

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-17
Effective: 01-01-09
Revised: 01-13-21

POLICE CADET PROGRAM

PURPOSE: To establish Department policy for the Police Cadet Program concerning minimum requirements, training, supervision, responsibilities, discipline and grievances, and for the applicable job description. The position is aimed at individuals considering a career in law enforcement. The Department utilizes the Police Cadet position as a resource pool, from which full-time positions may be filled.

POLICY: The Jacksonville Police Department has determined the position of Police Cadet to be a temporary, unclassified, full-time position{s} that is/are exempt from Civil Service Rules and Regulations. Therefore Police Cadets may be discharged by the Chief of Police without a right of appeal. The Police Cadet Program is part of the Support Service Division, and supports the police officers and other employees of the Department, as assigned. The Department recognizes the difficulty in recruiting and hiring qualified persons as police officers; therefore, the Police Cadet Program is designed to provide qualified young adults experience and training in preparation for a career in law enforcement.

PROCEDURES:

I. MINIMUM REQUIREMENTS

- A. Must be a citizen of the United States of America.
- B. Must be between eighteen (18) years of age and not older than twenty (20) years of age upon being appointed.
- C. Must have graduated high school or obtained a GED.
- D. Must possess a valid Arkansas driver license.
- E. Must satisfactorily pass the Department's background investigation.
- F. Must pass the Department's Physical Agility Test.
- G. Must possess uncorrected visual acuity of 20/100 or better in each eye, correctable to 20/20 in each eye, and ability to distinguish colors.
- H. Must be free of any hearing defect which would adversely affect the performance of duty.
- I. Must pass a medical examination paid for by the Department.
- J. Must apply for sworn position upon turning twenty-one (21) years of age or be hired by the time Cadet is twenty-two (22) years of age and take the Jacksonville Civil Service examination for entry level police officer.
- K. The Cadet's employment will not extend beyond the age of twenty-two (22) years, unless he has been hired as a full-time police officer with the Jacksonville Police Department.

II. TRAINING

The Support Service Division Commander will ensure that all Police Cadets receive training during the program in the following areas:

- A. Community Policing Philosophy;
- B. Ethics and decision-making;
- C. Traffic control;
- D. Defensive tactics;

- E. Firearms safety;
- F. Report writing;
- G. CPR/First Responder;
- H. Arkansas Laws;
- I. City Ordinances;
- J. Anti-Biased Policing;
- K. Domestic Violence;
- L. Sexual Harassment;
- M. Department Policy and Procedures;
- N. City Policy;
- O. Health & Safety; and
- P. Officer Ride-along once a month.
- Q. Required to complete Entry Level Exam process

III. SUPERVISION

- A. The Division Commander is responsible for the oversight of the Police Cadet Program. The Commander ensures that Cadets receive the minimum training as listed in Section II above. He is responsible for the oversight of Police Cadets performance, whether they comply with City and Department policy and procedures, as well as the City Health and Safety Manual.
- B. The Division Commander or his designee will be responsible for the Cadet's job or work duties and supervision.
- C. In the event that a Police Cadet is assigned to another division, the Division Commander or his designee will be responsible for the Cadet's job or work duties and supervision.
- D. The Division Commander or his designee shall provide a quarterly report to the Chief of Police, describing their activities, as well as any significant improvement or deficiencies. If assigned to another division, that Commander or his designee will be responsible for providing the same information.
- E. The Cadet's performance at a minimum will be evaluated on the following criteria:
 - 1. Knowledge of the principles, practices, and techniques of law enforcement;
 - 2. Knowledge of the criminal justice system;
 - 3. Ability to conduct oneself in a manner above reproach, maintaining a good image for self and Department;
 - 4. Ability to read and write, and comprehend directions in the English language concerning law enforcement related material;
 - 5. Ability to communicate effectively in English language;
 - 6. Ability to learn law enforcement policy and procedures;
 - 7. Ability to answer telephones, greet visitors, and provide information and assistance in a professional manner and courteous manner;
 - 8. Ability to maintain filing systems and research files to verify data in various forms and documents;
 - 9. Ability to utilize common office software and personal computer;
 - 10. Ability to establish and maintain effective working relationships;
 - 11. Ability to resolve interpersonal conflicts;
 - 12. Ability to learn City geography and street layouts;
 - 13. Knowledge of basic mathematical operations, such as addition, subtraction, multiplication, and division;
 - 14. Willingness to assume responsibility for maintaining a safe working environment;
 - 15. Willingness to work overtime as requested; and