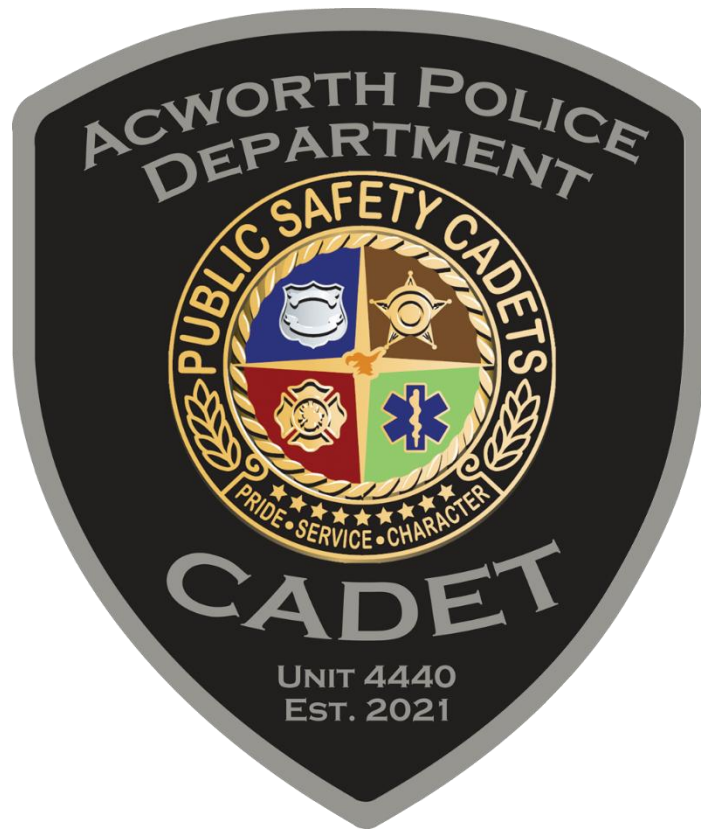


ACWORTH PUBLIC SAFETY CADETS

UNIT #4440



OPERATIONS / POLICY MANUAL

ACWORTH PUBLIC SAFETY CADETS

UNIT #4440

Cadet Operations / Policy Manual

Table of Contents

ADMINISTRATION

General Provisions	01.01
Cadet Operations / Policy Manual Established	01.02
Distribution of Cadet Operations / Policy Manual	01.03
Familiarization with Cadet Operations / Policy Manual	01.04
Responsibility for Maintenance of Manual	01.05
Amendments	01.06
Official Files and Information	01.07

PURPOSE

Mission	02.01
Core Values	02.02

POLICY

Training	03.01
Equipment	03.02
Commitment	03.03
Standard of Conduct	03.04
Communication	03.05
Adult Organizational Chart and Duties	03.06

UNIT ORGANIZATION

Unit Function	04.01
Membership	04.02
Unit / Cadet Annual Dues	04.03
Acceptance and Probationary Period	04.04
Regular Unit Meetings	04.05
Educational Requirements	04.06

ACWORTH PUBLIC SAFETY CADETS, INC - BOARD OF DIRECTORS

Responsibilities of the Board of Directions	05.01
Youth Advisor Representative	05.02
Board Meetings	05.03

CADET OFFICERS AND DUTIES

Cadet Chain of Command	06.01
Selection of Officers	06.02
Unit Captain	06.03
Unit Lieutenant (Operations / CTO)	06.04
Unit Lieutenant (Secretary)	06.05
Unit Lieutenant (Public Affairs)	06.06
Unit Sergeants	06.07
Unit Corporals	06.08
Junior Assistant Mentor	06.09

CADET CONDUCT

Addressing Acworth Police Personnel	07.01
Departmental Business	07.02
Attendance and Participation	07.03
Police Powers	07.04
Use of Tobacco	07.05
Use of Alcohol and Drugs	07.06
Mentor / Cadet Relationship	07.07
Sexual Harassment	07.08

DISCIPLINE

Responsibility for Discipline	08.01
Violations	08.02
Complaints	08.03
Investigation of Complaints	08.04
Disciplinary Actions	08.05
Suspensions	08.06
Expulsions	08.07

UNIT RESPONSIBILITIES

Duty Responsibility	09.01
Reporting Law Violations	09.02
Media / Press Releases	09.03

ISSUED UNIFORMS / EQUIPMENT

Wearing Uniform	10.01
Uniforms and Equipment Supplied	10.02
Property Control Sheets and Agreements	10.03
Unauthorized Equipment	10.04
Appearance / Grooming Standards	10.05
Monthly Uniform Inspection	10.06

AWARDS / RECOGNITION

Public Safety Cadet Proficiency Awards	11.01
Acworth Proficiency Awards	11.02
Cadet Achievement Awards	11.03
President's Volunteer Service Award	11.04
Placement of Awards on Uniforms	11.05

TERMINATION FROM THE PROGRAM

Voluntarily Resignation / Age Out	12.01
Discipline Termination	12.02

LAW ENFORCEMENT FUNCTIONS

Training	13.01
Law Enforcement Service Program	13.02
Use of Computer Information	13.03
Crimes in Progress	13.04

CADET FUNCTIONS

Competitions	14.01
Overnight Competitions	14.02
Fundraising Projects	14.03
Injury to a Cadet	14.04

FIREARMS TRAINING

Cadet Eligibility to Participate in Firearms Training	15.01
Acworth Firearms Liability Waiver – Required	15.02
Public Safety Cadet Firearm Safety Course	15.03
Marksmanship Competitions	15.04

ADMINISTRATION

01.01 General Provisions

The Acworth Public Safety Cadet Program is an official department program sponsored by the Acworth Police Department and is assigned, organizationally, to the Community Affairs Division.

01.02 Cadet Operations / Policy Manual Established

The Cadet Operations / Policy Manual of the Acworth Public Safety Cadet Program is hereby established and shall hereafter be referred to as the “Cadet Manual”. This Cadet Manual is a summary of current policies, procedures, rules, and regulations pertaining to Cadet activities. It describes the organization, responsibilities, and functions of the Cadet Unit. All Cadets, Police Department employees, and associated civilian volunteers are to conform to the rules and provisions contained in the Cadet Manual in regard to Cadet activities and participation in Cadet Events.

01.03 Distribution of the Cadet Manual

A copy of the Cadet Manual shall be issued to each Cadet upon passing his/her Unit requirements for admission and acceptance into the Unit. A copy of this Cadet Manual shall be issued to each Mentor and volunteer.

