

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

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2021 Revision

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KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: MISSION STATEMENT

NO. A-100

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The mission of the Public Safety Cadets 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 build character, physical fitness, and respect for the rule of law and human and civil rights. The vision statement of the organization is preparing young adults for careers and leadership in the public safety profession.

DIRECTIVE A

This manual represents guidelines, and the policies and procedures contained herein are designed to enhance and promote the Cadet function. In all matters not specifically covered, members must follow the law, the Kern County Sheriff's Office policies, and procedures, the philosophy and mission of this department, and their own best judgement.

DIRECTIVE B

It is the responsibility of the Lead Mentor of the Public Safety Cadet Program to ensure that all members of the PSC Unit read, understand, and adhere to the applicable sections of this manual.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: MANUAL REVISIONS

NO. A-200

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The Public Safety Cadet (PSC) Lead Mentor will be charged with revising, updating, and maintaining this manual. It will be his/her responsibility to provide revisions and updates to all manual holders in a timely manner. The PSC Leader will keep the master manual.

The Volunteer Services Section Lieutenant/Commander will have final authority in approving any changes to the manual. Any member of this department or the PSC Lead Mentor may request a modification of this manual by following the procedure listed below.

PROCEDURE

Any Cadet or departmental member seeing the need for modification will:

- Make recommendations for changes or additions in memo form, including the reason for change or additions citing specific circumstances, laws, or other pertinent information, and section and/or language to be added or changed;
- Forward the memo through the chain of command to the Lead Mentor.

The Lead Mentor will:

- Review the request and all comments attached;
- If necessary, return for clarification or additional justification;
- Submit the request to the Volunteer Services Lieutenant/Commander for approval with a recommendation;
- If not approved, send a memo notifying the originator of the request that it has been rejected, with the original request and all comments;
- If approved, make the change or addition to the appropriate section, noting the date of the revision;
- Keep a copy of the section that was changed in its original form for a period of five

(5) years;

- Distribute the new/revised section to all manual holders.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: DEFINITIONS

NO. A-300

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The following definitions will be used in all communications regarding the Public Safety Cadets Unit #519 in order to provide uniformity and clarification of terminology pertinent to the Cadet Unit.

DEFINITIONS

MENTOR: A sheriff's deputy appointed by the Volunteer Services Section Lieutenant/Commander to assist the Lead Mentor in the overall operation of the Cadet Unit.

LEAD MENTOR: The Deputy Sheriff, Senior Deputy, or Sergeant assigned to the Volunteer Services Section to coordinate the Cadet Unit countywide under the direction of the Volunteer Services Lieutenant/Commander.

CADET: A member of KCSO PSC Unit #519 who has properly enrolled in the program and has successfully passed all phases of the testing procedure.

KCSO PUBLIC SERVICE CADETS UNIT #519: The Public Safety Cadets Unit (PSC) is operated by the Kern County Sheriff's Office.

VOLUNTEER MENTOR: A person appointed by the Volunteer Services Section Lieutenant/Commander to assist the Lead Mentor in the overall operation of the Cadet Unit.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: ORGANIZATIONAL STRUCTURE

NO. A-400

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The Public Safety Cadet (PSC) Unit is headed by the Lead Mentor. The Lead Mentor functions as a liaison between the PSC Unit and the Sheriff's Office. He or she receives direction from and reports directly to the Volunteer Services Section Lieutenant/Commander. In the absence of the Lead Mentor, the Volunteer Services Section Lieutenant/Commander may delegate another staff member from the Volunteer Services Section to serve as the Lead Mentor.

ORGANIZATIONAL STRUCTURE

Chain of Command: Department

Sheriff
Undersheriff
Chief Deputy
Commander
Volunteer Services Section Lieutenant
Lead Mentor
Mentor
Volunteer Mentor

Chain of Command: PSC Unit #519

Cadet Captain
Cadet Operations Lieutenant
Cadet Administration Lieutenant
Cadet Sergeant
Senior Cadet
Cadet

DIRECTIVE: A

The organizational structure and chain of command for the PSC Unit is based on the overall management and control of the Unit. However, it must be kept in mind that day-to-day operations will take place at the departmental level and for purposes of conducting Unit business; the departmental level chain of command will be followed.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: ENROLLMENT PROCEDURE

NO. A-500

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY:

The Kern County Sheriff's Office recognizes the selection process for a Public Safety Cadet (PSC) is not as involved as hiring a full-time employee. However, since a PSC Unit is a part of the Sheriff's Office, certain guidelines must be followed in order that those Cadets who are selected to be a part of the Unit are good representatives of the Sheriff's Office.

