

# **PUBLIC SAFETY CADETS**

## **LAW ENFORCEMENT SECTOR**



# **STANDARD OPERATING PROCEDURES**

ADOPTED — SEPTEMBER 28, 2023

PUBLIC SAFETY CADETS  
LAW ENFORCEMENT SECTOR  
STANDARD OPERATING PROCEDURES

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1.0 INTRODUCTION

1.1 PROGRAM OVERVIEW

1.1.1 — Purpose: The purpose of the Standard Operating Procedures (hereinafter referred to as SOP) is to provide important information concerning policy, procedures and program development guidelines for partner agencies/organizations operating Public Safety Cadets (hereinafter referred to as PSC) Units within the Law Enforcement Sector in accordance with the PSC Memorandum of Understanding (hereinafter referred to as MOU).

1.1.2 — Vision, Mission and Motto:

- A. The vision statement of PSC is: *Preparing young adults for careers and leadership in the public safety professions.*
- B. The mission of PSC 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 develops character, physical fitness, and respect for the rule of law and human and civil rights.
- C. Cadet Motto: Pride, Service, Character
  - 1. Pride: Earning a sense of pride and fulfillment that comes from knowing what you do is meaningful and important.
  - 2. Service: Providing mission-focussed services to the community, commitment to ethical public service, and making meaningful contributions to a greater good.
  - 3. Character: Demonstrating ethical and moral strength through trustworthiness, respect, responsibility, fairness, compassion, and good citizenship.

1.1.3 — Partnership Concept: Through their involvement in the program, youth members, referred to as Cadets, develop an awareness of the purpose, mission and objectives of public safety organizations. The support of the chief executive officer of the partnering agency/organization, along with a dedicated cadre of public safety professionals, referred to as Mentors, with the assistance of adult Volunteers, who provide guidance, is essential to the successful mentoring of Cadets in PSC Units. Partnering agencies/organizations execute an MOU with PSC, which provides affiliation for eligibility to receive general liability and supplemental accident medical insurance coverage, access to national programming and activities, and a framework for model practices in operating a youth-based public safety career orientation program.

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1.1.4 — Cadet Naming Convention: While the term *Cadet* denotes volunteer youth participants, should the partnering agency/organization have an established, “paid” Cadet position, the term *Cadet*, as it relates to the Unit name/designation and/or a youth participant in the PSC program, may be modified to avoid confusion and reflect the proper roles and responsibilities of each within the agency/organization with the concurrence of the PSC National Office. The agency/organization or PSC may suggest a substitute naming convention for the youth registered to participate in the PSC program.

1.1.5 — National Office: PSC staff, comprised of the Board of Directors, Advisory Board Members and National Sector Committee members, who are public safety, law enforcement professionals and highly experienced business executives supporting public safety programs, and are available to provide guidance and support through the National Office.

1.1.6 — National Program: The PSC National Program provides guidance and support through its committees and standardized guidelines and programs. See Section 6.0, National Programs, for an overview of the National Sector Committee, National Program Publications, Training Proficiency Program, Awards and Scholarships, National Events, Training and Competitions, Heraldry and Insignias, and Elected Youth Representation.

1.1.7 — State and Regional Associations: PSC encourages Units to join together to form local, regional and state PSC Associations in an effort to leverage resources, offer mutual assistance, exchange program ideas and best practices, share training opportunities, engage in competitive and recreational events, and conduct other activities for the betterment of the PSC program. These associations, known by many different names, have as their common purpose the promotion of PSC or other related activities. It is important to note that PSC recognizes only those associations that have been certified by the National Office as operating in accordance with established policy and procedure.

## 1.2 PROGRAM OBJECTIVES AND METHODOLOGY

### 1.2.1 — Program Objectives:

- A. To provide a program of leadership, ethics and career preparation training that educates young adults on the purpose, mission and objectives of public safety organizations.
- B. To provide an opportunity for Cadets to perform community service, gain practical experience, develop leadership skills, participate in career skills competitions and team building recreational activities.

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- C. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship and patriotism.
- D. To help build a recruitment pipeline and pathway to employment in the public safety profession.

1.2.5 — Methodology: Several approaches are used to achieve the objectives of PSC. Ideally, a PSC Unit program includes a combination of career preparation education/training, physical fitness, leadership, practical experience, as well as competitive and recreational activities. It is through such activities that Cadets are able to broaden their understanding and knowledge of the public safety profession in general and learn the challenges and rewards of providing police services in their own community. The methodology to deliver activities can include the following.

- A. Regular meetings at which representatives of various public safety entities (federal, state, county, local, and tribal) provide Cadets with career preparation training and practical, hands-on activities.
- B. Utilizing Cadets to assist in such areas as community outreach, crime prevention, traffic/crowd control, and support services. These forms of assistance are always conducted under the supervision of Officers or Employees, and serve to demonstrate that Cadets provide beneficial services to the agency and the community.
- C. A Ride-Along Program. At the discretion and direction of the partnering agency/organization, Cadets can observe firsthand patrol operations and community policing. PSC has defined criteria within these SOPs to serve as a guide to developing agency/organization policy and procedures for maintaining the effectiveness of the field officer, while at the same time providing for the safety of the Cadet.
- D. Constructive mentor-mentee relationships with young adults contemplating careers in the fields of law enforcement and criminal justice, which provides an opportunity for a partnering agency/organization to invest in its own future, and is a mechanism for building a recruitment pipeline and potential pathways for employment.

New units are encouraged to contact established PSC units in the area for guidance and assistance in developing their own unit's programming methodology. Most established PSC units will freely offer advice and share program information with new units.

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1.3 DEFINITIONS

1.3.1 — Cadet: A youth registered in good standing, actively participating in the PSC program administered by an agency/organization partnered with PSC through an MOU. The term *Cadet* may be modified by the partnering agency/organization with the concurrence of the PSC National Office where a conflicting naming convention may exist due to a previously established, paid “Cadet” position, within that agency/organization. Use of any other term for the youth participant, such as “Explorer”, while engaged in PSC activities is prohibited.

1.3.2 — Deputy National Cadet Commander: A Cadet, selected competitively by a majority of PSC Units through a national vote to serve in support of the National Cadet Commander as a peer spokesperson providing communication and outreach from a youth perspective.

1.3.3 — Employee: A person engaged in work and receiving wages or salary from the PSC National Office or partnering agency/organization.

1.3.4 — Lead Mentor: An adult, having achieved the age of 21, designated and determined suitable by the head of an agency/organization partnered with PSC with the responsibility to provide overall administration of a PSC Unit and coordination of other designated Mentors and Volunteers supporting Unit activities to help guide and train their Cadets.

1.3.5 — Memorandum of Understanding (MOU): The written agreement between PSC and public safety agencies/organizations leadership outlining the terms and details in respect to providing joint cooperative services and support between the parties indicating an intended common line of action.

1.3.6 — Mentor: An adult, having achieved the age of 21, with a certain area of expertise in the public safety profession, designated and determined suitable by the partnering agency/organization to perform as a trusted, knowledgeable advisor to help guide and train their Cadets.

1.3.7 — National Cadet Commander: A Cadet, selected competitively by a majority of PSC Units through a national vote to serve as a primary peer spokesperson providing communication and outreach from a youth perspective.

1.3.8 — Officer: A law enforcement officer, police officer, deputy sheriff, state traffic officer, public safety officer, peace officer, and other publicly funded positions sworn to enforce laws, exercise powers of arrest and authorized to carry firearms.

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1.3.9 — Partnering Agency/Organization: A government bureau or public entity that provides public safety and/or law enforcement services or is dedicated to educating youth in the public safety profession.

1.3.10 — Point of Contact (POC): An adult designated by the head of an agency/organization partnered with PSC who serves as the primary contact between the PSC National Office and the partnering agency. The POC may also be designated by the agency/organization to serve as the Lead Mentor.

1.3.11 — Suitability Determination: The screenings and background information applied by the partnering agencies/organizations as required by PSC to inform participation by Lead Mentors, Mentors, Volunteers, Employees and Youth desiring to take part in the PSC program. Screening criteria will be determined by the partnering agency/organization and may be scaled dependent on the position and its level of involvement with the Cadet participants. Suitability screenings should include assessment of criminal history information, driving records and credit worthiness (for persons handling unit funds).

1.3.12 — Unit - A grouping of Cadets and Mentors within an agency/organization in partnership with PSC. There may be more than one Unit within a given agency/organization.

1.3.13 — Volunteer - An adult, having achieved the age of 21, determined suitable by a partnering agency/organization, who is authorized to provide frequent assistance to a PSC Unit without financial compensation.

1.3.14 — Youth - For the purposes of the PSC program, a youth is defined as anyone 14 through 20 years of age.

#### 1.4 PARTICIPANT ELIGIBILITY

1.4.1 — Non-Discrimination Policy: PSC does not discriminate based upon sex, race, color, ancestry, religion, national origin, age, disability, sexual orientation, gender identity, gender expression, medical condition, or any other characteristics protected by federal and state law. Agencies/organizations partnering with PSC must have established policies that explicitly prohibit discrimination.

1.4.2 — Youth Eligibility: Cadet enrollment is available to young adults ages 14 through 20. Cadets will age-out of the PSC program on achieving their 21<sup>st</sup> birthday. Partnering agencies and organizations may establish more narrow age limits within the parameters of ages 14 through 20 as their head of agency or chief executive officer may deem appropriate for their entity and community. Cadets aging out at 21 years of age may continue affiliation as an adult volunteer with the partnering agency/organization.



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The PSC program is intended for youth who have an interest and possess standards of character to pursue a public safety career, rather than a program designed for rehabilitating delinquent behavior. It is also recognized law enforcement operations, by their very nature, are sensitive and confidential, sponsoring agencies/organizations need to be judicious in attracting and selecting well-qualified members to participate in the program. Sponsoring agencies/organizations should give careful consideration to establishing minimum membership standards (admission and selection criteria, academic, training, physical abilities, etc.). As such, partnering agencies/organizations may establish and conduct eligibility standards for prospective Cadets in accordance with applicable laws and regulation that include, but are not limited to the following.

- A. Successful completion of a thorough background review to assess character and integrity that may include interviews with neighbors, teachers and employers.
- B. Must not have a prior conviction for a significant criminal offense or serious traffic offense, as defined by the respective agency/organization.
- C. Must demonstrate and maintain a minimum of a 2.0 cumulative grade point average (GPA) if enrolled in school or an educational program to remain in the Unit.
- D. As a prerequisite for joining a PSC Unit, the *Agreement and Legal Waiver Form* must be executed by the parents or legal guardian and/or the Cadet if of legal age to execute such a document with a copy provided to PSC with initial registration.
- E. Must complete orientation training, to include Youth Safety and Protection Training Course for Cadets and a probationary period.
- F. Must attest that they have been medically cleared to participate in these activities with or without accommodations, as determined by the partnering agency/organization.

1.4.3 — Adult Mentors Eligibility: Adults 21 years of age or older who are employed in good-standing with the sponsoring agency/organization and who are duly appointed by their respective agency/organization to function a PSC Mentor.

1.4.4 — Adult Volunteers Eligibility: Adults 21 years of age or older who are affiliated with the sponsoring agency/organization in a capacity other than a public safety employee and who are duly appointed by their respective agency/organization to a PSC Unit to function as PSC volunteer.

1.4.5 — Adult Mentor and Volunteer Suitability: Adults assigned to participate in a PSC

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program and work alongside youth must complete a personnel screening process that meets or exceeds the standards established under PSC's Youth Protection Guidelines. Agencies/organizations that do not have the capability to meet these personnel screening standards must contact the PSC National Office to receive a referral to a qualified vendor.

## 1.5 LIABILITY AND RISK MANAGEMENT

1.5.1 — General Liability and Supplemental Accident Medical Insurance: PSC provides general liability and supplemental accident medical insurance coverage subject to applicable conditions, limitations and exclusions to all currently registered individual participants of PSC Units. Coverage for this insurance is contingent upon adherence to PSC policies and Standard Operating Procedures, to include, but not limited to, compliance with the Ride-Along program standards and Firearms Marksmanship Training requirements, if offered to Cadets by the partnering agency/organization.

1.5.2 — Reporting Incidents: An incident is defined as any situation where a Cadet or adult involved in a PSC related activity, or other individual not involved with the program (i.e., observer, person in area of activity, etc.), was injured and/or significant property damage was incurred as a result of the activity. Additionally, an incident would include the physical, emotional and sexual abuse of registered Cadet participants or any situation where a Cadet, adult or other individual are the victim of a crime that may be associated with their involvement in PSC.