01.04 Familiarization with the Cadet Manual

It shall be the responsibility of each Mentor, Volunteer, Cadet, and participating employees of the Acworth Police Department to be familiar with the contents of the Cadet Manual. It shall be the responsibility of Lead Cadet Mentor to provide this manual to all new members.

01.05 Responsibilities for Maintenance of the Cadet Manual

The Lead Mentor shall be responsible for maintaining the Cadet Manual and making revisions annually or as necessary. The Board of Directors will review the policies and procedures each year and vote on any changes necessary.

01.06 Amendments

The Lead Mentor or Assistant Mentors shall issue amendments to the Cadet Manual when deemed necessary with the approval of the Board of Directors. Amendments shall become part of the Cadet Manual when received and remain so until further amended.

01.07 Official Files and Information

The Lead Mentor will maintain a personnel file of each Cadet for the purpose of keeping records of each Cadet during their tenure. Once a Cadet has left the program, the file will become an “inactive” file and stored for five years. After five years of being “inactive” the file will be destroyed.

A cadet may request to review their own personnel file at any time; however, a Cadet cannot view a file of another Cadet.

The file will contain the following information:

- a. Member Applications
- b. Emergency Contact Information
- c. Issued Equipment / Uniforms
- d. Attendance Records
- e. Ridge Along Reports
- f. Law Enforcement Service Reports
- g. Commendations, Awards, Promotions
- h. Training Certificates
- i. Disciplinary Actions

PURPOSE

02.01 Mission

The mission of the Acworth Public Safety Caet Program is to provide young adults with a realistic introduction into law enforcement and to prepare them for a future career in public safety. The purpose of this program is to challenge Cadets to strive for academic excellence, give to their community through service projects, grow into a productive member of society, and develop skills to become leaders. Finally, regardless of the Cadet's future career goals, this program will ensure that every young man and woman will leave becoming a positive ambassador to the profession of law enforcement.

02.02 Core Values

The Acworth Public Safety Cadets will abide by all the Public Safety Cadet core values as well as the core values our Unit has established.

Public Safety Cadet Program – Core Values

Pride – Service – Character

Acworth Public Safety Cadet Unit Core Values

Courage – Accountability – Dedication – Excellence – Teamwork – Service

POLICY

03.01 Training

Training programs will be offered at regular meetings and at other times as designated by the Lead Mentor. Some programs, as designed by the Lead Mentor, shall be concluded with a written or practical exam to be maintained in Cadet personnel files.

03.02 **Equipment**

Acworth Public Safety Cadets, Inc will issue equipment and uniforms to the Cadets. Cadets are responsible for all issued items and maintaining cleanliness and working order of all items. If damaged or lost, the Cadet will be responsible for the replacement of the damaged or lost item. If an item is stolen, the Cadet should report this to the Lead Mentor.

03.03 **Commitment**

Attendance (Mandatory and Voluntary)

- Meetings – Cadets are expected to attend meetings and participate in Cadet functions. Cadets unable to attend meetings/functions are required to contact their Squad Leader with an explanation.
- Any member who exhibits an excessive amount of absenteeism will be counseled by a Mentor and may be asked to terminate or inactivate their membership with the Unit.
- It shall be the responsibility of the Squad Leaders to report attendance to the Operations Lieutenant and address any attendance issues by following the chain of command.
- All meetings and activities will be recorded by the Unit Lieutenant (Secretary)
- Unexcused Absences – Cadets with three (3) consecutive absences at regular meetings or mandatory functions, without a valid reason, will constitute grounds for restriction of privileges or suspension.
- If a Cadet commits to an event and fails to report for his/her assignment without proper notice through his/her chain of command, it can result in loss of privileges.

03.04 **Standard of Conduct**

All Cadets shall conduct themselves in an orderly, professional, and disciplined manner in accordance with the Acworth Public Safety Cadet Program.

Cadets are expected to always uphold the highest standards of conduct. Misconduct, such as leaving a meeting or post without permission or causing disruptions during meetings and briefings, is not in the best interest of the Acworth Public Safety Cadets, the Unit, or the Acworth Police Department and violates the rules of conduct. Cadets must be polite and courteous to the public, Mentors, and law enforcement personnel and must never harass, verbally abuse, bully, or threaten others, including fellow Cadets. This extends to online behavior, with no participation in cyberbullying or harassment allowed. Each Cadet is responsible for performing their duties competently and professionally, as any behavior that discredits the Cadet or raises concerns about their professionalism may jeopardize their membership in the Unit.

Cadets are required to be always truthful. Upon order of any Unit Mentor, police officer, police employee, or other authorized person, Cadets shall truthfully answer all questions specifically directed to the related scope of activity and operations of the Unit/Department which may be asked of them.

Violations of any criminal law or traffic law which result in a Cadet being arrested, charged, or cited shall be reported to the Lead Mentor within 24 hours of the incident. It will be the decision of the Lead Mentor

to place the Cadet on temporary suspension due to the incident. The Lead Mentor will determine discipline to include suspension or termination from the program.

Cadets are expected to conduct their personal lives in a manner, so as not to impede the Units efforts to achieve its goals and objectives; not bring discredit upon the Unit, themselves, the City of Acworth, or the Acworth Police Department.

A Cadet's public social media accounts are subject to inspection at any time. Posting pictures of Cadets in uniform who are engaged in city events and other cadet events on personal social media accounts is permitted. All pictures must reflect a positive representation of the Acworth Public Safety Cadet Program, Acworth Police Department, and the City of Acworth.

03.05 **Communication**

All Cadets will be required to communicate with Mentors using the two-mentor policy. No private messages will be sent between Mentor and Cadet unless there is more than one mentor in the group message. All Cadets will be required to obey the chain of command and direct any issues through the chain of command.

03.06 **Adult Organizational Chart and Duties**

The Acworth Public Safety Cadets Unit #4440 is made up of adult Mentors and Volunteers, their duties, and responsibilities of each are as follows:

Lead Mentor: This position shall be a sworn peace officer with the City of Acworth Police Department.

- A. Appoints Assistant Mentors
- B. Approves Adult Volunteers
- C. Promote the recruiting of new members
- D. Assure all policies and procedures are followed
- E. Oversee all operations of the unit

Assistant Mentors: The Lead Mentor shall appoint Assistant Mentors. Assistant Mentors shall be employees of the City of Acworth Police Department.

- A. Assist the Lead Mentor as needed
- B. Assist with lesson plans, scenario planning, and teaching courses
- C. Act as a chaperone during cadet activities.

