



# Tulsa Police Department

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**Policy #** 326

**Policy Name** Cadet Program

**Approved by** *Dennis Larsen, Chief of Police*

**Effective Date** 02/06/2025

**Approved Date** 02/06/2025

**Previous Date** NEW

## PURPOSE OF CHANGE:

New Policy

## POLICY:

The Tulsa Police Department (TPD) recognizes the Tulsa Police Cadet (TPC) Program as a valuable resource for preparing young adults for careers and leadership in the public safety profession.

The purpose of the Tulsa Police Cadets, formerly the Tulsa Police Explorers, is to provide young adults who may be interested in a career in law enforcement with a comprehensive program of training, competition, service, and practical experiences. Character development, physical fitness, good citizenship, and patriotism are integral components of the overall program. Through their involvement in the program, Cadets develop an awareness of the purpose, mission, and objectives of the Tulsa Police Department.

To better serve the Tulsa Police Cadet Program, the Tulsa Police Department has partnered with Public Safety Cadets through a memorandum of understanding. Public Safety Cadets is a hands-on program open to young men and women who are 14 - 20 years old, but have not exceeded their 21st birthday, and are interested in a career in law enforcement, or a related field in the criminal justice system.

Cadets provide the law enforcement profession an opportunity investment in its future through constructive relationships with young adults contemplating a career in the field of criminal justice. Many former members of the Tulsa Police Explorers have gone on to successfully pursue careers in law enforcement at our agency as well as others.

**SUMMARY:** Procedures for the Cadet Program

**APPLIES TO:** All police personnel

## DEFINITIONS:

CADET – A youth registered to participate in the Tulsa Police Cadets program administered by the Tulsa Police Department partnered with Public Safety Cadets through an MOU.

EMPLOYEE – A person engaged in work and receiving wages or salary from the Public Safety Cadets National Office or the Tulsa Police Department as the partnering agency/organization.

LEAD MENTOR – An adult designated by the Tulsa Police Department partnered with Public Safety Cadets with the responsibility to provide overall administration of a PSC Unit and coordination of other designated Mentors and Volunteers supporting unit activities to help guide and train their Cadets.

MEMORANDUM OF UNDERSTANDING (MOU) – The agreement between Public Safety Cadets and the Tulsa Police Department outlining the terms and details of an understanding between the parties indicating an intended common line of action.

**MENTOR** – An adult with a certain area of expertise in the public safety profession, designated and determined suitable by the Tulsa Police Department to perform as a trusted, knowledgeable advisor to help guide and train their Cadets.

**PARTNERING AGENCY/ORGANIZATION** – A government bureau or public organization, such as the Tulsa Police Department, that provides public safety and/or law enforcement services or dedicated to educating youth in the public safety profession.

**SUITABILITY DETERMINATION** – The screenings and background information applied by the Tulsa Police Department as required by PSC to inform participation by Lead Mentors, Mentors, Volunteers, Employees and Youth desiring to take part in the Public Safety Cadets program. Screening criteria will be determined by the Tulsa Police Department and may be scaled dependent on the position and its level of involvement with the Cadet participants.

**TULSA POLICE CADET STANDING RULES MANUAL** – a unit manual that provides guidelines for the members of the Tulsa Police Cadets Program.

**TULSA POLICE CADET UNIFORM SPECIFICATIONS MANUAL** – a unit manual that provides directives to promote uniformity in appearance and standards of uniform maintenance for Tulsa Police cadets.

**UNIT** – A grouping of Cadets and Mentors within the Tulsa Police Department in partnership with Public Safety Cadets. There may be more than one Unit within the Tulsa Police Department.

**VOLUNTEER** – An adult, determined suitable by the Tulsa Police Department, who is authorized to provide frequent assistance to a Public Safety Cadet Unit under the supervision of the Lead Mentor or other Mentor(s) without being paid or financially compensated.

**YOUTH** – For the purposes of the Public Safety Cadets program, a youth is defined as anyone 14 through 20 years of age.

