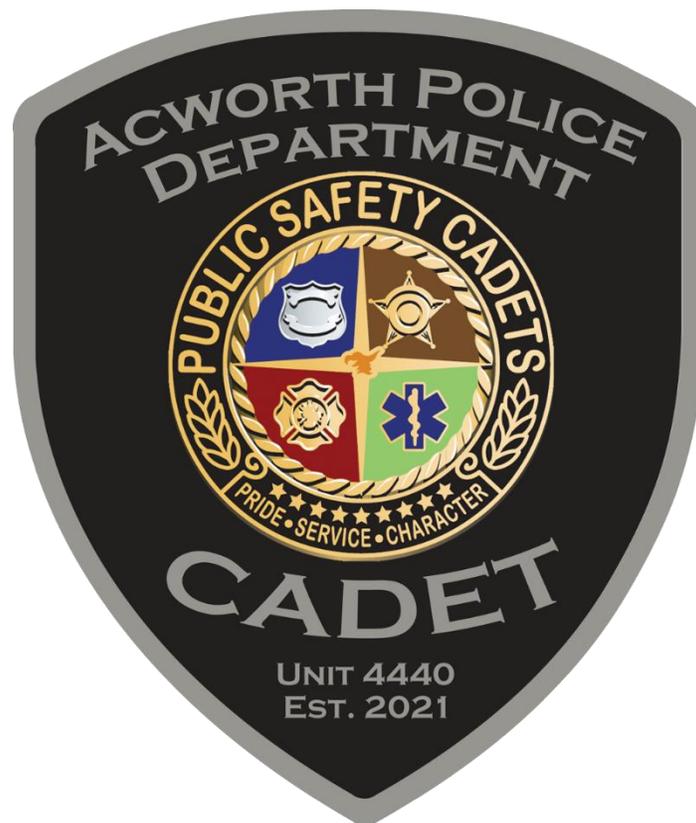


# **ACWORTH PUBLIC SAFETY CADETS**

## **UNIT #4440**



# **OPERATIONS / POLICY MANUAL**

# ACWORTH PUBLIC SAFETY CADETS UNIT #4440

## Cadet Operations / Policy Manual

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## **ADMINISTRATION**

### **01.01 General Provisions**

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

### **01.02 Cadet Operations / Policy Manual Established**

The Cadet Operations / Policy Manual, hereafter referred to as the “**Cadet Manual**,” is hereby established. This manual outlines current policies, procedures, rules, and regulations governing cadet activities.

The Cadet Manual defines the organization, responsibilities, and functions of the Cadet Unit. All cadets, police department employees, and authorized volunteers shall comply with the provisions of this manual while participating in cadet activities or events.

### **01.03 Distribution of the Cadet Manual**

A copy of the Cadet Manual shall be provided to each cadet upon acceptance into the unit. Copies shall also be issued to all mentors and approved volunteers.

### **01.04 Familiarization with the Cadet Manual**

All cadets, mentors, volunteers, and participating Acworth Police Department personnel are responsible for becoming familiar with the contents of the Cadet Manual. The **Lead Mentor** shall ensure the manual is provided to all new members.

### **01.05 Responsibilities for Maintenance of the Cadet Manual**

The **Lead Mentor** is responsible for maintaining the Cadet Manual and updating it annually or as needed.

### **01.06 Amendments**

Amendments to the Cadet Manual may be issued by the Lead Mentor. Approved amendments shall become effective upon issuance and remain in effect until revised or rescinded.

## 01.07 Official Files and Information

The Lead Mentor shall maintain a **personnel file** for each cadet during their tenure in the program. Upon separation, the file shall be designated **inactive** and retained for **five (5) years**, after which it will be destroyed.

Cadets may request to review their own personnel file but shall not access the records of other cadets.

Personnel files may include, but are not limited to:

- Membership applications
- Emergency contact information
- Issued equipment and uniform records
- Attendance records
- Ride-along reports
- Law enforcement service reports
- Commendations, awards, and promotions
- Training certificates
- Disciplinary actions

## 01.08 Definitions

For purposes of this Cadet Manual, the following definitions apply:

- **Active Status:** A cadet is considered Active when they are currently enrolled, attending meetings and required activities at a level consistent with unit expectations, and are not on inactive status, suspension, or pending removal. Cadets must be in Active Status to participate in travel, competitions, special assignments, and other privileges as determined by the Lead Mentor.
- **Good Standing:** A cadet is in Good Standing when they are in compliance with unit standards, including required attendance, conduct, and academic requirements, and have no unresolved disciplinary action or active suspension. The Lead Mentor has final authority to determine Good Standing.
- **Probationary Cadet:** A newly accepted cadet who is within the unit's probationary period (see Section 04.03). During probation, the cadet's conduct, attendance, and participation are closely evaluated, and certain privileges may be limited.
- **Mentor:** A sworn Acworth Police Department officer appointed/authorized to supervise cadets, conduct training, and provide guidance during unit functions. The term "Mentor" may include the Lead Mentor and Assistant Mentors.
- **Lead Mentor:** The primary sworn Acworth Police Department officer assigned overall responsibility for the Cadet Unit. The Lead Mentor has final decision-making authority for unit operations, approvals, discipline, eligibility determinations, and enforcement of this manual.
- **Unit Mentor:** Any sworn mentor assigned to the unit (including the Lead Mentor and Assistant Mentors) who is authorized to supervise cadets during meetings, events, training, and service activities.
- **Volunteer:** An adult approved by the Lead Mentor to support the unit who is not serving in a sworn mentor role. Volunteers must meet unit approval requirements and complete any required screening/training prior to participation. Volunteers may assist with events and training in roles

assigned by mentors and are not authorized to independently supervise cadets unless specifically directed and consistent with unit policy.

- **Cadet Leadership Committee:** The organized group of selected cadet leaders responsible for assisting with cadet operations, communication, accountability, and leadership development under mentor oversight. The Cadet Leadership Committee typically includes the Cadet Commander, Cadet Captain, Lieutenants, Cadet Sergeants, and other positions designated by the Lead Mentor. The committee may conduct leadership meetings, coordinate cadet tasks, and make recommendations; final authority remains with the Lead Mentor.

