

PUBLIC SAFETY CADETS

FIRE /EMS SECTOR



STANDARD OPERATING PROCEDURES

ADOPTED — APRIL 1, 2024

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STANDARD OPERATING PROCEDURES

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1.0 INTRODUCTION

1.1 PROGRAM OVERVIEW

1.1.1— Purpose: The purpose of the Standard Operating Procedures (hereinafter referred to as SOP) is to provide important information concerning policy, procedures and program development guidelines for partner agencies/organizations operating Public Safety Cadets (hereinafter referred to as PSC) Units within the Law Enforcement Sector in accordance with the PSC Memorandum of Understanding (hereinafter referred to as MOU).

1.1.2 — Vision, Mission and Motto:

- A. The vision statement of PSC is: *Preparing young adults for careers and leadership in the public safety professions.*
- B. The mission of PSC 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 develops character, physical fitness, and respect for the rule of law and human and civil rights.
- C. Cadet Motto: Pride, Service, Character
 - 1. Pride: Earning a sense of pride and fulfillment that comes from knowing what you do is meaningful and important.
 - 2. Service: Providing mission-focussed services to the community, commitment to ethical public service, and making meaningful contributions to a greater good.
 - 3. Character: Demonstrating ethical and moral strength through trustworthiness, respect, responsibility, fairness, compassion, and good citizenship.

1.1.3 — Partnership Concept: Through their involvement in the program, youth members, referred to as Cadets, develop an awareness of the purpose, mission and objectives of public safety organizations. The support of the chief executive officer of the partnering agency/organization, along with a dedicated cadre of public safety professionals, referred to as Mentors, with the assistance of adult Volunteers, who provide guidance, is essential to the successful mentoring of Cadets in PSC Units. Partnering agencies/organizations execute an MOU with PSC, which provides affiliation for eligibility to receive general liability and supplemental accident medical insurance coverage, access to national programming and activities, and a framework for model practices in operating a youth-based public safety career orientation program.

1.1.4 — Cadet Naming Convention: While the term Cadet denotes volunteer youth participants, should the partnering agency/organization have an established, “paid” Cadet position, the term Cadet, as it relates to the Unit name/designation and/or a youth participant in the PSC program, may be modified to avoid confusion and reflect the proper roles and responsibilities of each within the agency/organization with the concurrence of the PSC National Office. The

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agency/organization or PSC may suggest a substitute naming convention for the youth registered to participate in the PSC program.

1.1.5 — National Office: PSC staff, comprised of the Board of Directors, Advisory Board Members and National Sector Committee members, who are public safety, law enforcement professionals and highly experienced business executives supporting public safety programs, and are available to provide guidance and support through the National Office.

1.1.6 — National Program: The PSC National Program provides guidance and support through its committees and standardized guidelines and programs. See Section 6.0, National Programs, for an overview of the National Sector Committee, National Program Publications, Training Proficiency Program, Awards and Scholarships, National Events, Training and Competitions, Heraldry and Insignias, and Elected Youth Representation.

1.1.7 — State and Regional Associations: PSC encourages Units to join together to form local, regional and state PSC Associations in an effort to leverage resources, offer mutual assistance, exchange program ideas and best practices, share training opportunities, engage in competitive and recreational events, and conduct other activities for the betterment of the PSC program. These associations, known by many different names, have as their common purpose the promotion of PSC or other related activities. It is important to note that PSC recognizes only those associations that have been certified by the National Office as operating in accordance with established policy and procedure.

1.2 PROGRAM OBJECTIVES AND METHODOLOGY

1.2.1 — Program Objectives:

- A. To provide a program of leadership, ethics and career preparation training that educates young adults on the purpose, mission and objectives of public safety organizations.
- B. To provide an opportunity for Cadets to perform community service, gain practical experience, develop leadership skills, participate in career skills competitions and team building recreational activities.
- C. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship and patriotism.
- D. To help build a recruitment pipeline and pathway to employment in the public safety profession.

1.2.3 Methodology: Several approaches are used to achieve the objectives of PSC. Ideally, a PSC Unit program includes a combination of career preparation education/training, physical fitness, leadership, practical experience, as well as competitive and recreational activities. It is through such activities that Cadets are able to broaden their understanding and knowledge of the public safety profession in general and learn the challenges and rewards of providing fire and EMS services in their own community. The methodology to deliver activities can include the

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following.