Volunteer Mentors: The Lead Mentor shall review and approve or deny Volunteer Mentors. If approved, Volunteer Mentors must pass a background check before being able to volunteer with youth.

- A. Assist the Lead and Assistant Mentors as needed
- B. Assist with scenarios as a role player
- C. Act as a chaperone during cadet activities

All unit mentors and volunteers will be required to complete the annual Youth Protection Training before

January 31 of each year. If a mentor / volunteer joins in the middle of the year, the mentor / volunteer will have 30 days to complete the Youth Protection Training.

All volunteers not employed by the Acworth Police Department will have a background check conducted. Background checks should include the following:

1. Criminal History
2. Driver's History
3. Reference Checks

UNIT ORGANIZATIONS

04.01 Membership

04.01.01 Members must be between the ages of 14 and 20 years of age.

04.02 Unit / Cadet Annual Dues

- 04.02.01 Registration fee of \$100.00 is due upon being accepted as a member of the unit; effective January 1, 2025, the fee will increase to \$150.00.
- 04.02.02 Annual unit membership fees of \$50.00 will be due in December of each year; effective January 1, 2025, the fee will increase to \$75.00.
- 04.02.02 Annual Public Safety Cadet fee per Cadet and Mentor of \$15.00 will be due December 31 of each year to maintain insurance through the Public Safety Cadet Program; effective January 01, 2025, the fee will increase to \$25.00 for the unit and \$20.00 for each Cadet and Mentor.

04.03 Acceptance and Probationary Period

- 04.03.01 Upon acceptance of the program, a six-month probationary period will begin. The members' conduct, participation and activities will be monitored closely during this probationary period.
- 04.03.02 The Cadet will only be issued a training / meeting uniform until successful completion of probationary period.

04.04 Regular Unit Meetings

- 04.04.01 Regular Unit Meetings are held on Tuesday's and every other Thursday's from 6:30 P.M until 9:00 P.M. Meeting dates and times are subject to change at the discretion of the Lead Mentor.
- 04.04.02 If a visitor is present, the Cadet Recruiter will recognize the visitor and will act as a host and guide the visitor.
- 04.04.03 Members who have been issued a uniform are required to wear their uniform to all meetings.

04.05 **Educational Requirements**

Cadets are required to always maintain a minimum of 2.0 grade point average. Cadets will be required to turn in progress reports and report cards within a week after being issued from their school. Disciplinary action will be taken for Cadets who fail to comply with educational requirements.

Cadets who have graduated must provide a copy of their High School Diploma.

ACWORTH PUBLIC SAFETY CADETS, INC - BOARD OF DIRECTORS

05.01 **Responsibilities of the Board of Directions**

The Board of Directors are made up of officers from the Acworth Police Department, Volunteers, Parents, and Cadets. The Board of Directors will be responsible for reviewing the Cadet Policy and making necessary updates each year, responsible for planning events, training, fundraising, disciplinary hearings, awards recommendations, record keeping of finances.

The board officers will consist of at least the following positions: President, Vice President, Treasurer, and Secretary.

05.02 **Youth Advisor Representative**

One youth advisor will be appointed to represent the Cadets on the Board.

- 05.02.01 Eligible cadets must maintain a 3.0 GPA,
Minimum 1 years as a Public Safety Cadet,
No disciplinary records during the past school year
- 05.02.02 Interested Cadets must write a letter of interest
- 05.02.03 Term limit for position will be 1 year (January-December).

05.03 **Board Meetings**

Board meetings will be held at a minimum of once per quarter, but more meetings will be scheduled as needed with prior notice.

CADET OFFICERS AND DUTIES

06.01 Cadet Chain of Command

The Acworth Public Safety Cadet Unit will have a structured chain of command that all members must follow. The Chain of Command is to teach cadets the importance of leadership, respecting ranks, and understanding how operations work.

06.02 Selection of Officers

The Lead Mentor will appoint the Unit Captain. This appointment will be based on performance, participation, and education. All other positions will be selected by the Unit Captain with the final approval of the Lead Mentor. When a position is vacant, Cadets interested in a position will submit a letter of interest to the Unit Captain expressing their interest in the position.

As positions become vacant, cadets will be notified of vacant positions. Cadets interested in a vacant position shall write a letter of interest for the position. Cadets will be interviewed by the Cadet Leadership and one mentor. The cadet leadership team will be task with making a selection with the final approval of the Lead Mentor.

06.03 Unit Captain

The Unit Captain is the Lead Cadet. The Unit Captain is appointed by the Lead Mentor. The duties of this cadet include:

- Calls and presides over unit meetings
- Responsible for all affairs of the unit
- Appoints other leadership positions and assures all cadets know and follow the chain of command
- Creates meeting agendas, sends out announcements, reminders, and is the main point of contact from the Lead Mentor to the Cadets
- Supervises cadets and makes sure all cadets remain on task, obeying all rules, and following all instructions
- Assign tasks to cadets as needed
- Follows up with any complaints and addresses them accordingly. If needed, involves the Lead Mentor in serious issues or ongoing issues.

06.04 Unit Lieutenant (Operations / Cadet Training Officer)

The Unit Lieutenant (Operations) is the second in command and will fill in for the Unit Captain in his/her absence. This position is selected by the Unit Captain with final approval of the Lead Mentor. The duties of this cadet include:

- Recruitment of new cadets and guidance of new cadets who join the program.
- Provide guidance to the Sergeants and act as the liaison between the Sergeants and Captain.
- Lead monthly uniform inspections.
- Organize and lead quarterly leadership meetings.

- Assist the Unit Captain as needed and perform all duties for the Unit Captain in his/her absence

06.05 Unit Lieutenant (Secretary)

The Unit Lieutenant (Secretary) is the third in command and will fill in and assist. This position is selected by the Unit Captain with the final approval of the Lead Mentor. The duties include:

- Keeping a master log of all meeting attendance records
- Keeping a master log of all event attendance records
- Prepare monthly meeting notes to pass on to all Sergeants to include topics covered, important announcements, and other information which may need to be relayed.

06.06 Unit Lieutenant (Public Affairs)

The Unit Lieutenant (Public Affairs) is fourth in command. This position is selected by the Unit Captain with the final approval of the Lead Mentor. The duties include:

- Photograph cadets working in the community
- Prepare stories for social media and Website News
- Keep a positive outlook of the Acworth Cadet Program
- Prepare and coordinate event scheduling.