## **PURPOSE**

### **02.01 Mission**

The mission of the Acworth Public Safety Cadet Program is to provide young adults with a **realistic introduction to law enforcement** and to prepare them for future careers in public safety.

The program challenges cadets to achieve **academic excellence**, serve their community, develop leadership skills, and grow into productive members of society. Regardless of career path, cadets are expected to graduate from the program as **positive ambassadors** of the law enforcement profession.

### **02.02 Core Values**

Cadets shall uphold the core values of the Public Safety Cadet Program and those established by the Acworth unit.

#### **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 shall be conducted during regular unit meetings and at additional times as designated by the Lead Mentor. Certain training programs may require written or practical examinations, which shall be maintained in the cadet's personnel file.

### **03.02 Equipment**

Uniforms and equipment may be issued to cadets based on assignment and operational needs. All issued property policies, accountability requirements, and return procedures are outlined in **Section 10.02 (Uniforms and Equipment Supplied)** and **Sections 12.01-12.02 (Termination / Return of Property)**.

### **03.03 Commitment**

Cadets are expected to attend meetings and participate in unit activities.

Cadets unable to attend must notify their **Squad Leader** with an explanation.

Excessive absenteeism may result in counseling by a mentor and possible restrictions, inactivation, or termination of membership.

- Squad Leaders shall report attendance to the **Operations Lieutenant** and address issues through the chain of command.
- Attendance records shall be maintained by the **Unit Lieutenant (Administrative)**.
- Three (3) consecutive unexcused absences from meetings or mandatory activities may result in loss of privileges or suspension.
- Failure to report for a committed assignment without proper notice may result in disciplinary action.

Competition and travel eligibility requirements are addressed in **Section 14.01–14.02**.

### **03.04 Standard of Conduct**

Cadets shall conduct themselves in a **professional, disciplined, and respectful manner** at all times. Misconduct, disruptions, unauthorized departures, harassment, bullying, or abusive behavior—whether in person or online—are prohibited.

Cadets shall always be **truthful** and must respond honestly when questioned by mentors, officers, or authorized personnel regarding unit matters.

Any arrest, citation, or criminal charge must be reported to the Lead Mentor **within 24 hours**. The Lead Mentor may impose temporary suspension and determine appropriate discipline, including termination. Cadets are expected to conduct their personal lives in a manner that does not bring discredit upon themselves, the unit, the City of Acworth, or the Acworth Police Department.

Public social media accounts may be reviewed. Posting photos of cadets in uniform is permitted when the content reflects a **positive and professional image** of the program and department.

### **03.05            Communication**

All communications between cadets and mentors shall follow the **two-mentor policy**. Private one-on-one messaging between a mentor and cadet is prohibited unless another mentor is included. Cadets shall follow the **chain of command** when addressing concerns or issues.

- **Media/Public Information:** No cadet shall provide information to the media or public about unit or department operations without approval from the Lead Mentor.
- **Confidentiality:** Cadets shall not disclose confidential or sensitive information obtained through participation, service, or department access.
- All unit group chats, including cadets shall include **a minimum of two mentors**.

### **03.06            Adult Organizational Chart and Duties**

The Acworth Public Safety Cadet Unit #4440 is supported by adult mentors and volunteers with the following roles:

#### **Lead Mentor**

Must be a sworn peace officer with the Acworth Police Department.

- Appoints Assistant Mentors
- Approves/denies volunteers
- Oversees recruitment efforts
- Ensures compliance with policies
- Oversees all unit operations

#### **Assistant Mentor**

- Appointed by the Lead Mentor; must be sworn officers.
- Assist with instruction and planning
- Support training and scenarios
- Serve as chaperones at cadet activities

#### **Volunteer**

- Approved by the Lead Mentor following a background check.
- Assist mentors as needed
- Serve as role players during training
- Act as chaperones during activities

All mentors and volunteers must complete **annual Youth Protection Training** by **January 31**. Those joining mid-year must complete training within **30 days**.

All volunteers not employed by the Acworth Police Department shall undergo background screening, including:

- Criminal history
- Driver's history
- Reference checks

## UNIT ORGANIZATIONS

### 04.01 Membership

Cadet membership is open to individuals **between the ages of 14 and 20**.  
**Junior Cadet** membership is open to individuals who are **13 years of age**.

### 04.02 Unit / Cadet Annual Dues

The following fees apply to membership in the Acworth Public Safety Cadet Program:

#### Cadet-Paid Fees

- **Initial Registration Fee:**  
A one-time **\$150.00 registration fee** is required upon acceptance into the Acworth Public Safety Cadet Program.
- **Annual Cadet Fee:**  
Each cadet shall pay an **annual cadet fee of \$75.00**, due **each December**, to remain an active member of the unit.

#### Program-Paid Fees

- The **Acworth Public Safety Cadet Program** shall pay the following required annual fees to the **Public Safety Cadet Program** on behalf of its members:
  - **\$20.00 per cadet and mentor** for annual dues and insurance coverage
  - **\$25.00 annual unit fee**

These program-paid fees are **not the responsibility of individual cadets or mentors** and are covered by the Acworth Public Safety Cadet Program.

Failure to submit required cadet-paid fees by established deadlines may result in restriction of privileges, inactivation, or termination from the program, as determined by the Lead Mentor.

### 04.03 Acceptance and Probationary Period

Upon acceptance into the program, each cadet shall complete a **four (4) month probationary period**. During this time, the cadet's **conduct, attendance, and participation** will be closely monitored.

Cadets will be issued **training/meeting uniforms only** during the probationary period. Issuance of additional uniforms or equipment is contingent upon **successful completion** of the probationary period.

### 04.04 Regular Unit Meetings

Regular unit meetings are held on **Tuesdays and Thursdays from 6:00 p.m. to 8:30 p.m.** Meeting dates and times are subject to change at the discretion of the **Lead Mentor**.

When visitors are present, the **Cadet Recruiter** shall acknowledge the visitor and serve as the designated host and guide.