- A. All reportable incidents should be reported by the partnering agency, via telephone, to the PSC National Office within 24 hours of the occurrence at 703-717-8168 or email: [info@PublicSafetyCadets.org](mailto:info@PublicSafetyCadets.org). As soon thereafter as possible, a written Incident Report should be completed and transmitted via e-mail to the National Office using [info@PublicSafetyCadets.org](mailto:info@PublicSafetyCadets.org).
- B. This report will consist of an email notification with essential elements of information regarding the incident. This information may be set forth in the text of the email notification or in a document/PDF as an attachment. The National Office will coordinate with the legal counsel or other authorized representative from the partnering agency/organization with regard to applicable liability insurance coverage.
- C. Reference is made to Section 1.6 (Media Relations) of this SOP as it relates to incidents involving Cadets, adults or other individuals involved with PSC.

1.5.3 — Potential/Avoided Incident Reporting: The National Office for PSC regularly reviews program activities as part of its risk management process. This process is designed to provide the best possible program with the least amount of risk to participants and partnering

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agencies. In order to evaluate activities for risk potential and, if possible, to mitigate risks through development of defined policies and procedures, it is important to analyze those situations where there was a strong potential for an incident to have occurred and/or an incident was avoided.

- A. Each partnering agency should submit a Near-Miss Incident Information Report for every situation in which there was a strong potential for an incident (as defined in Section 1.5.2) to have occurred and/or an incident was avoided.
- B. This information may be set forth in the text of the email notification or in a document/PDF as an attachment. This report should be completed as soon as possible after the occurrence and transmitted via e-mail to the PSC National Office e-mail address: [info@PublicSafetyCadets.org](mailto:info@PublicSafetyCadets.org).

## 1.6 PUBLIC/MEDIA RELATIONS

1.6.1 — Media Relations Policy: PSC is committed to providing accurate information to the public and news/media regarding its purpose, objectives, and activities. The intent of this policy is to prevent the dissemination of inaccurate or misrepresented information about PSC through effective and coordinated communications.

- A. Unit Mentors and/or Cadets occasionally may be asked to respond to media inquiries to include requests for comments, interviews or photo/video coverage pertaining to their respective PSC Unit. All news media inquiries relating to PSC with respect to the activities of a particular Unit should be coordinated with the representative designated by the partnering agency/organization to ensure adherence to department protocol for interaction with the media.
- B. Additionally, the PSC National Office representative, who can provide assistance as needed to the partnering agency/organization, should be informed of any media inquiries. In some instances, particularly where media coverage is extensive or may generate substantial attention, the partnering agency/organization representative is encouraged to coordinate with the PSC National Office.
- C. Any news media inquiry regarding PSC in general, or its programs, policies and procedures must be referred to the PSC National Office at 703-717-8168 or email to: [info@PublicSafetyCadets.org](mailto:info@PublicSafetyCadets.org).

## 2.0 YOUTH SAFETY AND ABUSE PREVENTION

### 2.1 COMMITMENT TO SAFETY

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2.1.1 — Policy Statement: PSC, through its program, seeks to create a welcoming and nurturing environment and has no tolerance for those whose actions that may jeopardize the safety, health, or innocence of a youth member of the program.

- A. There is no place for physical, sexual, emotional, or financial abuse, or neglect in any PSC program, nor harassment, intimidation, bullying, or sexual grooming.
- B. Because of their professional responsibilities, many Mentors, Volunteers and Employees are required by state laws to report suspected child abuse to local authorities. If ever this policy conflicts with a state or federal law, the law shall govern the member's conduct.
- C. In addition to any overarching legal requirements, agencies/organizations shall ensure their respective policies and practices meet or exceed PSC's Youth Safety and Abuse Prevention policy and procedures.

2.1.2 — Prevention and Intervention: PSC and its partnering agencies/organizations will take all reasonable steps to ensure safety and prevent all forms of abuse as defined in this policy, to include measures to prevent the abuse of registered youth participants by designated Mentors, authorized Volunteers and Employees. Additionally, designated Mentors, authorized Volunteers, and Employees will make every effort to identify and intervene in those instances where it is suspected or determined youth participants are being abusive to one another in any of the forms of abuse as defined in this policy.

2.1.3 — Definition of Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- A. Physical abuse: Physical injury intentionally inflicted on a Cadet.
- B. Sexual abuse: Contact or activity of a sexual nature directed at a Cadet by an adult leader or one in a position of authority.
- C. Emotional abuse: Mental or emotional injury inflicted on a Cadet.
  - 1. In a law enforcement and paramilitary-style drill training environment, it is important to distinguish emotional abuse, which by definition inflicts serious harm, from an appropriately high training intensity, which, though momentarily unpleasant, is not abusive because it does not inflict serious harm. See Section 5.0 (Training) for guidance on training intensity.

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- D. Neglect: Failure to provide adequate care for a Cadet
- E. Financial abuse: Deliberate misuse of, or coercion to use, the money or belongings of a Cadet
- F. Hazing is abusive conduct that takes the form of physical, emotional, or sexual abuse.

2.1.4 — Responsibilities of Adults: Adult leaders have a duty to act in *loco parentis* (in the place of parents/guardians), protecting Cadets' well-being as a reasonable adult would for the benefit of his or her own children. Mentors, Volunteers and Employees are authority figures functioning as instructors, leaders, and supervisors, and this relationship with Cadets shall not deteriorate into a peer relationship. Abiding by the principles and policies for youth protection will provide Mentors, Volunteers and Employees a sense of assurance that they are adequately meeting their responsibility to ensure the safety of participating Cadets.

## 2.2 PROGRAM ADHERENCE AND MONITORING

2.2.1 — Self-Assessments and Program Reviews: Partnering Agencies/Organizations, through execution of the Memorandum of Understanding, agree to participate in periodic self-assessments and program reviews as needed with the PSC National Office to assure that adherence to the MOU, SOP guidelines, mutual goals, and expectations are being met.

## 2.3 PERSONNEL SCREENINGS

2.3.1 — Background Screenings: Safeguards in the vetting process by the partnering agencies/organizations when conducting suitability assessments will be used to eliminate from consideration any potential participants/candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information conducted by the partnering agencies/organizations will depend on the positions and the candidate's level of involvement with the Cadet participants.

- A. For those who regularly work with or around Cadets: Candidates/Volunteers for positions that involve regular interaction with Cadets will be screened and selected using the following processes (all in accordance with applicable law and regulation, which will control in the event any conflict with these SOPs, including regarding required disclosures and consents).
  1. Standard agency/organization employment application that includes signed authorization to perform necessary background checks
  2. Criminal background checks in any and all states where the candidate has lived in the past seven years

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3. Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
4. Driving records and any applicable certification if the position requires the transportation of Cadets
5. In-person interview of the candidate/volunteer
6. If selected, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with Cadets, unless the agency/organization receives automated notifications of a criminal arrest from the respective state criminal justice agency.

B. For those who occasionally work with Cadets: Candidates/Volunteers for positions that involve occasional contact with Cadets will be screened and selected using the following processes.

1. Standard agency/organization employment or volunteer application that includes signed authorization to perform necessary background checks, including criminal history
2. In-person interview of the candidate/volunteer
3. Driving records and any applicable certification if the position requires the transportation of Cadets

2.3.2 — Suitability Determination: All information collected about a candidate/volunteer will be reviewed by the partnering agency/organization and used to determine if they are suitable for the respective position. If selected, all information collected during the suitability determination process will be included in their participant records, which will be maintained by the partnering agency/organization over the course of their participation with the PSC program.

## 2.4 STANDARD POLICIES FOR YOUTH PROTECTION

2.4.1 — Guidelines on Interactions Between Individuals: All PSC programs are intended to encourage safe interaction between adults designated as Mentors, authorized Volunteers, Employees and Cadets. The following procedures are meant to keep established safeguards effective.

2.4.2 — Two-Deep Leadership:

- A. Program activities for Cadets must have an established adult to youth ratio where there is a minimum of two adult Mentors present (may be a Mentor and an authorized volunteer).

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- B. Mentors, Volunteers and Employees are restricted from being alone with a Cadet where they cannot be easily observed by others.
- C. Exceptions to two-deep leadership is only permitted in the following circumstances.
  - 1. For the officer assigned a Cadet for an authorized Ride-Along Program activity.
  - 2. Transportation Rule of Three: When transporting youth and there are at least two (2) Cadets with one (1) Mentor/Volunteer/Employee to a location where there is a second adult, or two (2) Mentors/Volunteers/Employees are in a vehicle with one (1) Cadet.
  - 3. Familial relationships (parent/child), where there are no unrelated Cadets present, unless in accordance with the Transportation Rule of Three.
  - 4. Classroom settings where an adult instructor is teaching multiple students, and a second Mentor is aware of where the Cadets are, what they are doing, and can check in on them, if needed.

2.4.3 — Ensuring Safe Environments: In an effort to provide a safe and healthy environment for both mind and body, the following regulations are meant to guide PSC Mentors, Volunteers and Employees during their interactions with Cadets. These regulations do not and cannot outline every situation that may be encountered while engaged in PSC program activities, requiring Mentors, Volunteers and Employees to act with a certain degree of personal discretion with the ultimate goal of any discretionary decision or action always being the safety and security of Cadets in their care. Because a certain action is not prohibited by policy does not mean it is acceptable behavior.

2.4.4 — Hazardous Activities: Mentors, Volunteers and Employees are not allowed to implement new activities or programs for Cadets that may pose a hazardous risk to participants without consent from the PSC National Office. New programs or activities not specifically outlined in these Standard Operating procedures, which may pose a significant risk of injury or death to a cadet or mentor, should be submitted in writing to the PSC National Office.

2.4.5 — Standards of Conduct:

- A. Mentors, Volunteers and Employees will treat all Cadets with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, color, ancestry, religion, national origin, age, disability, sexual orientation, gender identity, gender expression, medical condition, or any other characteristics protected by federal and state law. All effort must be made to avoid favoritism, or the appearance of favoritism.

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- B. While representing PSC, Mentors, Volunteers and Employees must not possess, distribute, use or allow others to use any alcoholic beverages, cannabis, or illicit drugs.
- C. Mentors, Volunteers and Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device as a means of behavior management or disciplinary action.
- D. Mentors, Volunteers and Employees must not participate in or allow others to engage in any form of hazing (defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally or unintentionally endangers the mental, emotional, or physical health of a Cadet or any other individual, i.e., bullying).
- E. Mentors, Volunteers and Employees must not have sexual contact with Cadets, regardless of age.
- F. Mentors, Volunteers and Employees must not engage in any form of communication (using telephone, e-mail, text message, social media application, exchange of photos/graphic images application, etc.) that is sexually suggestive or inappropriate in nature.
- G. Mentors, Volunteers and Employees must not dress, undress, shower or bathe with or in the presence of Cadets.
- H. Mentors, Volunteers or Employees shall not use physical punishment in any form.
- I. The only time physical force is allowed to be used against a Cadet is when the Cadet's actions are placing themselves or others at an immediate risk for serious harm, and when such force is in compliance with the agency/organization's use of force policies.
- J. Mentors, Volunteers and Employees are prohibited from sharing sleeping locations with Cadets, and Cadets aged 18-20 are prohibited from sharing sleeping locations with Cadets under the age of 18 years old. This includes beds, tents, hotel rooms, dormitory rooms, communal sleeping bays and other similar areas. Mentors, Volunteers or Employees, Cadets 18-20 years old and Cadets under 18 years old can sleep collectively in open areas during participation in official events as long as the areas are large enough to separate each group from the others, and two-deep leadership standards are adhered to.
- K. Mentors, Volunteers or Employees not otherwise related to or appointed guardian,



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may not cohabit with Cadets in private residential arrangements, i.e., share an apartment, townhouse, condominium, single family home, or other permanent residence.

- L. Mentors, Volunteers or Employees must not discuss or share their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of Cadets.
- M. Mentors, Volunteers or Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, images, clothing) when conducting business, activities or participation in events in the name of PSC.
- N. When one-on-one discussion or counseling is warranted, Mentor, volunteer or employee interaction with a Cadet will take place in an area that allows for private conversation while remaining in the view of others.
- O. Cadets under 18 years old will only be released from a Unit activity to a parent, legal guardian or a person designated by a parent or legal guardian.

2.4.6 — Reporting Exceptions: If, for any reason, a Mentor, volunteer or employee feels there is a need to make an exception to, or deviates from the Standards of Conduct regulations, whether intentional or unintentional, they must self-report by submitting a written description of the incident and why their actions were necessary to their PSC Unit Point of Contact, who will forward this narrative and any additional information to the PSC National Office. The report will be reviewed for non-comportment with these regulations for the purposes of risk management and corrective action, as appropriate.