DIRECTIVE A

Membership into the PSC Unit shall be available to any person who meets the following requirements:

- Be a good citizen of the community and of good moral character.
- Be at least 15 years of age and no older than 20 years at the time of the interview.
- Be enrolled in school and maintaining at least a 'C' average in all classes.
 - Those applicants who are in college must be enrolled in at least two (2) academic courses.
- Successfully pass the entrance oral interview.
- Successfully pass the background investigation.
 - Applicants must generally be free from any criminal record, excluding minor traffic violations

DIRECTIVE B

The following procedures will be used in the selection process of Cadets:

- Applicants will be scheduled for an oral interview where they will fill out the PSC Unit application and complete an oral interview given by the Lead Mentor.
- The interview will consist of a standard set of questions to ensure consistency among applicants and will be pass or fail.

- Candidates will be required to pass a low-level physical agility test.
- Upon successful completion of the interview, written test, and physical agility test, applicants will attend an orientation meeting which will be the next regularly scheduled PSC Unit general meeting.
- The Lead Mentor or his/her designee will then complete a background check on the applicant.
- The applicant will be assigned to the Orientation Program for three (3) months.
- Upon completion of the Orientation Program, the applicant will then be assigned to a squad for a three-month probation period. During this three-month period, the applicant will be required to pass the Cadet radio codes test.
- The applicant will successfully complete the Volunteer Services Section Academy.
- At the end of the probationary period, the Lead Mentor will make one of the following decisions regarding the applicant's future status:
 - Dismissal based upon the background investigation or performance failure,
 - Continuation of probation for a specified period of time, or,
 - Appointment as a permanent KCSO Public Safety Cadet.

DIRECTIVE C

If a past Cadet requests to be reinstated, the following procedure will be used:

- The request to be reinstated must be made within six (6) months of the Cadet leaving the Unit.
- The past Cadet must have left in good standing.
- The past Cadet must submit a request in writing to the Lead Mentor asking for reinstatement.
- If there are not compelling reasons why the past Cadet cannot be reinstated, he/she will be reinstated under the following guidelines:
 - The Cadet will be reissued a badge and ID card,
 - The Cadet will wear the Cadet uniform to all Cadet functions,
 - The Cadet will be on a three-month probation,
 - After the three-month probation period, the Lead Mentor will evaluate the Cadet for a return to permanent status.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: DUTIES OF THE LEAD MENTOR

NO. B-100

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

It will be the responsibility of the Lead Mentor, under the direction of the Volunteer Services Section Lieutenant/Commander, to coordinate, control, direct, and supervise the activities of the PSC Unit. The Lead Mentor will be responsible for the overall management of the PSC Unit and its members.

GENERAL DUTIES

The Lead Mentor will:

- Coordinate the selection process for Cadets.
- Be responsible for conducting the PSC Unit general meetings.
- Coordinate all events the PSC Unit participates in.
- In accordance with Kern County Sheriff's Office guidelines, ensure disciplinary action is taken when necessary and appropriate.
- Update the PSC Unit Policies and Procedures manual as needed.
- Maintain a current roster of all active Cadets, including addresses, phone numbers, and email addresses.
- Maintain all necessary records involved with the PSC Unit, including the checking account, the IRS form 990N, and necessary maintenance of the tax-exempt status.
- Be responsible for all expenditures from the PSC Unit checking account.
- Act as liaison between the PSC Unit and the Cadets.
- Keep the Volunteer Services Section Lieutenant/Commander apprised of any unusual circumstances.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: DUTIES OF MENTORS

NO. B-200

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The PSC Unit is involved in many activities. From time to time, it may be necessary for other members of the Sheriff's Office to assist the Lead Mentor in the supervision of the PSC Unit and its activities. In the case of a substation PSC Unit, a Mentor will be appointed to oversee the activities of the Cadets in that substation area. The Volunteer Services Section Lieutenant may appoint Mentors as needed to assist the Lead Mentor in the operation of the PSC Unit.