Cadets who have been issued a uniform are required to **wear the appropriate uniform** to all unit meetings unless otherwise directed.

#### **04.05 Educational Requirements**

Cadets must maintain a **minimum 2.0 grade point average (GPA)** at all times.

Cadets are required to submit **progress reports and report cards** within **seven (7) days** of request by the Lead Mentor. Failure to meet or document educational requirements may result in **disciplinary action**.

Cadets who have graduated from high school must submit a **copy of their high school diploma** for program records.

## ACWORTH PUBLIC SAFETY CADETS, INC - BOARD OF DIRECTORS

### 05.01 Responsibilities of the Board of Directors

The **Board of Directors** shall consist of sworn officers from the Acworth Police Department, approved volunteers, parents, and cadets.

The Board of Directors is responsible for:

- Annual review and revision of Cadet Program policies
- Strategic planning for events, training, and fundraising
- Oversight of disciplinary hearings and award recommendations
- Financial oversight and recordkeeping

Board officers shall include, at a minimum, the following positions:

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**

### 05.02 Youth Advisor Representative

One **Youth Advisor Representative** shall be appointed to represent the interests and perspectives of cadets on the Board of Directors.

#### 05.02.01 Eligibility Requirements

Eligible cadets must:

- Maintain a **minimum 3.0 GPA**
- Have completed at least **one (1) year** as a Public Safety Cadet
- Have **no disciplinary action** within the previous school year

#### 05.02.02 Application Process

Interested cadets must submit a **written letter of interest** for consideration.

#### 05.02.03 Term of Service

The Youth Advisor Representative shall serve a **one-year term**, from **January through December**.

### 05.03 Board Meetings

The Board of Directors shall meet **at least once per quarter**. Additional meetings may be scheduled as needed with **advance notice** provided to Board members.

## 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

All cadet leadership positions are filled through a **formal promotional process** whenever a vacancy occurs. The promotional period will be **announced by the Cadet Commander at the direction of the Lead Mentor**.

Cadets interested in promotion must successfully complete the following components:

- **Letter of Interest**  
A written statement explaining why the cadet is seeking the position and how they will contribute to the program.
- **Basic Knowledge Assessment**  
A test covering core cadet policies, procedures, and program knowledge.
- **Interview Panel**  
A structured interview conducted by cadet leadership and mentors to evaluate leadership ability, communication, and professionalism.
- **Peer Feedback Survey**  
Input collected from fellow cadets regarding teamwork, reliability, and leadership potential.
- **Written Essay**  
An essay on a leadership topic determined by the Mentor Staff.
- **Drill Proficiency Evaluation**  
Successful completion of the basic drill card to demonstrate command presence and attention to detail.
- **Overall Performance Review**  
Consideration of attendance, conduct, training participation, initiative, and maturity.

Final selection decisions are made by the **Lead Mentor**, with input from the Cadet Commander and Cadet Leadership Committee.

### 06.03 Unit Commander

**Role:** Senior cadet leader responsible for overall leadership, discipline, and program execution.

**Reports To:** Lead Mentor

**Responsibilities:**

- Sets the standard for professionalism, discipline, and conduct
- Oversees all cadet operations and leadership staff

- Serves as primary cadet liaison to Mentors
- Ensures Chain of Command is followed at all times
- Leads major meetings, formations, and official functions
- Holds senior leaders accountable for performance and standards
- Represents the Cadet Program at events and public functions
- Runs Quarterly Cadet Leadership Committee Meetings

#### **06.04 Unit Captain**

**Role:** Second-in-command; assists the Commander and ensures daily operations run smoothly.

**Reports To:** Cadet Commander

**Responsibilities:**

- Assists the Commander with leadership and supervision
- Coordinates efforts between Lieutenants
- Oversees training, meetings, and events
- Enforces standards and discipline
- Assumes command in the Commander's absence
- Supports leadership development and evaluations

#### **06.05 Unit Lieutenant (Operations)**

**Role:** Manages training, readiness, and operational execution.

**Reports To:** Cadet Captain

**Responsibilities:**

- Plans and coordinates training activities
- Oversees drill, PT, and scenario-based training
- Supervises Sergeants during operational tasks
- Ensures safety procedures are followed
- Prepares cadets for competitions and events
- Coordinates operational needs with the Captain

## **06.06 Unit Lieutenant (Administrative)**

**Role:** Manages administrative functions and internal organization.

**Reports To:** Cadet Captain

### **Responsibilities:**

- Oversees attendance, records, and documentation
- Coordinates scheduling and internal communications
- Supervises Recruiter, Quartermaster, and support functions
- Tracks hours, awards, and program requirements
- Ensures information flows properly through the Chain of Command
- Supports planning and preparation for events

## **06.07 Unit Sergeants**

**Role:** First-line supervisor responsible for direct leadership and discipline.

**Reports To:** Cadet Lieutenant - Operations

### **Responsibilities:**

- Supervises Corporals and Cadets
- Enforces standards, uniforms, and conduct
- Provides instruction and corrective guidance
- Assists with training and event execution
- Mentors junior cadets
- Reports issues and progress up the Chain of Command

## **06.08 Unit Corporals**

**Role:** Entry-level leader responsible for small teams and task execution.

**Reports To:** Cadet Sergeant

### **Responsibilities:**

- Leads small groups or assigned tasks
- Assists Sergeants with supervision
- Sets the example in conduct and discipline
- Helps guide and train new cadets

- Reports concerns through the Chain of Command
- Maintains accountability within assigned groups
- Performs quartermaster duties for assigned squad

## **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 must be at least 18 years of age and may not exceed the program's maximum age. A Junior Assistant Mentor shall have the same privileges as a member of the Unit.

Duties and responsibilities are as follows:

- 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 Unit Mentors and Cadets

## **06.10 Cadet Leadership Guidebook**

All cadet leaders are responsible for reviewing and understanding the **Cadet Leadership Guidebook**. Cadet leaders are expected to remain knowledgeable of all applicable policies and procedures and to follow the guidelines and expectations associated with their assigned position at all times.