06.07 Unit Sergeants

The Unit Sergeants will be assigned as Squad Leaders and will be assigned to supervise a squad with up to 8 Cadets. This position is selected by the Unit Captain with the final approval of the Lead Mentor. The duties include:

- Maintain structured communication with assigned cadets
- Train and guide cadets in their squad
- Build a positive atmosphere within their squads
- Pass down important information and assure all cadets are aware of all events, meetings, and important news / information.

06.08 Unit Corporals

The Unit Corporals will be assigned as an Assistant Squad Leader and will assist the Squad Leaders as needed. The Corporals will be responsible for maintaining notes during squad meetings, attendance, and providing squad reports to the Unit Lieutenant (Operations).

06.09 Junior Assistant Mentor

The Unit Junior Assistant Mentor will be appointed by the Lead Mentor. The person that holds this position should be trustworthy and capable of guiding the Unit towards its goals. This Cadet should be at least 18 years of age but no more than 21 years of age. A Junior Assistant Mentor shall have the same privileges as a member of the Unit. Duties and Responsibilities are as followed:

- Work closely with Unit Mentors
- Assist in ensuring order and safety at all functions

- Be a positive role model for all Cadets
- Act as a liaison between the Unit Mentors and the Cadets

CADET CONDUCT

07.01 Addressing Acworth Police Personnel

Cadets shall treat all Acworth Police Department Personnel, Mentors, Unit Members, other law enforcement officers, and the public with respect at all times. Sworn personnel (of any law enforcement agency) shall be addressed by the last name preceded by rank. In lieu of this, the terms “Sir” or “Ma’am” may be used.

07.02 Departmental Business

Cadets shall not divulge or discuss official or unofficial departmental business; or give any information about the Acworth Police Department to the public without prior approval of a member of the Acworth Police Department.

07.03 Attendance and Participation

Cadets shall attend, be prompt, and participate in all Unit Meetings and activities as required. Cadets are required to maintain an 80% Unit Meeting Attendance Rate and a 70% Activity Attendance Rate to be eligible to compete in any competition. This will be evaluated case by case in the event a Cadet’s attendance rate drops due to excusable reasons (school functions, sickness, or other approved notice).

07.04 Police Powers

Cadets shall not have any police powers and shall not conduct themselves at any time, or in any manner to make it seem otherwise, which could be in or out of uniform.

Any violation of this rule will constitute grounds for criminal prosecution of the cadet by the appropriate authority. Violations will also be grounds for termination from the program.

07.05 Use of Tobacco

Cadets are aged between the ages of 14-20 years old, therefore all Cadets will obey O.C.G.A. 16-12-171 and will not have in their possession any tobacco-related items under the age of 21 years old. Cadets in violation will be placed on suspension pending the final decision from the Lead Mentor.

Mentors shall not be allowed to use any tobacco related items in the presence of any Cadet.

07.06 Use of Alcohol and Drugs

Cadets are aged between the ages of 14-20 years old, therefore all Cadets will obey O.C.G.A. 3-3-23 and will not have in their possession any alcohol-related items under the age of 21 years old. Cadets in violation will be placed on suspension pending the final decision from the Lead Mentor.

The use of any illegal drug is prohibited and will not be tolerated. Cadets in violation will be placed on suspension pending the final decision from the Lead Mentor.

Mentors shall not be allowed to consume alcoholic related items in the presence of any Cadet.

07.07 Mentor / Cadet Relationship

The relationship between Cadets and Mentors, or other officers and personnel of the Acworth Police Department shall be of a professional nature only. At all Cadet functions, Cadets and Mentors shall conduct themselves in a professional manner.

07.08 Sexual Harassment

Sexual Harassment will not be tolerated within or outside of the cadet program. If the cadet is accused of sexual harassment that individual must provide an explanation. If the cadet is found to be guilty of sexual harassment, that cadet will be expelled from the program. If a violation of Georgia law occurred, the incident will be turned over to Criminal Investigations for further action.

DISCIPLINE

08.01 Responsibility for Discipline

The principal responsibility for administering discipline within the Cadet Unit rests with the Lead Mentor. If termination is considered, then all Unit Mentors shall confer prior to taking any action. Decisions from the Lead Mentor shall be final.

08.02 Violations

Commission of any of the following violations, but not limited to these, may subject the Cadet to disciplinary action, as described in section 08.05.

- Commission of a criminal offense.
- Neglect of duty during special event/detail.
- Insubordination.
- Conduct which reflects unfavorably upon the Unit, the Department, or the City of Acworth.
- Violating rules and regulations as set forth in the Cadet Manual.

08.03 **Complaints**

A complaint is an allegation, either verbal or written, of a Cadet's misconduct. Complaints received from the public or within the Department shall be reported to and investigated by the Lead Mentor.

08.04 **Investigation of Complaints**

Complaints against cadets will be thoroughly investigated. After the investigation, the complaint will be classified as one of the following:

- a. Exonerated: The alleged conduct occurred but it was lawful and proper.
- b. Unfounded: The complaint was false and unfounded.
- c. Not Sustained: There was insufficient evidence to prove or disprove the allegation.
- d. Sustained: The allegation was supported by sufficient evidence.

08.05 **Disciplinary Actions**

The Lead Mentor will be responsible for administering all discipline. Disciplinary action may include, but will not be limited to the following:

- a. Oral Reprimand
- b. Written Reprimand
- c. Loss of privileges
- d. Suspension from the program
- e. Removal from the Unit

08.06 **Suspensions**

The definition of suspension for the purpose of this Cadet Manual shall mean that the Cadet shall not participate in activities related to or sponsored by the Public Safety Cadet Program, Acworth Public Safety Cadet Program, or the Acworth Police Department.

A Cadet on suspension is not in good standing with the Unit during the time of his/her suspension. During this time, the Cadet may be required to return all issued equipment for the duration of his/her suspension.

08.07 **Expulsions**

Cadets may be expelled when cause is shown that, through actions or words, he/she is not worthy of remaining in the Acworth Public Safety Cadet Program.

When it is determined that a Cadet should be expelled, an expulsion letter shall be completed indicating the reason(s) for such action. The Cadet shall be explained the expulsion, with an opportunity to read and sign the letter. A copy of the expulsion letter shall be forwarded to the Cadet, and the original letter shall be placed in the Cadet's personnel file.

UNIT RESPONSIBILITIES

09.01 Duty Responsibility

All Unit Members shall perform their duties as required by order of Cadet Leadership, Unit Mentors, Volunteers, and any Officer from the Acworth Police Department. Orders from the Unit Mentors or Officers from the Acworth Police Department shall supersede all orders given by the Cadet Leadership.