GENERAL DUTIES

The Mentors will:

- Supervise and be responsible for Cadets under his or her control at a substation.
- Assist the Lead Mentor in the coordination of events and supervision of Cadets countywide.
- Attend as many Cadet general meetings and Cadet events as necessary to ensure a positive relationship with the members of the PSC Unit.
- If assigned to patrol duty, be available to allow Cadets to ride with them as part of the Cadet ride-along program.
- Register as adult leaders with the Public Safety Cadets Organization.

DIRECTIVE A

All Mentors will professionally conduct themselves in their dealings with Cadets. Good judgement must be exercised in all personal relationships with Cadets. This is not meant to discourage Mentors from becoming friends with the Cadets or helping Cadets with personal problems. A Mentor must remain a person that Cadets can trust and relate to. Mentors are the primary role models for the Unit and must act accordingly.

**KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES**

TITLE: RANK STRUCTURE AND RESPONSIBILITIES

NO. B-300

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

To facilitate more effective communication and consistency in application of policies and procedures, a group structure has been established for administrative purposes. All Cadets are required to use this chain of command to ensure information is effectively communicated and to promote harmony within the PSC Unit.

Cadets who hold ranking positions are expected to follow the duties and responsibilities of their position.

DUTIES OF PSC UNIT CAPTAIN

- Be responsible for the efficient and controlled running of the PSC Unit.
- Conduct the PSC Unit General Meeting.
- Be responsible for the direct supervision of all Cadets and PSC Unit activities.
- Report all current activities of the PSC Unit to the Lead Mentor, any meritorious conduct by Cadets, and any misconduct brought to his/her attention related to any Cadet.

DUTIES OF PSC UNIT ADMINISTRATIVE LIEUTENANT

- Be responsible for collection of time sheets and maintaining time records for all Cadets.
- Be responsible for attendance records for the PSC Unit general meetings.
- Take minutes at the PSC Unit officer's meeting and the PSC Unit general meeting.
- Assume command of the PSC Unit in the absence of the Unit Captain and Unit Operations Lieutenant.

DUTIES OF PSC UNIT OPERATIONS LIEUTENANT

- Be responsible for the PSC Unit Squad Sergeants and ensure they carry out their duties.
- Report any misconduct by members to the PSC Unit Captain.
- Be responsible for the administration of the Ride-Along Program.
- Be responsible for the scheduling of all Cadets events.
- Assume command of the PSC Unit in the absence of the Unit Captain.

DUTIES OF PSC UNIT SQUAD SERGEANT

- Be responsible for the supervision of the Cadet Squad that they are assigned to.
- Ensure that all Cadets under their supervision abide by all policies and procedures of the PSC Unit and report any deficiencies to the PSC Unit Operations Lieutenant.
- Keep the PSC Unit Operations Lieutenant apprised of all activities of their squad.
- Carry out all assignments that are assigned to them without delay.

DUTIES OF PSC UNIT SENIOR CADET

- Assist the squad sergeant that they are assigned to as needed.
- Assume the responsibilities of squad sergeant in the absence of the squad sergeant.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: PROMOTIONS

NO. B-400

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The PSC Unit is organized with various officers to perform the assigned functions of their office. From time to time openings exist in these offices due to the resignation of members, terminations, and promotions. A procedure is in place to ensure fair and impartial competition among all Cadets for appointment to these offices. The following procedure will be utilized whenever an opening exists for any office.

DIRECTIVE A

Whenever an opening exists for the following offices, it will be the Lead Mentor's responsibility to utilize the following procedure:

PSC UNIT CAPTAIN:

- Announce the opening at the next general meeting and advise that all Lieutenants who have passed their probationary period, been an active Lieutenant for six months, and are in good standing, are eligible.
- Require all interested applicants to submit a resume regarding their PSC Unit involvement and career objectives.
- Establish an interview board including the Lead Mentor and at least two (2) ranking PSC Unit Mentors. Conduct oral interviews of all qualified applicants.

PSC UNIT LIEUTENANT:

- Announce the opening at the next general meeting and advise that all Sergeants who have passed their probationary period, been an active Sergeant for six months, and are in good standing, are eligible.
- Require all interested applicants to submit a resume regarding their Unit involvement and career objectives.
- Establish an interview board including the Lead Mentor, one other Unit Mentor, and the Unit Captain. Conduct oral interviews of all qualified applicants.