## **06.11 Functional Leadership Positions**

In addition to rank-based leadership positions, the cadet program includes **functional leadership roles** that focus on specific duties and operational responsibilities. These positions are **task-based** and may be held by cadets in any rank.

Functional leadership positions are **appointed by the Cadet Leadership Team with approval from the Lead Mentor**.

Functional positions may include, but are not limited to:

- Marksmanship Team Captain
- Honor Guard Team Captain
- Drill Team Captain
- Competition Team Leader
- Recruiter
- Quartermaster
- Special Olympics Liaison
- Safety Cadet

Cadets appointed to functional positions remain assigned to their designated squad. All cadets serving in a functional leadership role are responsible for reviewing the **Cadet Leadership Guidebook** for detailed roles, responsibilities, and expectations related to their position.

## CADET CONDUCT

### 07.01 Addressing Acworth Police Personnel

Cadets shall treat all personnel of the Acworth Police Department, Unit Mentors, fellow cadets, other law enforcement officers, and members of the public with **courtesy and respect** at all times.

Sworn law enforcement personnel, regardless of agency, shall be addressed by **rank and last name**. When appropriate, the terms “**Sir**” or “**Ma’am**” may be used.

### 07.02 Departmental Business

Cadets shall not discuss or disclose departmental or unit business to the public. Media, confidentiality, and public communication rules are outlined in **Section 03.05 (Communication)**.

### 07.03 Attendance and Participation

Cadets are expected to be punctual and participate in all required meetings and activities. Attendance requirements and consequences are outlined in **Section 03.03 (Commitment)**. Competition eligibility requirements are outlined in **Section 14.01 (Competitions)**.

Attendance deficiencies resulting from excusable circumstances (such as school obligations, illness, or approved absences) will be reviewed **on a case-by-case basis**.

### 07.04 Police Powers

Cadets possess **no law enforcement authority** and shall not act, represent, or present themselves in any manner—**in or out of uniform**—that implies police powers.

Any violation of this policy may result in **termination from the program** and may subject the cadet to **criminal prosecution** by the appropriate authority.

### 07.05 Use of Tobacco

Cadets, ages 14–20, shall comply with applicable Georgia law and shall **not possess or use tobacco or nicotine-related products** under the age of 21.

Cadets found in violation will be **suspended pending review** and a final decision by the **Lead Mentor**.

Mentors shall **not use tobacco or nicotine products in the presence of cadets**.

### 07.06 Use of Alcohol and Drugs

Cadets shall comply with Georgia law and shall **not possess or consume alcohol** under the age of 21. The **use, possession, or association with illegal drugs** is strictly prohibited and will not be tolerated.

Cadets in violation of this section will be **suspended pending a final determination** by the Lead Mentor. Mentors shall **not consume alcoholic beverages in the presence of cadets**.

### **07.07 Mentor / Cadet Relationship**

The relationship between cadets and mentors, officers, or department personnel shall remain **strictly professional** at all times. All individuals shall conduct themselves appropriately during meetings, events, and activities.

### **07.08 Sexual Harassment**

Sexual harassment will **not be tolerated** within or outside the cadet program.

Any allegation of sexual harassment will be investigated. If a cadet is found responsible, the cadet will be **expelled from the program**. If a violation of Georgia law is identified, the matter will be referred to **Criminal Investigations** for further action.

### **07.09 Bullying, Harassment, and Detrimental Conduct (Zero Tolerance)**

The Acworth Public Safety Cadet Program maintains a **zero-tolerance policy** for bullying, harassment, intimidation, gossip, or any behavior that undermines the dignity, safety, or cohesion of the program.

Bullying or detrimental conduct includes, but is not limited to:

- Verbal, written, or electronic harassment
- Gossip, rumor-spreading, or intentional misinformation
- Threats, intimidation, or coercion
- Social exclusion, ridicule, or humiliation
- Disparaging or degrading remarks about individuals or the program

This policy applies to **all forms of communication**, including in-person interactions, text messages, social media, group chats, online platforms, and third-party communication.

### **Prohibited Conduct**

Cadets shall not:

- Engage in bullying or harassment of any cadet, mentor, volunteer, officer, or member of the public
- Speak negatively, disrespectfully, or maliciously about **current or former cadets**
- Speak negatively or disparagingly about the **Acworth Public Safety Cadet Program**, the Acworth Police Department, or affiliated cadet programs
- Discuss or spread rumors, complaints, or grievances about current or former cadets or the program with **any cadet in any unit**, whether internal or external
- Attempt to influence, divide, or undermine morale, leadership, or unity within this or any other cadet unit

## **Expectations**

Cadets are expected to:

- Address concerns through the **Chain of Command**
- Report bullying or harassment immediately to a Unit Mentor
- Conduct themselves with professionalism, respect, and integrity at all times
- Serve as positive representatives of the Cadet Program, both on and off duty

## **Enforcement**

Any violation of this section will result in **immediate review** by the Mentor Staff. Confirmed violations may result in disciplinary action including, but not limited to:

- Counseling or written reprimand
- Loss of privileges
- Suspension
- Removal from leadership position
- Termination from the program

Discipline will be determined based on the severity, frequency, and impact of the conduct. Leadership positions carry **higher accountability**, and violations by cadet leaders may result in more severe disciplinary action.

This policy applies equally to conduct involving **current cadets, former cadets, and members of other cadet or explorer units**, regardless of affiliation.

## DISCIPLINE

### 08.01 Responsibility for Discipline

The **Lead Mentor** holds primary responsibility for administering discipline within the unit. If termination is being considered, **all Unit Mentors shall confer** prior to action. Decisions rendered by the Lead Mentor shall be **final**.

### 08.02 Violations

Cadets may be subject to disciplinary action for conduct including, but not limited to:

- Commission of a criminal offense
- Neglect of duty during an event or assignment
- Insubordination
- Conduct that reflects negatively on the Unit, the Department, or the City of Acworth
- Violation of policies or rules outlined in this Cadet Manual

### 08.03 Complaints

A complaint is any verbal or written allegation of cadet misconduct. All complaints received from the public or within the department shall be **reported to and handled by the Lead Mentor**.

