



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 33.5

### TITLE: POLICE CADET PROGRAM

**EFFECTIVE: 8/4/2024**

**REVISED:**

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#### **PURPOSE**

The NOPD Police Cadet Program is an apprenticeship opportunity for young adults interested in pursuing a public safety career to gain valuable paid work experience in a law enforcement environment. Cadets are detailed in rotating assignments in the Department's districts and divisions to become familiar with the many aspects of police duties and responsibilities. The Cadet Program provides a chance for candidates to experience the challenges and personal rewards of a police career, understanding the kind of commitment and passion needed to become an NOPD police officer. The Department also seeks to prepare Cadets for future advancement into the Academy as Police Officer Recruits.

#### **DEFINITIONS**

**Cadet** – A Civil Service training class (Code 7151) in which a high school graduate (ages 18-21) is assigned on a part-time, paid basis and receives instruction, orientation, and training for a career in law enforcement, and is provided with various tasks and related work as required. In addition to receiving Academy instruction, a cadet performs a variety of clerical, maintenance, and protective service assignments under the close supervision of a police officer or police supervisor. Police Cadets must be currently enrolled in an accredited college or university in Orleans Parish and maintain a minimum of six (6) semester units or equivalent academic standards towards a bachelor's or associate degree. Cadets will pursue an undergraduate degree while working Department job assignments, or until they reach the qualifying age to apply for the position of police officer. Cadet class appointments will be based upon a continuously open, competitive Civil Service hiring process conducted under the supervision of the Cadet Program Coordinator and the Recruitment and Applicant Investigation Division. Cadets are not sworn law enforcement officers and shall not take any police action that requires qualification as a sworn law enforcement officer.

**Cadet Trainee** – A Civil Service training class (Code 7150) in which an enrolled high school junior or senior (ages 16-18) is assigned on a part-time, paid basis and receives instruction, orientation, and training for a career in law enforcement and is provided with various tasks as required. Work assigned to Cadet Trainees will be limited to routine manual and clerical tasks as compared to Police Cadets. In addition to receiving Academy instruction, a Cadet Trainee performs under the close supervision of a police officer or supervisor. The Cadet Trainee program is preparatory for consideration in applying for a Police Cadet position upon graduation; however, the Cadet class

appointments will be based upon a continuously open, competitive hiring process conducted under the supervision of the Cadet Program Coordinator and the Recruitment and Applicant Investigation Division. Cadets Trainees are not sworn law enforcement officers and shall not take any police action that requires qualification as a sworn law enforcement officer.

**Cadet Program Coordinator** – Establishes the cadet program direction and provides oversight and administration of cadet rotational assignments, identifies performance expectations, and manages supporting documentation. This coordinator will also serve as the liaison with the Orleans Parish School District, ensuring compliant program alignment with the Louisiana Department of Education work/study “Jump Start” or “TOPS University” pathway to a diploma.

**Education and Training Division (Police Academy) (E&TD)** – Responsible for the Recruit, Field Training, and In-Service training programs including specialized training in firearms and driving. The Academy features a Louisiana P.O.S.T. certified curriculum and is accountable for the oversight of all Department training. The Academy will have budget and management responsibility of the Police Cadet and Police Cadet Trainee program including delivery of a preparatory curriculum that provides cadets with the basic knowledge of the aspects relating to law enforcement and Department operations.

**“Jump Start” (Cadet Trainee)** – The Louisiana Department of Education “Career and Technical Education” (CTE) program. Jump Start prepares students to lead productive lives, capable of continuing their education after high school while earning certifications in high-wage career sectors. Students are required to attain industry-promulgated, industry-valued credentials in order to graduate with a **“Career Diploma”**. School districts, colleges, and businesses collaborate in providing designed career courses and workplace experiences. While in high school, participating students will be provided more time in the school day and school year to achieve industry certificates and participate in off-site internship work in addition to their base course work.