## **PROCEDURES:**

### **A. CONTROL AND RESPONSIBILITY:**

1. The administration of the Police Cadet Program shall be the responsibility of sworn staff members serving in the role of Cadet Mentors. Included in those responsibilities is recommendation for Cadet recruitment and selection, training, scheduling, and filing of appropriate evaluation reports. When necessary, a volunteer may be utilized to assist the Cadet Mentors in fulfilling these roles.
2. Two adult leaders, or one adult leader and a volunteer, are required for all trips or outings, with the exception of the Ride Along Program. Coed overnight activities require male and female adult leaders/volunteers, both of whom must be 21 years of age or older. Volunteers used to fulfill the two-deep stewardship must be approved by the participating organization.
3. From time-to-time Police Cadets may be given specifically defined assignments which will be monitored by the Supervisor on duty at the time of the assignment. The supervisor will be responsible for their day-to-day work duties and conduct. All reports of misconduct or problems should be forwarded to the Lead Cadet Mentor for review and action as required.

### **B. PROGRAM OBJECTIVES:**

1. To provide a program of training that educates young adults on the purpose, mission, and objectives, of law enforcement agencies.
2. To provide an opportunity for service, practical experiences, competition, and recreation.

3. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship, and patriotism.
4. Several approaches are used to achieve the objectives of the Police Cadet Program. One of these is regular meetings at which representatives of law enforcement provide Cadets with training and practical, hands-on, activities.
5. Another approach is the Ride-Along program. At the discretion and direction of our agency, Cadets can observe firsthand patrol operations and community policing.
6. The program will include a combination of educational/training, practical, competitive, and recreational activities. It is through such activities that Cadets are able to broaden their understanding and knowledge of the law enforcement profession in general and learn the challenges and rewards of providing police services in their own community.
7. Cadets may be assigned to assist in such areas as crime prevention, traffic/crowd control, recordkeeping, and telecommunications. These forms of assistance will always be conducted under the supervision of sworn law enforcement officer mentors.
8. If a cadet is approached by a person, they suspect is suffering from a mental health issue, they are to call for an on-duty officer.
9. The Police Cadet Mentor will conduct regular meetings with the Police Cadets for the purpose of educating, evaluating individual progress and the effectiveness of the program in general. Police Cadets are encouraged to offer suggestions to improve the program.

#### C. QUALIFICATIONS:

1. To be a Tulsa Police Cadet, an individual must meet the following minimum qualifications:
  - a. Residency: Must be an Oklahoma resident.
  - b. Age: Minimum age of 14, to 20 years old (until 21st birthday).
  - c. Physical Condition: Must keep body weight in proportion to height and maintain a high level of physical fitness.
  - d. Education: Must have and maintain a minimum of a 2.5 cumulative grade point average (GPA) in high school or college to remain in the Unit. 2.5 average is a combination of B' s and C' s for grades. If grades fall below 2.5 (GPA) the Cadet will be placed on academic probation for 3 months to improve their grades back to 2.5 (GPA).
  - e. Personal History: Must undergo a thorough background review to assess character and integrity. Must not have a prior conviction for a criminal offense or serious traffic offense.
  - f. Waiver of Liability: As a prerequisite for joining, a hold harmless and release form from the agency and Public Safety Cadets must be executed by the parents or legal guardian and/or the Cadet, if of legal age to sign such a form.

#### D. TRAINING:

1. The Tulsa Police Cadet Program is intended to provide young adults with an educational and practical orientation into the law enforcement profession. In order for Cadets to have the type of quality experience that will permit them to better understand and appreciate the law enforcement profession, and to facilitate their acceptance by departmental personnel, it is essential they undergo some form of a basic training program followed by periodic in-service training sessions.
2. The Tulsa Police Cadet Unit will typically provide Cadets with basic training curriculums that include, but are not limited to, the following topics:

- a. The history of law enforcement.
  - b. Patrol procedures.
  - c. Criminal Law.
  - d. Juvenile Law.
  - e. Arrest, Search & Seizure.
  - f. Report Writing.
  - g. Crisis Intervention.
  - h. Ethics.
  - i. Self-Defense.
  - j. Traffic control/Crowd Control.
  - k. Accident investigation.
  - l. Traffic Stops
  - m. Basic first aid & CPR.
  - n. Radio communication procedures.
  - o. Crime prevention techniques.
  - p. Crime scene search techniques.
  - q. Community/public relations.
  - r. Dangerous Drugs and Narcotics
  - s. Criminology
3. In addition to the listed training, the Police Cadet Mentor will ensure that meetings with Police Cadets will take place as necessary to inform and update them on policy and procedural changes.