### 08.04 Investigation of Complaints

All complaints will be **thoroughly investigated** and classified as one of the following:

- **Exonerated:** The act occurred and was lawful and proper
- **Unfounded:** The allegation was false
- **Not Sustained:** Insufficient evidence to prove or disprove
- **Sustained:** The allegation was supported by sufficient evidence

### 08.05 Disciplinary Actions

The Lead Mentor may impose disciplinary action, including but not limited to:

- Oral reprimand
- Written reprimand
- Loss of privileges
- Suspension
- Removal from the program

### 08.06 Suspensions

A suspension prohibits a cadet from participating in **any activities or events** related to or sponsored by the Public Safety Cadet Program or the Acworth Police Department.

A suspended cadet is **not in good standing** and may be required to **return issued equipment** for the duration of the suspension.

## **08.07 Expulsions**

Cadets may be expelled when it is determined that their actions or conduct demonstrate they are **no longer suitable** for participation in the Acworth Public Safety Cadet Program.

When expulsion occurs:

- An **expulsion letter** outlining the reason(s) shall be completed
- The cadet will be informed of the decision and given the opportunity to review and sign the letter
- A copy will be provided to the cadet, and the original will be placed in the **cadet's personnel file**

## **08.08 Cadet Leadership Authority & Discipline**

Cadet leadership is authorized to address minor disciplinary issues involving cadets who fail to follow instructions or meet program standards. This includes, but is not limited to:

- Uniform deficiencies
- Tardiness
- Disrespectful behavior
- Leaving an assigned area without permission

The Cadet Commander and Cadet Captain have the authority to send a cadet home from an event or activity if the behavior or issue rises to a level that warrants removal. Any such action must be reported to the Lead Mentor as soon as possible. The Lead Mentor will determine any further disciplinary action.

All discipline administered by cadet leadership must be **reasonable, appropriate, and corrective in nature**. Excessive or inappropriate punishment is strictly prohibited. For example, cadet leaders may not assign extreme physical exercise or unreasonable tasks as punishment.

Any cadet leader who administers excessive or inappropriate discipline may be subject to corrective action by the Mentor Staff.

## **UNIT RESPONSIBILITIES**

### **09.01 Duty Responsibility**

All unit members shall perform assigned duties as directed by **Cadet Leadership, Unit Mentors, authorized volunteers, or officers of the Acworth Police Department.**

Orders issued by **Unit Mentors or Acworth Police Department officers** shall **supersede** all directives given by cadet leadership.

### **09.02 Reporting Law Violations**

Any unit member who becomes aware of another member's violation of **any law, rule, or unit policy** shall **immediately report** the violation to a **Unit Mentor.**

### **09.03 Media / Press Releases**

Unit members shall not provide information to the news media or the public regarding unit activities or police department operations unless prior authorization is granted by the Lead Mentor. Unit members shall comply with all communication, confidentiality, and media restrictions outlined in Section 03.05 (Communication).

## ISSUED UNIFORMS / EQUIPMENT

### 10.01 Wearing of Uniform

Uniforms shall be worn at **all scheduled meetings** and during **special events**, or whenever deemed appropriate by a **Unit Mentor**.

All cadets are expected to maintain a **neat, clean, and professional appearance** at all times while in uniform. Standards of personal cleanliness, grooming, and hygiene shall comply with the **Unit Appearance and Grooming Standards** outlined in this Cadet Manual (see **Section 10.05, Appearance / Grooming Standards**).

Badges and identification shall be worn **only when properly authorized and in the prescribed manner**. Badges must be affixed to the uniform shirt, and identification cards must be visibly attached to the uniform. Under no circumstances shall a cadet represent themselves as a **sworn law enforcement officer**. Violations of this policy may result in **termination from the program and potential criminal prosecution** (see **Section 07.04, Police Powers**).

#### **Uniform Wear Outside Supervised Activities:**

If a cadet wishes to wear any portion of the cadet uniform to an event or function **not supervised by Acworth Public Safety Cadet mentors**, the cadet must obtain **prior approval**. Cadets shall not wear the uniform—in whole or in part—to school, school-related functions, or any non-cadet-sponsored event or meeting without permission, including for recruiting purposes. Unauthorized wear of the uniform may result in disciplinary action. This restriction includes any partial uniform items that would reasonably identify the cadet as a member of the program.

### 10.02 Uniforms and Equipment Supplied

The Acworth Public Safety Cadets may issue uniforms, equipment, and related items to cadets based on assignment, seniority, and operational need. All issued items are documented on an official **Equipment and Uniform Issue Form**, which serves as the authoritative record of items assigned to each cadet.

All issued items remain the property of the Acworth Public Safety Cadets and must be returned upon termination of membership for any reason. Cadets are financially responsible for any lost, damaged, or unreturned items.

### 10.03 Property Control Sheets and Agreements

Upon issuance of equipment or uniform items, each cadet shall sign an acknowledgment form confirming receipt of all assigned items. This documentation will be maintained in the cadet's **Personnel File**.

### 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

- **Hair:** Must be neat and clean. Hair shall not cover the ears or touch the collar at the back of the neck. Ponytails, barrettes, hair sculpting, or decorative designs are not permitted. Hair must be a **natural or approved color**.
- **Sideburns:** Shall not extend below the bottom of the ear and must be neatly trimmed. Width at the base shall not exceed  $\frac{1}{4}$  **inch wider** than the width at the midpoint.
- **Facial Hair:** Moustaches, if worn, must be a **natural color**, not extend below the upper lip line (vermillion border), and not extend beyond the corners of the mouth. Beards and goatees are **not permitted**; cadets must be clean-shaven.
- **Jewelry:** Watches and modest rings are permitted. Bracelets, earrings, nose studs, visible body piercings, and similar items are prohibited. Necklaces, if worn, must be concealed under the uniform.
- **Fingernails:** Must be clean and neatly trimmed. Nail polish is not permitted.