- A. Regular meetings at which representatives of various public safety entities (federal, state, county, local, and tribal) provide Cadets with career preparation training and practical, hands-on activities.
- B. Utilizing Cadets to assist in such areas as community outreach, fire prevention, and support services. These forms of assistance are always conducted under the supervision of Employees, and serve to demonstrate that Cadets provide beneficial services to the agency and the community.
- C. A Ride-Along Program. At the discretion and direction of the partnering agency/organization, Cadets can observe firsthand fire and emergency medical service response. Public Safety Cadets has defined criteria within this document that will serve as a guide to developing agency/organization policy and standard operating procedures for the Ride-Along program. These criteria serve to maintain the effectiveness of the field responders while at the same time providing for the safety of the Cadet.
- D. Constructive mentor-mentee relationships with young adults contemplating careers in the fields of law enforcement and criminal justice, which provides an opportunity for a partnering agency/organization to invest in its own future, and is a mechanism for building a recruitment pipeline and potential pathways for employment.

New units are encouraged to contact established PSC units in the area for guidance and assistance in developing their own unit's programming methodology. Most established PSC units will freely offer advice and share program information with new units.

Public Safety Cadets encourages Units to join together to form local, regional, and state Public Safety Cadets Associations in an effort to offer mutual assistance, exchange program ideas and best practices, share training opportunities, engage in competitive and recreational events, and conduct other activities for the betterment of the Public Safety Cadets program. These associations, known by many different names, have as their common purpose the promotion of Public Safety Cadets or other related activities. It is important to note that Public Safety Cadets recognizes only those associations that have been certified by the national office as operating in accordance with established policy and procedure.

1.3 DEFINITIONS

1.3.1 Cadet – A youth registered to participate in the Public Safety Cadets program administered by an agency/organization partnered with Public Safety Cadets through an MOU. The term Cadet may be modified by the partnering agency/organization with the concurrence of the Public Safety Cadets National Office, where a conflicting naming convention may exist due to a previously established, paid position within that agency/organization.

1.3.2 Emergency Medical Services (EMS) – The providing of urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

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1.3.3 Employee – A person engaged in work and receiving wages or salary from the Public Safety Cadets National Office or partnering agency/organization.

1.3.4 Lead Mentor – An adult designated by the head of an agency/organization 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.

1.3.5 Memorandum of Understanding (MOU) – The agreement between Public Safety Cadets and public safety agencies/organizations outlining the terms and details of an understanding between the parties, indicating an intended common line of action.

1.3.6 Mentor - An adult with a certain area of expertise in the public safety profession, designated and determined suitable by the partnering agency/organization to perform as a trusted, knowledgeable advisor to help guide and train their Cadets.

1.3.7 Partnering Agency/Organization – A government bureau or public organization that provides public safety or is dedicated to educating youth in the public safety profession.

1.3.8 Point of Contact (POC) - An adult designated by the head of an agency/organization partnered with PSC who serves as the primary contact between the PSC National Office and the partnering agency. The POC may also be designated by the agency/organization to serve as the Lead Mentor.

1.3.9 Rapid Intervention Team/Crew (RIT/RIC) – A firefighter standby team/crew placed at an emergency scene with the sole intention of immediately responding to a 'downed' firefighter or 'MAYDAY' event.

1.3.10 Self-Contained Breathing Apparatus (SCBA) – A device worn to provide breathable air in an atmosphere that is immediately dangerous to life and health.

1.3.11 Suitability Determination - The screenings and background information applied by the partnering agencies/organizations as required by PSC to inform participation by Lead Mentors, Mentors, Volunteers, Employees, and Youth desiring to participate in the Public Safety Cadets program. Screening criteria will be determined by the partnering agency/organization and may be scaled depending on the position and its level of involvement with the Cadet participants.

1.3.12 Turnout Gear – The personal protective equipment used by firefighters during emergency operations. Also referred to as "Bunker Gear."

1.3.13 Unit – A grouping of Cadets and Mentors within an agency/organization in partnership with Public Safety Cadets. There may be more than one Unit within a given agency/organization.

1.3.14 Volunteer – An adult, determined suitable by a partnering agency/organization, authorized to assist a Public Safety Cadet Unit frequently under the supervision of the Lead Mentor or other

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Mentor(s) without being paid or financially compensated.

1.3.15 Youth - For the purposes of the Public Safety Cadets program, a youth is defined as anyone 14 through 20 years of age.

1.4 PARTICIPANT ELIGIBILITY

1.4.1 — Non-Discrimination Policy: PSC does not discriminate based upon sex, race, color, ancestry, religion, national origin, age, disability, sexual orientation, gender identity, gender expression, medical condition, or any other characteristics protected by federal and state law. Agencies/organizations partnering with PSC must have established policies that explicitly prohibit discrimination.