2.4.7 — Interactions Outside of PSC Activities: Cadets should not have significant contact with Mentors, Volunteers, or Employees outside of PSC activities, to include in-person, virtual, or by text and social media. For example, Mentors shall not establish social peer relationships with Cadets. Exceptions to the prohibition of close interactions outside of PSC activities include chance encounters, pre-existing relationships (family, neighbors, for example), professional relationships (teacher/student, clergy/congregant, for example), or other organized youth program activities (Big Brothers Big Sisters, for example). Agencies/organizations should establish reporting procedures to disclose adult/youth interactions outside of PSC activities.

## 2.5 YOUTH PROTECTION REPORTING

2.5.1 — Policy: PSC Units should establish a policy that specifies clear channels for reporting suspicions of abuse and possible boundary concerns. Agencies/organizations should

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consult with their respective Human Resources or personnel subject matter expert to ensure compliance with existing policy and laws. Policies generally should allow a person to make a complaint to any supervising or commanding officer.

2.5.2 — Notification to National Office: In the event of a substantiated complaint involving alleged abuse, the PSC Unit Point of Contact, or designee, shall notify the National Office of the incident. Such notification should occur as soon as practicable, ideally prior to any public release of information.

## 2.6 YOUTH SAFETY AND PROTECTION TRAINING

2.6.1 — Policy: PSC mandates that all adult members who interact with Cadets complete Youth Safety and Protection Training, and that Cadets will receive age-appropriate training on how to recognize, prevent, and report potential for abuse. PSC also makes available information for parents/guardians about PSC standards of practice and strategies for preventing abuse of Cadets. Agencies/organizations are encouraged to provide parents/guardians information about their specific policies and procedures.

2.6.2 — Frequency: Training shall be conducted as soon as practical with the onboarding of a new Cadet, Mentor, volunteer, or employee who interacts with Cadets. Refresher training shall occur annually.

2.6.3 — Training Records: The participating agency/organization shall maintain training records in accordance with their records retention policy. In the absence of a records retention policy, Youth Protection Training records shall be retained for three years after the participant separates from the participating agency/organization.

## 2.7 TERMINATION OF REGISTRATION FOR CAUSE

2.7.1 — Cause: A participating agency/organization or registered member will be subject to termination of participation for failing to comply with agency/organization or PSC rules, regulations, standards, or obligations.

2.7.2— Policy: The Chair of the National Committee – Law Enforcement Sector reserves the right to terminate the Memorandum of Understanding (MOU) with a participating agency/organization and/or the PSC Registration of any Mentor, Volunteer, Cadet, or others registered with a PSC Unit immediately upon concluding an investigation and determining there is just cause.

2.7.3 — Notification: When proceedings for termination of participation have been initiated, the member and their participating agency/organization's head, will be notified in writing,

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either to the e-mails of record or by certified mail to the addresses of record, providing notice of the charges and specifications. Notification results in the immediate suspension of participation. The termination will be effective following a 30-day right to appeal.

2.7.4 — Appeals: Termination is subject to review by the President of the PSC Board of Directors, or his/her designee upon written appeal, within 30 days of receipt of the notice of termination. An appeal may be submitted in writing or via email or oral presentation via teleconference. Written appeals or other communications should be sent to: Public Safety Cadets, 50 Catoctin Circle, NE, Ste 325, Leesburg, VA 20176. Email appeals or requests for a teleconference should be emailed to; [Admin@PublicSafetyCadets.org](mailto:Admin@PublicSafetyCadets.org). The appeal should include mitigating factors or other information to be considered. An appeal does not stay the effective date of termination, and the intended termination results in immediate suspension of participation.

An extension of the 30-day limit may be requested if additional time is needed to formulate the appeal. Such an extension request must be submitted in writing prior to the expiration of the 30 calendar day deadline, and must state the reason(s) an extension is necessary.

Not later than 30 calendar days after presentment of the appeal, the President of the PSC BOD, or his/her designee, will provide final determination in writing. The decision is final and cannot be appealed further.

### 3.0 OPERATING POLICIES

#### 3.1 UNIFORMS AND EQUIPMENT

3.1.1 — Uniforms: PSC promotes pride, fellowship, camaraderie and high standards through the privilege of wearing uniforms that recognize Cadets' affiliation with a public safety agency/organization. Uniforms also serve as a motivator and comes with the customs and courtesies associated with the history and traditions of the public safety professions.

- A. The partnering agency/organization determines the type of uniform (or uniforms as some Units have several types: dress, duty, training, etc.) Cadets are allowed to wear. In some cases, the uniform(s) are provided to the Cadet by the agency/organization, while other Units require Cadets to purchase their own uniforms.
- B. As a means of avoiding confusion on the part of the general public, it is recommended that the type of uniform(s) approved for Cadets be distinguishable (in terms of color and/or design) from the uniform of the Officers in and around the agency/organization's jurisdiction.

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- C. It is also recommended the uniform include a PSC embroidered emblem (provided without cost to each registered participant), and/or a modification of the partnering agency/organization shoulder emblem that may contain the word “Cadet,” or some other accoutrement that identifies the individual wearing the uniform as a Public Safety Cadet.
- D. Should the agency/organization have an established “paid” Cadet position, use of another title for the PSC youth participant may be designated in coordination with the PSC National Office. Examples of other approved names include: “Police Corps”; “Youth Public Safety Corps”; “Police Youth Corps”; “Public Safety Corps”. Should another naming convention be designated, it is recommended that any distinctive identifying shoulder emblem or breast patch include the PSC seal, crest, or the letters, “PSC” in 1/8” font in the design.
- E. The written policy and guidance for the agency/organization should set clear rules for how and when the uniform(s) is worn and, just as importantly, when it cannot be worn or displayed.

3.1.2 — Equipment: The partnering agency/organization should include in its written policy and guidance the type of equipment and accessories that Cadets are permitted to carry or use while they are involved in unit activities; both while in uniform or otherwise.

- A. Generally, Cadets should be restricted to carrying or using equipment or accessories that are functional and support their involvement with the unit and partnering agency/organization. Such equipment and accessories would include, but are not limited to, notebook, pen, non-tactical flashlight, and whistle.
- B. It is recommended that Cadets wear a high visibility reflective vest or other high visibility safety apparel when assisting with traffic control functions, observing accident investigations, or obstructed highways and disasters in accordance with Title 23 CFR 634 *Worker Visibility*.
- C. The agency may determine that it is permissible for Cadets to carry handcuffs as they can be considered a valuable aid to a law enforcement officer in the event, during a spontaneous situation, an additional set of handcuffs are needed (i.e., multiple persons taken into custody or a large framed individual requiring two sets of handcuffs). If the partnering agency/organization permits handcuffs to be carried, Cadets should only do so only while in uniform and the handcuffs must be in a closed carrying case (handcuffs not visible until the flap is opened) attached to the uniform belt.
- D. Cadets are not permitted to carry offensive or defensive weapons to include firearms,

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conducted electrical weapons (such as Tasers®), nightsticks, batons (collapsible or otherwise), saps or sap gloves, tactical flashlights (i.e., large metal or other heavy-duty material flashlights that may be used as a nightstick or baton), knives of any size (unless a folding sharp edged blade is part of a rescue or utility tool), chemical repellents or electrical shock devices. Use of this equipment during supervised training events is permissible in accordance with the PSC Training Program guidelines.

### 3.2 RANGE OF ACTIVITIES

3.2.1 — Overview: In order to provide for a well-managed program and effective risk management, each PSC Unit should establish policies and guidance that include permissible functions, limitations and prohibited functions for Cadet involvement in law enforcement, public safety and related activities, as dictated by the partnering agency/organization as well as adherence to all applicable PSC SOPs. Such policies should be included in by-laws, an operations manual and/or agency policy as recommended in Section 4.0.

3.2.2 — Typical Cadet Roles: Trained PSC Cadets may fulfill support roles with minimal risk exposure during PSC activities sponsored by a participating agency/organization.

A. Possible roles include:

1. Crime prevention education services.
2. Leading tours of facilities.
3. Perimeter control at an accident or crime scene.
4. Note-taking that may aid the law enforcement officer/employee
5. Assistance with completing incident reports or other forms.
6. Ride-Alongs (See Section 3.3 - Ride-Along Programs).
7. Community events, food drives, and charitable organization support.
8. Complaint reception.
9. Information booth staffing at career fairs and community events.
10. Telecommunications/dispatch center observation and assistance.
11. Assistance with organized searches for lost/missing persons.
12. Traffic and crowd management at parades, festivals and other community events.

3.2.3 — Limited and Prohibited Activities: In developing written policy and guidance, each agency should strive to permit Cadets to engage in as many practical activities as possible so as to make their experience in the program meaningful, while at the same time imposing limitations and prohibitions that will minimize or avoid Cadet participants' exposure to high-risk situations, to include but not limited to the following.

A. General prohibited activities:

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1. Arrests.
  2. High risk in-progress calls.
  3. Traffic or foot pursuits.
  4. Surveillances.
  5. Covert activities.
  6. Handling, intake or transfer of persons taken into custody.
- B. Policies may account for flexibility and contingencies in recognition that policing operations and calls for service often involve spontaneous situations that can require a risk inherent response, or a seemingly uneventful patrol procedure or call for service that escalates into a high-risk situation.
- C. Keeping in mind potential legal issues with regard to federal and state statutes regulating criminal law and procedure, as well as privacy and confidentiality concerns, Cadets should not be permitted to participate in activities that expose them to direct involvement in criminal case investigations, to include, but not limited to the following.
1. Searches and seizures (to include direct Cadet involvement in a stop and frisk contact).
  2. Processing evidence or involved in the chain of custody of same.
  3. Field testing of narcotics or other controlled substances if such test is part of a criminal investigation.
  4. Breathalyzer/sobriety tests.
  5. Custodial interviews or interrogations.
- D. To the extent possible, Cadets should not be placed in situations where they may be called as a witness in a criminal or civil proceeding.
- E. The agency/organization's policies should provide that the Officer that is responsible for the Cadet must use his/her best professional judgment with respect to the safety and security of the Cadet and should never intentionally place a Cadet in a high risk or legally precarious situation.

3.2.4 — Operating Motor Vehicles Prohibited: Public Safety Cadets (whether or not in uniform) are not permitted to operate marked police vehicles or other motorized conveyances owned and/or utilized for official agency operations. This prohibition extends to the unauthorized operation of vehicles owned/operated by private persons. The exception to this policy is when Cadets are participating in an authorized training program or competition and are under the direct, onsite, supervision of an Officer. Agencies/organizations seeking support from PSC Cadets to shuttle or drive agency vehicles must re-designate those PSC

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Cadets as agency volunteers, and such functions are not a sanctioned PSC activity with the clear understanding that its unit of government is solely responsible for any civil damages and legal or medical complications that might arise from such an activity.

3.2.5 — Covert Activities Prohibited: Cadets, regardless of their age, are prohibited from directly or indirectly engaging in covert operations (i.e., serving in an undercover capacity) and should not be used as confidential informants or sources. These activities are fraught with potential legal complications and are risk inherent for the agency and the Cadet. Further, they are inconsistent with the career education and orientation objectives of PSC. Any agency/organization electing to utilize Cadets as private citizens in covert operations does so with the clear understanding that its unit of government is solely responsible for any civil damages and legal or medical complications that might arise from such an activity.

3.2.6 — Risk Management: An agency/organization should consider adopting a process to incorporate risk management into the operations of a PSC unit for the purpose of reducing risk to participants. These on-going activities typically include identifying hazards, assessing risks, decision-making to develop risk controls, implementing risk controls, and supervision and evaluation. The process continues after the activity with assessment of the effectiveness of the controls, allowing for continuous improvement efforts.

3.2.7 — Training Plan: An agency/organization should adopt a training plan that covers expected Cadet key performance indicators (“KPIs”), roles and activities, and implement policies to ensure qualified Cadets meet minimum standards for participating in such activities. See Section 5.0, Training Programs, for additional details on Cadet training.

### 3.3 RIDE-ALONG PROGRAMS

3.3.1 — Objective: A key element to a beneficial career preparation program for PSC is to provide qualified Cadets the opportunity to observe the methods and techniques used in policing operations and patrol activities, and to learn firsthand from professionals providing community-policing services.

The Ride-Along experience also provides Cadets with a greater appreciation for the challenges and benefits of patrol operations while gaining a better understanding of the importance of public safety services during ‘real world’ activity by accompanying a public safety professional, whether sworn or non-sworn, while on patrol.

3.3.2 — Agency Adopted Ride-Along Policy and Standard Operating Procedures: Each partnering agency/organization that seeks liability coverage under the terms of PSC insurance, must adopt policies and procedures that comply with the PSC Ride-Along Program Policy and standard operating procedures. These procedures should be incorporated

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into the Unit and agency's bylaws or operations manual (see Section 4.0).