### Female Cadets

- **Hair:** Must be neat and clean. Hair shall not extend below the bottom of the collar at the back of the neck while in uniform. Longer hair must be **secured or pinned up** during all cadet functions. Hair sculpting or decorative designs are not permitted. Hair must be a **natural or approved color**.
- **Jewelry:** Conservative jewelry is permitted. No nose studs, nose rings, or visible body piercings are allowed. Only **one pair of earrings** may be worn; dangling earrings are prohibited. Necklaces must be concealed under the uniform.
- **Makeup:** Conservative makeup is permitted. Only natural or light shades of eye shadow and lipstick may be worn.
- **Fingernails:** Must be clean and neatly trimmed. Clear or neutral nail polish is permitted, provided it does not attract attention and does not interfere with performance, at the discretion of a mentor.

### Tattoos

Cadets shall not display **visible tattoos** while in uniform. Tattoos that are offensive, unprofessional, gang-related, or depict hate symbols are strictly prohibited.

### Sunglasses (Uniform Wear)

Sunglasses worn while in uniform must be **solid black**, free of designs or colors that draw attention. Cadets and mentors may use discretion to determine whether a specific style is appropriate and professional.

### Prom / Formal Event Exception (Female Cadets – Fingernails)

During high school prom or formal event season, a limited exception to the fingernail policy is authorized for female cadets.

If a female cadet elects to have her fingernails professionally done **for the sole purpose of attending a school-sponsored prom or formal event**, the cadet may be temporarily exempt from the fingernail appearance standards outlined in Section 10.05.

This exemption applies **only** during the following timeframe:

- Up to **five (5) days prior** to the prom or formal event, and
- Up to **five (5) days after** the prom or formal event.

At the conclusion of this exemption period, female cadets **must return to full compliance** with the established fingernail standards. Failure to do so may result in corrective action or restriction from participation until compliance is restored.

This exception:

- Applies only to fingernail color and design
- Does **not** permit excessive nail length that interferes with safety, training, or performance
- Does **not** apply to other grooming or uniform standards
- May be revoked at any time if a Mentor determines the nails present a safety concern or are unprofessional in appearance

Cadets may be required to notify a Unit Mentor in advance if clarification or documentation of the event is needed.

## **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.

## **10.07 Uniform Classifications**

### **Class A Uniform**

The Class A uniform consists of:

- Long-sleeve uniform shirt
- Uniform pants with gray stripe
- Hi-gloss black boots
- Black belt with silver buckle
- Honor Guard hat (if applicable)
- Cadet badge
- Name tag
- Authorized ribbons, cords, and medals

### **Class B Uniform**

The Class B uniform consists of:

- Short-sleeve uniform shirt
- Uniform pants with gray stripe
- Hi-gloss black boots
- Black belt with silver buckle
- Name tag

- Sewn-on cadet badge
- Authorized ribbons and cords

*Medals are **not authorized** on the short-sleeve uniform shirt.*

### **Class C Uniform**

The Class C uniform consists of:

- Gray polo shirt with Velcro name strip
- Sewn-on cadet patch
- Black BDU pants
- Black belt
- Black polishable boots

*Hi-gloss boots, ribbons, cords, medals, or other awards are **not authorized** with the Class C uniform.*

### **Activity Uniform**

The Activity uniform consists of:

- Cadet T-shirt
- Black BDU pants
- Black boots

### **Physical Training (PT) Uniform**

The PT uniform consists of:

- Physical training shorts
- T-shirt
- Tennis or running shoes

### **Junior Cadet Uniform**

The Junior Cadet uniform consists of:

- Royal blue polo shirt with Velcro name strip
- Sewn-on cadet patch
- Black BDU pants
- Black belt with silver buckle
- Black polishable shoes

## **10.08 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 and only while wearing the Class A Uniform. Pinned medallions shall be pinned on the right pocket below the name tag.

## **10.09 Placement of Uniform Items**

To maintain a professional, uniform appearance, all cadets shall adhere to the following standards for placement of uniform items. These standards apply to all cadet uniforms unless otherwise directed.

#### **A. Shoulder Cord**

- Cadets are authorized to wear **only one shoulder cord at a time**.
- The shoulder cord shall be worn on the **left shoulder only**.
- The cord shall be properly secured under the shoulder epaulet and hang naturally without twisting.

#### **B. Name Tag**

- The name tag shall be worn **centered above the right shirt pocket**.
- The **bottom edge of the name tag** shall be aligned evenly with the **lower pocket seam/stitch line**.
- The name tag shall be level and parallel to the ground.

#### **C. Ribbons**

- Ribbons shall be worn **centered above the right shirt pocket**.
- The **bottom edge of the ribbon rack** shall be positioned **¼ inch above the top of the pocket**.
- Ribbons shall be worn in the proper order of precedence and mounted evenly.

#### **D. Cadet Achievement Awards**

- Cadet achievement awards shall be worn **¼ inch above the ribbon rack**.
- Awards shall be **centered with the ribbons** and aligned parallel to the ground.
- Only authorized awards may be worn.

#### **E. Marksmanship Pin**

- The marksmanship pin shall be worn **centered below the name tag**.
- The **top edge of the pin** shall be positioned **¼ inch below the bottom edge of the name tag**.
- Only one authorized marksmanship pin may be worn.

#### **F. Rank Insignia (Collar Placement)**

##### **General Standards (All Ranks)**

- Rank insignia shall be worn on **both sides of the collar**.
- Insignia shall be:
  - Clean
  - Secure
  - Identical in placement on both collars
- The **center of the rank insignia** shall be positioned **1 inch from the front edge of the collar**.
- Rank insignia shall be **centered top-to-bottom on the collar**.

##### **1. Cadet Commander – Star**

- The star shall be worn:
  - Centered on the collar

- With the **center of the star 1 inch from the front edge of the collar**
- Upright and level
- Placement shall be identical on both collars.