PSC UNIT SERGEANT:

- Announce the opening at the next general meeting and advise that all Unit Senior Cadets who have passed their probationary period, been an active Senior Cadet for (6) six months, and are members in good standing, are eligible.
- Require all interested applicants to submit a resume regarding their Unit involvement and career objectives.
- Establish an interview board including the Lead Mentor, one other Unit Mentor, and the Unit Captain. Conduct oral interviews of all qualified applicants.

PSC UNIT SENIOR CADET:

- Announce the opening at the next general meeting and advise all Unit Cadets who have passed their probationary period, been an active Cadet for three months, and are members in good standing, are eligible.
- Require all interested applicants to submit a resume regarding their Unit involvement and career objectives.
- Establish an interview board including the Lead Mentor, one other Unit Mentor, and the Unit Captain. Conduct oral interviews of all qualified applicants.

DIRECTIVE B

All newly appointed officers will be placed on a three (3) month probationary period during which time their rank may be taken for just cause. The PSC Unit Captain will be evaluated annually to ensure his fitness for the position.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: REQUIRED HOURS & MEETING ATTENDANCE

NO. B-500

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

Active participation by members in the PSC Unit is necessary for the program to be effective and to fulfill its mission. It is equally important all Cadets keep up to date on current policies, procedures, and information pertinent to the PSC Unit operations. To ensure Cadets remain active and make a positive contribution to the program, the following guidelines regarding participation have been established.

DIRECTIVE A

Cadets will be required to complete twelve (12) hours of service time per month. All members will submit a monthly time-sheet no later than the 10th of each month reflecting those hours worked the previous month. Failure to turn in a time-sheet may result in disciplinary action being taken against that Cadet.

DIRECTIVE B

All Cadets are expected to attend all meetings, assigned functions, and training. Any absence will be followed by a written Cadet Memorandum to the Lead Mentor, explaining the reason for the absence in detail. Chronic absenteeism will be addressed by the Lead Mentor and may result in disciplinary action up to and including termination.

DIRECTIVE C

All Cadets are expected to attend the general PSC Unit meetings as scheduled by the Lead Mentor. All officers are expected to attend the officer's meetings as scheduled by the Lead Mentor.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: GENERAL REGULATIONS

NO. B-600

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE: Kern County Sheriff's Office DPPM B-100

POLICY

Cadets will abide by and conform to the Policy and Procedures of the Unit and the Kern County Sheriff's Office Policies and Procedures manual. They will observe all federal, state, and local laws and ordinances. Cadets will be assigned to work certain events and will be considered "on duty" while working. When not assigned they will be considered "off duty".

DIRECTIVE A

All Cadets **will:**

- Be punctual and report for duty at the time designated.
- Obey and carry out all policies, procedures and lawful orders issued by Sheriff's Office personnel, ranking officers, and supervisors whether written or oral.
 - If given conflicting orders, advise the person giving the last order of the conflict, then follow the last order given.
 - If a lawful order is viewed to conflict with a policy, the order should be followed and grieved later.
- Supply a copy of their grade report at the completion of each grading period.
- Maintain a GPA of at least 2.0 with a minimum 'C' grade or better in each class.
- Testify when and where legally required.
- Report any unlawful activity.
- Foster good public relations by treating the public with courtesy, keeping in mind the necessity of maintaining public respect for the Sheriff's Office.
- Be quiet, civil, orderly, and patient in their demeanor.
- Refrain from using coarse, violent, or profane language.
- Be civil and respectful to each other and all members of the Kern County Sheriff's Office.

- Treat supervisors and commanding officers with respect.
- Seek information about their duties from their supervising and commanding officers, not from sources outside the department, unless told to do so.
- Inform the Lead Mentor of any change in their marital status, birth of a child, any factor of their personal life that might affect their performance as a Cadet, or any change in their address or telephone number.
- Have in their possession a valid California driver's license at all times they are operating a motor vehicle.
- Return their Cadet badge, identification card, and any county owned property to the Lead Mentor upon leaving the Unit.
- Treat as confidential the official business, reports, and records of the Kern County Sheriff's Office.
- Report any injuries incurred while participating as a Cadet to the Lead Mentor.
- Notify the Lead Mentor immediately anytime a Cadet arms themselves, strikes, or injures anyone while acting as a Cadet.
- Be responsible for the proper use and care of all property belonging to the PSC Unit and the Sheriff's Office.
- Obey all departmental grooming regulations.