#### E. HOURS OF WORK AND ASSIGNMENTS/ENFORCEMENT AUTHORIZATION:

1. Tulsa Police Cadets are not sworn officers and shall not be assigned to duties requiring sworn officer status, but rather may be assigned to one of several structured support role duty assignments by the Police Cadet Mentor.
2. Tulsa Police Cadet activities typically involve some types of patrol operations, calls for services and other law enforcement assistance that trained Law Enforcement Cadets can provide with relatively minimal risk include, but are not limited to:
  - a. Crime prevention services.
  - b. Citizen tours of police facilities.
  - c. Perimeter security checks.
  - d. Bicycle safety inspections.
  - e. Child identification fingerprinting for parents/legal guardian.
  - f. Agency information booth at career fairs and community events.
  - g. Assistance with organized searches for lost/missing persons.
  - h. Traffic/crowd control at parades, festivals and other community events.
3. There are numerous police operations and procedures that must not intentionally involve Public Safety Cadets due to the considerable potential for legal complications or for an aggressive and risk inherent response. The Cadet Mentor must use his/her professional judgment with respect to the safety and security of the Cadet and should never intentionally place a Cadet in a high risk or legally precarious situation. Such operations and procedures include, but are not limited to:
  - a. Arrests.
  - b. Felony in-progress calls.
  - c. Breathalyzer/sobriety tests.
  - d. Custodial interviews or interrogations.
  - e. Traffic or foot pursuits.
  - f. Searches & seizures (to include direct Cadet involvement in a routine stop and frisk).

- g. Surveillances.
  - h. Processing evidence or involved in the chain of custody of same.
  - i. Field testing of narcotics or other controlled substances if such test is part of a criminal investigation.
  - j. Handling, intake or transfer of persons taken into custody.
4. Tulsa Police Cadets (whether or not in uniform) are not permitted to drive marked police vehicles or other motorized police conveyances. The exception to this policy is when Cadets are participating in an authorized training program or competition and are under the direct, onsite, supervision of a law enforcement officer.

#### **F. UNIFORM AND EQUIPMENT SPECIFICATIONS:**

- 1. The wearing of the Tulsa Police Cadet uniform is a privilege. When a cadet wears the Tulsa Police Cadet uniform or utilizes official Tulsa Police Cadet badges or equipment, he/she shall be subject to the guidelines set forth in the Tulsa Police Cadet Standing Rules Manual and the Tulsa Police Cadet Uniform Specifications Manual. The purpose of these directives is to promote uniformity in appearance and standards of uniform maintenance for Tulsa Police Cadets.
- 2. The uniform of the Tulsa Police Cadets shall be of a distinct color to clearly distinguish them from sworn uniformed police officers.
- 3. No part of the Tulsa Police Cadet uniform may be worn separately.
- 4. Only those uniform items issued by the Tulsa Police Cadets or approved by the Chief of Police are authorized.

#### **G. LIABILITY INSURANCE:**

- 1. Public Safety Cadets provides primary liability insurance to the Tulsa Police Department's Public Safety Cadet Unit(s).

#### **REGULATIONS:**

- 1. Cadets shall obey all rules, regulations, policies, and procedures of the Department as well as all of the guidelines outlined in the TPC Standing Rules Manual.
- 2. When requested, Cadets shall assist on-duty officers and respond to any reasonable and lawful order of an on-duty officer of any rank. However, Cadets are not sworn officers and shall not be assigned to duties requiring sworn officer status, but rather may be assigned to one of several structured support role duty assignments by the Police Cadet Mentor.
- 3. Two adult leaders, or one adult leader and a volunteer, are required for all trips or outings, with the exception of the Ride Along Program. Coed overnight activities require male and female adult leaders/volunteers, both of whom must be 21 years of age or older. Volunteers used to fulfill the two-deep stewardship must be approved by the participating organization.

#### **REFERENCES:**

124, Ride Along Program  
 Public Safety Cadets, Law Enforcement Sector, Standard Operating Procedures  
 Public Safety Cadets Youth Safety & Abuse Prevention Training  
 Tulsa Police Cadet Standing Rules Manual  
 Tulsa Police Cadet Uniform Specifications Manual