Students will aspire toward basic or advanced credentials in statewide or regional career areas by earning an “Industry Based Certificate” (IBC) or credentials achieved through dual-enrollment coursework: “Certificate of Applied Sciences”, “Career and Technical Studies Certificate” (LCTCS), or a “Technical Diploma”. Students graduating under the Career Diploma alternative will be required to complete one of the above statewide or regional credentials (IBC), along with the state-defined, mandatory, school-based credits, as there is no specific Industry Based Certificate related to law enforcement.

**“Jump Start” Career Pathways (Cadet Trainee)** -The Jump Start program features (11) career pathways including one for future employment in the “Law, Public Safety, Corrections, & Security” sector. “Pathway-Specific Courses” aligned with law enforcement will be presented at the school to fulfill the Jump Start requirements for the nine (9) Carnegie credits required towards graduation. Students may also complete any of the designated “Universal Jump Start Courses” towards this (9) credit requirement. Students are also eligible to earn “Internship” course credits towards their defined pathway as determined by Jump Start program administrators.

**Louisiana’s Two High School Diploma Pathways (Cadet Trainee)**– The “TOPS University Pathway” is for students who plan on attending a four-year college or university, requiring students to complete coursework that will qualify them for TOPS scholarships. The alternate “Jump Start Pathway” is for students interested in preparing

for college and career, who can complete coursework that prepares them to continue their education at a technical or community college; and to earn industry credentials that will help them attain entry-level employment. The NOPD Cadet Trainee program will primarily feature Jump Start candidates, however students on the TOPS University Pathway will also be allowed to participate as long as internship working hours permissible by the school can accommodate the NOPD scheduling requirements.

## **PURPOSE**

1. It is the policy of this Department to feature a Police Cadet and Police Cadet Trainee progression that provides a comprehensive and unique law enforcement training program with the goal of producing highly qualified, experienced, and educated law enforcement professionals.
2. It is a priority of this Department to recruit, educate and prepare young adults in their pursuit of a law enforcement career. The Cadet and Cadet Trainee programs will be designed to develop qualified applicants as future NOPD police officers.
3. The Cadet and Cadet Trainee program focuses on the basic knowledge desired in the field of law enforcement, giving special emphasis on the development of responsibility, discipline, and the importance of integrity. The experience gained should prepare the cadets for life challenges, for roles as citizens, community leaders, and future law enforcement careers.
4. Cadets and Cadet Trainees as part of their career growth will be encouraged to participate in rewarding and productive service activities, fostered by the Department's mission's commitment to community-engaged policing.
5. Cadets and Cadet Trainees must understand the personal commitment that is required as well as the expectation of a higher standard of conduct than may be expected of some of their peers. The Department places emphasis on Cadets and Cadet Trainees to maintain standards in their academic requirements while working for the NOPD and to successfully achieve high school diplomas and college degrees.

## **CADET / CADET TRAINEE PROGRAM ADMINISTRATION**

6. The ET&D will have responsibility for the management of the Cadet and Cadet Trainee Program including position assignments and budget allocation. The ET&D Commander shall supervise and guide the efforts of the Cadet Program Coordinator and shall delegate responsibility and authority as necessary to ensure proper administration of this initiative.
7. The Cadet Program Coordinator shall have oversight of the recruitment and applicant process at the high schools selected to participate in the Cadet Trainee program. This includes verification of the Jump Start/TOPS University pathways which will allow students to achieve academic requirements while working part time at the Department.
8. For Cadet Trainees, the Cadet Program Coordinator, in conjunction with the designated school administrator, will review candidate background folders and participate in a screening interview as part of the applicant process. The Cadet

Program Coordinator will submit their final recommendation for hiring to the Commander of the Education and Training Division. Upon approval, the selected applicant admission folders will be forwarded to the Recruiting and Applicant Investigation Division for background investigation and hiring processing.