DIRECTIVE B

All Cadets **will not**:

- Sleep, idle, or loaf while on duty.
- Speak critically or derogatorily to other members of the PSC Unit or to any person regarding the orders or instructions given to them by their supervisors.
- Interfere with a deputy in the discharge of his/her duties.
- Recommend an attorney or bail bondsman to any prisoner.
- Directly or indirectly interfere with another officer's case to the extent of advising the prisoner to plead not guilty or demand a trial.
- Give any information which might enable persons suspected or charged with a crime to escape the arrest or punishment of the crime, or dispose of any property which

may be considered evidence.

- Conduct any business with someone in custody.
- Drink any kind of intoxicating liquor or report for duty when the odor of an alcoholic beverage is present on their breath.
- Deliver any type of address by radio, television, teletype or any other means of communication concerning the work of the PSC Unit or the Kern County Sheriff's Office without prior approval of the Lead Mentor.
- Seek free admission for themselves or any other person where admission is gained by payment of a fee.
- Speak disparagingly of one's nationality, creed, or beliefs.
- Drive a county vehicle unless they have reached the age of 18 years and have a current valid California driver's license in their possession, or drive a county vehicle without the knowledge or permission of a Unit Mentor except in a serious emergency when it is impossible to contact a Mentor. Under these situations, the use of the vehicle will be reported to the Lead Mentor without delay.
- Use departmental or PSC Unit property for private business purposes.
- Smoke or use any tobacco products at any PSC Unit function.
- Represent themselves as an authorized representative of the Kern County Sheriff's Office to any agency, person, or organization without permission from the Lead Mentor.
- Use the department mailing address for private use.

DIRECTIVE C

Violation of any General Regulations by any Cadet is grounds for disciplinary action up to and including termination from the PSC Unit.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: UNIFORMS: APPEARANCE, REGULATIONS
AND SPECIFICATIONS

NO. C-100

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE: Kern County Sheriff's Office DPPM K-430

POLICY

The uniform of the Kern County Sheriff's Office Public Safety Cadet (PSC) Unit is a symbol of our government and denotes honor to those privileged to wear it. It will be worn in the prescribed manner, thereby demanding respect and honor, and esteem towards the Unit, the Sheriff's Office, the County of Kern, and law enforcement as a whole.

DIRECTIVE A

At the conclusion of the three-month orientation period, every member of the PSC Unit will purchase the complete designated uniform and maintain it in the proper condition. The uniform will consist of the following items:

Trousers

- Forest green 5.11 Tactical PDU Class B Twill uniform trousers.

Shirt

- White regulation dress, military style, uniform shirt, tailored and pressed. Shirt will have the Kern County Sheriff's Office shoulder patch with the Cadet rocker patch underneath the shoulder patch.

Shoes

- Black shoes or boots with a plain rounded toe. No sharp toes or squared heels. No buckles or straps. Shoes will be highly polished.

Socks

- Socks will be black in color.

Belt

- Black leather basket weave design with a silver buckle.

Jacket

- Department approved black jacket with the department shoulder patches and Cadet rocker patches affixed to the shoulders.

Badge

- Regulation Civilian badge issued by the Lead Mentor after completion of the orientation

period and successful completion of the radio codes test. The badge will only be worn on the uniform shirt and will not be in possession of the Cadet unless at an approved Cadet function.

Name Plate

- Polished silver name plate, rectangular in shape, with royal blue lettering. The name plate will be worn 1/4" above the right shirt pocket.

Fatigue Uniform

- Heather gray polo style shirt with the approved Cadet logo screen printed in black on the front of the shirt, left heart location, SHERIFF CADET screen printed in black on the back of the shirt in 3" block letters. Olive drab 5.11 Tactical PDU style pants. Shoes and belt to remain the same as the regular Cadet uniform. The fatigue uniform is to be worn only when the activity that is being worked might cause excessive soiling or damage to the regular uniform, and only with permission of the Lead Mentor.