## 2. Cadet Captain & Cadet Lieutenant – Bar Insignia

- Bar insignia shall be worn **parallel to the FRONT of the uniform.**
- Bars **shall NOT follow the angle of the collar edge.**
- The long edge of the bar shall be:
  - Horizontal
  - Parallel to the shirt buttons or zipper
  - Level with the ground
- The **center of the bar** shall be:
  - **1 inch from the front edge of the collar**
  - Centered top-to-bottom on the collar

*Inspection Standard: When viewed from the front, both collar bars shall appear straight across and evenly aligned.*

## 3. Cadet Sergeant & Cadet Corporal – Chevron Insignia

- Chevron insignia shall be worn:
  - Upright
  - With chevron points facing **upward**
- The **center of the insignia** shall be:
  - **1 inch from the front edge of the collar**
  - Centered top-to-bottom on the collar
- Insignia shall not be tilted or angled.

## G. Uniform Inspection & Corrections

- Sergeants shall inspect uniform placement during meetings, events, and prior to reporting for duty.
- Minor discrepancies may be corrected on the spot.
- Repeated or significant discrepancies shall be documented and corrected prior to the cadet participating in official duties.

## 10.10 Cadet-Provided Uniform Items

In addition to uniforms and equipment issued by the Acworth Public Safety Cadets, each cadet is responsible for purchasing and maintaining the following required personal uniform items:

- **Black undershirt (T-shirt)** to be worn only under Class A and Class B uniform shirts
  - Undershirts shall be plain black with no visible logos, graphics, or writing.
- **Black socks** appropriate for uniform wear
- **Black, polishable boots** suitable for duty and uniform wear
  - *Exception: Junior Cadets are not required to purchase boots. Junior Cadets will be issued black, polishable boots; high-gloss boots are not issued to Junior Cadets.*
  - **Physical Training (PT) shorts** as specified by the unit
- **Tennis or running shoes** for physical training activities

All cadet-provided uniform items must be **clean, serviceable, and professional in appearance** and shall meet unit standards at all times.

### **10.11 Uniform Care, Maintenance, and Appearance Standards**

All cadets are responsible for maintaining their issued and personally owned uniforms in a **clean, professional, and serviceable condition** at all times.

- **Class A and Class B uniforms shall be dry cleaned and properly pressed** prior to wear for inspections, ceremonies, competitions, official events, and as directed by unit leadership.
- Uniforms shall be free of wrinkles, stains, odors, excessive fading, or damage.
- Buttons, zippers, insignia, patches, and fasteners shall be properly secured and in good condition.
- Boots shall be clean, polished, and in serviceable condition when required.
- Uniforms shall not be altered, modified, or tailored without approval from a Unit Mentor.

Cadets reporting in an **unserviceable, dirty, or improperly maintained uniform** may be restricted from participation, required to correct deficiencies prior to duty, or subject to corrective action in accordance with unit policy.

## **AWARDS / RECOGNITION**

### **11.01 Public Safety Cadet Proficiency Awards (PSC)**

The Acworth Public Safety Cadet Unit #4440 recognizes and authorizes wear of Public Safety Cadets (PSC) proficiency awards in accordance with PSC standards and the unit’s uniform regulations. The official PSC award categories, descriptions, devices, and precedence order are maintained in **Appendix – Public Safety Cadet Proficiency Awards**.

Acworth-specific awards, local recognition, and unit achievement criteria are addressed in **Sections 11.02–11.03**.

### **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.



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.



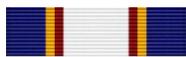
#### Academic Achievement

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.



#### Acworth Leadership Academy

Presented to a cadet who has successfully completed the Acworth Leadership Academy, consisting of a minimum of 30 hours of leadership training, including team building, conflict resolution, and public speaking.



#### 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.



#### 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.



#### Special Olympics Department of the Year (2024)

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.



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

Gold/Blue Shoulder Cord – Presented to a Cadet who has been selected as a member of the Marksmanship Team.

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

**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.**

### 11.03 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 **Points of Light**. Cadets who **track volunteer hours, maintain proper documentation, and submit required records by established deadlines** may apply for the President's Volunteer Service Award annually.

## TERMINATION FROM THE PROGRAM

### 12.01 Voluntary Resignation / Age Out

Cadets who choose to leave the program must submit a **written letter of resignation**. All issued uniforms and equipment must be returned within **14 days** of resignation. Failure to return issued items within this timeframe may result in **legal and financial responsibility** for all unreturned property.

Cadets will **age out of the program the day prior to their 21st birthday**. All issued uniforms and equipment must be returned within **14 days** of aging out. Failure to return issued items may result in **legal and financial responsibility**.

### 12.02 Disciplinary Termination

Cadets terminated due to disciplinary action must return all issued uniforms and equipment to the **Acworth Police Department** within **7 days** of termination.

Failure to return issued property within the required timeframe may result in **legal and financial responsibility**. Cadets terminated for disciplinary reasons are **not eligible to reapply** to the program.

## LAW ENFORCEMENT SERVICE

### 13.01 Training

The Law Enforcement Service Program provides supervised exposure to department functions as outlined in Section 13.02.

### 13.02 Law Enforcement Service Program

#### Purpose

The Law Enforcement Service Program is designed to provide cadets with a practical understanding of the day-to-day operations of the Acworth Police Department through supervised, hands-on service and job shadowing opportunities with department personnel.

#### Program Goals

1. Provide cadets the opportunity to observe and assist Records and Front Desk/Customer Service personnel under direct supervision.
2. When available, allow cadets to observe and assist Court Services personnel under direct supervision.
3. When available, allow cadets to observe and assist members of the Criminal Investigation Division under direct supervision.
4. When available, allow cadets to observe and assist sworn officers during routine duties under direct supervision.

All assistance will be limited to tasks deemed appropriate by the supervising department member.

#### Eligibility & Participation Procedures

1. Cadets must be members in good standing for a minimum of six (6) months and have completed at least 60 hours of training.
2. Cadets must submit an application requesting participation, including at least two preferred dates and times.
3. Upon approval, service hours will be scheduled by the Lead Mentor. Service shifts will be no less than four (4) hours and no more than six (6) hours per day.
4. Within 10 days of completing assigned service hours, cadets must submit a completed service report form signed by the supervising department member.
5. Upon completion of 100 documented law enforcement service hours, the cadet will be awarded the Law Enforcement Service Award Ribbon. Cadets are responsible for ensuring hours are properly reported to the Lead Mentor.