09.02 Reporting Law Violations

Unit Members knowing other Unit Members to have violated any law shall report the violation(s) to a Mentor immediately. Members knowing of other Members violation any rule or policy shall report the violation to a Mentor.

09.03 Media / Press Releases

No Unit Member shall supply information to the news media or the public. Nor shall they supply information regarding the Unit or Police Department affairs, unless given permission by the Lead Mentor.

ISSUED UNIFORMS / EQUIPMENT

10.01 Wearing of Uniform

Uniforms will be worn at all meetings. Uniforms will be worn for special events or when deemed to be proper attire by the Unit Mentor.

All members are expected to keep their uniforms and themselves neat and clean. Codes and requirements of personal cleanliness, grooming, and hygiene shall conform to the Unit Standards and requirements in this Cadet Manual (see Section 10.07, Appearance / Grooming Standards).

Badges and other identifications will be worn only when the member is wearing them in the appropriate manner. Badges must be on the uniform shirt and identification cards shall be attached to the uniform. At no time will a cadet represent themselves as a police officer. Violations of this regulation will subject the cadet to termination and criminal prosecution. (see section 7.08, Police Powers)

10.02 Uniforms and Equipment Supplied

The Acworth Public Safety Cadets will supply, but not limited to, the following uniform items and equipment to each cadet. Equipment will be issued as it becomes available based on seniority and need.

Uniform Items: (Not all items will be issued to all cadets; some items are specifically for Honor Guard Team Only)

- Cadet Meeting / Activity Shirt
- Black BDU Pants
- Blue BDU Pants

- Polo Shirt
- Shirt Sleeve Dress Shirt
- Long Sleeve Dress Shirt
- Black Dress Pants with Gray Stripe
- Name Tag
- Softshell Jacket
- Safety Vest
- High Gloss Boots (to be worn only with dress uniform)
- Hoodie
- Hat
- Campaign Hat
- Tie
- White Gloves

Equipment: (these items will remain at the Police Department in the Cadet's assigned locker).

- Duty Belt
- Handcuffs (2)
- Flashlight
- Training Taser with holster
- Training Gun with holster
- Training Tourniquet with holster

Other Items:

- Cadet Identification Card
- Miranda Warning Card
- Handcuff Key
- Notepad / Pen

All items are to remain property of the Acworth Public Safety Cadets and must be returned upon termination of membership for any reason. Each member is responsible for lost or damaged items.

Each individual member will supply the following items:

- Regular black boots
- Black t-shirts
- Black socks
- Additional note pads and pens (black ink only)

10.03 **Property Control Sheets and Agreements**

Upon issuance of items, each member of the unit shall sign a form acknowledging the issuance of assigned items. This form will remain in the Cadet Personnel File.

Monthly inspections will be conducted to assure proper maintenance and upkeep of all equipment and uniforms.

10.04 **Unauthorized Equipment**

Cadets are prohibited from carrying any type of lethal or non-lethal weapons at any time while participating in any function sponsored by the Acworth Police Department, Acworth Public Safety Cadets, Public Safety Cadet Program, or any other event related to the Public Safety Cadets.

10.05 **Appearance / Grooming Standards**

Male Cadets shall conform to the following grooming rules:

Hair: Kept neat and clean. Shall not cover ears, nor touch the top of the collar at the back of the neck. Ponytails, barrettes, etc. are not allowed. Hair “sculpture” or “art” is not allowed. Hair must be of natural or approved color.

Sideburns: No longer than bottom of the ear, horizontally trimmed. Maximum width at bottom to be no more than $\frac{1}{4}$ greater than width at center.

Moustache: Must be of nature color. Not below vermillion border of upper lip, or beyond corners of mouth.

Beard: Must be clean-shaven. Goatees and beards are not permitted.

Jewelry: Watches and moderate rings only. No bracelets, nose studs, earrings, visible body piercings, etc. shall be permitted. Necklaces, if worn, must be kept inside the shirt and not visible.

Fingernails: Clipped and clean. No nail polish.

Female Cadets shall conform to the following grooming rules:

Hair: Kept neat and clean. Overall length (sides and back) not to extend below bottom of collar at back of neck. If hair is longer, it must be pinned up at all Cadet functions, when in uniform. Hair “sculpture” or “art” is not allowed. Hair must be of natural or approved color.

Jewelry: Standard use of jewelry is permitted. No nose stud/rings, body piercing, etc. shall be permitted. No dangle earrings are allowed. Only one pair of earrings may be worn. Necklaces must be kept inside the shirt, not visible.

Make-Up: Conversative use of make-up if desired. Only light shades of eye shadow, and lipstick.

Fingernails: Clipped, clean, clear nail polish or a color that does not attract attention at the discretion of the mentor. Not a length that could hinder performance.

Tattoos

There will not be visible tattoos or unprofessional or offensive tattoos. For example, gang tattoos or symbols depicting hate groups would be prohibited.

Sunglasses worn while in uniform

All sunglasses that are worn by cadets while in the Acworth Public Safety Cadet uniform shall be totally black with no designs or colors that would attract attention. All cadets of the Acworth Public Safety Cadet Unit and Mentors may use their own discretion with certain styles of glasses to determine if the glasses are appropriate.

10.06 Monthly Uniform Inspection

Monthly uniform inspections will be conducted to ensure proper maintenance and care of all uniform and equipment and to maintain professionalism and proper grooming standards for the unit. Additional inspections may be scheduled at the order of the Lead Mentor or Cadet Leadership.

AWARDS / RECOGNITION

11.01 Public Safety Cadet Proficiency Awards

The Public Safety Cadets Proficiency Awards structure serves as a means to recognize Cadets for achieving levels of success in training, service, specific accomplishments and experiences. These awards are designed to be worn on a Public Safety Cadet's uniform in accordance with his/her Unit uniform regulations. It is recognized that a number of PSC units transferred from or may hold dual affiliation with other youth programs and as such those Cadets may have earned similar proficiency/recognition awards while associated with those programs. Public Safety Cadets, where possible, intends to follow that scheme, honor those previous proficiency awards and allow the wearing of them on the PSC Class A uniform.

Each proficiency award is represented by a police/military-style commendation ribbon bar that affixes to a metal holder. To the extent possible, ribbon bar colors and configurations have been designed to minimize duplication of agency or military/ROTC commendation bars. A Proficiency Award Certificate is available for each award.