3.3.3 — Waivers Required:

- A. A hold harmless and release form for the agency and PSC executed by the parents or legal guardian and/or the Cadet if of legal age to sign such a form.
- B. Medical release form permitting authorized agency/organization representatives to approve emergency medical treatment for the Cadet.

3.3.4 — Prerequisite Cadet Training Required: The following documented training is required for Cadets participating in a uniformed Ride-Along. Additional training should be completed prior to Cadets performing such authorized activities, i.e., traffic control.

- A. PSC Youth Safety and Abuse Prevention Training
- B. The agency/organization's training curriculum for Ride-Alongs, typically covering radio communications, emergency contingency procedures, equipment familiarization, permitted and prohibited Cadet activities, confidentiality and the agency/organization's social media policy.
- C. Units that permit Ride-Alongs in/on authorized special police conveyances (bicycles, watercraft, equine, etc.) must include training requirements and protocols for each conveyance.

3.3.5 — Prerequisite Supervising Officer Training Required: The following documented training is required for agency/organization Employees supervising Cadets on a ride-along.

- A. PSC Youth Safety and Abuse Prevention Training
- B. The agency/organization's training curriculum orienting Employees to the PSC program, to include expectations, permitted and prohibited Cadet activities, contingency procedures in high-risk or emergent situations, and protocols for reporting commendable performance or issues.

3.3.6 — Ride-Along Standard Operating Procedures: Due to the potential risks involved with Cadets participating in the Ride-Along program, each partnering agency/organization must, at a minimum, adhere to the following parameters and include them in their written policy and standard operating procedures. The chief executive officer should approve the agency/organization's PSC Ride-Along policy.



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- A. The agency/organization shall specify the minimum requirements for Cadets and supervising Employees participating in Ride-Alongs that includes the requirements specified in these SOPs.
- B. Cadets shall be limited to performing permitted activities in compliance with the PSC SOPs.
- C. The agency/organization shall develop a system to schedule and record the Ride-Along date, start time, end time, accompanying officer, and name of the Cadet.
- D. The agency/organization shall implement policy that ensures the on-duty supervisor is aware and approves a Cadet to participate in a Ride-Along on his/her shift.
- E. The agency/organization should consider establishing guidelines to specify time and frequency restrictions for when a Cadet may participate in a Ride-Along. Consideration may be given to ensure Cadets meet minimum attendance requirements for meetings, training, activities, or events.
- F. Units may set a maximum number of allowable Ride-Alongs per Cadet in a specified time period, i.e., no more than two Ride-Alongs per month.
- G. Cadets may not participate in a Ride-Along with the same employee on more than two occasions during a thirty-day period without expressed permission from an agency/organization's command officer.
- H. Units may set a minimum age for Cadets to participate, or restrict Ride-Alongs to certain times of day based on age.
- I. Cadets are prohibited, barring exigent circumstances, from participating in the Ride Along program between 12 midnight and 5 AM.
- J. Cadets will remain under the direct supervision of a law enforcement officer or employee at all times during a Ride-Along.
- K. Whenever possible and practical, the Ride-Along officer/employee and Cadet should be of the same gender.
- L. The agency/organization should specify the authorized uniforms a Cadet may wear and the equipment a Cadet may carry during a Ride-Along.
- M. Cadets are not permitted to carry offensive or defensive weapons to include firearms,

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CED (Tasers®), nightsticks, batons (collapsible or otherwise), saps or sap gloves, tactical flashlights (i.e., large metal or other heavy-duty material flashlights that may also be used as an impact weapon), knives (of any size), chemical repellents or electrical shock devices. Agencies/organizations may permit Cadets to carry a rescue or utility tool that has a foldable sharp blade.

- N. Cadets on a Ride-Along are required to wear a protective vest (body armor) while accompanying a law enforcement officer on patrol operations.
- O. Where authorized special police conveyances are used, Cadets must wear the same safety equipment required for Officers, (i.e., bicycle helmet for bicycle patrol, personal flotation device for marine patrol, etc.).
- P. Agency/organization policies must adhere to other PSC policies, to include driving police vehicles, bloodborne pathogens, Hepatitis B vaccination consideration, covert activities and other applicable policies.

3.3.7 — Contingencies in Emergencies: Each partnering agency/organization must develop its own protocols that are to be instituted in those situations where a Cadet participating in a Ride-Along is accompanying an officer who is dispatched to a high-risk call or when a seemingly routine patrol procedure or call for service escalates into a situation requiring a risk inherent response.

There are some emergency situations where it may be safe and practical for a Cadet to be dropped off at a location before the Officer arrives at the scene of the incident. Another Officer would then retrieve the Cadet as soon as possible and transport him/her to a public safety facility or other safe location. There are other situations where it may be safer for the Cadet to remain in/on the patrol vehicle/conveyance or on the scene of the incident.

It is understood that it is not possible to foresee every possible contingency for Cadets participating in the Ride-Along program. Ultimately, the Officer responsible for the Cadet must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Cadet.

### 3.4 BLOODBORNE PATHOGEN POLICY

3.4.1 — Policy: Due to the nature of public safety service operational environments, there may be a higher possibility that participants of PSC Units may come into contact with blood and bodily fluids. The partnering agency/organization shall comply with the federal and/or state regulations that are intended to eliminate or minimize occupational exposure to blood or certain other body fluids in the workplace. In the event the agency/organization's policies and

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plans do not specifically include Volunteers and Cadets, PSC recommends that PSC Units include Cadets and Volunteers in the agency/organization's exposure control plan, to include access to universal precautions and personal protective equipment provided by the agency/organization, and the option to obtain or decline a Hepatitis B vaccination.

#### 4.0 UNIT BYLAWS AND AGENCY POLICY

##### 4.1 BYLAWS

4.1.1 — Model Practice: Units should adopt bylaws, or an operations manual that covers basic elements of how the Unit is organized, what activities are allowed and prohibited, expectations, code of conduct, disciplinary process, and other elements that are applicable to a particular agency/organization. Sample categories and topics could include, but are not limited to the following.

- |  |  |
|--|--|
| A. Organization and Administration       | E. Rules and Expectations                                      |
| 1. Program Purpose                       | 1. Youth Safety and Protection                                 |
| 2. Program Activities                    | 2. Code of Conduct   |
| 3. Mentor Staff                          | 3. Disciplinary Procedures                                     |
| B. Program Membership                    | F. Operations  |
| 1. Eligibility                           | 1. Cadet Roles, Responsibilities,<br>and Authorized Activities |
| 2. Selection Process                     | 2. Ride-Alongs   |
| 3. Membership Classifications            | 3. Communication Center Sit-<br>Alongs                         |
| 4. Cadet Staff/Unit Officers             | 4. Community Events  |
| C. Uniforms and Equipment                | 5. Radio Procedures  |
| 1. Cadet Uniforms                        | 6. Driving Policy  |
| 2. Personal Appearance<br>Standards      | 7. Confidentiality   |
| 3. Insignias and Patches                 | 8. Computer Access   |
| 4. Prohibited Items                      | 9. Bloodborne Pathogens  |
| D. Participation                         | 10. Covert Activities Prohibited                               |
| 1. Attendance Requirements               | G. Training  |
| 2. Absences                              | H. Awards Program  |
| 3. Resignations and Leaves of<br>Absence |  |

##### 4.2 AGENCY POLICY

4.2.1 — Agency Policy: Agencies/organizations should consider adopting an overarching policy within its general orders manual that covers, at a minimum, the purpose and scope of

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the Cadet Program, qualifications and roles of Mentors, Volunteers and Employees, and expectations for appropriate adult-youth interaction.

4.2.2 — Policy Development and Approval: Agencies/organizations are encouraged to utilize subject matter experts to develop relevant policies that are reviewed and approved in accordance with the agency/organization’s chain of command and approved by the chief executive officer, or his/her designee.

## 5.0 TRAINING

### 5.1 UNIT TRAINING GUIDANCE

5.1.1 — Cadet Training Overview: PSC is intended to provide young adults with an educational and practical orientation into the public safety professions. Training is at the forefront for helping Cadets to successfully meet the expectations for fulfilling defined roles and responsibilities, participating in activities, and to prepare Cadets for their future goals.

5.1.2 — Training Process: Training is the process of using an approved syllabus, taught by a qualified instructor to develop specific competencies, knowledge, skills and abilities. The training process should be interactive in a virtual or in-person setting at meetings, training activities, or academy settings with lecture, activities, group discussion, simulation, case studies, role-playing, hands-on training, coaching, or other effective learning techniques. Whenever practicable, Cadets prefer and enjoy hands-on, experiential learning. Training can be verified with pre and post testing, and assessed and improved with evaluations.

5.1.3 — Training Needs Assessments: Units should conduct regular needs assessments to determine what training topics are relevant for the membership’s specific needs, to include what key performance indicators (“KPIs”), roles, responsibilities and tasks related to operational goals Cadets are expected to perform, what competitions Cadets may participate in, how to best prepare Cadets for future goals, and what interests the membership expresses.

5.1.4 — Training Curriculum: With the exception of the PSC Youth Safety and Protection program, curricula standards for training are established by each Unit or regional training consortium. Agencies/organizations are responsible for ensuring training plans consider risks and safety issues, and are consistent with model professional practices and PSC’s mission to develop character, physical fitness, and respect for the rule of law and human and civil rights.

5.1.5 — Training Resources: Whether designing a new training program or improving an existing one, PSC Units are encouraged to bring their agency/organization’s experience and resources to develop curriculum and learning activities that ensure courses are properly designed and implemented, to include using adult experiential learning techniques, effective

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presentation skills, instructional technology, and critical thinking as elements of training.

- A. The primary training officer for the agency/organization may be consulted for suggestions and assistance with developing a basic training, in-service curriculum, and training safety plans.
- B. Agency/organizations can consider the assistance available from outside entities, as well as their own. Many organizations (in particular federal law enforcement agencies) are willing to support requests for specialized training and support.
- C. It is suggested that representatives from PSC Units with excellent training curricula share ideas on development of a training program with other Units.
- D. Recognizing that many law enforcement agencies may not have the individual resources to conduct their own training programs, some agencies/organizations may collaborate to conduct a multi-unit or regional basic training curriculum for Cadets on a periodic basis.
- E. In some instances, school districts and colleges will grant academic credit for completion of a comprehensive basic training course.

5.1.6 — Training, Practical Exercises and Simulated Scenarios: PSC is a career orientation program that incorporates hands-on practical exercises and simulated scenarios.

- A. It is the position of PSC that all training for Cadets have reasonable career related or educational learning objectives and that it is conducted in a properly supervised and safe environment at all times.
- B. All training, practical exercises and simulated scenarios always should be presented in a manner that reinforces the rule of law, human and civil rights, principles of democracy, and a respect for cultural, religious, ethnic and lifestyle diversity.

5.1.7 — Alignment of Training Goals and Training Intensities: Mentors, Volunteers and Employees who supervise Cadets must ensure that training, to include any paramilitary-style drill training goals and intensity levels are age-appropriate and properly aligned.

- A. In a training environment, Cadets are learning and it is possible that they could momentarily pursue an inappropriately high training intensity. Adult supervisors shall plan for and correct, as appropriate, the training methods so that they align with appropriate training goals.

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- B. While an inappropriately high level of training intensity does not meet the definition of abuse or hazing, unless it causes serious physical harm or serious emotional harm, inappropriate yelling, using exercise as punishment, and creating an overly-stressful environment and other improper training techniques are examples of inappropriately high training intensities that should be specifically excluded from training plans.

5.1.8 — Physical Activity Participation: Cadets are encouraged to actively participate in all physical activities to include any Unit's physical fitness and wellness program. Generally, Cadets will be in good health and may participate in physical activity without restrictions. Understanding potential limitations for full participation may exist, PSC Units should adopt guidelines to modify or excuse participation for Cadets who may be temporarily restricted, partially restricted, or permanently restricted from participating in certain activities due to any medical condition or disability.

5.1.9 — Distance Learning: Agencies/organizations utilizing distance learning should consider best practices, to include technology requirements and accessibility, establishing virtual classroom etiquette, engagement and participation expectations, instructor competencies for on-line active learning techniques, and identifying topics suitable and not suitable for delivering distance learning programs. Typically, the psychomotor portion of any training is not suitable for a distance learning format.

## 5.2 TRAINING PROGRAM

5.2.1 — Scope of Training: The scope of PSC training can include tracks for onboarding of new Cadets, law enforcement proficiency training, career orientation training, and training in other public safety topics.