1.4.2 — Youth Eligibility: Cadet enrollment is available to young adults ages 14 through 20. Cadets will age-out of the PSC program on achieving their 21st birthday. Partnering agencies and organizations may establish more narrow age limits within the parameters of ages 14 through 20 as their head of agency or chief executive officer may deem appropriate for their entity and community. Cadets aging out at 21 years of age may continue affiliation as an adult volunteer with the partnering agency/organization.

The PSC program is intended for youth who have an interest and possess standards of character to pursue a public safety career, rather than a program designed for rehabilitating delinquent behavior. It is also recognized fire and EMS operations, by their very nature, are sensitive and confidential. Sponsoring agencies/organizations need to be judicious in attracting and selecting well-qualified members to participate in the program. Sponsoring agencies/organizations should give careful consideration to establishing minimum membership standards (admission and selection criteria, academic, training, physical abilities, etc.). As such, partnering agencies/organizations may establish and conduct eligibility standards for prospective Cadets in accordance with applicable laws and regulation that include, but are not limited to the following.

- A. Successful completion of a thorough background review to assess character and integrity that may include interviews with neighbors, teachers and employers.
- B. Must not have a prior conviction for a significant criminal offense or serious traffic offense, as defined by the respective agency/organization.
- C. Must demonstrate and maintain a minimum of a 2.0 cumulative grade point average (GPA) if enrolled in school or an educational program to remain in the Unit.
- D. As a prerequisite for joining a PSC Unit, the Agreement and Legal Waiver Form must be executed by the parents or legal guardian and/or the Cadet if of legal age to execute such a document with a copy provided to PSC with initial registration.
- E. Must complete orientation training, to include Youth Safety and Protection Training Course for Cadets and a probationary period.
- F. Must attest that they have been medically cleared to participate in these activities with or

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without accommodations, as determined by the partnering agency/organization.

1.4.3 — Adult Mentors Eligibility: Adults 21 years of age or older who are employed in good-standing with the sponsoring agency/organization and who are duly appointed by their respective agency/organization to function a PSC Mentor.

1.4.4 — Adult Volunteers Eligibility: Adults 21 years of age or older who are affiliated with the sponsoring agency/organization in a capacity other than a public safety employee and who are duly appointed by their respective agency/organization to a PSC Unit to function as PSC volunteer.

1.4.5 — Adult Mentor and Volunteer Suitability: Adults assigned to participate in a PSC program and work alongside youth must complete a personnel screening process that meets or exceeds the standards established under PSC's Youth Protection Guidelines. Agencies/organizations that do not have the capability to meet these personnel screening standards must contact the PSC National Office to receive a referral to a qualified vendor.

1.5 LIABILITY AND RISK MANAGEMENT

1.5.1 — General Liability and Supplemental Accident Medical Insurance: PSC provides general liability and supplemental accident medical insurance coverage subject to applicable conditions, limitations and exclusions to all currently registered individual participants of PSC Units. Coverage for this insurance is contingent upon adherence to PSC policies and Standard Operating Procedures, to include, but not limited to, compliance with the Ride-Along program standards, if offered to Cadets by the partnering agency/organization.

1.5.2 — Reporting Incidents: An incident is defined as any situation where a Cadet or adult involved in a PSC related activity, or other individual not involved with the program (i.e., observer, person in area of activity, etc.), was injured and/or significant property damage was incurred as a result of the activity. Additionally, an incident would include the physical, emotional and sexual abuse of registered Cadet participants or any situation where a Cadet, adult or other individual are the victim of a crime that may be associated with their involvement in PSC.

A. All reportable incidents should be reported by the partnering agency, via telephone, to the PSC National Office within 24 hours of the occurrence at 703-717-8168 or email: info@PublicSafetyCadets.org. As soon thereafter as possible, a written Incident Report should be completed and transmitted via e-mail to the National Office using info@PublicSafetyCadets.org.

B. This report will consist of an email notification with essential elements of information regarding the incident. This information may be set forth in the text of the email notification or in a document/PDF as an attachment. The National Office will coordinate with the legal counsel or other authorized representative from the partnering agency/organization with regard to applicable liability insurance coverage.

C. Reference is made to Section 1.6 (Media Relations) of this SOP as it relates to incidents involving Cadets, adults or other individuals involved with PSC.

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1.5.3 — Potential/Avoided Incident Reporting: The National Office for PSC regularly reviews program activities as part of its risk management process. This process is designed to provide the best possible program with the least amount of risk to participants and partnering agencies. In order to evaluate activities for risk potential and, if possible, to mitigate risks through development of defined policies and procedures, it is important to analyze those situations where there was a strong potential for an incident to have occurred and/or an incident was avoided.

