

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

2203.3, PUBLIC SAFETY CADET PROGRAM, ORLANDO POLICE DEPARTMENT CADET, AND COLLEGE INTERNSHIP PROGRAMS

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1. PURPOSE

The purpose of this directive is to outline procedures for the Public Safety Cadet Program, OPD Cadet Program, and the College Internship Program to ensure compliance and professionalism are established between sworn personnel and civilian cadets.

2. POLICY

It shall be the policy of this Department to enhance relations between the youth of our community and members of law enforcement and provide firsthand knowledge of police operations.

3. DEFINITIONS

N/A

4. PROCEDURES

4.1 PUBLIC SAFETY CADET PROGRAM

Public Safety Cadet Program, Orlando Police Department Cadet, and College Internship Programs, 2203.3

The School Resource Section Public Safety Cadet Program shall provide firsthand limited training and experience in actual day-to-day police operations to young people interested in law enforcement as a career. In addition, the Public Safety Cadet Unit shall assist in completing Department objectives through the performance of job tasks. The mission of the Public Safety Cadet Program is to mentor young adults to serve their communities by providing knowledge, skills, and practical experiences through education and training delivered by public safety professionals that develop character, physical fitness, and respect for the rule of law and human and civil rights.

4.1.1 ORGANIZATION

The Public Safety Cadet Unit shall fall organizationally under the Special Services Bureau, Community Relations Division, School Resource Section, School Resource Officer (High School) Unit.

The School Resource Section Commander shall have authority and responsibility for the overall operations of the Public Safety Cadet Unit within the guidelines of this procedure.

The School Resource Section Commander shall appoint an officer to be the lead mentor to the Public Safety Cadet Unit. The lead mentor of the Public Safety Cadet Unit shall be responsible for the following:

- a. Perform administrative functions including the coordination of regular meetings, academy attendance, hours worked, records retention, and processing of applicants.
- b. Submit and maintain bylaws and policies and procedures governing the in-house organization and operation of Public Safety Cadet Unit #1103.
- c. Complete supervisory tasks, such as explorer evaluations, assignments, discipline, and training.
- d. Establish rank structure and method of selection of Public Safety Cadet Program personnel to assist in administrative and supervisory tasks.
- e. Ensure all mentors selected to work with the cadets are sworn law enforcement officers or current employees of the Orlando Police Department. Any mentor who is not an Orlando Police Department employee should be assessed for suitability by evaluating criminal history information and driving records

4.1.2 PUBLIC SAFETY CADET PROGRAM PARTICIPANT REQUIREMENTS

The Public Safety Cadet Program is intended for youth who have an interest in a career in public safety and possess the standards of character to pursue such a career. The eligibility requirements for admittance and continued membership in the program are:

- a. Maintain a minimum of 2.0 cumulative grade point average (GPA) in high school or college.
- b. Disclose any condition or limitation that would preclude safe participation in the program or activity to ensure the safety of the cadet and that appropriate accommodations are made.
- c. Must be age 14 through age 21. Exceptions to this requirement may be made in writing to the School Resource Section Commander for approval.
- d. Must be enrolled in an academic institution in 9th grade or higher. Upon graduation from high school, the cadet has the option of going directly to college or waiting six months to begin college classes. The cadet must show proof of his/her intention to attend an institution of higher education.
- e. Must be reliable and on time for meetings and events, eager to learn, and supportive of law enforcement.
- f. Must not have a prior conviction for a significant criminal offense or serious traffic offense.
- g. Must be of excellent moral character.

The Public Safety Cadet Unit shall have as many members as specified by the unit sergeant with approval of the School Resource Section Commander, but no more than a total of 75 active members.

Membership procedures shall be determined from within the Public Safety Cadet Unit with approval by the lead mentor's chain of command.

4.1.3 AUTHORITY

Public Safety Cadets are non-sworn civilian volunteers in a School Resource Section Program and do not have law enforcement authority.

Public Safety Cadets may take law enforcement action only in rare and unusual circumstances and only when commanded by a sworn officer exercising that right to summon assistance from any civilian as prescribed in [FSS Ch. 901.18](#) and enforced by [FSS Ch. 843.06](#). Any law enforcement action taken by a Public Safety Cadet which is not in response to a direct order by a sworn officer shall be grounds for immediate dismissal from the Public Safety Cadet Program.

Any sworn officer who commands a Public Safety Cadet to exercise law enforcement authority shall be prepared to justify to the commander of the School Resource Section that the action was prudent and necessary.