9. Cadet class appointments will be based upon a continuously open, competitive, Civil Service hiring process with follow-up processing by the Recruitment and Applicant Investigation Division. The Cadet Program Coordinator shall review the list of applicants that successfully pass the screening process and background investigation and conduct an oral interview with the final list of candidates. The Cadet Program Coordinator will submit their final recommendation for hiring to the Commander of the Education and Training Division.
10. The Cadet Program Coordinator will ensure Cadets and Cadet Trainees maintain compliance with established program standards, including attendance expectations and completion of the designated Department training initiatives and meetings.
11. The Cadet Program Coordinator will establish standard operating procedures, including a Police Cadet Manual with program guidelines that will be issued to each candidate at the time of onboarding.
12. The Cadet Program Coordinator will provide protocol and guidance to the individual NOPD divisions where Cadets will be detailed and monitor completion of site-based program directives and monthly performance evaluations.
13. The Cadet Program Coordinator provides oversight and administration of Cadet and Cadet Trainee rotational assignments, identifies performance expectations, and manages supporting documentation to be completed at each rotational assignment.

#### **CADET AND CADET TRAINEE QUALIFICATIONS**

14. The NOPD Cadet position is reserved for high school graduates, ages 18-21 of good academic standing who are presently enrolled or are applying to an accredited college or university in Orleans Parish. Cadets while working part time at the Department must maintain a minimum of six (6) semester units or equivalent academic standards towards a bachelor's or associate degree with a G.P.A. being at 2.0 or higher.
15. The NOPD Cadet Trainee position is reserved for high school juniors and seniors, ages 16-18 of good academic standing with a G.P.A. being at 2.0 or higher and are participating in the Jump Start career pathway in Public Safety, or a TOPS student who is enrolled in dual credit courses with a local college or university in Law Enforcement and/or Public Safety
16. Cadet and Cadet Trainee applicants are subject to an extensive background investigation; any criminal arrest or detainment may be grounds for dismissal or rejection of the application.
17. Cadet Trainee applicants must receive approval from their high school and produce a letter of recommendation from the school administrator to be considered for this position. Following the receipt of the application and successfully passing the

screening process and background investigation, candidates will participate in an oral interview with the Cadet Program Coordinator.

### **PROBATIONARY PERIODS**

18. Upon acceptance into the program, the new Cadet or Cadet Trainee will undergo a probationary phase for a period of 12 months. All new Cadets will participate in a review and receive a performance status report on a monthly basis, to be prepared by their mentoring police officer/supervisor at the current division/unit of assignment.
19. Any absence deemed unexcused by the Cadet Program Coordinator, or the school program administrator, may result in termination from the position. During the probationary period, each new Cadet is subject to dismissal for violations of the Police Cadet Manual, or any violation of the criminal code or municipal ordinances, including alcohol, drug, and traffic violations.
20. Upon completion of the probationary period, the Cadet Program Coordinator retains the authority under delegation by the ET&D Commander, to formally recommend to the Superintendent the termination of a Cadet or Cadet Trainee for behavioral issues, failure to uphold standards, negative performance in their assigned duties, or general misconduct.

### **CURRICULUM AND JOB TASKS**

21. The ET&D Curriculum Director shall be responsible for working with the Cadet Program Coordinator for completion of a Training Needs Assessment to identify the specific educational opportunities to be designed in a responsive preparatory curriculum for Cadets and Cadet Trainees.
22. Cadets and Cadet Trainees will attend regularly scheduled meetings and joint training sessions as determined by the Cadet Program Coordinator, in addition to their rotational assignments in the Department divisions/units.
23. These joint meetings/training sessions will be attended by all Cadets and Cadet Trainees and include structured classroom courses, as well as guest speakers presenting diverse aspects and insight towards a law enforcement career.
24. Cadets and Cadet Trainees may also be required to collectively attend and participate in outside assignments and community functions to be determined by the Cadet Program Coordinator.
25. As part of the onboarding process, the Jump Start educational program also requires that all Cadet Trainees receive a Basic Facility Safety Orientation (as documented with a signed Safety Review Letter).
26. Cadets and Cadet Trainees will rotate through various Department divisions and units to experience the diverse responsibilities of the NOPD, as determined by the Cadet Program Coordinator.

