the report.

215.40. TELEPHONE COURTESY. In answering telephone calls, cadets should courteously greet the caller, identify their respective Area/division, provide their name, and ask how they can be of assistance to the caller. Cadets should make every reasonable attempt to either supply requested information and assistance or to promptly refer the party to the proper Department entity or other public or private agency for assistance.

215.45. SUBPOENAS. The duties of investigating officers in connection with the handling of subpoenas are listed in the Department Manual, Section 4/745. The duties of cadets in connection with the handling of subpoenas are established by this section in the Youth Programs Manual. Refer to Department Manual Section 3/210 through 3/210.80 for additional information.

Cadet-Criminal.

- ❖ The subpoenaed cadet shall sign the subpoena or court notice and initial the Employee Subpoena Record signifying that service has been made;
- ❖ The subpoena or court notice shall be signed and dated at the time it is served; and,
- ❖ The original of the subpoena or court notice shall be returned to the subpoena control officer.

Cadet-Civil.

- ❖ The subpoenaed cadet shall initial the Employee Subpoena Record;
- ❖ The cadet shall complete the Declaration of Receipt/Expenditure of Funds, Form 15.24.00, as required (Department Manual Section 3/780.50); and,
- ❖ The records clerk shall forward the Declaration of Receipt/Expenditure of Funds to the Police Accountant.

Private Person.

- ❖ The subpoena shall be assigned to the subpoena control officer for service; and,
- ❖ The subpoena's final disposition, "Served" or "Unserved," shall be indicated on the subpoena itself.

City Attorney's Discovery Questionnaire.

- ❖ The cadet shall be served during his or her next regularly scheduled tour of duty;
- ❖ The Employee Subpoena Record, Form 15.29.00, shall be dated and initialed by the serving supervisor;
- ❖ The serving supervisor shall ensure the cadet initials the Employee Subpoena Record, Form 15.29.00, signifying that service has been made;
- ❖ The serving supervisor shall ensure the questionnaire is returned directly to him or her upon completion; and,
- ❖ The supervisor shall examine the questionnaire for completeness and return it to the subpoena control officer.

215.50. DEPARTMENT ATHLETIC ACTIVITY. Cadets are not trained at the Cadet Leadership Academy on the proper usage of Department exercise equipment; therefore, they are not authorized to sign in on the Athletic Activity Register at any Department facility and use the Department's weight-training exercise machines and/or equipment.

215.55. USE OF COMPUTER TERMINALS. Cadets are prohibited from accessing any Department computer for any purpose. Further, cadet access to Department automated systems is strictly prohibited.

215.60. CADET RIDE-ALONGS. All cadets are expected to comply with the established Department rules governing ride-alongs found in Office of Operations Order No. 3, dated March 1, 1994, "Ride Along" Procedures, and, Office of the Chief of Police Order No. 1, dated February 24, 1997, Ride Along Request and Waiver, Form 15.83.0-Activated.

215.65. CADET VOLUNTEER SERVICE REQUESTS. Cadet volunteer service requests require 30-day notification to the Youth Programs Unit, submitted via an Intradepartmental Correspondence, Form 15.2, detailing all pertinent event details, to include the proposed task in which cadets are expected to perform.

CHAPTER 3

CADET PROGRAM: FINANCING

305. PLANNING AND ACCOUNTING

305.05. CADET POST FUNDS. Cadet post funds shall consist of all monies received from any source for the benefit of cadet post participants and are considered non-budgetary Department funds. Area/divisional commanding officers shall be responsible for the proper administration and accounting of cadet post funds and must strictly adhere to Department policy set forth in the subsections of Department Manual, Section 3/350.

Note: The City of Los Angeles contributes funding for Department-sponsored youth programs through the cost of Department employee salaries; however, no additional youth programs-related funding is generated via the City's budget. Funding of youth programs is largely dependent on funds received from donor sources.

305.10. CADET POST FUND ACCOUNTING. Department Manual, Section 3/245.50, assigns responsibility for the proper accounting of cadet post funds to Fiscal Operations Division (FOD). This section states, "All funds donated to a Police Cadet Post and Youth Programs shall be submitted to FOD for deposit to the Department Trust Fund, while the approval and acceptance process is handled by the accepting division."

305.15. BOOKKEEPING SYSTEM. A permanent journal record of cash receipts and disbursements for each cadet post fund shall be kept under the supervision of a Department employee(s) designated by the Area/divisional commanding officer. An itemized invoice or receipt shall be obtained or voucher made for all expenditures.

Currently, the employee designated to manage a cadet post fund shall complete a Receipts and Disbursements Report (R&D), Form 15.47, at the end of each month. The employee will complete the R&D and submit the R&D to the Area/divisional commanding officer for review. The R&D is then forwarded to Community Engagement Group for review and then receives final Department approval from FOD. Copies of all reports, invoices, vouchers, and receipts forwarded for review shall be maintained at the Area/division for three years.

305.20. EXPENDITURE OF CADET POST FUNDS. Cadet post funds shall be managed in a manner beneficial to the majority of youth participants, the Cadet Program, and the Department. Whenever practicable, goods and services shall be paid for with existing resources. The incurring of debts shall be prohibited unless prior approval is obtained from the Office of the Chief of Police.

305.25. APPROVAL OF CADET POST FUND EXPENDITURES. Anticipated Cadet Program activities incurring expenditures up to \$2500 shall be approved at the Area/divisional level. Expenditures over \$2500, not exceeding \$5000 shall be approved at the bureau level. Expenditures exceeding \$5000 shall be submitted to Community Engagement Group for approval. Approvals shall be obtained prior to beginning the program or activity.

305.30. DISBURSEMENT OF CADET POST FUNDS. All purchases made utilizing cadet post funds shall be for the benefit and effective operation of Department youth programs. Each Area/division shall maintain a list of authorized fund signers and account users. Only authorized account users, selected by the Area/divisional commanding officer, may make purchases utilizing cadet post funds. Each Area/divisional cadet post fund shall have a primary, and at minimum, one secondary authorized user to make purchases.

305.35. FUND-RAISING. Cadet Posts may engage in fund-raising to finance Cadet Program activities. Monies raised by cadet posts shall only be used to benefit the Cadet Program and its participants. Fund-raising is not a primary goal of the Cadet Program, but a means to providing resources to facilitate cadet activities. Fund-raising efforts and activities shall comply with all applicable laws and Department policy (Department Manual, Section 3/350.50).

305.40. CONTRIBUTIONS FROM OUTSIDE SOURCES. The acceptance of donations received for the benefit of Cadet Program-related activities shall strictly follow the Department administrative review process established in Administrative Services Bureau, Notice, dated July 15, 2011, *Reporting and Acceptance of Donations-2011 Revised*.

Note: Donations shall be accepted only for the furtherance of community-related activities and not for the personal benefit of Department employees. In addition, Department personnel receiving donations shall not enter into any agreement that would compromise the effectiveness or integrity of the Department.

310. SPECIAL PURCHASING CARD PROGRAM

310.05. SPECIAL PURCHASING CARD PROGRAM PURPOSE. The Special Purchasing Card Program was established to create a more convenient, efficient, and cost-effective method of making necessary purchases for the benefit and effective operation of Department youth programs. The Special Purchasing Card Program is managed via the Office of Operations (OO), Evaluation and Administration Section. Cadet posts shall establish special purchasing card accounts (P-Card accounts) and deposit all future donations received into the P-Card account; however, new purchases should first utilize funds deposited in existing external bank accounts until all funds have been exhausted, to facilitate final closure of these external bank accounts. Upon closure of the external bank accounts, all future transactions will be made

only through the P-Card system (refer to Special Purchasing Card Handbook prepared by OO, Evaluation and Administration Section).

310.10. SPECIAL PURCHASING CARD PROGRAM LEVELS OF REVIEW.

Fiscal Operations Division (FOD) is the accounting administrator, and shall review completed and reconciled Special Purchasing Card Payment Records (SPCPR) with attached supporting, original receipts or invoices. Each Area/division shall maintain a list of authorized P-card account users. Only authorized users, selected by the Area/divisional commanding officer, may make purchases utilizing the P-card. Each Area/divisional cadet post fund shall have a primary, and at minimum, one secondary user authorized to make P-card purchases. The SPCPRs are to be submitted by authorized P-card users and reviewed by their respective supervisor and Area/divisional commanding officer, with final review conducted by FOD.

Note: The Special Purchasing Card Program will ultimately replace the current Receipts and Disbursements Report, Form 15.47, and the associated report submittal process as articulated in Section 2/305.15.

CHAPTER 4

CADET PROGRAM: RECORDATION

405. RECORDS AND REPORTS

405.05. CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION. All official files, documents, records, reports, and information held by the Department or in the custody or control of an employee, volunteer, or cadet of the Department shall be regarded as confidential. Department personnel shall not disclose or permit disclosure or use of such files, documents, reports, records, or information except as required in the performance of their official duties. The unauthorized use of information obtained through employment or affiliation with the Los Angeles Police Department may subject the employee, volunteer, or cadet to disciplinary action and/or criminal prosecution. This includes information obtained from manually stored records, as well as information obtained from automated and electronic records.

Note: Cadet access to Department automated systems is strictly prohibited.

405.10. CADET PERSONNEL RECORDS. Cadet personnel packages may include, but are not limited to the following:

- ❖ Cadet Leadership Program Application Packet;
- ❖ Medical Waiver and Release and Liability Waiver form;
- ❖ Personal Health and Medical Record (updated as required);
- ❖ Continuing Consent to Treat a Minor Child and Liability Waiver (updated annually);
- ❖ Copy of current medical insurance (proof of medical insurance does not affect one's eligibility to enter the program);
- ❖ School background;
- ❖ Cadet Data Sheet (updated as needed);
- ❖ Commendations;
- ❖ Notices to Correct Deficiencies or other disciplinary reports;
- ❖ Suspension, Resignation, or Termination Record (when applicable);

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- ❖ Training Record;
- ❖ Photograph; and,
- ❖ Inventory sheet of equipment or uniform items issued to the Cadet.

The package should be labeled on the outside with the Cadet's name and his or her date of birth. Active cadet personnel records shall be properly updated and maintained in a secure location at the Area/division of assignment until the cadet retires, resigns, or is terminated from the Cadet Program. Personnel records of retired, resigned, and terminated cadets shall be maintained in a separate secured file cabinet at the respective geographic Area/division until the individual's 25th birthday.

405.15. CADET PERSONNEL ROSTERS. Area cadet personnel rosters shall be updated monthly and kept in a location that is secure but accessible to the watch commander during off-hours.

405.20. CADET SIGN-IN LOGS. Cadet sign-in logs and attendance documentation shall be retained at the Area/division for three years.

405.25. CADET ACTIVITY REPORTS. Approved copies of monthly Cadet Activity Reports, Form 1.76.01, shall be retained at the Area/division and Community Engagement Group, Youth Programs Unit, for five years.

405.30. RECEIPTS AND DISBURSEMENTS. Approved copies of monthly Receipts and Disbursements Reports, Form 15.47, that are related to cadet post funds shall be retained at the Area/division and Community Engagement Group, Youth Programs Unit, for five years (2 years in area and 3 years at YPU for a total of 5 years).

405.35. INJURY REPORTS. Each Area/divisional cadet post shall maintain a separate file of reports documenting injuries suffered by participants while engaged in Cadet Program activities. Cadet Injury Reports shall be retained at the Area/division for 10 years.

405.40. CADET OVERNIGHT TRIP REQUEST PACKAGES. Completed Overnight Trip Requests shall be submitted to Community Engagement Group, Youth Programs Unit, 30 days prior to the scheduled start of the trip. All trip packages are subject to review and approval or disapproval by the Commanding Officer, Community Engagement Group.

Note: Approved copies of Cadet Overnight Trip Request packages shall be retained at the geographic Area and Community Engagement Group, Youth Programs Unit, for a period of three years and then sent to archives.

CHAPTER 5

CADET PROGRAM: EQUIPMENT

505. SUPPLIES AND MAINTENANCE

505.05. CADET POST EQUIPMENT. Cadet posts may own or possess equipment and materials for use during cadet activities. Cadet post equipment shall be kept for the benefit of youth participants and may not be converted to personal use.

505.10. EQUIPMENT INVENTORY. All property, equipment, materials, or funds that are owned, possessed, or acquired by any Department-sponsored cadet post shall be inventoried and audited annually. A special inventory audit shall be completed when there is a transition in cadet post advisors, or when it is suspected that equipment has been lost. The results of the audit should be maintained at the Area Community Relations Unit.

505.15. FIRST-AID KITS. Each cadet post shall maintain a first-aid kit. Advisors shall ensure that the first-aid kit is available at all cadet activities.

505.20. USE OF DEPARTMENT RADIO COMMUNICATIONS EQUIPMENT. Cadets are prohibited from possessing and/or operating Department radio communications equipment, except in an emergency.

Note: As part of their law enforcement-related training, cadets participate in lessons involving Department radio codes, phonetic alphabet, and Field Interview (FI) Card completion; however, this type of training does not necessitate cadets' possession or operation of Department radios.

505.25. USE OF DEPARTMENT BICYCLES. Cadets are prohibited from operating any Department bicycle for any purpose.

505.30. USE OF DEPARTMENT VEHICLES BY VOLUNTEER ASSOCIATE ADVISORS AND CADETS. Cadets and volunteer associate advisors are prohibited from operating any Department vehicle for any purpose.