Rank Insignia

The following rank insignia will be used:

- Cadet Captain: Double silver/chrome bars worn on the shirt collar parallel to the seam on the bottom edge of the collar, one on each collar.
- Cadet Lieutenant: Single silver/chrome bar worn at the same position on the collar as the Cadet Captain.
- Cadet Sergeant: Silver/chrome Chevron of three stripes, worn with the bottom tips of the stripe touching the seam along the bottom edge of the collar on each side.
- Senior Cadet: Silver/chrome Chevron of two stripes worn at the same position on the collar as the Cadet Sergeant.

Ribbon (if awarded)

- The San Diego County Law Enforcement Explorer Advisors Association (SDCLEAA) academy ribbon is awarded upon completion of phases in their Explorer/PSC academy every August. The ribbon is 1 3/8 inches wide by 3/8 tall and has a white center color of 1 1/8 inches bordered by two blue stripes 1/8 inch wide. The phase of completion is designated by a gold number in the center of the ribbon. The ribbon shall be worn on the right front pocket flap, centered on the innermost corner of the flap.

Cap (Optional)

- Black baseball style cap; front embroidered "SHERIFF" in 2-inch-high gold block letters; back embroidered "KERN COUNTY" in 1/2 inch gold block letters. The cap is to be worn only with the permission of a Unit Mentor, and only to protect the wearer from elements of weather.

Flashlight (Optional)

- Cadets wishing to carry a flashlight may do so. The flashlight must be black or chrome

finish, no longer than twelve (12) inches in length.

DIRECTIVE B

Cadet uniforms will be worn only to designated Cadet functions. No Cadet will wear any identifiable part of the Cadet uniform unless dressed in the entire uniform. The uniform may be worn while enroute to any Cadet function. No Cadet will carry or wear any equipment which tends to identify them to or as law enforcement or the Kern County Sheriff's Office except when involved in approved Cadet functions. Any violation of the uniform regulations may result in disciplinary action, including termination from the PSC Unit.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: RIDE-ALONG PROGRAM

NO. C-200

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

The Kern County Sheriff's Office allows Cadets to participate in an approved ride-along program. The objectives are to allow Cadets the opportunity to receive general working knowledge of department policy, law enforcement techniques, and patrol procedures. Cadets are designated as unarmed observers only. Cadets are not sworn officers or deputies and will not function as back-up in law enforcement situations. The safety of the Cadet is of utmost importance.

DIRECTIVE A

Cadets wishing to participate in the ride-along program must meet the following requirements:

- Cadets must be at least 16 years old (18 years old to participate in the Air Support Unit Ride-along Program).
- Must be in good standing with the PSC Unit and have successfully passed their orientation period and radio codes test.
- Must submit a written ride-along request on the approved Kern County Sheriff's Office form to the Cadet Mentor, via the chain of command. The request must be submitted at the general meeting in the month they wish to participate in a ride-along. The request must be approved by the designated ranking Cadet and a Cadet Mentor.
- Cadet ride-along requests submitted at the PSC Unit general meeting will be for the period between the Monday following that general meeting to the Sunday after the next scheduled PSC Unit general meeting.

DIRECTIVE B

Cadets will abide by the following regulations regarding the ride-along program:

- Cadets will wear the approved Cadet uniform while participating in a ride-along.
- Cadets will not be allowed to ride with the same deputy more than twice in a row.
- Cadets will comply with the directions and orders given to them by the deputy with whom they ride.

- Cadets will not arm themselves with any type of weapon. This includes all types of firearms, knives, batons, or chemical agents.
- No Cadet will remove or ask to remove the shotgun or rifle from any Sheriff's Office patrol unit.
- Any Cadet who is ordered to remove a shotgun or rifle from a Sheriff's Office patrol unit by any deputy of this department while on patrol will do so. However, the Cadet shall notify the Lead Mentor of these events immediately after the situation is rendered safe so that he/she can make proper notification of the incident to the on-duty patrol Sergeant. Prior to the end of the shift and prior to leaving the office, the Cadet will also write a special report (in memorandum format) concerning the circumstances surrounding the removal of the shotgun or rifle. This report will be forwarded to the Lead Mentor without delay. The same procedure will be followed in regard to batons, chemical agents, or any other weapon.
- Cadets will only use the Sheriff's Office radio under the direction of the deputy.
- No rank insignia will be worn during the ride-along.
- If the Cadet is involved in an automobile accident, shooting, or similar type critical incident, or is injured during the ride along, the Cadet will immediately notify the Lead Mentor, or any Mentor if the Lead Mentor is not available.
- Cadets will complete a simulated police report on an approved format regarding an incident that occurred during the ride-along. The report will **not** be used as an official report of the Kern County Sheriff's Office. The report will be turned into the Lead Mentor for critique.
- Cadets will have a Deputy Sheriff complete their ride-along evaluation forms and return them to the Lead Mentor.
- During the normal school year, from the months of August through June, ride-along's will be limited to four (4) times per month for members with the rank of Cadet Sergeant and above. Senior Cadets and Cadets will be limited to two (2) ride-along's per month.
- During June, July, and August when students are on summer vacation, Officers with the rank of Cadet Sergeant and above will be allowed six (6) ride-along's per month. Senior Cadets and Cadets will be limited to four (4) ride-along's per month.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: DISCIPLINE