A. Each partnering agency should submit a Near-Miss Incident Information Report for every situation in which there was a strong potential for an incident (as defined in Section 1.5.2) to have occurred and/or an incident was avoided.

B. This information may be set forth in the text of the email notification or in a document/PDF as an attachment. This report should be completed as soon as possible after the occurrence and transmitted via e-mail to the PSC National Office e-mail address: info@PublicSafetyCadets.org.

1.6 PUBLIC/MEDIA RELATIONS

1.6.1 — Media Relations Policy: PSC is committed to providing accurate information to the public and news/media regarding its purpose, objectives, and activities. The intent of this policy is to prevent the dissemination of inaccurate or misrepresented information about PSC through effective and coordinated communications.

A. Unit Mentors and/or Cadets occasionally may be asked to respond to media inquiries to include requests for comments, interviews or photo/video coverage pertaining to their respective PSC Unit. All news media inquiries relating to PSC with respect to the activities of a particular Unit should be coordinated with the representative designated by the partnering agency/organization to ensure adherence to department protocol for interaction with the media.

B. Additionally, the PSC National Office representative, who can provide assistance as needed to the partnering agency/organization, should be informed of any media inquiries. In some instances, particularly where media coverage is extensive or may generate substantial attention, the partnering agency/organization representative is encouraged to coordinate with the PSC National Office.

C. Any news media inquiry regarding PSC in general, or its programs, policies and procedures must be referred to the PSC National Office at 703-717-8168 or email to: info@PublicSafetyCadets.org.

2.0 YOUTH SAFETY AND ABUSE PREVENTION

2.1 COMMITMENT TO SAFETY

2.1.1 — Policy Statement: PSC, through its program, seeks to create a welcoming and nurturing environment and has no tolerance for those whose actions that may jeopardize the safety, health, or innocence of a youth member of the program.

A. There is no place for physical, sexual, emotional, or financial abuse, or neglect in any PSC

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program, nor harassment, intimidation, bullying, or sexual grooming.

B. Because of their professional responsibilities, many Mentors, Volunteers and Employees are required by state laws to report suspected child abuse to local authorities. If ever this policy conflicts with a state or federal law, the law shall govern the member's conduct.

C. In addition to any overarching legal requirements, agencies/organizations shall ensure their respective policies and practices meet or exceed PSC's Youth Safety and Abuse Prevention policy and procedures.

2.1.2 — Prevention and Intervention: PSC and its partnering agencies/organizations will take all reasonable steps to ensure safety and prevent all forms of abuse as defined in this policy, to include measures to prevent the abuse of registered youth participants by designated Mentors, authorized Volunteers and Employees. Additionally, designated Mentors, authorized Volunteers, and Employees will make every effort to identify and intervene in those instances where it is suspected or determined youth participants are being abusive to one another in any of the forms of abuse as defined in this policy.

2.1.3 — Definition of Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

A. Physical abuse: Physical injury intentionally inflicted on a Cadet.

B. Sexual abuse: Contact or activity of a sexual nature directed at a Cadet by an adult leader or one in a position of authority.

C. Emotional abuse: Mental or emotional injury inflicted on a Cadet.

1. In a training environment, it is important to distinguish emotional abuse, which by definition inflicts serious harm, from an appropriately high training intensity, which, though momentarily unpleasant, is not abusive because it does not inflict serious harm.

D. Neglect: Failure to provide adequate care for a Cadet

E. Financial abuse: Deliberate misuse of, or coercion to use, the money or belongings of a Cadet

F. Hazing is abusive conduct that takes the form of physical, emotional, or sexual abuse.

2.1.4 — Responsibilities of Adults: Adult leaders have a duty to act in loco parentis (in the place of parents/guardians), protecting Cadets' well-being as a reasonable adult would for the benefit of his or her own children. Mentors, Volunteers and Employees are authority figures functioning as instructors, leaders, and supervisors, and this relationship with Cadets shall not deteriorate into a peer relationship. Abiding by the principles and policies for youth protection will provide Mentors, Volunteers and Employees a sense of assurance that they are adequately meeting their responsibility to ensure the safety of participating Cadets.

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2.2 PROGRAM ADHERENCE AND MONITORING

2.2.1 — Self-Assessments and Program Reviews: Partnering Agencies/Organizations, through execution of the Memorandum of Understanding, agree to participate in periodic self-assessments and program reviews as needed with the PSC National Office to assure that adherence to the MOU, SOP guidelines, mutual goals, and expectations are being met.