505.35. ACCESS TO DEPARTMENT EQUIPMENT ROOMS. Cadets are prohibited from entering Area/divisional equipment rooms (commonly referred to as "Kit Rooms"), regardless of age, maturity level, rank, or tenure in the program.

505.40. SAFETY BELTS IN DEPARTMENT VEHICLES.

Cadet's Responsibility. Cadets riding in Department vehicles shall wear at minimum a two-point safety belt (lap belts) when a three-point safety belt is not provided. Youth Services Officers and/or associate advisors riding in a Department vehicle shall ensure all occupants of the vehicle are using the available safety belts before the vehicle is operated.

Note: A Department vehicle is any motor vehicle which is under the direction and control of the Department, including privately owned vehicles used for City business. Safety belts shall be adjusted, so they provide maximum protection with reasonable comfort. Safety belts shall be inspected at the start of each watch. Any Department vehicle equipped with an unserviceable safety belt shall be removed from service.

505.45. USE OF CADET VANS. Areas may use vans equipped with emergency lights and sirens that were originally intended for youth services programs, to support operations during special local events or an unusual occurrence.

505.50. AUTHORIZING USE OF VEHICLES FROM MOTOR POOL. Vehicles may be obtained from the Motor Pool only upon presentation of an approved Transportation Order, Form 11.34, unless specifically assigned by Motor Transport Division to continuously serve an office within Police Administration Building, and only after the supply of assigned and available Area/divisional vehicles has been exhausted.

505.55. USE OF DEPARTMENT VEHICLES ON TRAVEL DESTINATIONS. Department-owned and maintained vehicles (car, bus, van, etc.) shall be inspected by Motor Transport Division prior to travel. Use of Department-owned and maintained vehicles should be limited to vehicles that are under warranty (have less than 30,000 miles and are less than three years old). For warranty information contact Motor Transport Division.

505.60. FIREARMS USED FOR TRAINING – COLOR-CODING. The sling of a firearm used for training will not be required to be color-coded. Firearms that have been disabled and unable to fire any type of ammunition shall be color-coded orange or red. Firearms shall only be color-coded by the Firearms Training Unit, In-Service Training Division. Color-coding shall be applied to the stock (grip) of the firearm or as needed to the slide handle of a shotgun, the hand guard of a rifle, or other portions of the firearm such as the barrel. Color-coding shall be applied as follows:

- **Yellow:** A modified firearm capable of firing only blank rounds;
- **Blue:** A modified firearm capable of firing only paintball or paint-type rounds;
- **Orange/Red:** A firearm disabled and unable to fire any type of ammunition;

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- **Green:** Less-lethal weapons such as the beanbag shotgun; and,
- **No color-code:** Firearms capable of firing live ammunition.

Area/Divisional Training Coordinator's Responsibility. Training coordinators shall conduct training in accordance with established Training Division procedures. In addition, coordinators shall:

- Ensure that firearms obtained for training are forwarded to the Firearms Training Unit, Training Division, for color-coding, modification, and approval as training firearms;
- Only utilize firearms that have been color-coded and approved as training firearms by the Firearms Training Unit, Training Division; and,
- Maintain a repository of training firearms.

Training Division's Responsibility. The Firearms Training Unit, Training Division, shall coordinate with Area/divisional training coordinators to color-code, modify, inspect, and approve all existing and newly acquired firearms used for training. Additionally, the Firearms Training Unit, Training Division, shall provide support and advice to entities conducting firearms/tactics training.

Area/Divisional Commanding Officer's Responsibility. Commanding officers shall ensure training is conducted in accordance with established Training Division procedures. Commanding officers shall also ensure that firearms utilized have been color-coded, modified as necessary, and approved for training by the Firearms Training Unit, Training Division.

Note: Cadet-related activities shall be non-hazardous in nature. As such, cadet access to firearms shall be limited to only those firearms that have been disabled and are unable to fire any type of ammunitions and only with express permission from and under the direct supervision of the assigned YSO(s). Cadets are prohibited from accessing or possessing firearms capable of live-fire during cadet-related activities and are prohibited from participating in live-fire exercises.

505.65. LOST OR DAMAGED DEPARTMENT EQUIPMENT. Loss, recovery, unserviceable condition of, or damage to, City owned equipment shall be reported by the discovering cadet(s) to a supervisor as soon as practicable. The supervisor shall investigate to determine if the loss, damage or condition of the item was a result of negligence or carelessness on the part of a Department employee. The supervisor conducting the investigation shall ensure a lost or stolen report is completed on all missing items. Should employee negligence or carelessness be indicated in the investigation, an Employee's Report, Form 15.07.00, shall be initiated by the investigating supervisor. The commanding officer of the unit to which the

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equipment is assigned, shall forward the Intradepartmental Correspondence, Form 15.02.00, explaining the circumstances of the loss, and/or corrective action taken, along with a copy of any related report(s) to the Commanding Officer, Administrative Services Bureau.

When a cadet's Department identification card or badge is lost, or has been stolen, he or she shall obtain a replacement from the Youth Programs Unit.

When supervisors approve a crime or lost property report, which includes a lost or stolen Department Badge or identification card, they shall cause a teletype to be sent to all Department facilities with the heading: "ATTENTION LOST/STOLEN DEPARTMENT IDENTIFICATION CARD/BADGE."

Any lost, theft, damage or destruction of electronic communication equipment shall be reported as directed in Department Manual Section 3/579.

CHAPTER 6

CADET PROGRAM: UNIFORMS AND APPEARANCE

605. UNIFORMS AND PERSONAL EQUIPMENT

605.05. UNIFORM ITEMS ISSUED. Cadets are issued the following equipment items during their recruit phase of training and while participating in the Cadet Leadership Academy:

- ❖ Physical training t-shirt and shorts;
- ❖ Physical training sweatshirt and sweatpants;
- ❖ Cadet bag with cadet badge displayed;
- ❖ Binder to organize handouts;
- ❖ Tie and tie bar;
- ❖ Belt;
- ❖ Cadet Class “A” uniform (to include shirt, with cadet badge and logos affixed, and pants);
- ❖ Name plate;
- ❖ LAPD uniform buttons (4 in total); and,
- ❖ Ribbons, medals, or cords earned via Academy performance.

Note: All uniform items listed above are considered City property. As such, cadets (to include recruits) must return all uniform items to their assigned Area/division upon retirement, resignation, or termination from the Cadet Program.

605.10. UNIFORM REQUIREMENTS. All cadets shall possess at all times a serviceable uniform and the necessary equipment to perform uniformed field duty. Cadets assigned to activities where a special uniform is required shall also possess the special uniform for that assignment. All uniforms and equipment shall meet the specifications established in the Department Uniform and Personal Equipment Specification Manual and the Youth Programs Manual. Cadet uniforms may not be modified except as provided for in the Youth Programs Manual.

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Note: Uniforms shall be properly tailored and free of loose threads, lint, hair, and other debris.

605.15. AVAILABILITY FOR USE. All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready for immediate use; however, cadets are prohibited from wearing the “Cadet Uniform” outside of any non-Department-sponsored event or activity. Cadets are only authorized to wear the uniform while participating in or attending a Department-related function.

605.20. USE OF ALTERNATE UNIFORMS. When work conditions cause wearing the basic uniform to be impractical, the cadet advisor may permit cadets to wear appropriate special uniforms or civilian attire. Exemption from wearing the basic cadet uniform shall be based upon the following considerations:

- ❖ Type of activity;
- ❖ Safety or health concerns;
- ❖ Visibility of the cadets; and,
- ❖ Department image.

610. PERSONAL APPEARANCE

610.05. PERSONAL APPEARANCE – GENERAL. A cadet shall be neat and clean at all times while on-duty, unless the nature of his or her assignment requires otherwise.

610.10. CADET MAKEUP. Female cadets may wear makeup. Makeup must be moderately worn and reflect a conservative, professional appearance.

610.15. RECRUIT CADET MAKEUP. While participating in the Cadet Program, female recruits shall not wear any makeup.

610.20. ORNAMENTATION. Uniformed cadets shall not wear any unauthorized ornamentation such as earrings, necklaces, bracelets, or large conspicuous rings (unless a religious article). Additionally, on-duty cadets shall not wear affixed ornamentation on any pierced body part during cadet functions.

Exception: Cadets may wear earrings during non-uniformed social functions.

610.25. FINGERNAILS. Cadets' fingernails shall not extend more than 1/4 of an inch from the tip of the finger or interfere with the safe performance of their duties in any manner. Uniformed cadets wearing fingernail polish shall use a conservative shade, without decals or ornamentation, and shall not detract from the uniform appearance. The concerned Youth Services Officer shall determine the appropriate and suitable shades of fingernail polish.

610.30. RECRUIT CADET FINGERNAILS. To minimize the potential for injury to participants, recruit fingernails shall be kept short and clean. Fingernail decals or ornamentation are prohibited. Recruits may only wear clear nail polish.

615. HAIR STANDARDS

615.05. HAIR STANDARDS – GENERAL. While on-duty, all cadets shall keep their hair neat, clean, well groomed, and shall be consistent with a natural hair color. A cadet's overall appearance must conform to the Department's general hair standards. There may be medical or personal reasons wherein cadets may need to use wigs or hairpieces and should be authorized to wear them, to include during their participation in the Cadet Leadership Academy.

615.10. MALE CADETS. On-duty uniformed cadets shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear, and shall not interfere with the proper wearing of the uniform hat. Hair shall be maintained so as not to interfere with vision in any way.

615.20. MALE RECRUIT CADETS. Male recruits shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear, and shall not interfere with the proper wearing of the uniform hat. Hair shall be maintained so as not to interfere with vision in any way. Haircuts shall be kept fresh in appearance and free of any defined lines.

615.25. FEMALE CADETS. On-duty uniformed female cadets shall arrange their hair so that it does not extend below the bottom edge of the shirt collar nor interfere with the proper wearing of the uniform hat. Hair shall be arranged so as not to interfere with vision in any way. On-duty uniformed female cadets shall not arrange their hair in a ponytail hairstyle.

615.30. FEMALE RECRUIT CADETS. Female recruits shall only wear black hair restraints. The recruit's hair shall be consistent with a natural hair color.

615.35. SIDEBURNS. Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean-shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than one fourth of the unflared width. The sideburn shall be trimmed and neat in appearance.

615.40. MUSTACHES. A short and neatly trimmed mustache of natural color may be worn. Mustaches shall not extend below the vermilion border of the upper lip or the corners of the mouth and may not extend to the side more than one-half inch beyond the corners of the mouth.

615.45. MUSTACHES FOR RECRUIT CADETS. Male recruits shall be clean shaven prior to the start of watch; thus, facial hair is not allowed.

615.50. BEARDS. Except for sideburns and mustaches, cadets shall be clean-shaven when reporting for duty. Facial hair growth shall be permitted for medical or religious purposes only.

615.55. EYEWEAR AND SUNGLASSES. Prescription and non-prescription sunglasses worn by cadets shall be conservative in style and professional in appearance. Plastic or composite frames shall be a dark color and free of ornamentation. The temple width shall be no wider than one-half inch and in no case, obstruct the peripheral vision. Wire frames are acceptable in black, gold, or silver color. The lenses shall be dark shades of gray, green, or brown. Gradient (light sensitive) lenses are acceptable; however, the lenses must return to a neutral color when not in sunlight. Designer lenses of color such as pink, blue, and yellow are not acceptable. Silver-coated or reflective lenses are not acceptable. Sunglasses may not be worn at night, indoors, or in darkened areas. Cadets may utilize a plain black corded leash on their sunglasses.

Note: Recruit cadets shall not wear sunglasses during the Academy training, unless they possess a prescription.

615.60. VISIBLE TATTOOS AND BRANDINGS. Department uniformed and non-uniformed cadets, while on-duty, shall not display any tattoos and/or branding. Cadets shall cover all tattoos/branding by wearing an authorized long-sleeved uniform shirt if in uniform; if in business attire, the business attire shall cover all tattoos. However, if a cadet has only one tattooed/branded area of a three-inch square or less to cover, the cadet may, instead of wearing a long-sleeved shirt, cover that area with only one skin patch, of a color as close to the wearer's skin color as is reasonably available, up to a three-inch square. If the tattoo/branding area is more than can be covered by a three-inch square skin patch, the cadet shall wear the long-sleeved uniform shirt or business attire, as appropriate for the assignment. The intent is that no tattoo/branding area shall be visible and that no more than one three-inch square skin patch shall be visible.

Exception: Cadets working in an undercover assignment are exempt from this policy while working in an undercover capacity.

620. CIVILIAN ATTIRE

620.05. CIVILIAN CLOTHING. Civilian clothing worn by a cadet during any cadet activity shall be in good taste and appropriate to his or her assignment. Clothing that is suggestive or reflects poorly upon the Department and the Cadet Program shall not be worn during any cadet function.

Exception: Cadets assigned to activities that require them to temporarily alter their appearance may deviate from these standards with the approval of the Cadet Post Advisor.

625. COURTROOM APPEARANCE

625.05. COURTROOM ATTIRE. Cadets who are subpoenaed to court resulting from participation in the Department's Cadet Program should wear civilian attire and present a businesslike appearance. Acceptable attire shall conform to the following:

- ❖ **Male Cadets.** A business suit or sport coat and trousers with a dress shirt and necktie. If the cadet does not possess a suit or sport coat and trousers, a dress shirt and necktie may be worn with a pair of trousers; and,
- ❖ **Female Cadets.** A dress, suit, or pants suit or a skirt or pants with a blouse, sweater, or jacket.