27. Under guidance, only Cadets may perform assignments in the investigative and crime reporting field, including basic support duties appropriate for a civilian employee qualified by the assigned division purpose and responsibilities.
28. Cadets and Cadet Trainees may perform routine clerical duties such as filing correspondence, sorting and routing mail, forms, reports, and other materials.
29. Cadets and Cadet Trainees may also be assigned minor maintenance work and other incidental office service duties.
30. During special events, Cadet Trainees may assist Department personnel in the placement and pick-up of barricades and other related support duties.
31. Cadets will receive instruction and close supervision from an assigned police officer or police supervisor mentor in performing various tasks.
32. Cadet Trainees will receive instruction and close supervision from an assigned police officer or police supervisor mentor in performing various manual, light labor, and clerical tasks.

### **WORKING HOURS AND DRESS REQUIREMENTS**

33. Cadets must be available to work a minimum of 15 hours per week, with a maximum capped at 20 hours per week, while maintaining college or university attendance requirements and earning the necessary course credits to achieve a bachelor's or associate degree.
34. Cadets will retain their part-time working status, however, during the summer break if not taking college credit-hour courses, Cadets may be allowed to surpass the 20-hour-per-week maximum of hours, but not to exceed 40 hours per week total.
35. Cadet Trainees will work a minimum number of hours per week as established by the Cadet Program Coordinator, with a maximum capped at 20 hours per week. Individual student hours availability will be dependent on the time allocated for off-site NOPD work by the high school administrator in relation to school classroom requirements. Division Commanders will review and approve the weekly schedules for assigned Cadets and Cadet Trainees which may differ per individual.
36. Cadet Trainees will retain their part-time working status during the summer break, non-school period, however the 20-hour-per-week maximum of hours worked will still apply.
37. Cadets and Cadet Trainees are solely responsible for their transportation to and from the Department division or unit of assignment.
38. Hours designated for joint meetings/training sessions, and outside collective community assignments, may differ from the typical school day classroom/work schedules. Such special activities will be announced in advance and require mandatory attendance and may take place during evening or weekend time periods.

39. Cadet Trainees will be required to wear tan khaki slacks, black shoes and a department-issued shirt. Cadet trainees will also display while on duty an NOPD clip-on civilian employee identification credential.
40. Cadets will be required to wear a uniform as specified by the Commander of ET&D. (See Chapter 41.10 Uniform Specifications)
41. Cadets while attending college or university course work on campuses shall not wear the Cadet uniform and will attend and report in business-casual civilian dress.

### **DIVISION RESPONSIBILITIES**

42. Division Commanders, upon assignment of a Cadet or Cadet Trainee, shall designate a specific Police Officer or Police Supervisor as the mentor responsible for managing the Cadet or Cadet Trainee's job responsibilities and to provide quality learning experiences in the division's responsibilities. During times when the assigned mentor is unavailable, a comparable designee will be assigned.
43. The Division mentor(s) will be responsible for tracking and entering daily ADP payroll and attendance.
44. During the last week of the Cadet or Cadet Trainee's detail at the Division, the Police Officer or Police Supervisor assigned as the primary mentor shall complete a performance report supplied by the Cadet Program Coordinator.
45. A Cadet Trainee's weekly attendance report, provided by the Cadet Program Coordinator, will also be completed indicating the working hours and division mentor assigned. This report will be provided to the Cadet Program Coordinator for forwarding to the high school administrator.
46. Division Commanders shall also facilitate high school or college administrator's requests to conduct periodic site visits at the assigned division to confer with mentors and document the student's performance and compliance with the program directives.
47. The Cadet Program Coordinator shall screen all potential Police Officers or Police Supervisors who intend to serve as mentors to Cadets or Cadet Trainees for good-standing qualification and appropriate pairing as set forth in the Police Cadet Manual. Members shall not engage in intimate personal relationships with Cadets or Cadet Trainees.