

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

2203.4, PUBLIC SAFETY CADET PROGRAM

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CHIEF OF POLICE:	ERIC D. SMITH

CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
 - 4.1 Public Safety Cadet Program
5. FORMS AND APPENDICES

1. PURPOSE

The purpose of this directive is to outline procedures for the Public Safety Cadet Program to ensure compliance and professionalism are established between sworn personnel and civilian cadets.

2. POLICY

It shall be the policy of this Department to enhance relations between the youth of our community and members of law enforcement and provide firsthand knowledge of police operations.

3. DEFINITIONS

N/A

4. PROCEDURES

4.1 PUBLIC SAFETY CADET PROGRAM

The School Resource Section Public Safety Cadet Program shall provide firsthand, limited training and experience in actual day-to-day police operations to young people interested in law enforcement as a career. In addition, the Public Safety Cadet Unit shall assist in completing Department objectives through the performance of job tasks. The mission of the Public Safety Cadet Program is to mentor young adults to serve their communities by providing knowledge, skills,

and practical experiences through education and training delivered by public safety professionals that develop character, physical fitness, and respect for the rule of law and human and civil rights.

4.1.1 ORGANIZATION

The Public Safety Cadet Unit shall fall organizationally within the Special Services Bureau, Community Relations Division, School Resource Section, School Resource Officer (High School) Unit.

The School Resource Section Commander shall have authority and responsibility for the overall operations of the Public Safety Cadet Unit within the guidelines of this procedure.

The School Resource Section Commander shall appoint an officer to be the lead mentor to the Public Safety Cadet Unit. The lead mentor of the Public Safety Cadet Unit shall be responsible for the following:

- a. Perform administrative functions including the coordination of regular meetings, academy attendance, hours worked, records retention, and processing of applicants.
- b. Submit and maintain bylaws and policies and procedures governing the in-house organization and operation of Public Safety Cadet Unit #1103.
- c. Complete supervisory tasks, such as explorer evaluations, assignments, discipline, and training.
- d. Establish rank structure and method of selection of Public Safety Cadet Program personnel to assist in administrative and supervisory tasks.
- e. Ensure all mentors selected to work with the cadets are sworn law enforcement officers or current employees of the Orlando Police Department. Any mentor who is not an Orlando Police Department employee should be assessed for suitability by evaluating criminal history information and driving records.

4.1.2 PUBLIC SAFETY CADET PROGRAM PARTICIPATION REQUIREMENTS

The Public Safety Cadet Program is intended for youth who have an interest in a career in public safety and possess the standards of character to pursue such a career. The eligibility requirements for admittance and continued membership in the program are:

- a. Maintain a minimum of 2.0 cumulative grade point average (GPA) in high school or college.
- b. Disclose any condition or limitation that would preclude safe participation in the program or activity to ensure the safety of the cadet and that appropriate accommodations are made.
- c. Must be age 14 through age 21. Exceptions to this requirement may be made in writing to the School Resource Section Commander for approval.
- d. Must be enrolled in an academic institution in 9th grade or higher. Upon graduation from high school, the cadet has the option of going directly to college or waiting six months to begin college classes. The cadet must show proof of his/her intention to attend an institution of higher education.
- e. Must be reliable and on time for meetings and events, eager to learn, and supportive of law enforcement.
- f. Must not have a prior conviction for a significant criminal offense or serious traffic offense.
- g. Must be of excellent moral character.

The Public Safety Cadet Unit shall have as many members as specified by the unit sergeant with approval of the School Resource Section Commander, but no more than a total of 75 active members.

Membership procedures shall be determined from within the Public Safety Cadet Unit with approval by the lead mentor's chain of command.

4.1.3 AUTHORITY

Public Safety Cadets are non-sworn civilian volunteers in a School Resource Section Program and do not have law enforcement authority.

Public Safety Cadets may take law enforcement action only in rare and unusual circumstances and only when commanded by a sworn officer exercising that right to summon assistance from any civilian as prescribed in [FSS Ch. 901.18](#) and enforced by [FSS Ch. 843.06](#). Any law enforcement action taken by a Public Safety Cadet which is not in response to a direct order by a sworn officer shall be grounds for immediate dismissal from the Public Safety Cadet Program.

Any sworn officer who commands a Public Safety Cadet to exercise law enforcement authority shall be prepared to justify to the commander of the School Resource Section that the action was prudent and necessary.

4.1.4 UNIFORMS

The School Resource Section Commander shall be responsible for determining the prescribed attire to be worn by the Public Safety Cadets subject to approval by the Chief of Police.