Note: Youth Services Officers should make an effort to provide transportation to and from court, in the event a cadet is subpoenaed as a result of participating in the Department's Cadet Program,

630. CADET PROGRAM PROPERTY

630.05. RETURNING PROPERTY. A cadet shall return all property in his or her possession that is owned by the City or the Cadet Program under the following circumstances:

Retirement, Resignation, or Termination. A cadet who retires, resigns, or is terminated from the Cadet Program, shall return all City or cadet post property in his or her possession to their assigned Area/division.

Note: In the event any City or cadet post property is lost or stolen, an Investigative Report shall be completed.

Death. Upon the death of a cadet, the cadet post advisor shall retrieve any City or cadet post property issued to the deceased.

Leave of Absence. A cadet granted a leave of absence that exceeds 90 days, shall, prior to the effective date of the leave, surrender all City and cadet post property in their possession to the cadet post advisor, who shall ensure that the property is held for safekeeping pending the return of the cadet.

Relief from Duty. A cadet who is relieved from duty shall surrender all property in his or her possession that belongs to the City or the cadet post to the officer executing the order relieving the cadet from duty.

635. BASIC CADET UNIFORM

635.05. BASIC CADET UNIFORM. The items listed in this section shall constitute the basic uniform for cadets.

635.10. BASIC CADET UNIFORM. Cadets shall not affix to their basic uniform any patches, bars, emblems, medals, etc., not specifically specified in section 635.65 of the Youth Programs Manual.

635.15. COVER (HAT). Cadets may wear a uniform hat that shall conform to the same standards as the uniform cover for police officers. The only exception is that the metallic hat piece shall be the approved cadet hat piece. Wearing of the uniform hat is an option for cadets at the following events:

- ❖ At inspections, ceremonies, funerals, and other appropriate formal events.
- ❖ As determined by the Officer-in-Charge in those situations in which immediate recognition is necessary for cadet safety.
- ❖ When a cadet is working an assignment in which the primary assignment is crowd or traffic control (e.g., parades or marathons).
- ❖ As determined by commanding officers when circumstances are such that wearing of the hat is appropriate.

635.20. SHIRT. The cadet uniform shirt shall conform to the standards established for the cadet uniform shirt in the Uniform and Personal Equipment Specifications Manual. It shall be ironed with military pleats and shall have epaulets. The badge holder on the shirt shall be removed.

635.25. OPTIONAL CADET UNIFORM SHIRT (Class "C"). The optional cadet uniform shirt shall consist of the basic uniform shirt with short sleeves. The sleeve

measurements shall conform to the standards established for the sworn personnel summer uniform shirt in the Uniform and Personal Equipment Specifications Manual.

The optional cadet uniform shirt shall be worn with the tie removed and the collar open. A white round crew neck undershirt shall be worn under the optional cadet uniform shirt.

Although the optional uniform is authorized, cadets shall wear the basic uniform, with long sleeves and a tie, when the Cadet Post Advisor deems it appropriate.

635.30. TROUSERS. The Cadet uniform trousers shall conform to the standards established for Recruit Officer trousers in the Uniform and Personal Equipment Specifications Manual. The trouser shall have no cuffs and be neatly pressed with military pleats. Trouser legs shall hang to a point not less than one inch, nor more than 1 ½ inches, from the top of the heel in back and hollowed in front to allow the bottoms of the trousers to rest neatly on the shoe tops with only a slight break.

635.35. TROUSERS BELT. The cadet uniform trousers belt shall be plain black leather, 1½ inches wide, with a plain silver tone buckle. Cadet uniform trousers belts shall conform to the standards established for sworn personnel uniform trousers belts in the Uniform and Personal Equipment Specifications Manual.

635.40. TIE. The tie worn with the uniform shirt shall be a double Windsor, “Redi-tied”, knot with a bend over metal clip allowing a breakaway feature when worn. The uniform tie shall conform to the standards established for sworn personnel ties in the Uniform and Personal Equipment Specifications Manual.

635.45. SHOES. Cadet uniform footwear shall generally be center-laced style, smooth finish, and solid black in color. The footwear may be low or high cut with a military or plain-tip. Cadet uniform footwear shall conform to the standards established for sworn personnel in the Uniforms and Personal Equipment Specifications Manual.

635.50. SOCKS. Uniformed cadets shall wear solid black or midnight blue socks without fancy design. A white-foot type may be worn provided that none of the white portion shows over the top of the shoe.

635.55. HAT PIECE. The cadet hat piece (emblem) shall be gold tone metal similar in design to the official police officer’s hat piece. The cadet emblem shall be inserted at the location of the City seal. The scroll shall state “CADET.” The cadet hat piece shall be worn on the uniform hat (cover) and may only be covered by a transparent cap cover during inclement weather. The cadet hat piece shall not be worn with any other type of rain cap.

Cadet hat pieces are the property of the Cadet Program and shall be returned to the Cadet Post Advisor when a cadet retires, resigns, or is terminated from the Cadet Program.

635.60. CADET BADGE. The cadet badge shall be of gray cloth with an over-locked blue border. The badge shall contain royal blue and gold embroidery making up the cadet emblem and the words “Law Enforcement Cadet LAPD.” The badge shall be the same size and shape as the official badge of the Los Angeles Police Department. To avoid problems with affiliations, the official badge should not display any other logos of affiliation with other entities.

Note: The cadet badge shall be affixed to the center of the left side of the uniform shirt, ¼ inch above the upper seam of the left pocket. The cadet uniform shoulder patch shall be affixed to each shoulder of the uniform shirt and shall be centered ½ inch below the shoulder seam.

635.65. CADET SHOULDER PATCHES. The cadet uniform shoulder patch shall be of gray cloth, 4 X 3 inches, with an over-locked blue border, and shall contain royal blue and gold embroidery in the center of the cadet design. To avoid future problems with affiliations, the official Cadet patch should not display any other logos of affiliation with other entities.

Note: The top edge of the Cadet emblem shall be sewn, centered, ½ inch below the shoulder seam.

635.70. DEPARTMENT BUTTONS. The Department buttons worn by cadets shall be silver-plated, oxidized buttons, as described in section IJ10 of Uniform and Personal Equipment Specifications Manual. A Department button shall be worn in each shirt pocket flap buttonhole and in each shoulder flap buttonhole of the cadet uniform shirt.

635.75. CADET UNIFORM NAME PLATES. The cadet uniform nameplates shall conform to the standards established for sworn personnel uniform nameplates in the Uniform and Personal Equipment Specifications Manual. Cadet uniform nameplates shall be worn centered, on the right shirt pocket flap, 5/8 inch below the top of the flap.

635.80. CADET UNIFORM TIE BAR. All uniformed Cadets (class A) shall wear the prescribed tie bar. The tie bar shall be worn horizontally and level with the bottom points of the shirt pocket flaps. The cadet uniform tie bar shall conform to the standards established for sworn personnel uniform tie bars in the Uniform Specifications and Personal Equipment Manual.

635.85. CADET UNIFORM JACKET AND RAIN COAT (OPTIONAL). The cadet uniform jacket shall be navy blue in color, of nylon material, with a stand-up collar. The jacket shall be waist length and may have zipper or button closure. The cadet badge, shoulder patches, and nameplate shall be affixed in their appropriate places on the jacket.

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Uniformed cadets may wear a raincoat or two-piece rain suit and hat when weather conditions require it. The type worn shall be sufficient to ensure the uninterrupted performance of duty. The Area/divisional Cadet Post Advisor shall ensure each cadet has the appropriate rain gear when working in inclement weather.

635.90. CADET UNIFORM EQUIPMENT BELTS. Uniformed cadets ranked as sergeants or above may wear uniform police equipment belts. The equipment belts shall be worn according to the restrictions delineated in section 635.35 of the Youth Programs Manual. Police equipment belts worn by cadets shall conform to the standards established for sworn uniformed personnel in the Uniform and Personal Equipment Specifications Manual.

Note: Only leather Sam-Browns are authorized for use with the basic Cadet uniform. Exceptions are made for Bruce Brown (Velcro) equipment used during special events or competitions.

640. ADDITIONAL EQUIPMENT

640.05. ADDITIONAL EQUIPMENT. Cadets shall not wear equipment on their belt insinuating the cadet has powers of arrest above and beyond that of an average citizen (e.g., handcuff cases, OC spray, batons, or weapons).

Uniformed cadets may carry the following additional equipment at the direction and with the permission of their respective cadet post advisor:

- ❖ Field officer's notebook;
- ❖ Flashlight (privately purchased and Department approved);
- ❖ Flashlight holder (privately purchased and Department approved); and,
- ❖ Black pen or other writing instrument.

Note: All items worn on the uniform shall conform to existing Department standards.

640.10. CADET IDENTIFICATION CARD. On-duty cadets shall have their Department issued identification card in their immediate possession and display their identification card in a visible manner while at any Department facility. When a Department employee or adult volunteer requests to verify a cadet's status as a Department Cadet, the cadet shall present the identification card.

Unauthorized use of the cadet identification card will result in disciplinary action, up to and including termination from the program. Examples of unauthorized use of a cadet identification card include but are not limited to:

- ❖ Portraying or attempting to portray a Police Officer;
- ❖ Refusing to provide the identification when requested by any Law Enforcement Agency;
- ❖ Obtaining or attempting to obtain any goods or services under the false pretense of Department sponsorship; and,
- ❖ Loaning, using or facilitating the use of the identification card by anyone other than the named cadet.

Note: To prevent misuse of the Cadet Identification Card, cadet post advisors are strongly encouraged to maintain custody of this identification card and only allow cadets access to the card if an event, activity, or detail requires visible identification (e.g., while carrying out a duty within a Department or City facility, or during visits to recreational settings requiring identification for access during promotional seasons).

640.15. CADET UNIFORM MODIFICATIONS. Cadet post advisors may authorize the addition of accessories and military parade items to the basic cadet uniform for color guard performances, military drill competitions, or to display merit-based performance awards. Accessories to the cadet uniform shall be appropriate for the activity and may be worn only for that specific purpose. Cadet post advisors may also authorize variations on military utility-type uniforms. However, uniforms of this nature shall only be worn in preparation of and during actual competitions that require this type of uniform.

Under no circumstances will any cadet be permitted to wear a modified cadet uniform or military utility-type uniform during routine cadet work assignments.

645. RECRUIT CADET UNIFORMS

645.05. BASIC RECRUIT CADET UNIFORM. The basic recruit cadet uniform shall consist of the same items as the basic cadet uniform except the cadet badge and shoulder patches shall not be worn. Additionally, the name plate and Department buttons may only be worn after authorization is obtained from the training staff during Cadet Academy training.

645.10. RECRUIT CADET BUSINESS ATTIRE. Recruit business attire shall consist of a white long sleeve dress shirt, black tie, black trousers, black belt and black leather shoes.

645.15. RECRUIT CADET SHOES. Recruit shoes may be low-cut or boot style, center-laced style, smooth finish, and solid black in color.

650. PHYSICAL TRAINING UNIFORMS

650.05. BASIC PHYSICAL TRAINING UNIFORM. The basic cadet physical training uniform shall consist of the following:

Sweatshirt. The sweatshirt shall be navy blue, cotton blend pullover, with a crew neck. The last name shall be stenciled in white, 2-inch, block-letters centered on the front and back of the shirt.

Sweatpants. The sweatpants shall be navy blue, cotton blend, matching the sweatshirt with a string closure. The sweatpants shall not have ornamentation or pockets.

T-shirt. A white crewneck T-shirt shall be worn under the sweatshirt. The last name shall be stenciled in black, 2-inch, block-letters centered on the front and back of the shirt.

Shorts. The shorts shall be navy blue, cotton blend gym style athletic shorts with an expandable waist or string closure. The shorts shall not have ornamentation and shall be mid-thigh length.

Socks. White, cotton athletic socks shall be worn. The socks shall be calf-length and shall not have any ornamentation.

Shoes. Good quality running or cross-training style shoes shall be worn.

660. ADVISOR AND ASSOCIATE ADVISOR UNIFORMS

660.05. ASSOCIATE ADVISORS-DEPARTMENT EMPLOYEES. Department employees, sworn and civilian, participating in Department-sponsored cadet activities shall wear the uniform for their respective civil service classification, or appropriate civilian attire designated for the event.

660.10. ASSOCIATE ADVISORS - VOLUNTEERS. Civilian volunteer associate advisors shall not wear the cadet uniform. Volunteer associate advisors shall wear civilian attire appropriate for the event or activity, or any Department-authorized volunteer uniform. Consideration shall be given to representing the Department well and setting an example for the cadets.

660.15. CADET POST ADVISORS. The Cadet Post Advisor shall wear the appropriate police officer uniform at all cadet functions requiring a uniformed presence.

665. CADET RANK AND AWARDS INSIGNIA

665.05. GENERAL PROVISIONS. Cadets shall wear the appropriate insignia for rank and tenure as provided in this section. No rank insignia shall be recognized, except as provided in this section.

665.10. CADET-III-RANK INSIGNIA. Cadet-III chevrons (two stripes) shall be centered on each sleeve of the uniform shirt. The top point of the chevrons shall be placed $\frac{1}{4}$ inch below the bottom point of the cadet shoulder patch.

665.15. CADET SERGEANT-RANK INSIGNIA. Cadet sergeant chevrons (three stripes) shall be centered on each sleeve of the uniform shirt. The top point of the chevrons shall be placed $\frac{1}{4}$ inch below the bottom point of the cadet patch.