- A. Agency/organizations should identify prerequisite training required for Cadets prior to their participation in certain activities or assignments, such as uniformed Ride-Alongs, community events, or directing traffic.
- B. The topics listed are common for Law Enforcement Sector Units. It should be noted that topic and subject matter names may change based on the functions and relevant terminology to a particular agency/organization. This list is not all inclusive and content may be refined to meet a PSC Unit's requirements. See Appendix A for an overview of suggested subject matter that may be covered in each topic.
- C. The depth and focus of the training should be relevant to orientating Cadets to the profession rather than a comprehensive curriculum intended for entry-level officers.

5.2.2 — Onboarding and Orientation Training: Training to ensure Cadets learn about the

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structure, culture, mission, and expectations of PSC and the agency/organization.

- A. Mandatory Topics:
  - 1. Youth Safety and Protection
  - 2. Unit Orientation
  
- B. Suggested Topics:
  - 1. Agency Orientation
  - 2. A Career in Law Enforcement

5.2.3 — Law Enforcement Proficiency Training: Proficiency training is intended to give Cadets exposure to topics that will permit them to better understand and appreciate the law enforcement sector, and to maximize their safety and effectiveness.

- A. PSC recommends a comprehensive Basic Training Program cover at least 60 hours of instruction over consecutive weekly sessions (i.e., eight 8-hour training days scheduled over eight weeks), organized by a participating agency/organization or a consortium of agencies/organizations.
  
- B. Cadets who successfully complete a minimum 60-hour training program with the topics in this track are eligible to receive the PSC Law Enforcement Training ribbon.
  
- C. While the training for the Law Enforcement Proficiency Award must be inclusive of the topics noted below, an agency/organization can add other relevant topics. The subject matter for these topics are intended to provide basic familiarization.
  
- D. Law Enforcement Proficiency Training Track Topics:
  - 1. Collection and Presentation of Evidence
  - 2. Community Policing
  - 3. Crime Prevention
  - 4. Crime Scenes
  - 5. Criminal Investigations
  - 6. Criminal Justice System
  - 7. Criminal Law
  - 8. Crisis Intervention
  - 9. Crowd Management
  - 10. Firearms Safety
  - 11. History of Policing
  - 12. Human and Civil Rights
  - 13. Juvenile Law
  - 14. Leadership in Public Safety
  - 15. Officer and Cadet Safety
  - 16. Patrol Techniques
  - 17. Physical and Mental Fitness
  - 18. Professionalism and Ethics
  - 19. Radio Communications Procedures
  - 20. Response to Resistance
  - 21. Report Writing - Basic
  - 22. Traffic Control
  - 23. Traffic Safety and Enforcement
  - 24. Elective - Topic from Career Orientation Training
  - 25. Elective - Topic from Career

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Orientation Training  
26. Elective - Topic from

Career Orientation or Other  
Public Safety Training

5.2.4 — Career Orientation Training: The following are additional topics that can be included in a PSC Unit’s training program to educate Cadets about the law enforcement profession. In addition, a minimum of two (2) and up to three (3) topics from this track must be included as electives to complete the Law Enforcement Proficiency Training track.

A. Career Orientation Training Topics:

- |   |   |
|---|---|
| 1. Alcoholic Beverage Control               | 17. Interview and Interrogation                               |
| 2. Chemical Agents                          | 18. Laws of Arrest  |
| 3. Child Abuse Investigations               | 19. Pedestrian Contacts                                       |
| 4. Conflict Resolution                      | 20. Person Searches   |
| 5. Controlled Substances                    | 21. Records and Support Services                              |
| 6. Crimes in Progress                       | 22. Report Writing - Investigative                            |
| 7. Critical Incidents and Disaster Response | 23. Search and Seizure  |
| 8. Cultural Diversity                       | 24. Terrorism Awareness                                       |
| 9. Custody                                  | 25. Traffic Accident/Collision Investigation                  |
| 10. Dispatching and Communications Centers  | 26. Use of Force Options and De-Escalation                    |
| 11. Firearms Marksmanship                   | 27. Vehicle Pullovers - High Risk                             |
| 12. Gang Awareness                          | 28. Vehicle Pullovers - Traffic Enforcement and Investigative |
| 13. High-Risk Tactical Response             | 29. Victim Witness Considerations                             |
| 14. Human Trafficking                       |   |
| 15. Information Systems                     |   |
| 16. Interpersonal Communication             |   |

B. Agency Developed Topics and Subject Matter: Training curriculum for topics and subject matter not listed in the PSC training program can be developed specific to the needs of a participating agency/organization.

5.2.5 — Other Public Safety Topics: The following topics covers training intended to give Cadets a quality experience that will permit them to better understand and appreciate all segments of public safety operations. Up to one (1) topic from this track may be included as a course in the Law Enforcement Proficiency Training track.

A. Training in Other Public Safety Topics:

- |   |                               |
|---|-------------------------------|
| 1. Automated External Defibrillator (AED) | Resuscitation CPR             |
| 2. Cardiopulmonary                        | 3. Fire Prevention and Safety |
|   | 4. First Aid                  |



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5. Search and Rescue

5.2.6 — National Competition Training Events: PSC training competitions include team scenarios and individual events. Criteria for these events may be found in program guides.

A. Competition Training Events may include, but are not limited to, the following topics.

- |                                    |   |
|------------------------------------|---|
| 1. Active Shooter Response         | 8. Officer Rescue                       |
| 2. Arrest and Search               | 9. Unknown Trouble                      |
| 3. Bicycle Patrol                  | 10. Use of Force                        |
| 4. Burglary in Progress            | 11. Drill Team                          |
| 5. Crisis Intervention             | 12. Individual Physical Agility Testing |
| 6. High Risk “Felony” Vehicle Stop | 13. Pistol Marksmanship Competition     |
| 7. Human Trafficking               |   |

5.3 USE OF WEAPONS FOR TRAINING

5.3.1 — Purpose: The use of weapons and simulated weapons in a controlled and supervised environment is recognized as having a legitimate training purpose in teaching familiarization and safety, situational awareness, defensive procedures, strategic practices and judgmental decision making.

5.3.2 — Guidelines: To ensure safe practices, specific guidelines for the use of weapons in training are included in appendices to these SOPs, as noted below.

- A. Use of Non-Lethal Training Firearms — Appendix B
- B. Use of Conducted Energy Devices — Appendix C
- C. Use of Chemical Agents — Appendix D
- D. Use of Firearms and Marksmanship Training — Appendix E

6.0 NATIONAL PROGRAMMING

6.1 OVERVIEW

6.1.1 — The Law Enforcement Sector National Committee: This committee and its subcommittees supports the PSC Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound policies, practices, and programming.

6.1.2 — Youth Representation: The PSC National Program coordinates the election of a National Cadet Commander and Deputy National Cadet Commander. Refer to Appendix G.

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6.1.3 — National Program Publications: The National Program publishes guidebooks, manuals, and other materials that provide further guidance and/or parameters for PSC program management and administration. Refer to the PSC National Program Publications Index, which is available online.

6.1.4 — The National Awards and Scholarships Program: This program, which includes the Law Enforcement Proficiency Training Program from Section 5.2.3 in the SOPs is detailed in the PSC National Awards and Scholarships Program Manual.

6.1.5 — National Events: The PSC National Program hosts events, trainings and competitions, to include opportunities to attend leadership academies and conferences, among others.

6.1.6 — Competitive Marksmanship Activities: Refer to Appendix F for details on the Competitive Marksmanship Activities and the National Marksmanship Competition.

6.1.7 — Heraldry and Insignias: Refer to Appendix H for details on standardized PSC heraldry and insignias.

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APPENDIX A — SUGGESTED TRAINING TOPIC SUBJECT MATTER

The following table lists the PSC Training Program’s recommended topics and provides guidance for the subject matter concepts that can be included in each topic.

Topics can also be separated into two or more training topics, for example, Collection and Presentation of Evidence can be instructed as two separate topics.

The subjects are not mandatory or all inclusive, and curriculum should be developed to meet the training needs of the participating agency/organization.

It is expected that all training be conducted in accordance with model, professional practices and in accordance with the PSC SOPs.

Table 1. Suggested Training Topics and Subject Matter (Alphabetical Order)

<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
A Law Enforcement Career	What Peace Officers Really Do, the Policing Mission, Career Opportunities (Sworn and Non-Sworn Professional), Personal Responsibility, Ethics and Values, Character, Public Service, Discipline and Respect for the Law, Proficiency, Professionalism, Leadership, Decision-Making, Accountability, Balancing Humility With Self-Confidence, Formal and Informal Education, the Academy Experience, Language of Policing (Acronyms, Jargon, Legal Terms, Slang)
Alcoholic Beverage Control	Licensing, Regulation, Sale and Consumption, Minor in Possession, Age Requirements, Inspections, Laws Related to Influence and Public Intoxication
Chemical Agents	Legal Issues, Safe And Effective Use, OC (Oleoresin Capsicum), CN (Chloroacetophenone), CS (Ortho-Chlorobenzylidene-Malononitrile), Gas Masks, First Aid Procedures. See Training Guidelines for Practical Application and Prohibitions

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Child Abuse Investigations	Crimes Against Children, Reporting Requirements of Suspected Child Abuse, Physical and Behavioral Indicators, Child Victim Interviews, Warrant and Warrantless Entries To Protect Minors, Sexual Exploitation of Children, Child Endangerment, Lewd or Lascivious Acts With a Child
Collection and Presentation of Evidence	Types of Evidence - (Testimonial, Real, Demonstrative, Circumstantial), Authentication of Evidence, Handling Evidence, Chain of Custody, Fingerprints, Developing Latent Prints, DNA Evidence, Collecting and Processing Evidence. Admissibility of Evidence, Exclusionary Rule, Courtroom Testimony (Witness, Opinion and Expert), Privilege, Credibility, Hearsay Rule, Spontaneous Statements, Admissions and Confessions, Dying Declarations
Community Policing	Problem Solving, Quality of Life Issues, Partnerships in the Community and Other Agencies, Fear of Crime, Increasing Community Awareness, Social Media and In-Person Engagement, Media Relations
Conflict Resolution	Defusing Techniques, Mediation and Conflict Resolution, Types of Disputes, Fact Finding Interviews, Intervention Techniques, Problem Solving
Controlled Substances	Drugs of Abuse, Effects of Drugs, Terminology, Drug Categories and Classifications, Controlled Substance Identification, Paraphernalia, Consuming Drugs, Laws Related to Possession and Influence, Transporting/Selling/Furnishing, Clandestine Laboratories, Influence Investigation Techniques
CPR	Basic Life Support, Airway Obstructions, Rescue Breathing, Cardiopulmonary Resuscitation, Automated External Defibrillators

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Crime Prevention	Crime Prevention Through Environmental Design (CPTED), Neighborhood Watch Programs, Social Media Outreach, Community Partnerships, Stakeholders, Problem Solving, Crime Triangle (Offender, Victim, Location), Enhancing Premises Security, Directed Patrols, Social Media
Crime Scenes	Crime Scene Logs, Preservation of a Crime Scene, Search and Seizure Laws, Crime Scene Surveys and Searches, Search Patterns, Photography and Video Recordings, Crime Scene Sketches and Diagrams
Crimes in Progress	Officer Safety Mindset, Response Guidelines, Tactical Considerations, Approach, Inner Perimeter, Outer Perimeter, Systematic Searches, Nature of the Crime, Response, Coordination and Communication, Cover and Concealment, Primary Unit Responsibilities, Special Units, Entries, Confronting a Suspect
Criminal Investigations	Goals (Establishing a Criminal Violation, Identify and Arrest Suspects, and Gathering Evidence for Presentation in a Court of Law), Individuals Involved, Approach and Arrival, Life Safety Assessment and Rendering Aid, Verify a Crime, Suspect Identification, Broadcast Pertinent Information, Secure and Protect Scene, Preserve Possible Evidence, Locate and Interview Victims and Witnesses, Identify Other Possible Sources of Information, Note Taking and Reporting, Follow-up Investigations
Criminal Justice System	Goals (Guarantee Due Process, Prevent Crime, Protect Life and Property, Uphold and Enforce the Law, Dispense Equal Justice, Apprehend Offenders, Assure Victim's Rights), Law Enforcement Agencies and Jurisdictions (Federal, State, Local, Tribal), Judicial System (Courts, Attorneys, Process, Trial, Sentencing), Corrections (Parole and Probation)

