Police Cadets

1048.1 PURPOSE AND SCOPE

Cadets work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement. The Police Cadet Unit is primarily a volunteer organization

1048.2 CADET REQUIREMENTS AND SELECTION PROCESS

APPLICANT CRITERIA:

(a) All candidates that want to become a San Mateo Police Department Cadet shall meet the employment standards that apply to other volunteer and per diem employees.

(b) Must be 14 years old at the time of appointment.

(c) Must be a United States citizen or a permanent resident alien with the expectation of obtaining full citizenship.

(d) Must not have any felony convictions or convictions for crimes involving moral turpitude.

(e) Full time or part-time (can vary with age and grade level completion) student applicants must have at least a "C" grade point average. Non-student applicants must be gainfully employed and have a good work record.

(f) All applicants under the age or 18 years old must have written parental approval.

APPLICANT SELECTION PROCESS:

Applicants that meet the above basic criteria will be invited to participate in the selection process. Meeting the applicant criteria and successfully completing the selection process does not guarantee appointment as a San Mateo Police Cadet. Final approval of all appointments is the duty of the Chief of Police or designee.

NOTE:

Some or all of the selection process may be waived for employees of San Mateo Police Department such as parking enforcement representatives and student assistants/interns or employees of other law enforcement agencies.

All testing shall comply with E.O.E. and A.D.A. guidelines.

1048.3 PROGRAM COORDINATOR

A police officer will serve as the Program Coordinator. Working in conjunction with the Cadet Unit command staff, this officer will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments,status for compensation, school attendance and performance evaluations.

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department

1048.3.1 PROGRAM ADVISORS/COMMAND STRUCTURE

The Program Coordinator may select individual Department employees to serve as advisors for the Cadet Program. These officers will serve as mentors for each cadet. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction before contacting the Program Coordinator. One advisor may be designated as the Coordinator's assistant to lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the Program Coordinator.

The chain of command for the Cadet Unit is as follows:

- Chief of Police
- Captain
- Lieutenant
- Sergeant
- Cadet Coordinator
- Cadet Captain
- Cadet Sergeant
- Police Cadet

1048.4 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

Members of the Cadet Unit are volunteers. They are not compensated for their time except for certain details and duties authorized by the department. Members of the Cadet Unit have no peace officer powers.

CADET MANUAL:

Operations of the Police Cadet Unit shall be conducted according to the rules, policies, and regulations in the Police Cadet Manual. All cadets at San Mateo Police Department shall receive a copy of the Manual and it shall be available to all departmental personnel. The Cadet Coordinator is responsible for maintaining and updating the Manual as needed.

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department

If any portion of the Cadet Manual is in conflict with this policy manual, the provisions of this manual shall prevail.

1048.4.1 CADET DUTIES AND PARTICIPATION REQUIREMENTS

The Cadet unit will meet on a bi-monthly basis. These meetings should be attended by all members of the organization. The minimum levels of participation for members of the Cadet Unit are as follows:

- Cadet Captain: 10 hours per month or 30 hours per quarter
- Cadet Sergeant: 10 hours per month or 30 hours per quarter
- Cadet: 10 hours per month or 30 hours per quarter

Normal duties of the Cadet Unit include but are not limited to the following:

- Vacation house checks
- Ride-alongs with officers
- Miscellaneous office duties
- Traffic control
- Fingerprint dusting
- Volunteer assignments approved by the Cadet Coordinator
- Representing San Mateo Police Department at special events and presentations with approval of the Cadet Coordinator
- Cadet Patrol
- The Cadet Unit may be assigned additional duties as needed and appropriate during time of disaster or other emergencies

Members of the Cadet Unit shall receive credit towards the minimum participation levels for all of the above listed activities. Other activities that will be counted as participation are:

- Attendance at all meetings involving the Cadet Unit
- In-house or formal training sessions

To be valid each Cadet must earn hours of participation in at least two of the listed activities.

Cadets regular duty hours should be limited to the time period of 0700 to 2200 hrs. Exceptions may be made in response to emergencies or special events. No Cadet should work more than 10 consecutive hours in any 24 hour time period.

1048.5 CADET UNIFORMS

Upon appointment, each cadet will be issued the items listed below. All items issued to a cadet remain the property of San Mateo Police Department. These items will be used by the cadet for

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department

duties authorized by the department. No other items or equipment shall be worn by a cadet unless authorized by the program coordinator.

Cadets shall be responsible for maintaining all issued uniforms and safety equipment in proper condition and good working order. Proper care includes cleaning, polishing, and making minor repairs. Any departmentally issued uniforms or equipment will be repaired or replaced by the department is worn out or damaged in the line of duty.

Upon separation from the Cadet Unit, all departmentally issued uniforms and equipment, shall be returned.

EQUIPMENT INVENTORY:

(a) Badge inscribed **"Cadet Services"** with an identification number between 400 and 499

(b) Public Safety identification card

(c) Police Station key

(d) Nameplate

(e) One long sleeve shirt with departmental patches

(f) One short sleeve shirt with departmental patches

(g) Two pairs of pants without braid

(h) One light-weight jacket

(i) One clip-on tie and tie bar

(j) One uniform hat and cap piece

(k) One trouser belt

(l) One pair of shoes or boots

(m) One set of rain gear including hat cover

(n) One reflective vest

(o) One key holder

(p) One flashlight holder

(q) One whistle.

(r) One signal box key

(s) One C.P.R. mask

(t) One equipment bag

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department

1048.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Training Bureau Manager.

In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

1048.7 CADET PATROL AND RIDE-ALONG PROCEDURES

RIDE-ALONGS:

All cadets are authorized to participate in the Ride-Along Program. Cadet ride-alongs shall be conducted under the following rules:

(a) Cadets shall wear the proper uniform

(b) Shall be done between 0700 to 2200 hrs.

(c) No Cadet shall go on more than one ride-along a week

(d) Sign-ups to participate in a ride-along should be done at the bi-monthly meetings or by special arrangement through the Cadet Coordinator

(e) Cadet command staff shall be responsible for assigning Cadets to different officers and beat areas to increase the Cadet's knowledge of the city and departmental personnel.

CADET PATROL:

Cadets may go on a cadet patrol. The patrol shall be done in an assigned volunteer vehicle. Cadets shall not drive a marked police vehicle except in special circumstances after this action has been approved by appropriate police personnel. Cadet patrols shall be conducted according to the following rules:

(a) At least two Cadets must be present during each patrol. The number of Cadets participating in a patrol is determined by the number of seatbelts available for use in the assigned vehicle.

(b) The driver of a cadet patrol shall be at least 18 years old and possess a valid driver's license. The driver must meet the criteria described in the Cadet Manual before participating in a cadet patrol.

(c) Cadets between the ages of 14 and 17 can only perform cadet patrol with a member of Cadet command staff.

(d) Prior to going on a cadet patrol, the involved cadets shall contact the on-duty watch sergeant and dispatch Services. They shall provide the following information before going on-duty:

1. Names and badge numbers of the participating cadets
2. Vehicle number

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department

3. Intended hours of tour of duty
4. Cell phone number for the assigned vehicle
5. List of all vacation house checks they anticipate making during the on-duty time.

Copyright Lexipol, LLC 2026/01/20, All Rights Reserved.
Published with permission by San Mateo Police Department