665.20. CADET LIEUTENANT-RANK INSIGNIA. A single silver tone bar shall be affixed to the center of each side of the collar of the uniform shirt. The front edge of the bar shall be $\frac{3}{4}$ inch from, and parallel with, the front edge of the collar.

665.25. CADET CAPTAIN-RANK INSIGNIA. Two attached, silver tone bars shall be affixed to each side of the collar of the uniform shirt. The top point of the bars shall point upwards. The bars shall be centered between the top and bottom edges of the collar, and the center of the front bar shall be 1 inch from the front edge of the collar.

665.30. CADET COMMANDER-RANK INSIGNIA. A single silver tone star shall be affixed to the center of each side of the collar of the uniform shirt. The front edge of the star shall be $\frac{3}{4}$ inch from, and parallel with, the front edge of the collar. Also, a metallic silver shoulder cord shall be worn around the left shoulder affixed to a Department button pinned to the top left corner of the uniform shirt.

665.35. CADET CHIEF-RANK INSIGNIA. Two attached, silver tone stars shall be affixed to each side of the uniform collar. One point of each star shall point upwards. The stars shall be centered between the top and bottom edges of the collar and the center of the front star shall be 1 inch from the front edge of the collar. Also, a metallic gold shoulder cord shall be worn around the left shoulder affixed to a Department button pinned to the top left corner of the uniform shirt.

665.40. SERVICE STRIPES. Cadets shall wear one service stripe for each year of active participation in the Cadet Program. Service stripes shall be sewn on the lower left sleeve of the basic cadet uniform shirt. The lower edge of the bottom stripe shall be placed $\frac{1}{2}$ inch above the top edge of the cuff. The complete stripe shall be in front of the center press of the sleeve.

670. WEARING OF CADET PROGRAM DECORATIONS

670.05. AUTHORIZED DECORATIONS. The following award ribbons and medals are authorized for wear with the cadet uniform:

- ❖ Law Enforcement Cadet Program Awards such as ribbons and medals;
- ❖ Los Angeles Police Department Awards; and,
- ❖ Los Angeles Police Department approved Area/divisional pins, Flag pins and ribbons.

670.10. PLACEMENT OF CADET AWARDS ON THE CADET UNIFORM. Award ribbons shall be centered above the left breast pocket below the badge extending toward the wearer's left in descending order of precedence with the bottom row on the seam.

Three ribbons shall constitute a complete row. Precedence of rows shall be top to bottom. Additional rows shall also extend toward the wearer's left in descending order of precedence. An incomplete row shall be the top row with the ribbons centered on the rows underneath.

670.15. MULTIPLE AWARDS. When a cadet receives the same award more than once, the second award and subsequent awards shall be indicated by a Bronze Star worn on the original ribbon. A silver star will be worn in lieu of five bronze stars.

CHAPTER 7

CADET PROGRAM: PERSONNEL AND TRAINING

705. RECRUIT CADET

705.05. AGE REQUIREMENT. The age requirement for participation in the Cadet Program is not flexible. Generally, youth recruited into the Cadet Program must be at least 13 years of age and in the 8th grade of school. Additionally, legal adults, 18 years and above are prohibited from participating.

705.10. RECRUIT CADETS - DUTY RESTRICTION. Recruit cadet participation in Cadet Program activities shall be restricted to meetings, Area community support activities, and preparation for the Cadet Leadership Academy (Academy). Generally, recruit cadets should not be allowed to participate in field work-assignments. Their primary focus and responsibility is to graduate from the Academy and gain the knowledge necessary to perform cadet-related duties in an effective and trustworthy manner. During the Academy training phase, no other cadet function shall take precedence.

Note: Community Engagement Group, Youth Programs Unit, discourages the deployment of cadet recruits to field work assignments. Recruit cadets have not received standardized training in leadership, ethics, effective communication, and general police procedures. Additionally, recruits have not demonstrated their commitment to complying with program behavioral standards nor has their trustworthiness been established in representing the Department at public functions.

710. TRAINING AND EVALUATIONS

710.05. CADET POST ADVISOR TRAINING. Training is critical to the success, viability, and professionalism of all Department employees assigned to specialized units, and employees assigned to youth programs are no exception. The Cadet Post Advisor position is a multi-faceted assignment requiring skills and abilities that are not necessarily acquired in the normal progression of a law enforcement career. The prevention of misconduct, protection of participants, and success of the Cadet Program depends upon proper selection and training of Cadet Advisors. The following training courses are required for employees assigned as Cadet Advisors:

- ❖ Cadet Post Advisor/Youth Services Officer Training (hosted by YPU staff);
- ❖ Academy Instructor Certification Course (AICC); and

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❖ Juvenile Procedures School.

Note: Area/divisional commanding shall make all reasonable efforts to ensure that personnel selected to the Cadet Post Advisor position participate in the above-listed and essential training courses. Cancellations of anticipated Cadet Post Advisor training shall be done only when an exigency exists.

710.15. TRAINING. The Cadet Program's objectives include providing education and experiences in law enforcement activities. The delivery of service to the public and the development of every participant in the Cadet Program require that the Department provide continuous meaningful training. Training should be planned to coincide with each cadet's needs and level of experience and varied to accommodate all program-related objectives.

710.20. RECRUIT CADET TRAINING. Recruit training provides a foundation in law enforcement operations and the Department, enabling recruits to become active members of the Cadet Program. Recruit training emphasizes the development of character, leadership, ethical decision-making, teamwork, discipline, maturity, and responsibility.

710.25. TRAINING REQUIREMENT. All Police Cadets must satisfactorily complete the Cadet Leadership Academy course of instruction and probationary training as a condition of membership in the Cadet Program. Honorary memberships shall not be granted.

Cadets from other law enforcement agencies seeking to join the Department's Cadet Program are not exempt from Cadet Leadership Academy training.

710.30. PROBATIONARY TRAINING. All Cadet Leadership Academy graduates shall be assigned to a three-month probationary training period. Probationary cadets shall be exposed to a structured, diverse schedule of assignments designed to support Academy training with actual work experience. Probationary cadets shall be evaluated after three months and, if competent, promoted to Cadet-II. Probationary cadets who have not responded satisfactorily to probationary training shall remain at the Cadet-I rank and continue probationary training. Probationary cadets who continue probation beyond three months shall be evaluated every 30 days and promoted to Cadet-II when they attain a satisfactory level of competence. Cadets who are unable to successfully complete probationary training after one year may be terminated from the Cadet Program.

Note: Probationary training will be developed at the Area/divisional cadet post to meet the needs of the youth served; however, training programs shall be developed and delivered in a manner that is consistent with stated Cadet Program objectives.

710.35. PROMOTIONAL TRAINING. Newly promoted cadets shall be assigned to promotional probationary training, while receiving guidance from a tenured cadet of the same or

higher rank and under the supervision of their cadet advisor. During promotional probation, cadets will receive instruction and supervised hands-on experience in the responsibilities of their higher rank. Promotional probation shall be three months for each rank. After the three-month period, the cadet will be evaluated and if competent, permanently promoted. Cadets who fail to successfully complete promotional probation may continue probation for an additional 30 days. If the cadet does not demonstrate a satisfactory level of competence, the cadet shall be returned to the previous rank held.

710.40. ON-THE-JOB TRAINING. A cadet's training continues after graduation from the Cadet Leadership Academy through supervision and mentoring from the cadet advisor, service-learning, post meetings, and guidance provided from tenured cadets. It is the responsibility of all cadets to peer-mentor and model acceptable behavior for less tenured cadets. This ensures a more complete development of all cadets and promotes two essential Cadet Program values—inspirational leadership and teamwork.

710.45. IN-SERVICE TRAINING. Periodic training must be provided to Cadet Program members to maintain a state of preparedness and to further their progress within the program. This serves to supplement prior training and enhance their level of expertise. Each cadet post shall include regular training in its planning of activities. Training programs shall be developed and delivered in a manner that is consistent with stated Cadet Program objectives.

710.50. SPECIAL PROBATION. A cadet may be assigned to special probation under any of the following circumstances:

- ❖ Decline in performance;
- ❖ GPA below required 2.0;
- ❖ Disciplinary issues; and,
- ❖ Return from extended leave of absence.

The reason and duration for special probationary periods shall be clearly delineated on an Employee's Report, Form 15.07.00, and discussed with the cadet. Cadet advisors and their supervisors shall closely monitor cadets assigned to special probation to ensure all reasonable measures are employed to assist them in completing the probationary period.

Cadets assigned to special probation shall be evaluated at the end of the probationary period and returned to full duty if their performance is satisfactory. When a cadet is promoted or successfully completes a probationary period, a Cadet Data Sheet documenting the promotion or completion of probation shall be completed and submitted to Community Engagement Group,

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Youth Programs Unit, with the next Cadet Activity Report. A copy of the Cadet Data Sheet shall be retained in the cadet's personnel file.

710.55. PERFORMANCE EVALUATIONS. A Cadet Rating Report may be completed for every cadet as follows:

- ❖ The report may be completed bi-annually in January and July covering the previous six months (Regular);
- ❖ Upon transfer to another Area when no other evaluation has been completed within 90 days prior to the transfer (Transfer);
- ❖ At the conclusion of the 180-day probationary period following promotion or graduation from the Cadet Leadership Academy (Probation/Promotion);
- ❖ Any time the cadet's performance indicates the need for a revised evaluation (Special). "Special Rating" shall be written in the upper-right corner of the evaluation report; or,
- ❖ When the cadet was assigned to any function other than his or her normal duties for any period exceeding 30 days (Special).

710.60. EVALUATION INTERVIEW. The evaluated cadet shall have an interview with his or her cadet advisor(s) or a designee to discuss the evaluation. During the interview, the evaluation shall be explained and suggestions given for improvement. The evaluated cadet shall be provided the opportunity to question the evaluation and make comments.

Exception. The Regular evaluation need not be completed when a Special Promotion, Probation, or Transfer evaluation has been completed within 90 days prior to the regularly scheduled Regular evaluation.

715. CADET CHANGE OF DUTY STATUS

715.05. TRANSFERS. A cadet may transfer to another Area cadet post with the approval of the concerned cadet advisors. A cadet advisor may require a transferring cadet to accept a demotion in rank as a condition of transfer if no position is available for the cadet's current rank or the demotion is in the best interest of the receiving post. The details and conditions of the transfer shall be discussed prior to the actual transfer of the cadet.

Procedure. Cadets desiring to transfer to another Area shall submit the request to their cadet advisor on an Employee's Report, Form 15.07.00. The cadet advisors of both posts shall meet with the cadet to discuss the details of the transfer. If the transfer is approved, an advisor of the

originating post shall complete a Transfer Rating Report and Cadet Data Sheet on the requesting cadet. The rating report shall be forwarded with the cadet's personnel file to the new Area/division of assignment. The Cadet Data Sheet shall be forwarded to Community Engagement Group, Youth Programs Unit.

715.10. LEAVES OF ABSENCE. A cadet may be granted a leave of absence from the Cadet Program for compelling personal reasons. Requests for leave of absence shall be submitted to a cadet advisor on an Employee's Report, Form 15.07.00. The request shall include the reason and anticipated duration for the leave.

A cadet advisor shall review and make the final decision concerning each request for leave of absence based on the merit of the request. Leaves of absence from the Cadet Program shall not extend beyond 90 days, unless in extenuating circumstances.

Note: When a cadet is placed on leave of absence his or her Cadet ID card, and all uniform/equipment items, shall be retained by the cadet post advisor until the cadet returns to full duty.

715.15. SUSPENSION, DEMOTION, TERMINATION OF CADETS. A cadet may be suspended, demoted, or terminated from the Cadet Program as the result of disciplinary action. A cadet advisor shall report all demotions, suspensions, and terminations on the monthly Cadet Activity Report, Form 01.76.01.

715.20. RETENTION OF CITY OR CADET PROGRAM PROPERTY. A cadet advisor shall obtain and hold for safekeeping any City or Cadet Program-owned property in the possession of cadets who are subject to termination or suspension, or who have been granted a leave of absence prior to the start of such termination, suspension, or leave. The advisor shall hold the property in safekeeping until the cadet returns to active participation in the Cadet Program.

715.25. CHANGE IN PERSONAL INFORMATION OR STATUS. Cadets shall notify a cadet advisor of any change in address, telephone number, or school. Cadets shall be required also to notify a cadet advisor of any circumstance that affects their participation in the Cadet Program. When a change occurs in a cadet's personal information, status, or participation in the Cadet Program, a cadet post advisor shall:

- ❖ Update the cadet's personnel file;
- ❖ Update the cadet post roster; and,
- ❖ Complete a Cadet Data Sheet and forward it to Community Engagement Group, Youth Programs Unit.

720. ILL OR INJURED CADETS

720.05. ILL OR INJURED CADETS – ON-DUTY. Cadets shall immediately notify a cadet advisor or any Department supervisor of any illness or injury that occurs while participating in a cadet program-related activity. The cadet advisor supervising the activity shall:

- ❖ Assess the injury or illness and determine if medical treatment is required.
- ❖ Obtain treatment for the ill or injured cadet.
- ❖ Notify the cadet's parent or legal guardian as soon as is practicable.
- ❖ Complete the appropriate reports.
- ❖ Retain copies of the report in the cadet's personnel file and in the post's Cadet Injury File.
- ❖ Forward one copy of the report to Community Engagement Group, Youth Programs Unit, with the monthly Cadet Activity Report.