Award Categories in precedence order:



Lieutenant James E. Breining Scholarship Award

Presented to Law Enforcement Sector Public Safety Cadets selected competitively by the JEB Scholarship Foundation Board who have demonstrated
The recognition is a red and white ribbon bar with lamp of knowledge attachment.



William "Billy" Youth Excellence in Leadership Scholarship Award

Presented to a Law Enforcement Sector Public Safety Cadet attending the National Leadership Academy who best demonstrates outstanding leadership skills, initiative, creativity, dedication and future potential to become a visionary and dynamic leader.

The recognition is a green, white and red commendation ribbon bar with DEA badge attachment.



Military Police Regimental Association Scholarship Award

Presented to a Law Enforcement Sector Public Safety Cadet attending the National Leadership Academy who has distinguished themselves through demonstrated superlative leadership skills during the week-long event.

The recognition is a yellow and green ribbon bar with crossed flintlocks attachment.



Chief's/Sheriff's Award

Presented to Cadets upon recommendation of the partnering head of agency as recognition for making an outstanding contribution to the Public Safety Cadets program and/or their community.

The recognition is a gold ribbon bar.



Outstanding Cadet

Each Unit is encouraged to recognize one Cadet each year. This Cadet should be selected based on dependability, attitude, attendance, and contributions to the unit, department, and community. Outstanding Cadets are recognized for their exceptional performance and personal attributes.

The recognition is a blue ribbon bar.



Perfect Attendance

Recognizes attendance at each scheduled Unit meeting or activity during the preceding year. The recognition is a yellow and white ribbon bar.



National Leadership Academy

Presented to Cadets who have been competitively selected for and completed a National Leadership Academy program certified by the PSC National Committee – Law Enforcement Sector.

The recognition is a black ribbon bar with torch attachment.



National Competitive Training Conference (NCTC)

Presented to Cadets who successfully complete the Public Safety Cadets National Competitive Training Conference.

The recognition is a dark green ribbon bar.



NCTC Conference Device

Gold PSC Crest attachment placed on the NCTC ribbon bar of Cadets who attend more than one National Competitive Training Conference.



Unit, State or Regional Training Academy (Reserved – TBD)

Presented to Cadets who attend a Unit, State, or Regional Training Academy consisting of at least thirty-six or forty-hours of consecutive training activities sanctioned by Public Safety Cadets.

The recognition is a multi-color: blue, yellow, gray, red ribbon bar.



Community Service

May be awarded upon the accumulation of 100 hours of community service, including crowd or traffic control, parking service, community events support, etc. Service must be preapproved and logged by the Unit Mentor.

The recognition is a blue and yellow ribbon bar.



Crime Prevention (Law Enforcement)

May be awarded upon completion of the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Cadets who participate in at least three departmental crime prevention projects with a total of 25 hours of activity.

The recognition is a green and gold ribbon bar.



Drug Abuse Prevention

Acknowledges proficiency in drug abuse prevention training and service.

Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Teens (50 hours of service for Law Enforcement. 30 hours of service for Fire/Emergency Services) in at least two different drug abuse prevention projects.

The recognition is a blue and silver ribbon bar.



Emergency Preparedness

May be awarded upon successful completion of training in advanced first aid and CPR; how the Unit would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or communitywide disaster training exercise.

This recognition is a red and white ribbon bar.



Law Enforcement Service

May be awarded upon the accumulation of 100 hours of service. Includes assistance to the partnering agency in areas such as records management, communications support, property control/inventory, facility tours, etc.



Law Enforcement Training

May be awarded upon the accumulation of 60 hours of training as specified in the PSC Standard Operating Procedures, Section 2.2 Career Orientation Training.

This recognition is a red and blue ribbon bar.



Physical Fitness

The award consists of two (2) phases: Physical assessment and Cognitive assessment. The physical assessment was created to include a health screening format to assist the Cadet in determining if they should proceed with the physical assessment. A standardized assessment format ensures that the assessments are universal in nature and easy to administer by Unit Mentors. The cognitive assessment was developed utilizing universally accepted knowledge, skills and abilities.

The recognition is a blue, gold, white, green, and red ribbon bar.



Tenure

Awarded to those Cadets who complete one year of satisfactory service in the Unit.

A silver star device may be awarded for each additional year of satisfactory service. A gold star device may be awarded for a total of five years of satisfactory service.

The recognition is a red ribbon bar.



Firearms Safety Training (Law Enforcement Sector)

Recognizes completion of 8 hours of firearms safety training and demonstration of safe and proper handling of firearms in accordance with the guidelines stated in the PSC/SOP for Law Enforcement Sector Firearms Certification Program.

This recognition is the PSC Marksmanship bar. Available for Bronze Marksman, Silver-Sharpshooter and Gold-Expert levels of achievement.



Competitive Marksmanship Distinction (Law Enforcement Sector)

Awarded for demonstrating safe and proper handling of firearms during a competitive marksmanship event. Award comes in Gold, Silver and Bronze for achieving First, Second or Third Place in Individual or Team events.

This recognition is the PSC Competitive Marksmanship Distinction Badge.

Award Recognition (Reserved - TBD)



IN DEVELOPMENT

May be worn by a Cadet who has achieved (TBD).
The recognition is a red, white, and blue ribbon bar.

A silver star device may be awarded for each additional award in each category. A gold star device may be awarded to reflect five awards in the same category.

11.02 Acworth Proficiency Awards



Leadership Award

Presented to a Cadet who has demonstrated excellent leadership abilities, follows all Cadet Core values, maintains a positive attitude, always encouraging other cadets, and being a positive role model.

The recognition is a gray ribbon bar.



Cadet Commendation

Presented to a Cadet in recognition of their performance, going above and beyond while working a detail, event, or any notable action in a non-cadet capacity.

The recognition is a blue and green ribbon bar.



Academic Achievement

Presented to a Cadet who holds a 3.0 GPA or higher. A Silver Lamp will be attached to this ribbon for a Cadet who has a 3.5 GPA or higher, and a Gold Lamp will be attached for a Cadet who has a 4.0 GPA.



Honor Guard/Drill Team Award

Presented to a Cadet who competes in a competition in the event of Honor Guard, Color Guard, Drill, or Uniform Inspection. In addition, the Cadet must also present the flag at three public events.

The recognition is a light blue with a dark blue center strip ribbon bar.



Recruitment

Presented to a Cadet who has recruited 2 or more cadets during the year. Cadets must become members of the program to be credited for the recruiting award.

The recognition is a purple and gray ribbon bar.

