

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.25
		Issue Date: December 31, 2019
		Revision Date:
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 3.18 (Sheriff's Volunteer Programs)
SUBJECT: Sheriff's Cadet Program		Related Laws:

POLICY: The Sheriff has established a volunteer Sheriff's Cadet Unit, which consists of young adults ranging from 18 to 21 years of age. The mission of the Lane County Sheriff's Cadet Program is to acquaint young people with law enforcement and this agency through training, experience and responsibility in law enforcement practices in order to encourage a career law enforcement.

RULE(s):

1. The Lane County Sheriff's Office will recruit, accept, and retain only the highest-qualified citizens for volunteer work.
2. All members of the Sheriff's Cadet Unit are subject to, and expected to, adhere to the Sheriff's Office mission, values, goals, law, general orders, training, and supervision.
3. An employee of the Sheriff's Office will be designated to coordinate the activities of any Cadet Unit with the activities of the Sheriff's Office.

PROCEDURE:

I. Sheriff's Cadet Program

A. Selection

1. Cadet applicants must meet minimum qualifications and standards established for the Cadet program.
 - a. Citizen of the United States;
 - b. Must be between 18-21 years of age;
 - c. Must possess a high school diploma or be enrolled in a high school or GED program.
2. Sheriff's Cadets' commissions shall be made at the sole discretion of the Sheriff, and may be revoked without due process at any time.
3. A selection process for Cadets may include the same process used to select Deputy Sheriffs.

B. Training

1. Cadets shall satisfactorily complete the Cadet orientation program prior to uniformed assignment.
2. Upon completion of the Cadet orientation requirements, the Cadet will continue to attend trainings as necessary. The Cadet will be issued a Cadet Field-Training Manual that will be completed during trainings. The Cadet Coordinator or designee will oversee the completion of the Cadet Field-Training Manuals. During this time each Cadet will be evaluated for performance.
3. Cadets may also attend relevant training conducted by the Sheriff's Office, or by other agencies subject to prior approval by the Cadet Unit Coordinator and the Training Coordinator.
4. All training records shall be documented and forwarded to the Training Coordinator.
5. Cadets shall satisfactorily attend and complete all assigned meetings and trainings, unless otherwise excused by the Cadet Unit Coordinator.

C. Service Commitment

1. Cadets are required to attend the meeting held on the designated date and time. Two excused absences will be allowed, however, any additional absences will need to be made up with four hours of additional service to remain in good standing.
2. Cadets must perform a minimum of sixteen (16) hours of service each month to remain on active status. This service may be performed in blocks of four (4) hours or more at a time. Cadets who do not meet the minimum service requirements for three (3) months will be placed on inactive status. Any deviation must be approved by the Cadet Coordinator.

D. Uniforms and Personal Equipment

1. The Sheriff's Office will furnish Cadets with uniforms and personal equipment, which shall remain the property of the Sheriff's Office, and shall be maintained and secured in accordance with Sheriff's Office General Orders and policies.

E. Conduct and Discipline

1. Cadets are responsible for compliance with all Sheriff's Office General Orders, rules, policies, procedures, and other directives, except those that by their very nature do not apply to Cadets.
2. Cadets may be subject to disciplinary action in the event of wrongful conduct, including but not limited to verbal or written reprimand, suspension, or termination of the Cadet commission.

F. Inactive Status

1. Cadets granted a leave of absence and Cadets who do not meet the minimum service requirements will be placed on inactive status.
2. Upon being placed on inactive status, the Cadet shall return all Sheriff's Office-issued uniforms and personnel equipment to the Sheriff's Office.
3. Cadets on inactive status will not have special access privileges to the Sheriff's Office or its facilities.
4. A Cadet wishing to return to active status will make a request in writing to the Cadet Coordinator, who may approve or deny the request at his discretion.
5. Upon return of a Cadet to active status, the Cadet Unit Coordinator shall assess the training needs of the Cadet and may require a period of coaching and evaluation and/or supplemental training.

G. Leave of Absence

1. The Cadet Coordinator, at his discretion, may grant a leave of absence. A leave of absence shall not exceed one (1) year in time. Requests for leave of absences shall be made in writing via the chain of command.

H. Organization and Duties – See Cadet Manual