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Criminal Law	Constitutional Law, Statutory Law, Case Law, Criminal vs Civil Law, Letter of the Law, Spirit of the Law, Crime and Punishment, Elements of Crime, Attempts To Commit Crime, Classifications of Crimes, Criminal Codes and Ordinances, Precedent, Judicial Review, Intent, Criminal Process, Principals, Accessories and Accomplices, Legal Capacity and Incapacity to Commit Crime, Crimes Against Persons, Property Crimes, General Criminal Statutes
Critical Incidents and Disaster Response	Emergency Management, Disaster Services, First Responder Roles and Responsibilities, Incident Command System, Mutual Aid System, National Emergency Management System (NIMS), State Incident Management System, Hazardous Materials, Weapons of Mass Destruction, Fires and Explosives, All-Hazards Planning
Crisis Intervention	Mental Illness Overview, Cognitive Disorders, Special Focus Issues (Post Traumatic Stress Disorder, Suicide Issues, Geriatric, Child and Adolescence), Substance Abuse, Psychotropic Medications, Assessments and Commitments, Mental Health and Crisis Intervention Resources, De-Escalation (Developing Intervention Strategies, Verbal and Non-Verbal Skill Training and Crisis Escalation Stages), Strategic Communication (Tone, Atmosphere, Communication, Time), Officer Safety
Crowd Management	Crowd Dynamics, Freedom of Speech, Crowd Management Techniques, Presence and Demeanor, Professional Integrity, Phases of Riot Development and Crowd Intervention Contingencies, Applicable Law and Statutes

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Cultural Diversity	Cultures and Ethnicity (History and Contemporary Issues in the Nation, State and Community), Perceptions, Stereotypes, Implicit Bias, Prejudice and Discrimination, Racial Profiling, Cross-Cultural Communication, Sexual Orientation, Gender Identity, Inclusiveness, Community Policing, Hate Crimes, Federal and State Law Protections
Custody	Peace Officer Responsibilities, Officer Safety, Lawful Basis for Custody, Constitutional and Statutory Civil Rights and Protections, Search and Seizure, Assaults under Color of Authority, Cruel and Unusual Punishment, Care and Handling of Prisoners
Dispatching and Communications Centers	Interpersonal Communication Process and Elements, Telephone Technology and Procedures, 9-1-1 System., Law Enforcement Telecommunications Data Systems, Radio Technology and Procedures, Call Taking Procedures and Considerations, Resources and Referral Services. See Also Radio Communications Procedures
Fire Safety and Prevention	Fire Triangle (Heat, Fuel, Oxygen), Fire Classifications, Fire Behavior, Fire Extinguishers (Types and Use), Smoke Alarms, Home Fire Safety Plans, Fire Prevention Programs
Firearms Marksmanship	Range Safety, Safely Drawing and Holstering, Shooting Principles, Shooting Techniques, Shooting Positions, Lowlight and Nighttime Conditions, Tactical Shooting Skills, Judgment Pistol Shooting, Live Fire Course. See Firearms Training Guidelines for Restrictions and Prohibitions. Prerequisite Course: Firearms Safety

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Firearms Safety	Handling Firearms, Safe Firearms Storage, Basic Firearms Operation, /Types of Firearms (Semi-Automatic Pistols, Revolvers, Long-guns, Shotguns), Ammunition Safety, Cartridge Ammunition, Shotgun Ammunition, Wound Ballistics, Safety Inspections, Cleaning and Maintenance of Firearms, Firearms Laws, Unlawful Use of Firearms
First Aid	Roles of Law Enforcement and EMS, Legal Protections, Victim/Patient Assessments, Bleeding Control, Shock, Burns, Traumatic Injuries, Cardiac Emergencies, Respiratory Emergencies, Drowning, Seizures, Strokes, Altered Mental Status, Allergic Reactions and Anaphylaxis, Diabetic Emergencies, Poisoning and Substance Abuse, Psychological Emergencies, Temperature Related Emergencies, Childbirth
Gang Awareness	Gang Dynamics, Indicators of Gang Territory, Criminal Street Gangs and Crime Trends, Organized Crime Gangs, Prison Gangs, Relevant Laws, Safety Considerations
High-Risk Tactical Response	Physical and Mental Conditioning, Threat Assessments, Command Post Operations, Planning and Decision-Making, Deployment Strategies, Basic Entry and Search Techniques, Active Threat Response, High-Risk Warrant Service, Hostage Situations, Crisis Negotiations, Tactical EMS, and Tactical Dispatch
History of Policing	Policing Eras (Traditional, Professional, and Community Policing), Maintaining Order, Enforcing the Law, Preventing Crime, Delivering Service, Proactive vs. Reactive Policing, Peel’s Nine Principles of Policing, Procedural Justice, Legitimacy, Historical Events, Current Events and Contemporary Issues



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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Human and Civil Rights	Constitutionally Protected Rights, Bill of Rights and Amendments, History of Civil Rights, Civil Rights Laws, Citizenship, Due Process and Equal Protection, Upholding Individual Liberties and Constitutional Rights, Respecting Human Rights and Dignity
Human Trafficking	Laws Related to Depriving or Violating Personal Liberties to Obtain Forced Labor or Services, Identification and Indicators, Victim Dynamics, Evidence and Investigative Considerations, Victim Resources
Information Systems	National Law Enforcement Telecommunications System, State and Local Justice Information Systems and Databases, Motor Vehicle Information Systems, Agency Record Management Systems, Confidentiality, Unauthorized Use of Information, Legal Issues, Criminal Offender Record Information
Interpersonal Communication	Message Components, Content, Voice Characteristics, Non-Verbal Signals, Non-Verbal Danger Signs, Gestures, Facial Expressions, Physical Actions and Mannerisms, Active Listening, Facilitation
Interview and Interrogation	Miranda Admonishment (Administering, Waving and Invoking, and Exceptions), Investigative Interrogation, Types of Waivers, Juveniles vs. Adults, Public Safety Exception, Crime Scene Interviews, Admissions and Confessions, Interview Preparation, Rapport, Separating Parties, Active Listening, Inadmissible Statements, Verifying Information
Juvenile Law	Juvenile Rights Protections, Temporary Custody of a Juvenile, Confinement of Juveniles, Contributing to the Delinquency of a Minor, Dependent of the Court, Disposition of Juvenile Cases

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Laws of Arrest	Constitutional Protections, Consensual Encounters, Detentions, Reasonable Suspicion, Warrantless Arrests, Warrant, Private Persons Arrests, Physical Restraint, Use of Force, Statute of Limitations, Entry Into a Dwelling, Probable Cause, Arrest Warrants, Times of Arrest, Knock and Notice, Identification Procedures, Field Show-Ups, Photographic Spreads, Custodial Lineups
Leadership in Public Safety	Concepts of Leadership, Cadets as Leaders, Cadets as Followers, Impacts of Leadership, Servant Leadership, Emotional Intelligence, Leadership vs. Management, Influencing People, Making Intended Change, Ethical Values and Goals
Officer and Cadet Safety	Planning and Contingencies, Cover and Concealment, Contact and Cover, Fatal Errors, Attitude, Mental Preparation, Maintaining Physical and Mental Skills, Awareness of Suspects' Hands, Use of Backup, Distance and Positioning, Proper Safety Equipment, Off-Duty Considerations, Fundamentals of Digital Officer/Cadet Safety
Patrol Techniques	Patrol Concepts, Preventive Patrol, Directed Enforcement, Providing Service, Providing Public Safety, Patrol Conveyances, Preparing for Assignments, Tactical Considerations, Use of Communication Equipment, Pedestrian Contacts, Foot Pursuits, Observation Skills, Security Checks, Indications of Criminal Activity
Pedestrian Contacts	Legal Considerations, Investigative Actions, Officer Safety, Multiple Subjects, Considerations Prior To Contact, Approaches, Tactical Considerations for Approach and Contact, Foot Pursuit Guidelines and Safety Considerations

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Person Searches	Effective Searches, Reasonable Suspicion, Probable Cause, Visual, Cursory/Frisk Search, Full-body, High-risk, Consent, Incident to Arrest, Potential Locations for Weapons and Contraband, Opposite Sex Searches, Agency Policy, Cover Officer Responsibilities
Physical and Mental Fitness	Lifetime Fitness, Aerobic and Anaerobic Conditioning, Muscular Strength, Power, Endurance, Flexibility, Stability, Mobility, Core Strength, Acceleration and Agility, Body Composition, Recovery, Fitness Programs, Nutrition Planning, Common Medical Concerns, Stress Management, Substance Abuse, Financial Life Planning
Professionalism and Ethics	Professional Behavior and Actions, Ethics and Public Trust, Codes of Conduct, Ethical Behavior, Law Enforcement Code of Ethics, Unprofessional Conduct Consequences, Intervention, Ethical Decision Making, Agency/Organization Core Values, Personal Core Values and Professional Values
Radio Communications Procedures	Radio Systems, Transmissions, Non-Emergency Traffic, Emergency Traffic, FCC Rules and Regulations, Call Signs, Radio Demeanor, Frequencies/Channels, Radio Use Guidelines, Numeric Radio Codes, Phonetic Alphabet, Common Abbreviations, Crime Broadcasts, Suspect Descriptions, Vehicle Descriptions, Mobile Data and Telecommunications Systems
Records and Support Services	Records Function Organization and Structure, Primary Report System, Access to Records, Report Numbering System, Forms, Automated Records Management Systems, Citations, Record Sealing, Subpoenas, Warrants, Restraining Orders, Confidentiality and Release of Information, Public Records, Statistical Reporting (Uniformed Crime Reporting, National Incident Based Reporting System), Records Retention

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Report Writing	Basic and Investigative Reports Purpose, Field Notes, Opinions, Facts, Conclusions, Answering Questions, Fundamental Content Elements, Grammar, Writing Clearly and Precisely, Writing Mechanics, Proofreading, Ethics, Agency Policies, Characteristics of an Effective Report, Incident Specific Information, Identifying Involved Parties, Primary Questions (What, When, Where, Who, How, and Why), Agency Reporting Procedures
Response to Resistance	Ethics, Command Presence, Verbal Commands/Instructions, Objectively Reasonable Force, Awareness, Balance, Control (Influence, Physical, Self-Control), Areas of the Body Which Require Maximum Protection, Body Parts as Defense Weapons, Mindset, Control Holds, Handcuffing, Takedown Techniques, Defusing, Distractions, Self-Defense Tactics, Restraint Devices, Handcuff Nomenclature, Application of Handcuffs, Positional Asphyxia, Weapon Retention, Ground Control (Defense, Positions, Choke Escapes)
Search and Seizure	Basic Principles of Search and Seizure Laws, Reasonable Expectation of Privacy, Probable Cause To Search, Warrant Searches and Seizures, Warrantless Searches and Seizures, Searches and Seizures Involving Motor Vehicles, Consent Searches, Exigent Circumstances, Search Incident To Arrest, Probation and Parole Search, Protective Searches, Plain View Seizures, Searches Involving Bodily Intrusions
Terrorism Awareness	Terrorist Threats and Ideologies, Typical Terrorist Tactics, Terrorist Ideologies (Domestic, Special Interest, International), Prevention, Deterrence Concepts, Critical Infrastructure Protection, Suspicious Activity Reporting
Traffic Accident/ Collision Investigation	Collision Scene Management, Collision Related Evidence, Tire Marks, Collision Scene Measurements, Sketches and Factual Diagrams, Collision Analysis and Collision Factors, Collision Documentation and Report Narratives

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<b><u>TOPICS</u></b>	<b><u>POSSIBLE SUBJECT MATTER</u></b>
Traffic Control	Lawful Orders and Authorities, Traffic Control Hand Signals and Devices to Control Traffic, Safety Equipment, Communications
Traffic Safety and Enforcement	Vehicle Code, Common Equipment Violations, Common Moving Violations, Vehicle Removal, Driving Under the Influence Detection, Field Sobriety Evaluations/Tests, Chemical Sobriety Tests
Use of Force Options and De-Escalation	Objectively Reasonable Force, Authority to Use Force, Law and Policy, Considerations, Consequences, Officer and Agency Liability, Intervention Techniques, De-Escalation, Self-Control, Critical Decision-Making, Situational Awareness, Tactical Repositioning, Gaining Voluntary Compliance, Strategic Communication, Force Options, Resistance, Professional Communication, Scene Management, Active Threat Response
Vehicle Pullovers	Vehicle Stop Categories (Traffic Enforcement, Investigative, High-Risk), Officer Safety, Planning and Initiating, Approaches, Contact and Cover, Contacting Occupants, Tactical Considerations, Vehicle Types, High-Risk Considerations, Perceived Risk (Unknown vs High-Risk), Vehicle Searches
Victim Witness Considerations	Victimization, Victim Contacts and Interviews, Victim Assistance Programs, Victim Bill of Rights, Direct Victims, Indirect Victims, Victim Reactions

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APPENDIX B — USE OF NON-LETHAL TRAINING FIREARMS

**Purpose:** The use of Non-Lethal Training Firearms (NLTF) by Cadets in a controlled and supervised environment is recognized as having a legitimate training purpose in teaching situational awareness, defensive procedures, strategic practices and judgmental decision making.