Rookie Cadet of the Year

This Cadet should be selected based on dependability, attitude, attendance, and contributions to the unit, department, and community. This should be awarded to a cadet during their first 12 months.

The recognition is a blue and gray ribbon

Special Olympics Department of the Year

This special award was presented to all Cadets who were a member of the program during the 2024 calendar year. This award was presented by the Georgia Special Olympics to the cadets for their outstanding contribution to the Special Olympic organization. All cadets who were enrolled in the program during this time frame are authorized to wear this award/

The recognition is a red / white / red ribbon and medal.



Gray/Blue Shoulder Cord – Presented to a Cadet who has been selected as a member of the Drill/Honor Guard Team.

Other Awards: The Lead Mentor and Committee may elect to designate other awards for exceptional conduct and/or performance of duty as warranted.

Cadet Achievement Awards**Public Safety Cadet – (Cadet Recruit)**

- ☐ Approved New Cadet for the Program

**Public Safety Cadet Level I Award**

- ☐ Must complete six months of probation without any disciplinary issues
- ☐ Must complete 50 community service hours
- ☐ Maintain 80% attendance
- ☐ Must have a minimum of a 2.5 GPA

Public Safety Cadet Level II Award

- ☐ Must be a member in good standing, no disciplinary within the last 12 months (at least 1 year as a Cadet)
- ☐ Maintain 80% attendance
- ☐ Must complete 100 community service hours
- ☐ Have earned a total of three Proficiency Awards
- ☐ Attended at least two competitions
- ☐ Must have a minimum of a 3.0 GPA

Senior Public Safety Cadet Award

- ☐ Must be a member in good standing, no disciplinary within the last 12 months (at least 2 years as a Cadet)
- ☐ Maintain 85% attendance
- ☐ Must complete 150 community service hours
- ☐ Attended at least four competitions
- ☐ Have earned a total of at least five proficiency awards
- ☐ Served one term on the Unit Leadership Team
- ☐ Must have a minimum of a 3.0 GPA

Master Public Safety Cadet Award

- ☐ Must be a member in good standing, no disciplinary within the last 12 months (at least 3 years as a Cadet)
- ☐ Maintain 90% attendance
- ☐ Achieved at least 250 hours of community service
- ☐ Earned the Law Enforcement Proficiency Award
- ☐ Have earned a total of at least six proficiency awards
- ☐ Senior Public Safety Cadet for at least 12 months
- ☐ Served two terms on the Unit Leadership Team
- ☐ Attended at least six local competitions & one National Training Conference / Competition
- ☐ Graduated from the Law Enforcement Experience Academy or the National Leadership Academy
- ☐ Must have a minimum of a 3.5 GPA

11.04 President's Volunteer Service Award

The Acworth Public Safety Cadet Unit #4440 is a Certifying Organization for The President's Volunteer Service Award through the Points of Light. Cadets who track and complete proper documentation and submit hours within the required deadline can apply for the President's Volunteer Service Award each year.

This award is recognized with a red, white, and blue ribbon, a medallion, and a certificate.

11.05 Placement of Awards on Uniforms

Service award bars are to be worn on the regular dress uniform. The bar will be centered above the name tag over the right shirt pocket. Most prestigious awards shall be worn nearest the heart. The Cadet Achievement Awards shall be worn centered above the ribbon bar.

Any medallions may be worn on special occasions if the cadet chooses. Pinned medallions shall be pinned on the right pocket below the name tag.

TERMINATION FROM THE PROGRAM

12.01 Voluntarily Resignation / Age Out

If a cadet chooses to leave the program, a letter of resignation from the program shall be submitted. The cadet will be required to turn in all equipment and uniforms issued within 14 days. If items aren't returned within 14 days, the former cadet will be found responsible legally and financially for all items.

A cadet will age out of the program the day prior to their 21st birthday. The cadet will be required to turn in all equipment and uniforms issued within 14 days. If items aren't returned within 14 days, the former cadet will be found responsible legally and financially for all items.

12.02 Discipline Termination

If a cadet is terminated due to discipline issues, the cadet will have 7 days to return all equipment to the Acworth Police Department. If items aren't returned within 7 days, the former cadet will be found responsible legally and financially for all items.

The cadet will not be eligible to re-apply for the program.

LAW ENFORCEMENT SERVICE

13.01 Training

Training programs should be conducted to familiarize members with all aspects of law enforcement.

13.02 Law Enforcement Service Program

To provide each cadet a better understanding of the day-to-day operations of a police department and afford them the opportunity to do “hands on” help with law enforcement personnel. To allow each cadet to acquaint themselves with the records keeping and customer service department of the Acworth Police Department.

Purpose Goals

1. Allow each cadet the opportunity to shadow the records clerk and/or front window customer service attendant during the course of their duties and assist with any duties that are deemed appropriate by the supervising member of records.
2. If the opportunity arises, allow each cadet the opportunity to shadow with a member of court services during their duties and assist with any duties that are deemed appropriate by the supervising member of court services.
3. If the opportunity arises, allow each cadet the opportunity to shadow a member of the Criminal Investigation Division during the course of their duties and assist with any duties that are deemed appropriate by the supervising detective.
4. If the opportunity arises, allow each cadet the opportunity to shadow a member of the police department during the course of their duties and assist with any duties that are deemed appropriate by the supervising officer.

Procedure

1. To participate, each cadet must have served as a member in good standing with the Acworth Public Safety Cadets Unit for at least six months and have logged at least 60 hours of training.
2. To participate, each Cadet must apply for participation. The application shall include at least two dates and times the cadet wishes to participate in the program.
3. Upon approval each cadet will be scheduled for the time of service by the Lead Mentor. Service will be no longer than six hours at a time and no shorter than 4 hours.
4. Within 10 days of the completion of a cadets assigned hours he/she must submit to the Lead Mentor a service report form with the signature of the assigned department personnel on it.
5. Upon completion of 100 hours of law enforcement service, the cadet will be awarded the “Law Enforcement Service Award” ribbon for appropriate wear upon their cadet uniform. Each cadet is responsible for ensuring their service hours are properly reported to the unit secretary and Lead Mentor.

Guidelines

- Each cadet **MUST** understand that the law enforcement service program is a privilege and not a right. Misconduct either within or outside the unit can be used as grounds to prohibit anyone from participation in the program.