720.10. REPORTING CADET ILLNESS OR INJURY. Illness or injury suffered by cadets while participating in Department-sponsored cadet activities (including the Cadet Leadership Academy) shall be reported as follows:

Pre-existing Illness. Recurrent episodes of illness that result from a pre-existing illness may be reported on an Employee's Report, Form 15.07.00, provided the existence of the illness has been previously documented in the cadet's personnel file.

Minor or Serious Illness or Injury. Any illness or injury shall be documented on an Injury Investigation, Form 03.15.00.

CHAPTER 8

CADET PROGRAM: CONDUCT AND DISCIPLINE

805. PERSONAL CONDUCT

805.05. STANDARD OF CONDUCT. The Police Cadet Code of Ethics is adopted as the general standard of conduct for cadets of the Los Angeles Police Department.

805.10. POLICE CADET CODE OF ETHICS. “As a Police Cadet, my fundamental duty is to learn to serve mankind and to respect the constitutional rights of all persons to liberty, equality, and justice.”

“I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; and develop self-restraint. I will be honest in my thoughts and deeds in both my personal and cadet life. I will be exemplary in obeying the laws of the land and the regulations of the Los Angeles Police Department.”

“I will never permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I recognize the duty of a cadet is to learn the ethics of good citizenship and police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to the community and the Police Cadet Program.”

805.15. CONFORMANCE TO DEPARTMENT POLICY. Cadets, Department employees, and volunteers regularly involved in Cadet Program activities shall be familiar with and conform to policies and procedures of the Department. Cadet Program participants who violate any rule, regulation, policy, or procedure of the Department or the Cadet Program may be subject to disciplinary action up to and including termination.

805.20. GENERAL BEHAVIOR. Cadet Program participants shall not act or behave, either officially or privately, in such a manner as to bring discredit upon themselves or the Department. Participants shall not willfully violate any federal, state, or local statute.

805.25. USE OF DRUGS OR NARCOTICS. Cadet Program members may only use drugs or narcotics that have been properly prescribed by a licensed physician for treatment of an illness or injury. Members who are required to take medication while involved in Cadet Program activities shall report the necessity to take medication to the cadet advisor or Department supervisor present immediately upon reporting for the activity. Members shall not engage in Cadet Program activities when they are under the influence of, or required to use medications that affect their alertness or coordination.

805.30. USE OF INTOXICANTS. The recreational use of alcohol and marijuana are illegal for persons under 21 years of age in the state of California, and virtually all other intoxicating substances are prohibited for anyone to use unless they have a valid medical prescription. The illegal use of intoxicating substances by cadets (to include recruits) conflicts with Department standards and the objectives of the Cadet Program. Cadets shall not possess or use any intoxicating substance at any time whether on or off duty, unless the substance has been properly prescribed by a doctor.

805.35. USE OF TOBACCO, CHEWING TOBACCO AND SNUFF. The use of tobacco has been proven to cause long-term serious illness and is illegal for persons under 18 years of age to possess. This places the use of tobacco in direct conflict with Cadet Program objectives. Cadets of any age shall not possess or use tobacco while engaged in any Cadet Program activity whether they are in uniform and whether they are in direct contact with the public.

A cadet's unwise or unsightly use of chewing tobacco and snuff is offensive to the public and co-workers, and detracts from the professional bearing of the cadet. The use of chewing tobacco and snuff is prohibited while engaged in any Cadet Program activity.

805.40. PUBLIC CONTACTS. Effective law enforcement depends upon a high degree of cooperation between the Department and the public it serves. In each contact with the public, Cadet Program participants must be aware their actions, appearance, and statements reflect on themselves, their families, the Department, and the Cadet Program. For that reason, participants must perform their duties and act in manner that is both honest and professional.

805.45. PERSONAL RELATIONSHIPS. The Cadet Program is a youth development program for adolescents. Camaraderie among Cadet Program participants is a healthy and essential element in the program's success. However, relationships among cadets must be continually monitored to ensure they do not interfere with program objectives. This is especially important in circumstances where conflicts may arise in decision-making by cadets in different ranks. Such conflicts may cause disruptions that interfere with Cadet Program objectives and result in a decline in morale. Advisors shall take adequate measures to prevent conflicts between personal relationships and program-related responsibilities among participants.

805.50. CONDUCT INVOLVING DEPARTMENT EMPLOYEES AND YOUTH PROGRAMS PARTICIPANTS. Please refer to the Youth Programs Manual, Section 1/105.

805.55. VIOLATIONS. Commission of the following violations may subject a cadet to disciplinary action, up to and including termination:

- ❖ Commission of a criminal offense;

- ❖ Neglect of duty;
- ❖ Failure to report known violations of other cadets;
- ❖ Insubordination;
- ❖ Violation of Departmental rules, orders, or regulations;
- ❖ Inappropriate social media postings;
- ❖ Conduct which may tend to reflect unfavorably upon the Department or the Cadet Program; and,
- ❖ Cadet Program Rules of Conduct.

Note: All cadet social media postings, to include both Department-affiliated and a cadet's private postings, are subject to review by cadet post advisors for appropriateness. Cadet conduct, to include social media postings, is subjected to a far more rigid standard of conduct than non-cadet peers. As such, cadet post advisors shall rigorously monitor cadet social media platforms for any cadet behavior that discredits the participant, his or her family, the Cadet Program, and the Department.

805.60. CADET PROGRAM RULES OF CONDUCT. In addition to all sections of the Youth Programs Manual, cadets shall be governed by the following rules of conduct while participating in Cadet Program activities:

- ❖ Cadets shall maintain their uniforms and equipment in accordance with Department standards and shall ensure their uniforms conform to the guidelines established in the Cadet Manual;
- ❖ Cadets shall not wear the "Cadet Uniform" outside of any non-Department-sponsored event or activity. Cadets are only authorized to wear the uniform while participating in or attending a Department-related function. While traveling to and from Department facilities prior to or after a cadet-related event, cadets may wear their uniforms; however, all insignia, patches, name plates, etc., shall be concealed by an outer garment.
- ❖ Cadets shall observe proper personal grooming and hygiene habits;
- ❖ Cadets shall not be absent from an assignment without proper leave or permission;
- ❖ Cadets shall not enter jails, property rooms, or kit rooms at any Department facility;

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- ❖ Cadets shall not access Department records or files without authorization from Department personnel;
- ❖ Cadets shall not engage in activities associated with politically affiliated organizations while in uniform;
- ❖ Cadets shall not recommend or suggest any person, firm, or corporation to act as attorney, council, or bondsman;
- ❖ Cadets shall not sleep on duty;
- ❖ Cadets shall not possess or use any tobacco-related product or paraphernalia while participating in cadet activities;
- ❖ Cadets shall not use illegal drugs or alcohol at any time;
- ❖ Cadets shall not be disorderly or intoxicated at any time;
- ❖ Cadets shall not use disrespectful, profane, or threatening language in dealing with others;
- ❖ Cadets shall not speak in a derogatory manner of the sexual orientation, ethnicity, gender, impairment, or religious beliefs of any person;
- ❖ Cadets shall not actively participate or be a member of any group that practices gender, ethnic, religious, sexual orientation, economic status, and/or citizenship discrimination;
- ❖ Cadets shall not participate, affiliate or be a member of any criminal gang, tagging crew or such group;
- ❖ Cadets shall not directly or indirectly solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or anything of value in connection with or as a result of their cadet position;
- ❖ Cadets shall not utilize social media posts to portray any items that indicate involvement in the previously-mentioned prohibited acts; and,
- ❖ Cadets shall not willfully and continuously violate any of the rules in this manual.

Note: Parents and legal guardians allow cadets to participate in the program; therefore, participants shall follow all legal requests and rules set by their parents or legal guardians in order to maintain good standing in the program.

The Cadet Program is a youth development program that strives to instill values and abilities that will promote growth and ethical behavior in its members. Young people who make lifestyle choices that require them to assume the responsibilities of an adult are often unable to actively participate in the Cadet Program and honor those commitments. It is contrary to the program's intentions to recruit or allow cadets to remain in the Cadet Program when they are:

- ❖ Pregnant;
- ❖ Responsible for impregnating another;
- ❖ Married; or,
- ❖ Cohabiting.

805. 65. CADET PROGRAM SOCIAL AND RECREATIONAL ACTIVITIES. Cadets shall conduct themselves in a manner which does not tarnish the reputation of our Department and is in accordance with the "Cadet Code of Ethics."

Note: Cadet guests shall be held to the same standards.

810. DISCIPLINARY PROCEDURES

810.05. RESPONSIBILITY FOR DISCIPLINE. Area commanding officers have the principal responsibility for administering discipline within the Cadet Program. The cadet post advisor shall have the authority to investigate and adjudicate incidents of minor misconduct. Any disciplinary action taken against any Cadet Program participant shall be investigated and properly documented in their personnel package.

Note: Community Engagement Group, Youth Programs Unit personnel shall have the responsibility to administer discipline during the Cadet Leadership Academy.

810.10. COMPLAINT INVESTIGATIONS. A complaint investigation shall be initiated when the Department learns of inappropriate behavior committed by or allegedly committed by a Cadet Program participant. Complaints alleging inappropriate behavior by a member of the Department's Cadet Program shall be documented on an Employee's Report, Form 15.07.00, and directed to the concerned cadet post advisor, with a copy forwarded to Community Engagement Group, Youth Programs Unit. When a personnel complaint involves inappropriate behavior of a serious or criminal nature, the Area/divisional commanding officer shall be notified.

810.15. INVESTIGATION OF CADET COMPLAINTS. The investigation into allegations of inappropriate behavior involving a cadet shall be conducted by a cadet post advisor or other Department employee assigned by the Area/divisional commanding officer and documented on an Employee's Report, Form 15.07.00. The report shall include the following:

- ❖ A statement of the specific actions which constitute the complaint;
- ❖ A summary of the investigation of each allegation, including witness statements and the results thereof;
- ❖ Corrective action taken both in minor and serious cases of inappropriate behavior; and,
- ❖ The recommendation and reasons for removal from the Cadet Program, if appropriate.

The report shall be forwarded to the commanding officer of the concerned Area/division, with a copy forwarded to the Commanding Officer, Community Engagement Group or his or her designee.

810.20. CADET DETAINED OR ARRESTED. A Department cadet detained/arrested, or transported to any jail or police facility for any offense committed **inside or outside** the City, excluding traffic infractions, shall:

- ❖ Advise the detaining/arresting officer of his or her Department cadet status; and,
- ❖ Notify their Youth Services Officer or a Department supervisor without delay.

When a Department cadet has knowledge that he or she has been named as a principal in a written crime report or complaint filed with a law enforcement agency for any offense, excluding traffic infractions, the cadet shall notify his or her Youth Services Officer or a Department supervisor without delay.

810.25. DISCIPLINARY ACTION. Disciplinary action may include:

- ❖ Oral reprimand;
- ❖ Written reprimand;
- ❖ Demotion;
- ❖ Suspension for a definite period, not to exceed 90 days;
- ❖ A probationary evaluation period; or,

❖ Termination from the Cadet Program.

The decision to terminate a cadet's participation in the Cadet Program shall be made by the commanding officer of the concerned Area/division with notification made to the Department's Youth Programs Coordinator.

Note: Cadet Program participants must recognize that in addition to any disciplinary action, the Department will fully investigate any verified acts of criminal activity.

810.30. DUTY TO COOPERATE. Cadets are required to answer all questions asked from a cadet post advisor, Department supervisor, or investigating officer in connection with the investigation of any complaint. If the complaint is of a criminal nature, the cadet is entitled to the same rights and privileges afforded to private citizens; however, cadets shall cooperate with internal matters including those related to the disciplinary process.

810.35. RETENTION OF THE CADET IDENTIFICATION CARD. Cadets placed on suspension, or leave of absence beyond 90 days, shall surrender their cadet identification card to a cadet post advisor until the period of suspension has ended or the leave of absence is over. When a cadet resigns, or is terminated, their identification card shall be forwarded to Community Engagement Group, Youth Programs Unit.

810.40. APPEAL PROCEDURE. Cadets who are dissatisfied with the outcome of a disciplinary proceeding have the right to file an appeal. If the disciplinary action designated is dismissal from the Cadet Program, the cadet may appeal to the Department's Youth Programs Coordinator. Appeals shall be submitted on an Employee's Report, Form 15.07.00 within 30 days of the date of dismissal.

810.45. GRIEVANCES. Participants in the Cadet Program who have a complaint relating to a matter affecting their participation in the program may file a grievance in writing on an Employee's Report, Form 15.07.00 within 30 days of the occurrence of the matter to be grieved. The grievance shall be reviewed at succeeding levels at the concerned Area/division until the grievance is resolved. If the matter cannot be favorably resolved at the Area/divisional level, the grievance shall be reviewed and resolved by the Department's Youth Programs Coordinator.

810.50. RETALIATION. No action of a formal or informal nature shall be taken against a cadet, witness, or cadet representative merely for having filed a grievance, nor shall such filing be looked upon with disfavor. Retaliation for any reason is considered misconduct and subject to discipline.

810.55. WORKPLACE VIOLENCE.

Cadet's Responsibility. Any form of violence or threat of violence, whether actual or reasonably perceived, involving a Department cadet and occurring in the workplace or during a cadet program-related function, must be reported without delay to a Department supervisor and/or Area/divisional commanding officer. Such behavior must be reported whether committed by a Department employee, a City employee, or any person contracted by the City.

Note: When a cadet obtains an EPO for workplace violence involving a City employee as the protected person, the officer shall notify the Threat Management Unit (TMU), Detective Support and Vice Division (DSVD).