**Definition:** NLTF are described as replicas of firearms that are designed to look and feel authentic and may discharge a non-lethal laser beam or solid projectile (i.e., paintball or plastic pellet such as used in the popular *Airsoft* simulated firearms).

**Prohibited Devices and Modifications:**

- A. NLTF that discharge metal projectiles are prohibited.
- B. The use of simulated non-lethal hand-grenades, distraction devices (commonly called flashbangs), M203 style launchers (i.e., RPG's LAW's AT4's, etc.), sniper rifles, fully automatic firearms, Claymore or similar type mines or other non-handheld firearm devices are strictly prohibited.
- C. NLTF that have been altered (often referred to as "Hop Up") to increase the velocity of the projectile are prohibited.

**Training Purpose:** The use of NLTF is authorized for training only and must be in conformance to Section 2.13 (Training, Practical Exercises and Simulated Scenarios) of these SOP. NLTF may not, under any circumstances, be used for recreational activities where there is no clear learning objective(s), close supervision or justifiable training purpose.

**Supervision Required:** NLTF may only be used while under the supervision of specifically trained Officer(s) designated by his or her agency as a qualified firearms instructor, or by NRA Police Firearms Instructors and/or NLTF certified instructors or range safety officers. Public Safety Cadets under the age of 18 must provide to their Unit Mentor written permission from a parent or legal guardian to participate in NLTF practical exercises.

**Waiver Required:** Appropriate written consent/permission and a hold-harmless document signed by the participating Cadet, a parent/legal guardian (if the Cadet is under the age of 18), and the Lead Mentor of the Cadet's Unit, shall be obtained before the Cadet participates in the activity.

**Safety Standards:** Units shall comply with manufacturer safety guidelines. The following safety standards and protocol are, as indicated, mandatory or recommended for use of NLTF

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that discharge paintballs or plastic projectiles.

- A. Safety Briefing: A certified instructor and/or range safety officer must conduct a safety and rules of engagement briefing for all participants prior to the initiation of the training activity. At a minimum, the briefing will include the elements outlined in the NLTF Safety Briefing Requirements located in the Appendix section of these SOPs.
- B. Site Selection/Security: Prior to the commencement of any NLTF exercise, the training area must be inspected for any hazards (i.e., trip/fall risks, broken glass, sharp objects, etc.) that may cause injuries to participants. Static vehicles, if used in the training exercise, must be searched for live weapons and other prohibited items.
- C. Prohibited Items: Functioning live-fire weapons and/or live ammunition, impact devices, knives, chemical repellents and electrical shock devices are prohibited in the training area.
- D. Participant Inspection: All participants, instructors, role players, and monitors must enter and exit the training area via a single checkpoint where each individual will be inspected by a certified instructor or range safety officer for live ammunition or other prohibited items. No one may enter or re-enter the training area without undergoing a thorough inspection. As an added precaution, the loading of non-lethal ammunition into NLTF and magazines must be conducted by certified instructor or range safety officer.
- E. Supervision: The training exercise will be closely monitored by a certified instructor or range safety officer, as well as designated assistants and role players, to ensure the safety of all participants and adherence to the learning objectives for the activity.
- F. Clothing: All participants must be attired in long sleeve shirts and long pants, preferably made of thick material or layered. All exposed skin must be covered by clothing or other protective items.
- G. Chest Protection: All participants must wear a chest protector or protective vest.
- H. Eye Protection: Proper eye protection must be worn by all participants at all times in the training area and is defined as full-sealing industry standard goggles, meaning no gaps between the face and lens/frame, with a lens rating of ANSI Z87.1-2003 (also known as Z87.1+). Shooting glasses that are not full-sealing, shop glasses, or regular sun glasses do not provide adequate protection and are prohibited.

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- I. Face Protection: Full face masks capable of defeating non-lethal projectiles with a velocity of up to 400fps must be worn by all participants in the training area. As an added measure of protection and to help prevent welting of the skins, Balaclavas are recommended for use at all times, but required for indoor training events, or for outdoor activities where the activity will be conducted in close quarters and participants will be in close proximity to one another.
- J. Neck Protection: The use of a neck protector is required for all participants.
- K. Hand Protection: The use of protective gloves is required for all participants.
- L. Groin Protection: The use of a groin protector is required for all participants, if recommended by the manufacturer.
- M. Footwear: The use of public safety/military style boots is recommended for all participants; especially for activities that will be conducted in outdoor, wooded or uneven terrain.
- N. Knee/Elbow Pads: The use of knee and elbow pads is recommended for all participants.
- O. Weapon Velocity: Semi-automatic gas, electric or spring pistols are restricted to a maximum velocity of 400fps or 1.13J, although a lesser velocity is recommended.
- P. No Fire Zones: A no fire zone, or zones, will clearly be established by the certified instructor or range safety officer as areas for players to take a break, adjust their safety equipment or cease participation in the training exercise for whatever reason. Participants will not engage another participant retreating to a no fire zone or once inside the no fire zone.
- Q. No Ammunition: All NLTF must properly be cleared (ammunition removed with no projectile in the chamber) and holstered prior to entering a no fire zone.
- R. Distinguishable Marking for Simulated Firearms: It is highly recommended that all NLTF have a highly visible permanent marking (i.e., bright orange, red or blue) on the muzzle tip and/or grip to clearly distinguish them from actual live firearms.



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APPENDIX C — USE OF CONDUCTED ENERGY DEVICES (CED)

Definitions:

- A. Conducted Energy Device (CED): A “less-than-lethal weapon” designed to cause temporary neuromuscular incapacitation of an assailant by administering an electrical shock through direct contact or deployment of fine wires attached to a pair of barbs fired from a hand-held device. Some CED devices are commercially known as “Taser® Electroshock Weapons” manufactured by Axon.
  
- B. An inert CED simulator: A training aid that imitates a CED, but is incapable of administering an electrical output; however, may deploy a pair of non-conductive wire leaders and shortened barbs fired from a hand-held device or a laser-like beam to simulate an operational CED on an inanimate target such as a mannequin, virtual training video screen or other appropriate backstop. The inert CED simulator will not be capable of emitting an electrical warning arc.

CED Prohibited: As set forth in Section 3.1, Uniforms and Equipment, of these SOP, Cadets are prohibited from carrying or using all forms of Conducted Energy Devices (Tasers®, etc.).

Training Purpose: Education and training with an inert CED simulator by Cadets in a controlled and supervised environment is recognized as having a legitimate training purpose in teaching situational awareness, defensive procedures, strategic practices and judgmental decision making. The use of inert CED simulators is authorized for education and training only and must be in conformance to Section 2.13 (Training, Practical Exercises and Simulated Scenarios) of these SOPs.

Supervision Required: All inert CED simulator training will be conducted under the close supervision of a qualified CED instructor (as determined by the partnering entity) who is, at a minimum, familiar with the properties of CED as well as its effects, its proper use in law enforcement operations, and first aid procedures in the event of an unintended contact.

Parental Consent Required: Cadets under the age of 18 must provide to their Unit Mentor written permission from a parent or legal guardian to participate in inert CED simulator practical exercises.

Prohibited Exposure: Cadets may not be a recipient, either voluntarily or otherwise, intentionally administered an electrical shock from an operational/active CED in training or any other official, sanctioned or organized PSC activity or event.

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APPENDIX D — USE OF CHEMICAL AGENTS IN TRAINING

**Definitions:** Chemical agents means any substance that can rapidly produce sensory irritation or disabling physical effects in humans, which disappear within a short time following ceasing exposure. For purposes of this section, the term includes, but is not limited to, 2-chlorobenzalmalononitrile gas, commonly known as CS gas, and Oleoresin Capsicum, commonly known as OC or Pepper Spray.

**Chemical Agents Prohibited:** As set forth in Section 3.1, Uniforms and Equipment, of these SOPs, Cadets are prohibited from carrying or using all forms of chemical repellents.

**Training Purpose:** The possibility exists that Cadets inadvertently may be exposed to chemical agents during a Ride- Along. It is understood that a Cadet who has been exposed to chemical agents during a controlled training exercise is less likely to panic, overreact or take action that may cause harm or further complicate a situation while engaged in an authorized PSC activity with the partnering agency/organization.

**Supervision Required:** Chemical agents may only be used for education and training while under the supervision of specially trained Officer(s) designated by his or her agency as a qualified chemical agents instructor (as determined by the partnering agency/organization) who is thoroughly familiar with the chemical properties of the substances being covered in training, its effects, its proper use in law enforcement operations, and first aid and decontamination procedures. Additionally, the instructor will have a safety plan that covers, at a minimum, an adequate training site, minimizing fire hazards and appropriate fire suppression procedures, protective equipment, adequate decontamination supplies, device malfunction procedures, decontamination of students, and medical emergency contingencies.

**Waiver Required:** Appropriate written consent/permission and a hold-harmless document signed by the participating Cadet, a parent/legal guardian (if the Cadet is under the age of 18), and the Lead Mentor of the Cadet's Unit, shall be obtained before the Cadet participates in the activity. In addition, participating Cadets are required to provide medical clearance for exposure to any chemical agents in a manner determined by the partnering agency/organization.

**Prohibited Exposure:** PSC prohibits the intentional spraying of a chemical agent directly into the eyes, nose, ears or face of participants. Spraying should be limited to the torso to allow for indirect exposure to the head.

**Voluntary Participation by Cadet:** Any Cadet declining to participate, and/or is unable to participate in chemical agents training for any reason, will not be subject to any disciplinary or adverse actions as a result.

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APPENDIX E — USE OF FIREARMS FOR MARKSMANSHIP TRAINING

**Purpose:** Firearms marksmanship training provides an opportunity for Cadets in the Law Enforcement Sector to learn the safe and proper handling of firearms in a controlled and supervised training environment while contributing to the development of critical skills required in the law enforcement profession. Both handguns and shoulder mounted firearms that are generally used by law enforcement agencies may be used in firearms marksmanship training.

**Applicable Laws:** Units participating in firearms marksmanship training shall at all times abide by governing Federal, state, and local laws as well as their agency rules, regulations and policies governing youth and firearms training.

**Waiver Required:** Appropriate written consent/permission and a hold-harmless document signed by the participating Cadet, a parent/legal guardian (if the Cadet is under the age of 18), and the Lead Mentor of the Cadet's Unit, shall be obtained before the Cadet participates in the activity.

**Training Required:** Units conducting firearms training, must provide each Cadet with a minimum of eight (8) hours of firearms safety classroom and live-fire instruction by a qualified firearms instructor (certified/designated by a federal, state, county, or municipal government or the National Rifle Association). The training will include, but is not be limited to:

- A. Firearms safety
- B. Fundamentals of marksmanship
- C. Nomenclature
- D. Proper loading of magazines
- E. Safe range operations
- F. Malfunction drills
- G. Target scoring
- H. Successfully complete at least two Public Safety Cadets Center Fire Pistol Courses (PSCCFPC). For initial range live-fire, the range safety officer to cadet ratio shall be no more than 1:2.

**Safety Plan:** Firearms training should include a safety plan that includes a range inspection, adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed and ricocheted shots, a designated safety area, adequate ventilation, eye and ear protection, proper clothing and safety equipment, inspection of firearms, procedures for safe handling of weapons malfunctions, a review of range safety rules, medical emergency contingencies, and expectation for students to clean hands, face and clothing after the activity.

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APPENDIX F — COMPETITIVE MARKSMANSHIP ACTIVITIES  
AND NATIONAL MARKSMANSHIP COMPETITION

Competitive firearms marksmanship activities are recognized as having a legitimate training purpose in teaching safety, situational awareness, defensive procedures, and judgmental decision making. Law Enforcement-Sector Units may conduct competitive firearms training events at the local, regional or state level. These events, at a minimum must comply with the SOP set forth in Appendix E regarding requisite classroom and range training.

PSC may conduct a National Marksmanship Competition (NMC) as a stand-alone event or in association with other complementary activities to provide Cadets the opportunity to receive firearms training in a competitive environment complemented by timely seminars associated with response to resistance and community engagement themes.

The NMC will bring Cadets and their Mentors together from throughout the country for an opportunity to compete, learn and network through individual competitions, seminars, demonstrations, exhibits and recreation. The driving force behind successful events have always been the leadership, support and participation of prominent national, state, and local leaders in law enforcement and related public safety professions.

The NMC will be fired on conventional bull's-eye targets using handguns provided at the event. Generally, these handguns will be pistols of the type routinely used by law enforcement agencies throughout the nation. This event will provide an experience for Cadets to demonstrate the safe and proper handling of handguns in a competitive training environment while contributing to the development of skills required in the law enforcement profession.