- Each cadet **MUST** understand that during the course of their service they may come into contact with personal and confidential information. Each cadet is expected to maintain the privacy of that information and **NOT** share it with anyone outside the department. Misuse of private and/or confidential information is grounds for immediate removal from the Public Safety Cadet Program and possibly grounds for criminal prosecution.
- Each cadet **MUST** never use any information they may learn during their service for personal gain or to assist another in personal gain.
- No cadet will operate or run a GCIC terminal without being certified.
- Each cadet is always under the direct supervision of the Acworth Police Department employee they are assigned to job shadow and will be expected to obey any rules or regulations put forth by that employee unless such rules or regulations would cause the cadet to violate state law or departmental policy. Any disregard for following this policy may be used as grounds for removal from the law enforcement service program and/or the Acworth Public Safety Cadets program.
- Before any employee of the Acworth Police Department may participate in the law enforcement service program, they must be made aware of guidelines of this program and be willing to follow the guidelines.
- If possible, cadets will be placed with members of the same gender during their law enforcement service times. Since this is not always possible, Acworth Police Department female employees may from time to time have to supervise both male and female cadets. However, an Acworth Police Department male employee shall **NEVER** supervise alone or without the presence of another Acworth Police Department female employee a female cadet.
- A cadet shall **NEVER** be utilized to operate a police department vehicle.
- A cadet shall **NEVER** be allowed to handle a firearm without the supervision of a unit mentor, unit committee member, or certified firearm instructor.
- A cadet shall **NEVER** handle any type of drug or illegal substance and shall **NEVER** be left alone with any drug or illegal substance.
- A cadet shall **NEVER** represent themselves as a certified police officer by word of mouth or wearing a police department emblem or uniform item.
- A cadet shall not exercise any control over or communicate on a police department radio without expressed permission and supervision by a certified Acworth Police Department officer.
- A cadet shall not perform more than 32 hours of law enforcement service per month without express permission from a member of the police department command staff.
- No cadet will be allowed to participate in the law enforcement service program without expressed permission and prior approval. If a cadet arrives at the police department to perform law enforcement service without prior permission or when permission has been denied, they will be told to leave the police department and contact the Lead Mentor for further instructions.
- If a cadet arrives for approved law enforcement service hours and the employee they were assigned to work with is not present, they will contact the Lead Mentor for instructions. If the Lead Mentor is not available, they will return home without completing their service hours.
- No cadet will answer calls from the public without expressed permission from a member of the Acworth Police Department. If a cadet is given permission to answer the phone, they will always be courteous and helpful to the people on the phone. If a cadet does not know an answer to the caller's question, they will politely ask the

person to hold and seek assistance from a member of the Acworth Police Department.

13.03 Use of Computer Information

Information sent or received on a departmental computer will be regarded as confidential and as the official business of the Acworth Police Department and at no time will a Cadet divulge to people outside of this department. Cadets will not access or attempt to access any GCIC/NCIC information.

13.04 Crimes in Progress

Cadets may view crimes in progress. The following are guidelines on how to react to these occasions.

- Cadets should realize that they have no police powers. They are volunteers and should never take enforcement action. They should never attempt to detain or arrest suspects.
- Cadets can record details of an incident. Cadets are to witness an incident, get to a safe location, call 911, and advise them of the problem and other detailed information. Remain in a safe area until contacted by an officer.
- If a cadet is on a special assignment, they should advise an on-duty officer or mentor of the situation and details. Cadets are never to attempt to follow suspects. Cadets should continue with your detail unless ordered to do otherwise by the shift commander, a superior officer or Unit Mentor.

CADET FUNCTIONS

14.01 Competitions

Each year, cadets have the opportunity to participate in multiple competitions. Cadets will be selected at least 30 days prior to each competition who meet the following requirements:

- A. Must have 80% meeting attendance rate or better
- B. Must have a 2.0 GPA or higher
- C. No disciplinary issues

14.02 Overnight Competitions

To attend trips or conferences, members must be on “Active” status and be in good standing with the unit.

Members must have attended at least 80% of all meetings, regardless of whether the absences were excused or unexcused, to participate in any trips or conferences.

All required permission forms and waivers must be completed and turned into the Lead Mentors prior to the trip/conference to be eligible to attend.

Any money due from each cadet must be paid in full to be eligible to attend.

Cadets will adhere to the dress code. Cadets not appropriately dressed may be sent home and disciplined accordingly.

Any member exhibiting inappropriate behavior on a trip shall be subject to disciplinary action. This could include being sent home from the trip, suspension, termination of the unit, or other disciplinary action deemed by the Lead Mentor.

All cadets must sign the Overnight Code of Conduct.

14.03 Fundraising Projects

Fundraising projects may be held to generate revenue for the Unit's Operation. All Cadets shall participate in all fundraising projects. Members will be held accountable for all monies/merchandise generated by these types of events.

All monies/merchandise shall be returned within a reasonable amount of time, to be determined by the Lead Mentor.

Members shall not hold monies/merchandise for an extended length of time and shall return all the money and unsold merchandise at any time it is called for. Failure to do so will result in disciplinary action being taken and/or legal action being taken.

14.04 Injury to a Cadet

Injuries of any Cadet must be reported to the Lead Mentor immediately.

- a. Document in writing, as soon as possible after attending to the needs of the injured Cadet.
- b. Report the incident to the Cadet's listed Emergency Contact.
- c. Notify Acworth Police Chain of Command of any serious injury.
- d. Complete injury report and submit it to info@publicsafetycadets.org within 24 hours.

FIREARMS TRAINING

15.01 Cadet Eligibility to Participate in Firearms Training

In February of 2024, The Acworth Police Department Command Staff approved the participation of Marksmanship Training with the Acworth Public Safety Cadets.

- To participate in marksmanship training, a Cadet must be a member in Good Standing and have been in the program for at least 12 months as a Cadet.
- Cadets must have a Grade Point Average of 3.0 or higher to participate in marksmanship training.

15.02 Acworth Firearms Liability Waiver – Required

Cadets and the parents of the cadet will be required to sign an Acworth Firearms Liability Waiver. This waiver will expire on December 31st of each year.

15.03 Public Safety Cadet Firearm Safety Course

Per Appendix E – Use of Firearms for Marksmanship Training in the Public Safety Cadet Standard Operation Policy Manual, all cadets will be required to complete a minimum of eight (8) hours of firearm safety classroom and live-fire instruction by a Georgia P.O.S.T. Instructor, or another qualified instructor as listed in the policy attached.

Firearms training will include:

- a. Firearm 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 Cadet Center Fire Pistol Courses.

15.04 Marksmanship Competitions

Acworth Cadets will be permitted to compete in Cadet or Explorer sponsored competitions once all requirements have been met by the individual cadet wishing to compete.