CHAPTER 9

CADET PROGRAM: POST ACTIVITIES

905. CADET MEETINGS

905.05. POST MEETINGS. Post meetings shall be held weekly or as needed to effectively coordinate cadet post activities. Cadets of rank may be allowed to facilitate meetings only with express permission from and under the direct supervision of the cadet post advisor. A cadet post advisor shall attend and be present at all cadet post meetings and activities.

Note: A cadet post advisor may be unable to attend a cadet post meeting or other program-related activity; thus, Areas/divisions must identify additional suitable personnel to effectively perform cadet post advisor duties. In the absence of such personnel, cadet post activities must be held in abeyance.

905.10. MEETING AGENDAS. The meeting agenda should include, but not be limited to the following:

- ❖ Opening ceremony (Pledge of Allegiance);
- ❖ Uniform inspection;
- ❖ Reports and old business;
- ❖ New business; and,
- ❖ Training.

905.15. MEETING ATTENDANCE. Attendance is strongly encouraged at all scheduled meetings and for all activities in which a cadet volunteers or is assigned. Cadets who cannot attend a meeting or event shall notify their cadet post advisor. A conflict with work, school, illness, or a family matter may be a valid excuse to miss a scheduled meeting or event, provided the concerned cadet has notified his or her cadet post advisor.

Four consecutive unexcused absences from post meetings may be cause for demotion in rank. Six or more unexcused absences may be cause for termination from the Cadet Program.

905.20. YOUTH SERVICES OFFICER MONTHLY MEETING. Community Engagement Group, Youth Programs Unit, conducts the monthly Youth Services Officer Meeting on the third Wednesday of each month. The Youth Services Officer Meeting provides

an opportunity to discuss issues, present training, and plan events. Youth Services Officer Meetings are mandatory for cadet post advisors, and Area/divisional Community Relations Unit supervisors.

Note: The YPU reserves the right to cancel a meeting or move a meeting date, time, or location based on reasonable and necessary circumstances; however, proper notification will be made to ensure cadet posts are aware of any necessary changes.

910. POST ACTIVITIES

910.05. SUPERVISION. Cadet post activities are limited to those that can be directly supervised by a cadet post advisor or an associate advisor 23 years of age or above. Cadet post advisors are prohibited from delegating to cadets their responsibilities to supervise cadet-related activities (See Section 2/205.10 of the Youth Programs Manual for guidelines related to effective span of control).

910.10. CADET ACTIVITIES - CATEGORIES. Post activities are divided into three major areas.

Vocational/Community Service Related. Job-oriented activities are intended to familiarize cadets with the nature and complexity of the policing vocation. These activities shall be non-hazardous in nature and include following:

- ❖ Station front desk (answering phones, completing reports, assisting assigned officers);

Note: Cadets are allowed to perform station front desk activities only while under the direct supervision of a Department employee, consistent with other volunteer support at Area stations. Additionally, cadet access to Department automated systems is strictly prohibited.

- ❖ Detective desk and detective squad room support;
- ❖ Assisting with crowd and traffic control at parades, festivals, and similar events;
- ❖ Color guard performances at civic events;
- ❖ Assisting station personnel with record keeping and statistical summaries;
- ❖ Assisting in Departmental crime prevention activities;
- ❖ Assisting at field command posts;

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- ❖ Assisting with station security;
- ❖ Police tactics training scenarios; and,
- ❖ Volunteer details at local churches and schools, or in association with external Cadet Program partners such as Dodger Stadium and the Hollywood Bowl.

Educational. Educational activities are designed to expand cadets' knowledge, tools, and skills, in addition to developing leadership and life-skills. Educational activities may include, but are not limited to the following:

- ❖ The Cadet Leadership Academy;
- ❖ Field trips to college campuses, museums, historical landmarks, etc.;
- ❖ Ride-alongs (pursuant to established Department rules governing ride-alongs);
- ❖ Advanced cadet leadership training;
- ❖ Community Emergency Response Team training (CERT);
- ❖ Firearms safety training to include electronic simulation (i.e., Force Options Simulator);
- ❖ Child and sexual abuse prevention; and,
- ❖ Regular physical activity sessions.

Note: Cadets are prohibited from participating in any live fire activities.

Social and Recreational. Social and recreational activities are intended to provide an opportunity for positive social interaction and to build camaraderie. Social and recreational activities may include, but are not limited to, the following:

- ❖ Annual outings;
- ❖ Recreational field trips to the beach, movies, fairs, theme parks, etc.; and,
- ❖ Cadet Program-related dances, banquets, dinners, summer socials, etc.

Note: Cadet Program activities, including those at Department facilities and those at off-site locations are limited to those activities that can be directly supervised by cadet post advisors. Further, cadets are not to have unsupervised access to any portion of Department facilities and must be directly supervised by a cadet post advisor or associate advisor 23 years of age or above.

915. CADET POST TRAVEL. See Section 1/200 of the Youth Programs Manual.

920. CADET LEADERSHIP ACADEMY

920.05. ATTENDANCE ON FIRST DAY OF ACADEMY. It is mandatory that all recruit cadets and their respective Youth Services Officer(s) attend the first day of the Cadet Leadership Academy.

920.10. ATTENDANCE. Cadet Leadership Academy attendance is mandatory for recruit cadets and assigned cadet helpers for each scheduled day of training. An unexcused absence may result in termination from training or the cadet helper staff.

Note: The cadet helper staff is composed of more tenured cadets working in a volunteer capacity. These cadets assist in a variety of functions to include the following: the set-up and clean-up of classrooms; guiding and directing recruits around the facility and between classes; setting the example for recruits through active participation on the physical training field; and/or or assisting during restroom breaks or change-overs from business attire to physical training gear. The cadet helper staff is monitored, supervised, and directed by YPU staff while assisting at the Academy.

920.15. TRANSPORTATION. Transportation of recruit cadets to and from the Academy is the responsibility of the concerned Area/division, and not the recruit. In an effort to save time and fuel, Areas/divisions should arrange carpools to aid in the transportation of recruits to and from the Academy.

920.20. EXCESSIVE EXCUSED ABSENCES. A recruit is allowed no more than three excused absences from training. If a recruit is absent for a fourth day, he or she will be asked to attend the next Cadet Leadership Academy.

920.25. PHYSICAL TRAINING. Physical training is a mandatory component of Cadet Leadership Academy training. Recruits who are unable to participate in more than three physical training sessions may be asked to participate in the next available Academy session.

Physical Fitness Qualification. The Physical Fitness Qualification involves the following three physical activities):

- ❖ **1 mile run for time:** Recruits will complete the run as fast as possible, but within their physical limitations;
- ❖ **Push-ups:** As many repetitions as possible in one minute; and,

- ❖ **Sit-ups:** As many repetitions as possible in one minute.

Note: See Section 2/175.20 of the Youth Programs Manual for additional information.

920.30. ACADEMY PERFORMANCE REQUIREMENTS. Recruit cadets are given an intensive course of study that requires significant effort to successfully complete. Notebooks and handouts shall be maintained in an organized manner to facilitate effective study habits. A minimum cumulative score of 70 percent is required on all quizzes to successfully complete training, along with regular attendance and maximum effort displayed on the physical training field. Midterm and final exams include self-reflective essays and are reviewed for completeness and effort in answering the prompt. An overall average score of 70 percent is required to qualify for graduation from the Cadet Leadership Academy.

920.35. GRADUATION AWARDS. Recruit cadets who have excelled throughout the Cadet Academy shall be recognized with the following awards:

- ❖ **Outstanding Physical Fitness.** Award presented to the male and female recruits who attain the highest combined average from the midterm and final physical abilities test.
- ❖ **Outstanding Academic Achievement.** Award presented to the recruit who receives the highest overall average on the academic examinations.
- ❖ **Outstanding Recruit.** Award presented to the recruit whose overall performance exceeds the rest of the class.
- ❖ **Distinguished Cadet Post Excellence Award.** Perpetual award presented to the commanding officer of the Area/division whose recruits and YSOs contributed most to the success of the Academy class. The recipient is chosen based upon several factors including number of recruits to begin training, the number to graduate, average final scores, and participation and conduct.

CHAPTER 10

CADET PROGRAM: REPORTS AND FORMS

1005. GENERAL PROVISIONS. This volume delineates the various Department forms utilized by the Law Enforcement Cadet Program.

1010. CADET LEADERSHIP PROGRAM APPLICATION PACKET

1010.05. CADET LEADERSHIP PROGRAM – APPLICATION FOR MEMBERSHIP. This form is used to collect biographical information from youth applicants to the Cadet Program and to document background investigation findings.

Distribution:

1. Original – Area/divisional cadet post personnel file.
1. Copy – Community Engagement Group, Youth Programs Unit.

1010.10. LOS ANGELES POLICE DEPARTMENT CADET PROGRAM COVER LETTER. This form explains the vision and objectives of the Cadet Leadership Program.

1010.15. LOS ANGELES POLICE CADET PROGRAM VOLUNTEER APPLICATION. This form is used to register new youth in the Los Angeles Police Cadet Program and City Volunteer Program for data and insurance purposes.

Distribution:

1. Original – Area/divisional cadet post personnel file.
1. Copy – Community Engagement Group, Youth Programs Unit.

1010.20. LAW ENFORCEMENT CADET DATA SHEET. This form is used to update the citywide cadet database and is required whenever a cadet's personal information or status in the Cadet Program changes.

Distribution:

1. Original – Area/divisional cadet post personnel file.
1. Copy – Community Engagement Group, Youth Programs Unit.

1010.25. LOS ANGELES POLICE DEPARTMENT MEDICAL FORM. This form is used to document the health and medical status of cadets. It provides a section to be used by physicians to document the results of physical examinations for cadet activities.

Distribution:

1. Original – Area/divisional cadet post personnel file.
1. Copy – Community Engagement Group, Youth Programs Unit.

1010.30. SCHOOL BACKGROUND. This form is used to document and verify that the participant has a minimum 2.0 Grade Point Average (GPA) when applying to the cadet Leadership Program. In addition, the name of a responsible adult is required as a recommendation for participants under the age of 18. Youth Services Officers shall check cadet report cards every semester to verify the cadet is maintaining a 2.0 GPA. Cadets with sub-standard GPA's will be placed on academic probation and failure to maintain the required GPA may result in demotion, suspension, or termination.

1010.35. LOS ANGELES POLICE CADET PROGRAM – VOLUNTEER INSURANCE DISCLOSURE. This disclosure explains the coverage of the volunteer insurance and accident reporting procedures.

1010.40. INSURANCE CLAIM FORM. This form is used by cadets to file claims for benefits.

1015. CADET PROGRAM WAIVERS AND AGREEMENTS

1015.05. MEDICAL WAIVER AND PARENTAL CONSENT FORM. This form is used to verify parental permission to authorize medical treatment of a cadet and releases the City and any post advisor from financial obligations resulting from any such treatment.

Distribution:

1. Original – Concerned cadet's personnel file.

1015.10. AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER AND RELEASE OF CLAIMS. This form releases the City and its agents and employees from any and all liabilities that may result from a cadet participating in Cadet Program activities.

Distribution:

1. Original – Concerned cadet's personnel file.

1015.15. CADET ACADEMY AGREEMENT. Cadet candidates and their parent or guardian will be informed of Cadet Leadership Academy training standards and graduation requirements. The use of this form is to indicate acknowledgement of Academy standards and can be found in the application packet. During pre-academy orientation, cadet post advisors (Youth Services Officers) will provide the form to both the cadet candidate and his or her parent or guardian.

Distribution:

1. Original – Concerned cadet’s personnel file.

1015.20. CADET IDENTIFICATION CARD AGREEMENT. This form documents acknowledgement of advisement that the cadet identification card is owned by the City of Los Angeles and must be surrendered to any Departmental authority upon demand.

Distribution:

1. Original – Area/divisional cadet post personnel file.
1. Copy – Community Engagement Group, Youth Programs Unit.

1015.25. CADET RIDE ALONG REQUEST AND WAIVER. A cadet requesting a ride along shall complete the Ride Along Request and Waiver, Form 15.83, and submit it to the Youth Services Officer. The Youth Services Officer receiving the request shall complete the first four lines of the Ride Along Request and Waiver, Form 15.83. The form shall then be forwarded to the concerned Area commanding officer.

1015.30. PARENTAL WAIVER/CONSENT FOR PHOTOGRAPHS. This form releases the Los Angeles Police Department and the City of Los Angeles from any and all liability which may arise as a result of a cadet (to include recruits), within the Cadet Program, being photographed while participating in any detail, event, function, or activity related to the Cadet Program.

1020. CADET ACTIVITY REPORTS AND FORMS

1020.05. CADET ACTIVITY REPORT, FORM 01.76.00. This form is used by a cadet advisor to report their post’s monthly activities.

Distribution:

1. Original – Commanding Officer, concerned Area/division.
1. Copy – Concerned bureau commanding officer.

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1. Copy – Community Engagement Group, Youth Programs Unit.

Note: A copy of the Cadet Activity Report is due to the Youth Programs Unit by the 10th day of the month, summarizing the prior month's activities (e.g., the July report is due by August 10th).

1020.10. LOS ANGELES POLICE DEPARTMENT CADET POST OUTING PERMIT. This form is used to obtain the Department approvals for cadet trips outside the city or overnight outings and trips. The form shall constitute the front page of the overall trip request package.

Distribution:

1. Original - Commanding Officer, concerned Area/division.
1. Copy - Commanding Officer, originating bureau.
1. Copy - Area Cadet Post (complete trip request should be taken on the trip).
1. Copy - Community Engagement Group, Youth Programs Unit.