4.1.4 UNIFORMS

The School Resource Section Commander shall be responsible for determining the prescribed attire to be worn by the Public Safety Cadets subject to approval by the Chief of Police.

The complete prescribed uniform shall be worn by Public Safety Cadets while engaging in Public Safety Cadet activities, except when civilian clothing is authorized by the lead mentor or the immediate supervisor (sworn officer).

4.1.4.1 AWARDS

The only awards authorized to be worn on the Public Safety Cadet uniform shall be those bestowed by the Department or those awards that have been issued under the Public Safety Cadet Program standard operating procedures. These awards shall be worn per the current version of [P&P 1602, Awards/Protocol](#).

4.1.5 PUBLIC SAFETY CADET RIDERS' PROGRAM

The Public Safety Cadet Rider's Program will:

- a. Provide the Public Safety Cadet with firsthand knowledge of basic police operations.
- b. Supplement classroom training through observation of police and community service officers during their performance of routine patrol functions.

4.1.5.1 REQUIREMENTS

A Certified Public Safety Cadet shall be:

- a. Sixteen years of age or older.
- b. Active member in good standing of the post for six months or longer.
- c. Certified in CPR with training in first aid.
- d. Demonstrate a working knowledge of ten codes/signals and Public Safety Cadet Program directives through written examination and practical situations.
- e. Attend the Public Safety Cadet / Law Enforcement Explorer Summer Academy which includes instruction in each of the following areas:
 1. Ethics and Professionalism.
 2. Radio Use and Procedure.
 3. Report Writing.
 4. Traffic Stops.

5. Accident Investigation.
6. Patrol Techniques.
7. First Aid.
8. Spend a minimum of 24 hours of supervised training and familiarization in Communications.

4.1.5.2 GUIDELINES

Upon completion of the approved Public Safety Cadet Program Rider curriculum, the explorer shall ride a minimum of 80 hours with a community service officer (day or evening shift) and receive satisfactory evaluations.

The Public Safety Cadet shall then be permitted to ride with a patrol officer. The Public Safety Cadet shall ride a minimum of 24 hours on the day shift before they are eligible to ride the evening shift.

At no time shall a Public Safety Cadet be allowed to ride the midnight shift.

Each time a Public Safety Cadet wishes to ride with community service or patrol officers, he/she shall present to the watch commander a permission form signed by the lead mentor.

A Public Safety Cadet is allowed a maximum of five hours of riding time on a school night. In no case shall a Public Safety Cadet ride after 2100 hours.

Public Safety Cadets are allowed to ride only with officers that have been selected by the watch commander or his/her designee. Ideally, these officers shall be field training officers or officers of that caliber.

Public Safety Cadets shall never carry or use weapons or handcuffs and shall never operate a City vehicle.

Public Safety Cadets qualified to ride in Patrol shall be designated by a CPSC (Certified Public Safety Cadet Patrol) pin.

4.1.5.3 EVALUATIONS

Daily evaluations shall be completed by host officers each time the Public Safety Cadet rides in Patrol. The program shall be closely monitored by the unit sergeant and a program mentor.

4.1.5.4 TRAFFIC DIRECTION

Public Safety Cadets are authorized to direct traffic in a public or private parking lot under the direct supervision of the lead mentor or his/her designee.

All Public Safety Cadets will be dressed in an approved Public Safety Cadet uniform and shall wear traffic vests while directing traffic. Public Safety Cadets will utilize flashlights with wands when directing traffic at night.

Public Safety Cadets are prohibited from directing traffic on any public roadway unless directed to do so by a law enforcement officer.

4.1.6 PUBLIC SAFETY CADET DRILL TEAM

The Public Safety Cadet Drill Team shall consist of those members from the Public Safety Cadet Unit who have completed drill instruction and demonstrated proficiency in drill maneuvers.

4.1.6.1 ORGANIZATION

The Public Safety Cadet lead mentor shall have immediate control of the operations of the drill team. The lead mentor shall be responsible for the scheduling of regular training sessions and maintenance of all equipment/security.

The drill team shall consist of ten members including two team leaders.

4.1.6.2 UNIFORM

The School Resource Section Commander shall be responsible for determining the prescribed attire for the drill team with the approval of the Chief of Police.

4.1.6.3 PARTICIPATION

The Public Safety Cadet Drill Team shall participate in parades, official ceremonies, and any Departmental or civic function where utilization of the drill team would be appropriate.

4.2 ORLANDO POLICE DEPARTMENT CADET PROGRAM

The Cadet Program was instituted to provide college students, interested in law enforcement as a career, with firsthand knowledge of police operations.