2.3 PERSONNEL SCREENINGS

2.3.1 — Background Screenings: Safeguards in the vetting process by the partnering agencies/organizations when conducting suitability assessments will be used to eliminate from consideration any potential participants/candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information conducted by the partnering agencies/organizations will depend on the positions and the candidate's level of involvement with the Cadet participants.

A. For those who regularly work with or around Cadets: Candidates/Volunteers for positions that involve regular interaction with Cadets will be screened and selected using the following processes (all in accordance with applicable law and regulation, which will control in the event any conflict with these SOPs, including regarding required disclosures and consents).

1. Standard agency/organization employment application that includes signed authorization to perform necessary background checks
2. Criminal background checks in any and all states where the candidate has lived in the past seven years
3. Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
4. Driving records and any applicable certification if the position requires the transportation of Cadets
5. In-person interview of the candidate/volunteer
6. If selected, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with Cadets, unless the agency/organization receives automated notifications of a criminal arrest from the respective state criminal justice agency.

B. For those who occasionally work with Cadets: Candidates/Volunteers for positions that involve occasional contact with Cadets will be screened and selected using the following processes.

1. Standard agency/organization employment or volunteer application that includes signed authorization to perform necessary background checks, including criminal history
2. In-person interview of the candidate/volunteer
3. Driving records and any applicable certification if the position requires the transportation of Cadets

2.3.2 — Suitability Determination: All information collected about a candidate/volunteer will be

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reviewed by the partnering agency/organization and used to determine if they are suitable for the respective position. If selected, all information collected during the suitability determination process will be included in their participant records, which will be maintained by the partnering agency/organization over the course of their participation with the PSC program.

2.4 STANDARD POLICIES FOR YOUTH PROTECTION

2.4.1 — Guidelines on Interactions Between Individuals: All PSC programs are intended to encourage safe interaction between adults designated as Mentors, authorized Volunteers, Employees and Cadets. The following procedures are meant to keep established safeguards effective.

2.4.2 — Two-Deep Leadership:

- A. Program activities for Cadets must have an established adult to youth ratio where there is a minimum of two adult Mentors present (may be a Mentor and an authorized volunteer).
- B. Mentors, Volunteers and Employees are restricted from being alone with a Cadet where they cannot be easily observed by others.
- C. Exceptions to two-deep leadership is only permitted in the following circumstances.
 - 1. For the Employee assigned a Cadet for an authorized Ride-Along Program activity.
 - 2. Transportation Rule of Three: When transporting youth and there are at least two (2) Cadets with one (1) Mentor/Volunteer/Employee to a location where there is a second adult, or two (2) Mentors/Volunteers/Employees are in a vehicle with one (1) Cadet.
 - 3. Familial relationships (parent/child), where there are no unrelated Cadets present, unless in accordance with the Transportation Rule of Three.
 - 4. Classroom settings where an adult instructor is teaching multiple students, and a second Mentor is aware of where the Cadets are, what they are doing, and can check in on them, if needed.

2.4.3 — Ensuring Safe Environments: In an effort to provide a safe and healthy environment for both mind and body, the following regulations are meant to guide PSC Mentors, Volunteers and Employees during their interactions with Cadets. These regulations do not and cannot outline every situation that may be encountered while engaged in PSC program activities, requiring Mentors, Volunteers and Employees to act with a certain degree of personal discretion with the ultimate goal of any discretionary decision or action always being the safety and security of Cadets in their care. Because a certain action is not prohibited by policy does not mean it is acceptable behavior.

2.4.4 — Hazardous Activities: Mentors, Volunteers and Employees are not allowed to implement new activities or programs for Cadets that may pose a hazardous risk to participants without consent from the PSC National Office. New programs or activities not specifically outlined in these Standard Operating procedures, which may pose a significant risk of injury or death to a cadet or mentor, should be submitted in writing to the PSC National Office.

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2.4.5 — Standards of Conduct:

- A. Mentors, Volunteers and Employees will treat all Cadets with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, color, ancestry, religion, national origin, age, disability, sexual orientation, gender identity, gender expression, medical condition, or any other characteristics protected by federal and state law. All effort must be made to avoid favoritism, or the appearance of favoritism.
- B. While representing PSC, Mentors, Volunteers and Employees must not possess, distribute, use or allow others to use any alcoholic beverages, cannabis, or illicit drugs.
- C. Mentors, Volunteers and Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device as a means of behavior management or disciplinary action.
- D. Mentors, Volunteers and Employees must not participate in or allow others to engage in any form of hazing (defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally or unintentionally endangers the mental, emotional, or physical health of a Cadet or any other individual, i.e., bullying).
- E. Mentors, Volunteers and Employees must not have sexual contact with Cadets, regardless of age.
- F. Mentors, Volunteers and Employees must not engage in any form of communication (using telephone, e-mail, text message, social media application, exchange of photos/graphic images application, etc.) that is sexually suggestive or inappropriate in nature.
- G. Mentors, Volunteers and Employees must not dress, undress, shower or bathe with or in the presence of Cadets.
- H. Mentors, Volunteers or Employees shall not use physical punishment in any form.
- I. The only time physical force is allowed to be used against a Cadet is when the Cadet's actions are placing themselves or others at an immediate risk for serious harm, and when such force is in compliance with the agency/organization's use of force policies.
- J. Mentors, Volunteers and Employees are prohibited from sharing sleeping locations with Cadets, and Cadets aged 18-20 are prohibited from sharing sleeping locations with Cadets under the age of 18 years old. This includes beds, tents, hotel rooms, dormitory rooms, communal sleeping bays and other similar areas. Mentors, Volunteers or Employees, Cadets 18-20 years old and Cadets under 18 years old can sleep collectively in open areas during participation in official events as long as the areas are large enough to separate each group from the others, and two-deep leadership standards are adhered to.
- K. Mentors, Volunteers or Employees not otherwise related to or appointed guardian, may not cohabit with Cadets in private residential arrangements, i.e., share an apartment, townhouse, condominium, single family home, or other permanent residence.

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- L. Mentors, Volunteers or Employees must not discuss or share their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of Cadets.
- M. Mentors, Volunteers or Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, images, clothing) when conducting business, activities or participation in events in the name of PSC.
- N. When one-on-one discussion or counseling is warranted, Mentor, volunteer or employee interaction with a Cadet will take place in an area that allows for private conversation while remaining in the view of others.
- O. Cadets under 18 years old will only be released from a Unit activity to a parent, legal guardian or a person designated by a parent or legal guardian.

2.4.6 — Reporting Exceptions: If, for any reason, a Mentor, volunteer or employee feels there is a need to make an exception to, or deviates from the Standards of Conduct regulations, whether intentional or unintentional, they must self-report by submitting a written description of the incident and why their actions were necessary to their PSC Unit Point of Contact, who will forward this narrative and any additional information to the PSC National Office. The report will be reviewed for non-comportment with these regulations for the purposes of risk management and corrective action, as appropriate.

2.4.7 — Interactions Outside of PSC Activities: Cadets should not have significant contact with Mentors, Volunteers, or Employees outside of PSC activities, to include in-person, virtual, or by text and social media. For example, Mentors shall not establish social peer relationships with Cadets. Exceptions to the prohibition of close interactions outside of PSC activities include chance encounters, pre-existing relationships (family, neighbors, for example), professional relationships (teacher/student, clergy/congregant, for example), or other organized youth program activities (Big Brothers Big Sisters, for example). Agencies/organizations should establish reporting procedures to disclose adult/youth interactions outside of PSC activities.

2.5 YOUTH PROTECTION REPORTING

2.5.1 — Policy: PSC Units should establish a policy that specifies clear channels for reporting suspicions of abuse and possible boundary concerns. Agencies/organizations should consult with their respective Human Resources or personnel subject matter expert to ensure compliance with existing policy and laws. Policies generally should allow a person to make a complaint to any supervising or commanding officer.

2.5.2 — Notification to National Office: In the event of a substantiated complaint involving alleged abuse, the PSC Unit Point of Contact, or designee, shall notify the National Office of the incident. Such notification should occur as soon as practicable, ideally prior to any public release of information.

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2.6 YOUTH SAFETY AND PROTECTION TRAINING

2.6.1 — Policy: PSC mandates that all adult members who interact with Cadets complete Youth Safety and Protection Training, and that Cadets will receive age-appropriate training on how to recognize, prevent, and report potential for abuse. PSC also makes available information for parents/guardians about PSC standards of practice and strategies for preventing abuse of Cadets. Agencies/organizations are encouraged to provide parents/guardians information about their specific policies and procedures.

2.6.2 — Frequency: Training shall be conducted as soon as practical with the onboarding of a new Cadet, Mentor, volunteer, or employee who interacts with Cadets. Refresher training shall occur annually.

2.6.3 — Training Records: The participating agency/organization shall maintain training records in accordance with their records retention policy. In the absence of a records retention policy, Youth Protection Training records shall be retained for three years after the participant separates from the participating agency/organization.

2.7 TERMINATION OF REGISTRATION FOR CAUSE

2.7.1 — Cause: A participating agency/organization or registered member will be subject to termination of participation for failing to comply with agency/organization or PSC rules, regulations, standards, or obligations.