NO. D-100

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY

Cadets are reminded that while they are involved in Public Safety Cadets (PSC) Unit activities, they are representatives of the Kern County Sheriff's Office, and their actions reflect upon the department.

It is the policy of the PSC Unit that Cadets perform their duties and fulfill their responsibilities in a competent, efficient, and professional manner in conformity with the policies, rules, regulations, and orders of the PSC Unit and the Kern County Sheriff's Office.

DIRECTIVE A

Discipline constituting suspension from duty or dismissal from the PSC Unit shall be imposed at the direction of the Lead Mentor. Other less severe forms of discipline such as an oral counseling may be imposed by a PSC Unit ranking officer at the direction of the Lead Mentor or designee.

DIRECTIVE B

Any paid full-time Deputy Sheriff of the Kern County Sheriff's Office, regardless of rank, may relieve a Cadet from duty should the circumstances warrant. The deputy suspending the Cadet shall notify the Lead Mentor as soon as possible regarding the circumstances surrounding the suspension.

PROCEDURE

When a Cadet's actions warrant immediate suspension, the Lead Mentor will:

- Immediately notify the Volunteer Services Section Lieutenant.
- Immediately notify the Cadet that they are being suspended.
- Obtain all necessary information regarding the incident and conduct an investigation.
- Decide if discipline is warranted.
- Impose discipline as warranted.

Any Cadet who is being suspended shall:

- Immediately surrender their Cadet badge and Cadet ID card to the Lead Mentor.
- Not participate in any Cadet activities, or represent themselves as a Cadet with the Kern County Sheriff's Office.

KERN COUNTY SHERIFF'S OFFICE
PUBLIC SAFETY CADETS UNIT #519
POLICIES AND PROCEDURES

TITLE: LEAVE OF ABSENCE

NO. D-200

EFFECTIVE DATE: August 1, 1997

REVISED: April 30, 2021

APPROVED BY: David Stephens, Commander

REVIEWED: April 30, 2021

REFERENCE:

POLICY:

The Public Safety Cadet (PSC) Unit recognizes that there are situations which arise that render it very difficult or impossible for a Cadet to fulfill their duties. In such instances, usually created by family, work, school, or personal needs, a leave of absence may be granted to the affected Cadet.

Cadets on a leave of absence will remain Cadets in good standing but will be excused from participation in the Unit. **Cadets are to surrender their badge and ID card and all issued equipment immediately to the Lead Mentor upon being granted a leave of absence.**

DIRECTIVE A

A leave of absence will not exceed ninety (90) days, unless special circumstances warrant an extension and only with the approval of the Lead Mentor.

PROCEDURE

Any Cadet who cannot fulfill their duties for a good cause may request a leave of absence from the Lead Mentor. Any Cadet requesting a leave will:

- Submit a written request for a leave of absence to the Lead Mentor. The request will include:
 - The reason for the request.
 - The requested length of leave.
 - The intended date of return to the PSC Unit.

Upon receiving a request for a leave of absence, the Lead Mentor will:

- Obtain input and a recommendation from the Cadet Captain regarding the request.
- Grant or deny the request and notify the Cadet making the request as to the decision.

Upon reinstatement after a leave of absence, the Cadet will:

- Notify the Lead Mentor of his desire to be reinstated.
- Make arrangements with the Lead Mentor to be reissued his badge and ID card.