The complete prescribed uniform shall be worn by Public Safety Cadets while engaging in Public Safety Cadet activities, except when civilian clothing is authorized by the lead mentor or the immediate supervisor (sworn officer).

4.1.4.1 AWARDS

The only awards authorized to be worn on the Public Safety Cadet uniform shall be those bestowed by the Department or those awards that have been issued under the Public Safety Cadet Program standard operating procedures. These awards shall be worn per the current version of P&P 1602, Awards/Protocol.

4.1.5 PUBLIC SAFETYCADET RIDERS' PROGRAM

The Public Safety Cadet Rider's Program will:

- a. Provide the Public Safety Cadet with firsthand knowledge of basic police operations.
- b. Supplement classroom training through observation of police and community service officers during their performance of routine patrol functions.

4.1.5.1 REQUIREMENTS

A Certified Public Safety Cadet shall be:

- a. Sixteen years of age or older.
- b. Active member in good standing of the post for six months or longer.
- c. Certified in CPR with training in first aid.
- d. Demonstrate a working knowledge of ten codes/signals and Public Safety Cadet Program directives through written examination and practical situations.
- e. Attend the Public Safety Cadet/Law Enforcement Explorer Summer Academy, which includes instruction in each of the following areas:
 - a. Ethics and Professionalism
 - b. Radio Use and Procedure
 - c. Report Writing
 - d. Traffic Stops
 - e. Accident Investigation
 - f. Patrol Techniques
 - g. First Aid
 - h. Spend a minimum of 24 hours of supervised training and familiarization in Communications

4.1.5.2 GUIDELINES

Upon completion of the approved Public Safety Cadet Program Rider curriculum, the explorer shall ride a minimum of 80 hours with a community service officer (day or evening shift) and receive satisfactory evaluations.

The Public Safety Cadet shall then be permitted to ride with a patrol officer. The Public Safety Cadet shall ride a minimum of 24 hours on the day shift before they are eligible to ride the evening shift.

At no time shall a Public Safety Cadet be allowed to ride the midnight shift.

Each time a Public Safety Cadet wishes to ride with community service or patrol officers, he/she shall present to the watch commander a permission form signed by the lead mentor.

A Public Safety Cadet is allowed a maximum of five hours of riding time on a school night. In no case shall a Public Safety Cadet ride after 2100 hours.

Public Safety Cadets are allowed to ride only with officers that have been selected by the watch commander or his/her designee. Ideally, these officers shall be field training officers or officers of that caliber.

Public Safety Cadets shall never carry or use weapons or handcuffs and shall never operate a City vehicle.

Public Safety Cadets qualified to ride in Patrol shall be designated by a CPSC (Certified Public Safety Cadet Patrol) pin.

4.1.5.3 EVALUATIONS

Daily evaluations shall be completed by host officers each time the Public Safety Cadet rides in Patrol. The program shall be closely monitored by the unit sergeant and a program mentor.

4.1.5.4 TRAFFIC DIRECTION

Public Safety Cadets are authorized to direct traffic in a public or private parking lot under the direct supervision of the lead mentor or his/her designee.

All Public Safety Cadets will be dressed in an approved Public Safety Cadet uniform and shall wear traffic vests while directing traffic. Public Safety Cadets will utilize flashlights with wands when directing traffic at night.

Public Safety Cadets are prohibited from directing traffic on any public roadway unless directed to do so by a law enforcement officer.

4.1.6 PUBLIC SAFETY CADET COMPETITION TEAM

The Public Safety Cadet Competition (PSCP) Team shall consist of those members from the Public Safety Cadet Unit who have demonstrated proficiency in a combination of technical skills such marksmanship, first aid, and law enforcement related scenarios as well as demonstrated skills in leadership, teamwork, communication, critical thinking, physical fitness and strong ethical conduct.

4.1.6.1 ORGANIZATION

The Public Safety Cadet Program (PSCP) Lead Mentor shall have immediate control of the operations of the competition team. The Lead Mentor shall be responsible for the scheduling of regular training sessions and maintenance of all equipment/security. The competition team shall consist of ten members including two team leaders and will be selected by the PSCP Lead Mentor.

4.1.6.2 UNIFORM

The School Resource Section Commander shall be responsible for determining the prescribed attire for the competition team.

4.1.6.3 PARTICIPATION

The Public Safety Cadet Competition Team shall participate in local, state, regional, and national competitions, and any Departmental or civic function where utilization of the competition team would be appropriate.

5. FORMS AND APPENDICES

N/A