2.7.2— Policy: The Chair of the National Committee – Fire / EMS Sector reserves the right to terminate the Memorandum of Understanding (MOU) with a participating agency/organization and/or the PSC Registration of any Mentor, Volunteer, Cadet, or others registered with a PSC Unit immediately upon concluding an investigation and determining there is just cause.

2.7.3 — Notification: When proceedings for termination of participation have been initiated, the member and their participating agency/organization's head, will be notified in writing, either to the e-mails of record or by certified mail to the addresses of record, providing notice of the charges and specifications. Notification results in the immediate suspension of participation. The termination will be effective following a 30-day right to appeal.

2.7.4 — Appeals: Termination is subject to review by the President of the PSC Board of Directors, or his/her designee upon written appeal, within 30 days of receipt of the notice of termination. An appeal may be submitted in writing or via email or oral presentation via teleconference. Written appeals or other communications should be sent to: Public Safety Cadets, P.O. Box 340, Big Bend WI 53103. Email appeals or requests for a teleconference should be emailed to: Admin@PublicSafetyCadets.org. The appeal should include mitigating factors or other information to be considered. An appeal does not stay the effective date of termination, and the intended termination results in immediate suspension of participation.

An extension of the 30-day limit may be requested if additional time is needed to formulate the appeal. Such an extension request must be submitted in writing prior to the expiration of the 30

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calendar day deadline, and must state the reason(s) an extension is necessary.

Not later than 30 calendar days after presentment of the appeal, the President of the PSC BOD, or his/her designee, will provide final determination in writing. The decision is final and cannot be appealed further.

3.0 OPERATING POLICIES

3.1 UNIFORMS AND EQUIPMENT

3.1.1 — Uniforms: PSC promotes pride, fellowship, camaraderie and high standards through the privilege of wearing uniforms that recognize Cadets' affiliation with a public safety agency/organization. Uniforms also serve as a motivator and comes with the customs and courtesies associated with the history and traditions of the public safety professions. In addition to learning about a career in public safety, one of the major attractions to a Cadet Unit for young people is the opportunity to wear a uniform that provides them identity with the partnering agency and the respect of their peers and community. Normally, the privilege of wearing the uniform of the Cadet Unit is not granted until the basic training program has been completed, so the uniform also serves as a badge of honor that demonstrates the Cadet has made a commitment to the program and successfully passed the training course.

- A. The partnering agency/organization determines the type of uniform (or uniforms as some Units have several types: dress, duty, training, etc.) Cadets are allowed to wear. In some cases, the uniform(s) are provided to the Cadet by the agency/organization, while other Units require Cadets to purchase their own uniforms.
- B. As a means of avoiding confusion on the part of the general public, it is recommended that the type of uniform(s) approved for Cadets be distinguishable (in terms of color and/or design) from the uniform of the Officers in and around the agency/organization's jurisdiction.
- C. It is also recommended the uniform include a PSC embroidered emblem (provided without cost to each registered participant), and/or a modification of the partnering agency/organization shoulder emblem that may contain the word "Cadet," or some other accoutrement that identifies the individual wearing the uniform as a Public Safety Cadet.
- D. Should the agency/organization have an established "paid" Cadet position, use of another title for the PSC youth participant may be designated in coordination with the PSC National Office. Examples of other approved names include: "Police Corps"; "Youth Public Safety Corps"; "Police Youth Corps"; "Public Safety Corps". Should another naming convention be designated, it is recommended that any distinctive identifying shoulder emblem or breast patch include the PSC seal, crest, or the letters, "PSC" in 1/8" font in the design.
- E. The written policy and guidance for the agency/organization should set clear rules for how and when the uniform(s) is worn and, just as importantly, when it cannot be worn or displayed.

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3.1.2 — Equipment: The partnering agency/organization should include in its written policy and guidance the type of equipment and accessories that Cadets are permitted to carry or use while they are involved in unit activities; both while in uniform or otherwise.

- A. Generally, Cadets should be restricted to carrying or using equipment or accessories that are functional and support their involvement with the unit and partnering agency/organization.
- B. It is recommended that Cadets wear a high visibility reflective vest or other high visibility safety apparel when assisting with traffic control functions, observing accident investigations, or obstructed highways and disasters in accordance with Title 23 CFR 634 *Worker Visibility*, which will be provided during ride-along shifts. Additionally, Cadets will be required to have, wear, and utilize their designated turnout gear during ride-along shifts, either for training exercises or real-life incidents.

3.2 RANGE OF ACTIVITIES

A Public Safety Cadet, through completion of a basic training curriculum, periodic in-service training courses, and practical experiences, often can be involved with more complex and challenging activities within the agency. However, each agency/organization, in order to provide for a well-managed program and effective risk management, should have written policy and guidance to govern their unique Cadet program.

