

**FORT MYERS POLICE DEPARTMENT  
GENERAL ORDER 5.6**

**TITLE:** Cadet Program

**INDEXING:** Cadets, Pathway to Policing, East Lee County High School Criminal Justice Academy

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**PURPOSE**

The purpose of this order is to establish guidelines for the Cadet Program (Pathway to Policing).

**SCOPE**

These procedures shall apply to all Fort Myers Police Department personnel.

**SECTION I: MISSION, GOALS AND OBJECTIVES**

- A. The Cadet Program Mission: The Mission and intent of the Cadet Program with the Fort Myers Police Department is to identify and establish potential members for law enforcement careers with the police department; a Pathway to Policing. This program will allow for future police department candidates the opportunity to gain appreciation, knowledge, and an understanding of the law enforcement service.
- B. Cadet Program Goals and Objectives: The Fort Myers Police Department Cadet Program has three main themes that are provided for through goals and objectives. The three main goals are:
1. To educate and involve young adults in police operations.
  2. To encourage and interest them in law enforcement careers.
  3. To enhance the Cadet's preparation for future roles as citizens, community members, leaders, and law enforcement careers.

**SECTION II: SELECTION**

- A. Eligibility Requirements: All applicants of the Fort Myers Police Department Cadet Program must meet certain criteria to be selected. Selection will be granted to those applicants who meet the criteria outlined below. In all cases, no applicant shall be denied based on race, creed, color, sex, religion or nationality. The primary source for Cadets will be from students that have successfully completed the East Lee County Criminal Justice Academy.

1. Program eligibility is limited to participants between the ages of 18 and 24. Program participants over the age of 20 may be offered a sponsorship to the Southwest Florida Public Service Academy (police academy). Participants who have reached their 24<sup>th</sup> birthday and have not entered the police academy, will be automatically removed from the program.
2. Cadets must have a valid driver's license.
3. Cadets must have a high school diploma or General Education Development (G.E.D.).
4. Cadet must successfully pass a background investigation.
5. The police department's goal will be to provide at least six (6) positions.

### **SECTION III: ORGANIZATION AND RESPONSIBILITY**

- A. Cadets serve at the pleasure of the Chief of Police. They are paid members of the Fort Myers Police Department and will work approximately twenty (20) hours with a maximum of twenty-eight (28) hours per week.
- B. The Training Commander will act as facilitator and evaluator of the Cadet Program (Pathway to Policing). The Commander will coordinate utilization of the cadets with the bureau heads throughout the Department.
  1. Cadets must be available to work day, afternoon, night and/or rotating shifts, including weekends and holidays.
- C. Cadets have **no** law enforcement authority and will not carry a weapon of any kind.
- D. After successful completion of a Fort Myers Police Department driver training class, Cadets may be authorized to operate police department vehicles.
  1. Unless directed by a supervisor or police officer, Cadets will not operate the emergency lights or siren of a police vehicle.
- E. Cadets will be trained in any assignment they are to perform by their direct supervisor, or designee.
- F. Cadets will assist Agency members and volunteer workers with daily tasks and activities.
  1. Cadets will perform citizen service functions which include:
    - a. providing information and assistance,
    - b. responding to routine questions,
    - c. receiving complaints, and/or
    - d. receiving requests for service.
  2. Cadets will perform general clerical duties to include but not limit to:
    - a. receiving, opening and distributing incoming mail,
    - b. preparing outgoing mail,
    - c. making copies,
    - d. distributing forms and reports, and/or
    - e. initiating/receiving facsimile transmission of documents
  3. Cadets may operate computers to include but not limited to:
    - a. enter, retrieve, review or modify data,
    - b. verify accuracy of entered data,
    - c. make corrections as appropriate,
    - d. perform computer data entry functions, and/or
    - e. utilize other software programs.
  4. Cadets will conduct various errands as assigned.