1025. FINANCIAL REPORTS

1025.05. RECEIPTS AND DISBURSEMENTS, FORM 15.47.00. This form is used to report monthly audits of Department-sponsored youth programs, non-budgetary funds (due by the 20th of each month).

Distribution:

1. Original - Concerned Area commanding officer.
1. Copy - Concerned bureau commanding officer.
1. Copy - Fiscal Operations Division.
1. Copy - Community Engagement Group, Youth Programs Unit.

VOLUME III

JUNIOR CADET PROGRAM

VOLUME III

JUNIOR CADET PROGRAM

100. GENERAL PROVISIONS

105. CHIEF OF POLICE (EXECUTIVE POWER). The Chief of Police of the Los Angeles Police Department shall be the final authority on all matters pertaining to the Junior Cadet Program (Junior Cadets).

110. GENERAL PROVISIONS. The Los Angeles Police Department's Junior Cadet Program is an official Department youth program. The Youth Programs Manual, Volume III, has been prepared to set forth administrative policies and procedures to promote Junior Cadet Program standardization Department-wide.

Authorization to deviate from the provisions of the Youth Programs Manual may be granted, if justified, by application to the Department's Youth Programs Coordinator. Aside from any approved exceptions, all Department personnel and participants in the Department's Junior Cadet Program shall adhere to the procedures, policies, and rules, set forth in the Youth Programs Manual.

200. DEFINITION OF TERMS USED IN THE JUNIOR CADET PROGRAM

205. THE JUNIOR CADET PROGRAM. The Junior Cadet Program is designed for youth ages 8 to 12 years old. The Junior Cadet program introduces youth to the law enforcement profession, while instilling a sense of community pride, self-discipline, and leadership.

210. JUNIOR CADET PROGRAM PARTICIPANT. Any member of the Department's Junior Cadet Program, ages 8 through 12 years old.

300. GOALS AND PURPOSE

305. PRIMARY OBJECTIVE. The value of the Junior Cadet Program can be found in the association it creates between youth and police officers. This association can foster a sense of sound ethics, values, and life skills that will develop a young person into a constructive, responsible, and productive member of the community.

Additionally, the Junior Cadet Program provides youth participants with the physical and mental preparation necessary to transition to the Cadet Leadership Program, or any other Department-sponsored youth program.

310. FUNCTIONAL OBJECTIVES. The Junior Cadet Program is designed to expose youth to a variety of training and social experiences that enhance each youth participant's skill set, while positively impacting police-community relations. Skill-building topics include the following:

- ❖ Safety procedures;
- ❖ Community awareness and stewardship;
- ❖ Public speaking;
- ❖ Writing and reading proficiency;
- ❖ Diversity and tolerance training;
- ❖ Physical conditioning;
- ❖ Leadership skills;
- ❖ Drill and marching; and,
- ❖ Familiarization with Departmental and law enforcement procedures.

The list above is not exhaustive, since the Junior Cadet Program shall regularly identify all areas of interest and educational opportunities that promote self-actualization and personal growth for its participants.

400. ADMINISTRATIVE POLICIES

405. DISCIPLINE. It is the duty of Youth Services Officers (YSOs) to teach and demonstrate the conduct expected of all Department personnel and participants. YSOs shall take appropriate corrective action when necessary; however, Junior Cadet participants are young and any disciplinary action should involve a productive method that involves counseling to correct the inappropriate behavior. When forms of corrective action have proven ineffective, following repeat or similar occurrences, then the involved participant(s) shall be subject to more formal disciplinary action, up to and including separation from the program.

410. TERMINATION. A Junior Cadet Program participant may be suspended or terminated from the program as the result of disciplinary action. A YSO shall report all suspensions and terminations to the Officer-in-Charge, Area Community Relations Unit, and document the disciplinary action in the participant's personnel package.

415. PARTICIPATION ROSTER. Each Area Junior Cadet Program shall maintain a roster of participants. The participant roster shall include name, address, phone number, date of birth, name of parent or legal guardian, emergency contact number, insurance policy carrier, and identification number.

500. RECORDS

505. PERSONNEL RECORDS. Each Area Junior Cadet Program shall develop and maintain personnel packages on each participant. These personnel files shall be regarded as confidential. Department personnel shall not disclose, permit disclosure, or use of such files, documents, reports, records, or information, except as required in the performance of official duties. The unauthorized use of information obtained through employment or affiliation with the Los Angeles Police Department may subject the employee, volunteer, or Junior Cadet Program participant to disciplinary action and/or criminal prosecution.

The Junior Cadet Program participant personnel package may include, but not be limited to:

- ❖ Junior Cadet Program application;
- ❖ Continuing Consent to Treat a Minor child and Liability Waiver (updated annually);
- ❖ Personal Health and Medical Record;
- ❖ Copy of current medical insurance (proof of medical insurance does not affect one's eligibility to enter the program);
- ❖ School background;
- ❖ Evaluation and Progress Reports (updated monthly);
- ❖ Commendations;
- ❖ Disciplinary reports;
- ❖ Photograph;
- ❖ Parent Information; and,

❖ Emergency Contact Information.

Personnel records shall be maintained in a secure location at the Area of participation. If a Junior Cadet Program participant resigns or is terminated, the personnel package shall be retained at the Area for five years.

600. MEDICAL ISSUES

605. MEDICAL INFORMATION. In an effort to provide better care to those youth participants who may become ill or injured, as well as a better understanding of their physical capabilities, it is recommended all youth participants obtain periodic medical evaluations by a licensed healthcare practitioner.

Youth Services Officers shall maintain complete medical waiver and parental consent forms for each youth participant. In most cases, these forms will allow the administering of emergency medical treatment for a youth participant in the event of an injury or illness when a parent or guardian cannot be contacted, or if delay appears detrimental to the health of the affected Junior Cadet Program participant.

610. ACCIDENTAL INJURY INSURANCE. Area Youth Services Officers, while working in conjunction with their Area Community Relations Unit are responsible for obtaining youth program accidental injury insurance and ensuring that the policies remain current.

Note: Area 501c3 entities operating in support of and in collaboration with Department-sponsored youth programs may purchase accidental injury insurance via a bona fide provider.

615. ILL OR INJURED JUNIOR CADET PROGRAM PARTICIPANT. Junior Cadet Program participants shall immediately notify a Youth Services Officer or supervisor of any injury or illness that occurs while participating in a Department-affiliated activity. The Youth Services Officer shall:

- ❖ Assess the injury or illness, while determining if medical treatment is required;
- ❖ Obtain treatment for the participant if necessary;
- ❖ Notify the participant's parent or legal guardian as soon as practicable;
- ❖ Complete an Injury Investigation (Form 3.15) for any injury to any youth program participant injured during a program-sponsored or program-affiliated activity;

- ❖ Retain a copy of the Injury Investigation in the participant's personnel file; and
- ❖ Forward a copy of the Injury Investigation to the Officer-in-Charge, Area Community Relations Unit.

700. DEFINITION OF ACTIVITIES

705. MEETINGS. Meetings occur at a regular gathering location identified by the Youth Services Officer assigned with managing the Junior Cadet Program activities.

710. TRIPS AND OUTINGS. Outings are trips or meetings that occur at a location other than the regular meeting location and may require pre-planning and transportation, with supervisor approval.

715. OVERNIGHT TRIPS. An overnight trip is a pre-scheduled, pre-approved activity that continues throughout the evening hours and into the following day.

715.10. OVERNIGHT TRIP APPROVAL. See Section 1/200 of the Youth Programs Manual.

800. TRANSPORTATION

805. TRANSPORTING. Only City vehicles are authorized to transport youth programs participants, Youth Services Officers, and associate advisors. Personal or private vehicles are not authorized for such use.

810. LOGGING ON. Youth Services Officers shall log on, via rover or telephonically, with Communications Division whenever transporting youth program participants in a City vehicle. Notification to communications Divisions shall include unit designation, destination location, start and end time, and beginning and ending mileage.

900. FINANCING

905. FUNDING. Non-budgetary Department funds are those funds established for the control and accounting of monies and other resources obtained from sources other than City appropriations that are used to carry out Department-sponsored activities. In all reports and statements concerning these funds, the notations "non-budgetary" shall be made. Unless specifically exempted, all non-budgetary funds shall be administered as set forth in Department

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Manual Section 3/350. Further, all sources of funding shall be processed in strict adherence to Administrative Services Bureau, Notice 1.10, dated September 19, 2011.

Note: Refer to Section 1/500 of the Youth Programs Manual for additional finance-related information.

1000. UNIFORMS

1005. UNIFORMS. Junior Cadet Program uniforms are optional and at the discretion of the Area Youth Services Officer working in conjunction with their Area Community Relations Unit supervisor. Junior Cadet uniforms, if chosen, are subject to the approval of the Youth Programs Unit.

VOLUME IV

POLICE ACTIVITIES LEAGUE

VOLUME IV

POLICE ACTIVITIES LEAGUE

100. GENERAL PROVISIONS

105. CHIEF OF POLICE (EXECUTIVE POWER). The Chief of Police of the Los Angeles Police Department shall be the final authority on all matters pertaining to the Department's Police Activities League (PAL) Program.

110. GENERAL PROVISIONS. The Los Angeles Police Department's Police Activities League Program is an official Department youth program. The Youth Programs Manual, Volume IV, has been prepared to set forth administrative policies and procedures to promote PAL Program standardization Department-wide.

Authorization to deviate from the provisions of the Youth Programs Manual may be granted, if justified, by application to the Department's Youth Programs Coordinator. Aside from any approved exceptions, all Department personnel and participants in the Department's PAL Program shall adhere to the procedures, policies, and rules, set forth in the Youth Programs Manual.

200. DEFINITION OF TERMS USED IN THE PAL PROGRAM

205. THE PAL PROGRAM. The Police Activities League (PAL) Program is a youth crime prevention program that provides youth, ages 6 to 17 years, with an opportunity to participate in self-enhancement activities through educational, athletic, and other recreational activities, while creating a bond between police officers and the youth in the community.

The PAL Program promotes trust and understanding between young people and police officers by bringing youths under the supervision and guidance of Department personnel assigned to the PAL Program.

210. PAL PROGRAM PARTICIPANT. Any member of the Department's Police Activities League (PAL) Program, generally 6 through 17 years of age. The term Police Activities League is interchangeably with PAL or PALs.

300. GOALS AND PURPOSE

305. PRIMARY OBJECTIVE. The primary objective of the Police Activities League (PAL) Program is to prevent juvenile crime and violence through the development of a relationship among youth, the police, and the community. Police Activities League Program participants engage in meaningful activities designed to develop discipline, mutual respect, self-esteem, sacrifice, and integrity. The Department is fully committed to the belief that those youths participating in the PAL Program will become stakeholders in their communities, as well as valuable members of society.

310. FUNCTIONAL OBJECTIVES. The Police Activities League (PAL) Program is designed to provide youth with positive, welcoming, and well-supervised, character-building activities. The PAL Program's broad purpose is developed to support of the following types of activities:

- ❖ Education;
- ❖ Athletics;
- ❖ Recreation;
- ❖ Artistic expression;
- ❖ Counseling;
- ❖ After school support groups;
- ❖ Volunteerism;
- ❖ Family mentoring; and,
- ❖ Community wellness.

The list above is not exhaustive, since the PAL Program shall regularly identify all areas of interest and educational opportunities that promote self-actualization and personal growth for its participants.

400. ADMINISTRATIVE POLICIES

405. DISCIPLINE. It is the duty of Youth Services Officers (YSOs) to teach and demonstrate the conduct expected of all Department personnel and participants. YSOs shall take appropriate corrective action when necessary; however, Police Activities League (PAL) Program

participants are young and any disciplinary action should involve a productive method that involves counseling to correct the inappropriate behavior. When forms of corrective action have proven ineffective, following repeat or similar occurrences, then the involved participant(s) shall be subject to more formal disciplinary action, up to and including separation from the program.

410. TERMINATION. A Police Activities League Program participant may be suspended or terminated from the program as the result of disciplinary action. A YSO shall report all suspensions and terminations to the Officer-in-Charge, Area Community Relations Unit, and document the disciplinary action in the participant's personnel package.

415. PARTICIPATION ROSTER. Each Area Police Activities League Program shall maintain a roster of participants. The participant roster shall include name, address, phone number, date of birth, name of parent or legal guardian, emergency contact number, insurance policy carrier, and identification number.

500. RECORDS

505. PERSONNEL RECORDS. Each Area Police Activities League Program shall develop and maintain personnel packages on each participant. These personnel files shall be regarded as confidential. Department personnel shall not disclose, permit disclosure, or use of such files, documents, reports, records, or information, except as required in the performance of official duties. The unauthorized use of information obtained through employment or affiliation with the Los Angeles Police department may subject the employee, volunteer, or PAL Program participant to disciplinary action and/or criminal prosecution.

The PAL Program participant personnel package may include, but is not limited to the following:

- ❖ PAL Program application;
- ❖ Continuing Consent to Treat a Minor child and Liability Waiver (updated annually);
- ❖ Personal Health and Medical Record;
- ❖ Copy of current medical insurance (proof of medical insurance does not affect one's eligibility to enter the program);
- ❖ School background;
- ❖ Evaluation and Progress Reports (updated monthly);
- ❖ Commendations;

- ❖ Disciplinary reports;
- ❖ Photograph;
- ❖ Parent Information; and,
- ❖ Emergency Contact Information.