#### Program Guidelines

1. Participation in this program is a **privilege, not a right**. Misconduct inside or outside the unit may result in removal from the program.
2. Cadets may be exposed to sensitive information and must follow **Section 03.05 (Confidentiality)**. Any misuse or disclosure may result in removal from the program and further action as appropriate.
3. Cadets shall **never use information obtained during service for personal gain** or to benefit others.
4. Cadets shall **not operate GCIC terminals** unless properly certified.

5. Cadets will remain under **direct supervision** of the assigned department employee and must follow all lawful instructions and departmental policies.
6. Department employees must be informed of and agree to follow program guidelines prior to supervising a cadet.
7. When possible, cadets will be assigned to supervisors of the same gender. A male employee shall **never supervise a female cadet alone** without a female department employee present.
8. Cadets shall **never**:
  - a. Operate a police department vehicle
  - b. Handle firearms without supervision by a unit mentor, committee member, or certified firearms instructor
  - c. Handle drugs or illegal substances or be left alone with them
  - d. Represent themselves as a certified police officer
  - e. Use police radios or communicate over department radio systems without permission and supervision
9. Cadets must receive **prior approval** before reporting for service. Unapproved participation will result in removal from the department for the day and referral to the Lead Mentor.
10. If a supervising employee is unavailable upon arrival, the cadet will contact the Lead Mentor for instructions or return home if unavailable.
11. Cadets will not answer calls from the public without permission. When authorized, cadets must remain professional and seek assistance when unsure of an answer.

### **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 occasionally observe crimes in progress. In such situations, cadets **have no law enforcement authority** and shall **never take enforcement action**, attempt to detain, pursue, or arrest any suspect. Cadets may observe and record details of the incident. Cadets shall move to a **safe location**, call **911**, and provide accurate information. Cadets must remain in a safe area until contacted by an officer.

If assigned to a special detail, cadets shall immediately notify an on-duty officer or Unit Mentor and provide all known details. Cadets shall **not follow suspects** and shall continue their assigned duties unless directed otherwise by the shift commander, a supervising officer, or a Unit Mentor.

## CADET FUNCTIONS

### 14.01 Competitions

Cadets may be selected for competitions at least 30 days in advance. To be eligible, cadets must be in good standing and meet the attendance and academic requirements outlined in **Sections 03.03 (Commitment)** and **04.05 (Educational Requirements)**, and must have no unresolved disciplinary action.

### 14.02 Overnight Competitions

To attend overnight competitions, trips, or conferences, cadets must be in **Active status** and **good standing**, and meet the attendance and eligibility requirements outlined in **Section 03.03**.

All required **permission forms, waivers, and releases** must be completed and submitted to the **Lead Mentor** prior to departure. Any required **fees or balances** must be paid in full before eligibility is granted.

Cadets are required to **comply with all dress and uniform standards**. Cadets who are not properly dressed may be sent home and subject to disciplinary action.

Any cadet exhibiting **inappropriate behavior** during travel or overnight events may face disciplinary action, including removal from the event, suspension, dismissal from the unit, or other action deemed appropriate by the Lead Mentor.

All cadets must sign and adhere to the **Overnight Code of Conduct**.

### 14.03 Fundraising Projects

Fundraising activities may be conducted to support unit operations. **All cadets are expected to participate** in approved fundraising projects.

Cadets are **personally responsible** for all monies and merchandise issued to them and will be held accountable for funds and items generated through fundraising efforts.

#### **Authorized Digital Payments:**

Designated cadet leadership may be granted access to the unit's **Cadet Square account** for the purpose of accepting approved digital payments during fundraising activities.

#### **Prohibited Payment Methods:**

At no time shall any cadet or mentor collect, accept, or transfer cadet funds using **personal payment accounts**, including but not limited to **Venmo, Square, PayPal, Cash App, Zelle, or similar platforms**.

All cadet-related funds must be processed through **approved unit accounts only**.

All monies and unsold merchandise must be **returned within a timeframe established by the Lead Mentor**. Cadets shall not retain funds or merchandise beyond the authorized period.

Failure to return funds or merchandise, or misuse of unauthorized payment methods, may result in **disciplinary action and/or legal action.**

#### **14.04 Injury to a Cadet**

Any injury involving a cadet must be **reported immediately** to the **Lead Mentor**.

The following actions shall be taken:

- a. Provide care and **document the incident in writing** as soon as practicable.
- b. **Notify the cadet's listed emergency contact.**
- c. **Notify the Acworth Police Department chain of command** of any serious injury.
- d. Complete an 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 2024**, the Acworth Police Department Command Staff approved marksmanship training for the Acworth Public Safety Cadets.

Cadets must be in good standing and meet eligibility requirements outlined in Sections 03.03 (Commitment) and 04.05 (Educational Requirements). Additional firearms-specific requirements are outlined in **Sections 15.02–15.04**.

### **15.02 Acworth Firearms Liability Waiver – Required**

All cadets participating in firearms training, along with their parent or legal guardian, must sign an **Acworth Firearms Liability Waiver**.

This waiver is valid through **December 31** of each calendar year and must be renewed annually to remain eligible for training.

### **15.03 Public Safety Cadet Firearm Safety Course**

In accordance with **Public Safety Cadet Appendix E – Use of Firearms for Marksmanship Training** in the Public Safety Cadet Standard Operating Policy Manual, all cadets must complete a minimum of **eight (8) hours** of firearm safety training.

Training shall consist of classroom instruction and live-fire exercises conducted by a **Georgia P.O.S.T.–certified instructor** or another qualified instructor authorized under policy.

Training topics include:

- Firearm safety
- Fundamentals of marksmanship
- Firearm nomenclature
- Proper loading of magazines
- Safe range operations
- Malfunction drills
- Target scoring
- Successful completion of **at least two Public Safety Cadet Center Fire Pistol Courses**

### **15.04 Marksmanship Competitions**

Cadets who have met all eligibility, training, and safety requirements may be authorized to participate in Cadet or Explorer-sponsored marksmanship competitions, subject to approval by the Lead Mentor and unit leadership, and subject to all host-agency rules and safety requirements.

# **APPENDIX**