5. Cadets will answer telephones and provide information or assistance as directed and may be required to facilitate communication in the following manner:
  - a. taking and relaying messages, and/or
  - b. directing calls to appropriate members.
6. Cadets may operate a variety of machinery, equipment and tools associated with work activities, which may include:
  - a. computers,
  - b. printers,
  - c. telephones,
  - d. copy machines, and/or
  - e. facsimile machine.
7. Cadets will utilize safety equipment as appropriate.

#### **SECTION IV: ASSIGNMENT AND EVALUATION**

- A. Cadets will be assigned to the Training Division. The Training Commander will coordinate the Cadet's assignments with the Bureau or Division commanders.
- B. Cadets will be assigned for the length of time determined by the Training Commander depending on demand. Cadets will be assigned an immediate supervisor while serving in an assignment.
- C. Cadets may participate in the police department Ride-A-Long program only upon approval from the Training Commander.
- D. All Cadets are subject to evaluations per General Order 7.11 Performance Evaluations.

#### **SECTION V: UNIFORMS AND EQUIPMENT**

- A. All Fort Myers Police Department Cadets will be issued and directed to wear the designated uniforms as described; French blue uniform shirt, blue uniform pants, black footwear (not provided by the agency) and black belt. All shirts will be embroidered with the approved City logo and will have the words "POLICE DEPT." underneath the logo.
- B. There will be NO modifications to uniforms without prior approval of the Chief of Police or designee. All uniforms will be worn in their entirety. All Cadets shall wear the uniform in compliance with this General Order, while on duty, unless the nature of their assignment or detail requires wearing civilian clothing or another specified uniform.
- C. It is the policy of the Fort Myers Police Department that all personnel present a neat, well-groomed, and well-equipped image that provides for a high level of visibility, inspires confidence, and creates uniformity in appearance in accordance with General Order 7.9. Members shall be held strictly accountable for the proper care, use and maintenance of all issued articles of uniform and equipment. Uniforms and equipment shall be worn and used only in accordance with this General Order.
- D. The uniform, footwear, and equipment shall be kept clean, pressed, polished and subject to daily inspection. All snaps and buttons shall be kept securely fastened, and articles other than pens shall not be carried in shirt pockets unless pockets are fastened.
- E. Weapons and restraining devices of any sort will not be worn or carried by any cadet.
- F. Cadet uniform shirts will differ from that of certified law enforcement members to eliminate confusion with certified members. **(C.A.L.E.A. 16.4.3)**

- G. Members, whether in or out of uniform, shall not use tobacco products while dealing with the public.
- H. Undershirts worn with the uniform in a visible manner must be navy blue or black.
- I. No mixture of civilian outer clothing with the official uniform shall be permitted, on or off duty.
- J. Members of the Cadet Program shall not wear the official uniform outside the county except when necessary to perform official duties. Members who live outside the county may wear their uniform to and from the Department.
- K. Uniform items shall not be altered other than necessary to ensure proper fit.
- L. The ownership and title to all uniforms and equipment issued to Cadets are vested with the Fort Myers Police Department. When a member ages-out, resigns, takes a leave of absence, under disciplinary suspension or is discharged the member shall surrender all issued uniforms (cleaned prior to returning).

**SECTION VI: WITHDRAWAL OR DISMISSAL**

- A. Any Cadet desiring to withdraw from the Cadet Program must inform the Training Commander in writing, with two weeks or more notice.
- B. Cadets may be subject to disciplinary action up to dismissal from the Cadet Program if they violate the rules and regulations as set forth in the Fort Myers Police Department's General Orders.
- C. Cadets will be required to return all issued equipment and uniforms to the Quartermaster upon separation from employment.

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Reference: Memorandum of understanding between the Fort Myers Police Department and the School Board of Lee County.

**APPROVED:**

**[SIGNATURE ON FILE]**

**06/14/2018**

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**Derrick Diggs, Chief of Police  
Fort Myers Police Department**

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**Date**