In order to be eligible to compete, Cadets must be certified by their Unit Mentor and a firearms instructor from a law enforcement agency or certified NRA firearms instructor as meeting basic certification. The Unit Mentor and qualified Firearms Instructor must then submit a Firearms Training Certificate containing the names of each Cadet qualified under the certification requirements.

Basic Certification Requirements:

In order to be certified to compete, each Cadet who enters the NMC must have received a minimum of eight (8) hours of instruction in, but not limited to, fundamentals of marksmanship, safe range operations, target scoring, firearms safety, nomenclature, and proper loading of magazines by a qualified firearms instructor (certified by a federal, state, county, or municipal government or the NRA) **and** fired at least two PSC Center Fire Pistol courses (PSCCFPC). Proof of this certification will be required before a competitor is

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allowed to shoot in the tournament.

Event Registration:

Registration for the marksmanship competition will be by individual. Two-Cadet and four-Cadet teams may be declared up to the time of Unit check-in upon arrival at the tournament. Registrations received after the shooter limit has been met will be placed on a waiting list and so notified.

The Unit Mentor will need to check-in upon arrival at the tournament to ensure that competitors have met eligibility requirements and confirm that a Firearms Training Certification Form is on file for their Cadets.

Competition Guidelines:

Firearms and ammunition will be provided at the range. No personal firearms or ammunition will be allowed.

It is the responsibility of each competitor to be at the range at his or her assigned time. Report to the briefing location at your appointed relay time. Requests for relay time changes may be made at check-in based on "space available".

A tournament orientation and safety briefing will be held on the range before each relay fires. All Cadets participating in the marksmanship competition are required to attend this orientation and safety briefing.

Each relay will take approximately 1.5 hours to complete. Time includes 30-minutes for safety briefing and 1 hour to shoot.

Course of Fire - Public Safety Cadets Center Fire Pistol Course (PSCCFPC):

The marksmanship competition will be conducted at 15 yards using the official National Rifle Association, B-2 50 Foot Slow-Fire and B-3 50 Foot Timed & Rapid-Fire bull's-eye targets.

The course will be fired in three stages consisting of two strings each. A Cadet will fire 10 rounds in each stage, five rounds per string from a fixed, standing position. The Cadet must fire all stages during his or her assigned range time only. NRA rules will govern except as modified by the program.

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<u>Match</u>	<u>Range</u>	<u>Type Fire</u>	<u>Shot String</u>	<u>Strings</u>	<u>Target</u>	<u>Possible Score</u>
No. 1	15 yards	Striker-fire	5 Minutes	2 (5 shots)	B-2	100
No. 2	15 yards	Striker-fire	20 Seconds	2 (5 shots)	B-3	100
No. 3	15 yards	Striker-fire	10 Seconds	2 (5 shots)	B-3	100

No. 4 Aggregate Match (Unfired): The total of the scores fired in Matches 1, 2, and 3 will determine the National Champion.

No. 5 Two-Cadet Team Match (Unfired): The total of the scores fired by the pre-designated pairing of same Unit members in Matches 1, 2, and 3.

No. 6 Four-Cadet Team Match (Unfired): The total of the scores fired by the pre-designated grouping of same Unit members in Matches 1, 2, and 3.

All stages are fired with two hands (double-action only) from the standing position without any support to the body. Only five rounds are loaded for each string of fire. For the semiautomatic pistol, two magazines loaded with five rounds each will be used for each match: slow, timed and rapid fire. Shooters must load their own magazines on the firing line.

Sighting shots are allowed in this tournament. Each competitor will be allowed five sighting shots prior to the commencement of Match No. 1 in each relay. The values of sighting shots will not be entered as the score. The five sighting shots will be provided only before the first stage.

It is each competitor's responsibility to know and obey the tournament rules and all range safety rules. It is also the competitor's responsibility to:

1. Have full knowledge of the rules under which the match is fired.
2. Conform to the proper firing position.
3. Have equipment that meets all rules and tournament specifications in any match in which it is to be used.
4. Understand that after due warning of any infraction of existing rules, a repetition of the rule infraction shall be cause for disqualification for that match or for the tournament.
5. Frame the correct target for the specific match.
6. Maintain own scorecard, initial after each stage of fire, and sign completed

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scorecard. Ensure that the scoring official has signed.

7. Wear approved eye and ear protection.
8. Provide and wear a 'baseball' style cap and footwear that completely covers the shooter's feet during each stage of fire. Flip-flop type footwear is NOT acceptable.

Firearms: Only firearms and ammunition provided by the National Marksmanship Competition and issued at the range will be permitted. Typical firearms that are furnished are the Smith and Wesson, M&P9 2.0 Compact, 4" barrel, striker-fire, 9mm semi-automatic pistol.

**NO PERSONAL FIREARMS OR AMMUNITION WILL BE ALLOWED**

The use of scoring devices is limited to scoring officials and the tournament executive officer. Use of scoring devices by competitors is prohibited.

Any appeal to the calculation of shooters' scores must be received in writing in the NMC headquarters no later than the specified appeal deadline. It must be approved by the Unit Mentor and list with specificity the reason or reasons for the appeal. The appeal will address only any potential calculation errors and not the actual scoring protocol or process.

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APPENDIX G — NATIONAL CADET COMMANDER  
AND DEPUTY COMMANDER (PROPOSED)

**Purpose:** PSC` recognizes the importance of youth representation for program development, thus the positions of National Cadet Commander and Deputy National Cadet Commander are established for the purpose of designating a peer spokesperson to provide communication and outreach from a youth perspective, and to provide PSC an opportunity for greater engagement with youth on the advancement of PSC programming.

**Term:** The National Cadet Commander and Deputy National Cadet Commander will serve a two-year term as a representative of all Cadets to the National Committee – Law Enforcement Sector and may represent the program at select local, regional, state and national events.

**Eligibility:** To be an eligible candidate to run for and serve in these positions, the Cadet must be registered in good standing actively participating in a PSC program administered by an agency/organization partnered with PSC through an MOU.

**Application Process:** Cadets interested in serving as the National Cadet Commander will complete and submit an application disseminated by the PSC, Law Enforcement Sector, National Committee that must be endorsed/signed by their Unit Lead Mentor and the head of the sponsoring agency or his/her designee.

Each applicant will submit an essay not to exceed 500 words responding to the question, “Why I Want to Serve as National Cadet Commander.”

National Cadet Commander candidates must review the Performance and Standards of Conduct Guidelines for National Cadet Commanders and sign and submit with their application the Performance and Standards of Conduct Agreement endorsed/signed by their Unit Lead Mentor.

**Selection Process:** Applications will be submitted electronically and reviewed by a Selection Committee that will select the four (4) most qualified candidates based on merit, leadership experience, and response to the essay question. The four candidates will be announced through PSC LE Sector website and each Unit will be allowed one vote that will be cast electronically through the website. The Cadet that receives the most votes will be designated as the National Cadet Commander, the individual with the second highest number of votes will serve as Deputy National Cadet Commander. The term of office for the National Cadet Commander and Deputy National Cadet Commander will be from July 01<sup>st</sup> through June 30<sup>th</sup> of the following year.



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APPENDIX H — STANDARDIZED HERALDRY AND INSIGNIAS

Official Seal and Crest



The Official Seal



The Official Crest

Heraldry of the Public Safety Cadets Seal and Crest — The PSC heraldry may be displayed in a seal or a crest. The crest is used when the title, “Public Safety Cadets” is spelled out on the same surface, media, emblem, etc.

Each symbol and color of the PSC seal has special significance. The central core contains four quadrants depicting the badge or symbol of a public safety career sector. The upper left quadrant contains a silver shield shape badge representing state and local police agencies. The upper right quadrant contains a five-pointed gold star representing county sheriff’s offices. The lower right quadrant contains the emergency medical service Star of Life representing EMS organizations. The lower left quadrant contains a gold fire Maltese Cross representing the fire-rescue services.

The four colors in the central core represent qualities instilled by the Public Safety Cadets:

- Blue symbolizes steadfastness, strength, truth and loyalty;
- Brown symbolizes stability and protection;
- Green symbolizes freedom, hope, health and healing;
- Red symbolizes eagerness to serve the community and nation.

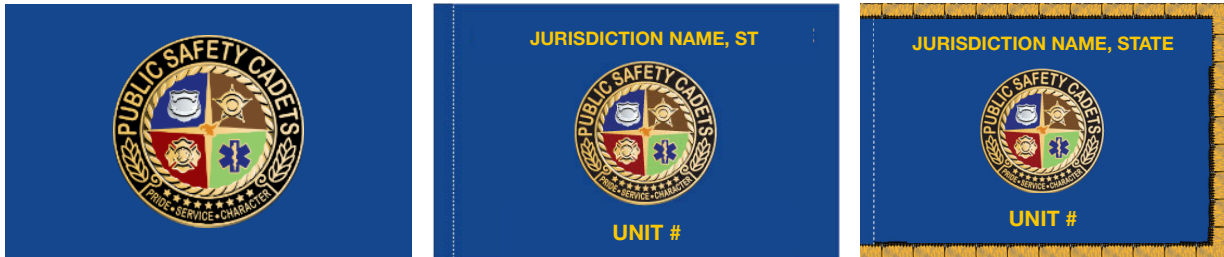
The four career sectors are over-laid by golden points of the compass representing the adult Mentors who guide the Cadets in their pursuit of knowledge and character building. The gold color symbolizes Mentor qualities of understanding, respect, and virtue. The points of the compass are intersected by the phoenix that symbolizes youth and something new. The core is surrounded by a rope that binds these critical public service professions together by a fellowship of service through the Public Safety Cadets program.

The outer ring is a black background that symbolizes constancy and contains the organization name and a nine-point olive branch on either side representing the peace that public safety agencies strive to ensure. The stars at the base of the seal represent the nine program founders with the Public Safety Cadets motto: Pride, Service, Character.

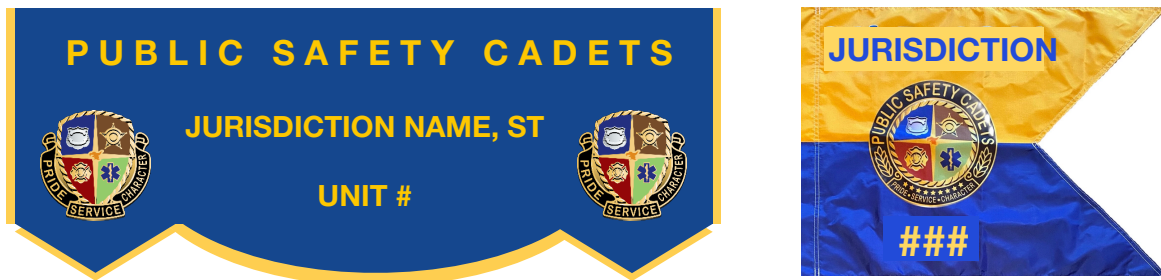
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PSC Flag, Banner and Guidon Colors — Blue (Pantone 286C) and Yellow (Pantone 128C).

PSC Flag — The PSC Law Enforcement Sector Ceremonial flag is blue with a 4-foot hoist by 6-foot fly, optionally trimmed on three sides with yellow fringe 2-inches wide. The device of the PSC seal is centered thereon. Display flag is of the same design and colors as the Ceremonial flag except it has a 3-foot hoist and 5-foot fly. Flags are made of rayon banner cloth. The fringe is rayon. The agency/jurisdiction name with state abbreviation and Unit Number can be added in yellow lettering centered above and below the PSC seal. Design or image additions require consultation with the PSC National Office.



Banner — A banner is typically 30-inches high and 6 to 9-feet long with a blue background material incorporating a pole seam across the top to keep it open during display or carriage in parades. The banner is rectangular or has a scalloped bottom. “PUBLIC SAFETY CADETS” is spelled horizontally in yellow lettering near the top. The jurisdiction name with state abbreviation and unit number are centered below with full color PSC crests centered to the left and right. Optional two-inch gold fringe maybe be adorned along the sides and bottom.



PSC Guidon — A guidon is a swallow-tailed unit marker, 20-inch hoist by a 27-inch fly, the swallow-tail end forked 10 inches. Guidons are made of bunting cloth or nylon with no fringe. The top half is yellow with blue lettering and the bottom half is blue with yellow lettering . Design elements will appear on the opposite side as if printed through the material. The PSC seal is centered thereon with letting reading from left to right (will appear proper) on each side of the guidon. Letters with the jurisdiction or agency abbreviation and numerals with the unit numbers are 3 1/2 inches high.

Streamers — Streamers representing Unit awards from the National Program are component parts of the flag or guidon and can be attached below the head of the flagstaff on a metal award ribbon ring. Refer to the National Awards and Scholarships Program for details.