Personnel records shall be maintained in a secure location at the Area of participation. If a PAL Program participant resigns or is terminated, the personnel package shall be retained at the Area for five years.

600. MEDICAL ISSUES

605. MEDICAL INFORMATION. In an effort to provide better care to those youth participants who may become ill or injured, as well as a better understanding of their physical capabilities, it is recommended that all youth participants obtain periodic medical evaluations by a licensed healthcare practitioner.

Youth Services Officers shall maintain complete medical waiver and parental consent forms for each youth participant. In most cases, these forms will allow the administering of emergency medical treatment for a youth participant in the event of an injury or illness when a parent or guardian cannot be contacted, or if delay appears detrimental to the health of the affected youth program Police Activities League participant.

610. ACCIDENTAL INJURY INSURANCE. Area Youth Services Officers, while working in conjunction with their Area Community Relations Unit are responsible for obtaining youth program accidental injury insurance and ensuring that the policies remain current.

Note: Area 501c3 entities operating in support of and in collaboration with Department-sponsored youth programs may purchase accidental injury insurance for youth participants via a bona fide provider.

615. ILL OR INJURED PAL PROGRAM PARTICIPANT. The PAL Program participants shall immediately notify a Youth Services Officer or supervisor of any injury or illness that occurs while participating in a Department-affiliated activity. The Youth Services Officer shall:

- ❖ Assess the injury or illness, while determining if medical treatment is required;
- ❖ Obtain treatment for the participant if necessary;

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- ❖ Notify the participant's parent or legal guardian as soon as practicable;
- ❖ Complete an Injury Investigation (Form 3.15) for any injury to any youth program participant injured during a program-sponsored or program-affiliated activity;
- ❖ Retain a copy of the Injury Investigation in the participant's personnel file; and,
- ❖ Forward a copy of the Injury Investigation to the Officer-in-Charge, Area Community Relations Unit.

700. DEFINITION OF ACTIVITIES

705. MEETINGS. Meetings occur at a regular gathering location identified by the Youth Services Officer assigned with managing the Police Activities League (PAL) Program activities.

710. TRIPS AND OUTINGS. Outings are trips or meetings that occur at a location other than the regular meeting location and may require pre-planning and transportation, with supervisor approval.

715. OVERNIGHT TRIPS. An overnight trip is a pre-scheduled, pre-approved activity that continues throughout the evening hours and into the following day.

715.10. OVERNIGHT TRIP APPROVAL. See Section 1/200 of the Youth Programs Manual.

800. TRANSPORTATION

805. TRANSPORTING. Only City vehicles are authorized to transport youth program participants, Youth Services Officers, and associate advisors. Personal or private vehicles are not authorized for such use.

810. LOGGING ON. Youth Services Officers shall log on, via rover or telephonically, with Communications Division whenever transporting youth program participants in a City vehicle. Notification to communications Divisions shall include unit designation, destination location, start and end time, and beginning and ending mileage.

900. FINANCING

905. BUDGET. Non-budgetary Department funds are those funds established for the control and accounting of monies and other resources obtained from sources other than City appropriations that are used to carry out Department-sponsored activities. In all reports and statements concerning these funds, the notations “non-budgetary” shall be made. Unless specifically exempted, all non-budgetary funds shall be administered as set forth in Department Manual Section 3/350. Further, all sources of funding shall be processed in strict adherence to Administrative Services Bureau, Notice 1.10, dated September 19, 2011.

Note: Refer to Section 1/500 of the Youth Programs Manual for additional finance-related information.

1000. UNIFORMS

1005. UNIFORMS. The PAL Program uniforms are optional and at the discretion of the Area Youth Services Officer working in conjunction with their Area Community Relations Unit supervisor. The PAL Program uniforms, if chosen, are subject to the approval of the Youth Programs Unit.

VOLUME V

JEOPARDY PROGRAM

VOLUME V

JEOPARDY PROGRAM

100. GENERAL PROVISIONS

105. CHIEF OF POLICE (EXECUTIVE POWER). The Chief of Police of the Los Angeles Police Department shall be the final authority on all matters pertaining to the Jeopardy Program.

110. GENERAL PROVISIONS. The Los Angeles Police Department's Jeopardy Program is an official Department youth program. The Youth Programs Manual, Volume V, has been prepared to set forth administrative policies and procedures to promote Jeopardy Program standardization Department-wide.

Authorization to deviate from the provisions of the Youth Programs Manual may be granted, if justified, by application to the Department's Youth Programs Coordinator. Aside from any approved exceptions, all Department personnel and participants in the Department's Jeopardy Program shall adhere to the procedures, policies, and rules, set forth in the Youth Programs Manual.

200. DEFINITION OF TERMS USED IN THE JEOPARDY PROGRAM

205. THE JEOPARDY PROGRAM. Jeopardy is a community-based prevention/intervention program for youth "at-risk" of becoming involved in gangs. The program, designed for youth ages 8 to 17 years, combines the strength of the community, neighboring schools, and the Department to affect positive, lifelong attitudinal changes in young people who are in "jeopardy" of being drawn into the gang lifestyle. Jeopardy targets at-risk youth by offering a variety of educational and physical activities, to include tutoring, athletics, recreation, and counseling.

210. AREA JEOPARDY OFFICER. An Area Jeopardy Officer is a sworn member of the Department whose primary duty is to direct the activities of the Jeopardy Program.

215. AREA JEOPARDY COORDINATOR. An Area Jeopardy Coordinator is a sworn member of the Department whose primary duty is to provide line supervision over Area Jeopardy Officers. The responsibility shall be assigned to the Officer-in-Charge (OIC), Area Community Relations Unit.

220. JEOPARDY PROGRAM PARTICIPANT. Any member of the Department's Jeopardy Program, 8 to 17 years of age. The term "Jeopardy Referent" will be synonymous with any youth participant in the Jeopardy Program.

300. GOALS AND PURPOSE

305. PRIMARY OBJECTIVE. The primary objective of the Jeopardy Program is to avert juveniles who are in "jeopardy" of becoming gang members and provide them with healthy and positive alternatives. The Jeopardy Program must:

- ❖ Identify at-risk youth by establishing liaison with schools, the Probation Department, sworn officers, detectives, and parents or legal guardians;
- ❖ Refer families to local community-based counseling agencies;
- ❖ Provide an opportunity for meetings between the youth participant, his or her parent or legal guardian, and Area Jeopardy Officers to discuss appropriate referrals;
- ❖ Follow-up on referrals to evaluate their effectiveness and the need for an alternative course of action;
- ❖ Evaluate both the success of the referral and the program's impact on specific needs of the youth participant;
- ❖ Monitor and document the youth participant monthly for at minimum one year;
- ❖ Identify external partners that would assist the youth participant in avoiding criminal conduct; and,
- ❖ Make appropriate recommendations for each youth participant to resources such as those listed below:
 - Youth Advocacy Program;
 - City Attorney Parenting Program;
 - Area Community Relations Office youth activities;
 - YMCA;
 - Boys and Girls Club Programs;
 - Department of Recreation and Parks;
 - Education enrichment and crime prevention activities;
 - Education and literacy tutoring; and,
 - Homework assistance programs

310. FUNCTIONAL OBJECTIVES. The Jeopardy Program targets “at-risk” youth and offers a variety of educational programs and physical activities. Jeopardy Program goals include the following:

- ❖ Decrease truancy;
- ❖ Improve grades;
- ❖ Increase graduation rate;
- ❖ Improve self-esteem;
- ❖ Decrease the risk of gang involvement;
- ❖ Improve conflict resolution and other life affirming skills;
- ❖ Improve and demonstrate goal-setting skills;
- ❖ Improve reading and writing skills; and,
- ❖ Decrease violent and other inappropriate behavior.

400. ADMINISTRATIVE POLICIES

405. DISCIPLINE. It is the duty of Area Jeopardy Officers to teach and demonstrate the conduct expected of all Department personnel. Area Jeopardy Officers shall take appropriate corrective action when necessary; however, Jeopardy Program participants are youth and any disciplinary action should involve a productive method that involves counseling to correct the inappropriate behavior. When forms of corrective action have proven ineffective, following repeat or similar occurrences, then participants shall be subject to more formal disciplinary action, up to and including, removal from the program.

410. PARTICIPATION ROSTER. Each Area Jeopardy Program shall maintain a roster of participants. The participant roster shall include name, address, phone number, date of birth, name of parent or legal guardian, emergency contact number, insurance policy carrier, and identification number.

415. TERMINATION. A Jeopardy Program participant may be suspended or terminated from the program as the result of disciplinary action. An Area Jeopardy Officer shall report all suspensions and terminations to the Area Jeopardy Program Coordinator and document the disciplinary action in the participant’s personnel package.

500. RECORDS

505. PERSONNEL RECORDS. Each Area Jeopardy Program shall develop and maintain personnel packages on each participant. These personnel files shall be regarded as confidential. Department personnel shall not disclose, permit disclosure, or use of such files, documents, reports, records, or information, except as required in the performance of official duties. The unauthorized use of information obtained through employment or affiliation with the Los Angeles Police Department may subject the employee, volunteer, or Jeopardy Program participant to disciplinary action and/or criminal prosecution.

The Jeopardy Program participant personnel package may include, but is not limited to the following:

- ❖ Jeopardy Program application;
- ❖ Continuing Consent to Treat a Minor child and Liability Waiver (updated annually);
- ❖ Personal Health and Medical Record;
- ❖ Copy of current medical insurance (proof of medical insurance does not affect one's eligibility to enter the program);
- ❖ School background;
- ❖ Evaluation and Progress Reports (updated monthly);
- ❖ Commendations;
- ❖ Disciplinary reports;
- ❖ Photograph;
- ❖ Parent Information; and,
- ❖ Emergency Contact Information.

Personnel records shall be maintained in a secure location at the Area of participation. If a Jeopardy Program participant resigns or is terminated, the personnel package shall be retained at the Area for five years.

600. MEDICAL ISSUES

605. MEDICAL INFORMATION. In an effort to provide better care to those youth participants who may become ill or injured, as well as a better understanding of their physical capabilities, it is recommended that all youth participants obtain periodic medical evaluations by a licensed healthcare practitioner.

Area Jeopardy Officers shall maintain complete medical waiver and parental consent forms for each youth participant. In most cases, these forms will allow the administering of emergency medical treatment for a youth participant in the event of an injury or illness when a parent or guardian cannot be contacted, or if a delay appears detrimental to the health of the affected youth program participant.

610. ACCIDENTAL INJURY INSURANCE. Area Jeopardy Officers, while working in conjunction with their Area Community Relations Unit supervisor are responsible for obtaining youth program accidental injury insurance and ensuring that the policies remain current.

Note: Area 501c3 entities operating in support of and in collaboration with Department-sponsored youth programs may purchase accidental injury insurance via a bona fide provider.

615. ILL OR INJURED JEOPARDY PROGRAM PARTICIPANT. Jeopardy Program participants shall immediately notify an Area Jeopardy Officer or supervisor of any injury or illness that occurs while participating in a Department-affiliated activity. The Area Jeopardy Officer shall:

- ❖ Assess the injury or illness, while determining if medical treatment is required;
- ❖ Obtain treatment for the participant if necessary;
- ❖ Notify the participant's parent or legal guardian as soon as practicable;
- ❖ Complete an Injury Investigation (Form 3.15) for any injury to any youth program participant injured during a program-sponsored or program-affiliated activity;
- ❖ Retain a copy of the Injury Investigation in the participant's personnel file; and,
- ❖ Forward a copy of the Injury Investigation to the Area Jeopardy Coordinator.

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700. DEFINITION OF ACTIVITIES

705. MEETINGS. Meetings occur at a regular gathering location identified by the Area Jeopardy Officer assigned with managing Jeopardy Program activities.

710. TRIPS AND OUTINGS. Outings are trips or meetings that occur at a location other than the regular meeting location and require pre-planning and transportation, with supervisor approval.

715. OVERNIGHT TRIPS. An overnight trip is a pre-scheduled, pre-approved activity that continues throughout the evening hours and into the following day.

715.10. OVERNIGHT TRIP APPROVAL. See Section 1/200 of the Youth Programs Manual.

800. TRANSPORTATION

805. TRANSPORTING. Only City vehicles are authorized to transport youth program participants, Youth Services Officers (or Area Jeopardy Officers), and associate advisors. Personal or private vehicles are not authorized for such use.

810. LOGGING ON. Area Jeopardy Officers shall log on, via rover or telephonically, with Communications Division whenever transporting youth program participants in a City vehicle. Notification to Communications Divisions shall include unit designation, destination location, start and end time, and beginning and ending mileage.

900. FINANCING

905. BUDGET. Non-budgetary Department funds are those funds established for the control and accounting of monies and other resources obtained from sources other than City appropriations that are used to carry out Department-sponsored activities. In all reports and statements concerning these funds, the notations “non-budgetary” shall be made. Unless specifically exempted, all non-budgetary funds shall be administered as set forth in Department Manual Section 3/350. Further, all sources of funding shall be processed in strict adherence to Administrative Services Bureau, Notice 1.10, dated September 19, 2011.

Note: Refer to Section 1/500 of the Youth Programs Manual for additional finance-related information.

1000. UNIFORMS

1005. UNIFORMS. Jeopardy Program uniforms are optional and at the discretion of the Area Jeopardy Officer working in conjunction with the Area Jeopardy Coordinator. Jeopardy Program uniforms, if chosen, are subject to the approval of the Youth Programs Unit.