Police Cadets shall be made up of college students between the ages of 18 and 23, enrolled at a regionally accredited academic institution, that has been selected for part-time employment within the Orlando Police Department.

Cadets shall meet the same physical and medical standards required of applicants for sworn positions. Cadets shall be full-time college students enrolled in a minimum of 12 credit hours of classes during each school term, fall through spring. A cadet may participate in the program for a maximum of four years and shall maintain a 2.0 cumulative grade point average during the period of participation in the program.

Cadet applicants shall be willing to participate in the program for a minimum of 12 consecutive months for a minimum of 15 hours per week and a maximum of 20 hours per week during the fall and spring semesters. In no case shall the cadet work more than 1,000 hours per calendar year.

4.2.1 ORGANIZATION

The School Resource Section Commander shall have final authority over the organization, administration, operation, and discipline of the Cadet Program.

The Public Safety Cadet lead mentor shall serve as the program coordinator of the Cadet Program and have immediate control of the program.

The program coordinator shall be responsible for the administrative functions of the Cadet Program, including scheduling regular meetings, training, completing pay sheets, and processing applicants.

4.2.2 RESTRICTION

Cadets are civilian employees and do not have law enforcement authority.

Cadets may take law enforcement action only when commanded by a sworn officer exercising the right to summon assistance from any civilian as prescribed in FSS Ch. 901.18 and enforced by FSS Ch. 843.06.

4.2.3 ASSIGNMENT

Cadets shall be assigned to various sections of the Police Department by the program coordinator with approval from the appropriate section commander.

There shall be no requirement for cadets to apply with this agency upon their graduation from college.

The Recruiting Unit shall recruit and process respective cadet candidates. The program coordinator shall conduct interviews with qualified applicants and make a recommendation for the selection of candidates.

The section commander of the area to which the cadet is assigned shall be responsible for assuring quarterly reports are submitted to the program coordinator detailing the cadet's adaptability to police functions and operations.

4.2.4 UNIFORMS

The School Resource Section Commander shall be responsible for determining the prescribed attire for cadets with the approval of the Chief of Police.

4.3 COLLEGE INTERNSHIP PROGRAM

The college student is assigned to the Orlando Police Department to complete an internship in return for college credit hours. The Department evaluates the student throughout the program for employment potential.

The Training Section Commander has final authority over the College Internship Program.

The main objective for the intern is to learn about law enforcement on the local level and to observe the operations of the Orlando Police Department. The intern shall be assigned an intern coordinator (recruiting officer) who will draft a 14-week schedule in various areas throughout the Department. At the end of each week, the intern shall complete a weekly report detailing events learned and observed. The instructions are provided with an evaluation sheet that is completed and returned to the intern coordinator at the end of the 14 weeks. The intern coordinator will complete a final evaluation of the student which is sent to their respective school administrator. If the student expresses interest in a career with the Orlando Police Department and has displayed the qualities desired for a law enforcement officer, a formal employment application can be processed by the Recruiting Unit.

4.3.1 GENERAL RESPONSIBILITIES

The intern coordinator establishes contact with the intern directors at each university selected as a student intern source and secures applicants to be screened. After an applicant has been selected, the intern coordinator is responsible for scheduling and tracking the student through a 14-week program within the Department. The intern coordinator is the contact person for the intern and instructors should a problem arise. A final evaluation and grade are given by the intern coordinator to the student's school for permanent record. The intern coordinator shall be responsible to the Training/FTO Unit supervisor and shall be responsible for turning in pay sheets on interns.

4.3.2 INTERN RESPONSIBILITIES

The intern is responsible for providing their housing and transportation while completing the internship at the Orlando Police Department. The intern is responsible for arriving at assignments on time and dressed accordingly. The intern will observe, learn from and, if possible, assist instructors when applicable. Also, the intern is responsible for turning in weekly reports to the intern coordinator on the Monday following a scheduled section. The intern shall be responsible for adhering to the directives of the Orlando Police Department which shall be supplied to the interns during their orientation day.

4.3.3 INSTRUCTORS

Officers selected by their supervisors to assist the intern shall be designated as instructors. The responsibility of the instructor is to allow the intern to observe, relate input, and answer questions. The instructor has the discretion to allow the intern to assist them in other "hands-on" areas, i.e., worksheets, compiling statistics, minor radio transmissions, etc. The instructor shall be a field training officer or an officer displaying those qualities.

4.3.4 PROGRAM EVALUATION

Upon completion of the Internship Program, the intern shall be given an evaluation form asking for positive and negative feedback. All separating interns must process through Professional Standards.

5. FORMS AND APPENDICES

N/A