The policy and guidance should include limitations and prohibitions for Cadet involvement in fire/rescue and related activities, as dictated by the partnering agency/organization, and adherence to all applicable Public Safety Cadets' policies. Such policies would include the Public Safety Cadets "Youth Safety and Abuse Prevention" program that contains specific provisions applicable to Public Safety Cadets units and limitations and restrictions on various recreational and other activities. The chief executive officer should approve the agency/organization's Public Safety Cadets program policy guidance.

In developing written policy and guidance, each agency should strive to permit Cadets to engage in as many practical activities as possible so as to make their experience in the program meaningful while at the same time imposing limitations and prohibitions that will minimize or avoid their exposure to high-risk situations. High-risk situations would include active fire scenes, EMS calls of a hostile or traumatic nature, or incidents taking place in areas of high-speed traffic. Should these events occur during a Cadets' ride-along time, Cadets will abide by the Standard Operating Procedures (SOP) put in place by the individual partnering agency/organization so as to remain out of the hazard area.

Fire/rescue operations and calls for service are inherently dangerous and often involve situations that have a risk inherent response or, just as likely, a seemingly mundane assistance or "wellness check" call for service which escalates into a situation requiring the same type of response.

Numerous fire and rescue operations and procedures must not intentionally involve Cadets due to the considerable risk to life and health. The Public Safety officer responsible for the Cadet must use his/her best professional judgment concerning the safety and security of the Cadet and should

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never intentionally place a Cadet in a high-risk or legally precarious situation. Such operations and procedures include, but are not limited to:

- A. Active fire scenes
- B. Hazardous EMS call
- C. Evolving hazardous materials scenes
- D. Water/Ice rescues
- E. Swift water/flooding emergencies
- F. Other incidents, as determined by the Public Safety Officer

3.2.1 Operating Motor Vehicles Prohibited: Public Safety Cadets (whether or not in uniform) are not permitted to operate marked police vehicles or other motorized conveyances owned and/or utilized for official agency operations. This prohibition extends to the unauthorized operation of vehicles owned/operated by private persons. 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 an Officer. Agencies/organizations seeking support from PSC Cadets to shuttle or drive agency vehicles must re-designate those PSC.

3.2.2 CAREER ORIENTATION TRAINING

Public Safety Cadets is intended to provide young adults with an educational and practical orientation into the public safety profession. For Cadets to have the type of quality experience that will permit them to better understand and appreciate the fire/rescue sector and to facilitate their acceptance by fire department personnel, they must undergo some form of a basic training program followed by periodic in-service training sessions. In many instances, school districts and colleges will grant academic credit for the completion of a comprehensive basic training course.

It is suggested that representatives from Public Safety Cadets Units with excellent training curricula be contacted for ideas on the development of a training program for a new unit. Also, the primary training officer for the agency/organization should be consulted for suggestions and assistance with developing a basic training and in-service curriculum.

3.2.3 Typical Public Safety Cadets –Fire/Rescue Sector basic training curriculums include, but are not limited to, the following topics:

- A. Building Construction
- B. EMS/First Aid
- C. Extrication
- D. Fire Attack
- E. Fire Behavior
- F. Fire Extinguishers
- G. Forcible Entry
- H. Hazardous Material

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- I. Ladders
- J. Personal Protective Equipment
- K. Radio Communication
- L. Rapid Intervention Team/Crew
- M. Ropes & Knots
- N. Saws
- O. Self-Contained Breathing Apparatus
- P. Search & Rescue
- Q. Ventilation
- R. Water & Ice Rescue
- S. Water Supply

3.3 RIDE-ALONG PROGRAMS

3.3.1 Objective: A key element to a beneficial career preparation program for PSC is to provide qualified Cadets the opportunity to observe the methods and techniques used in policing operations and patrol activities, and to learn firsthand from professionals providing community-policing services.

The Ride-Along experience also provides Cadets with a greater appreciation for the challenges and benefits of patrol operations while gaining a better understanding of the importance of public safety services during ‘real world’ activity by accompanying a public safety professional.

3.3.2 Agency Adopted Ride-Along Policy and Standard Operating Procedures: Each partnering agency/organization that seeks liability coverage under the terms of PSC insurance, must adopt policies and procedures that comply with the PSC Ride-Along Program Policy and standard operating procedures. These procedures should be incorporated into the Unit and agency’s bylaws or operations manual (see Section 6.0).

3.3.3 Waivers Required:

- A. A hold harmless and release form for the agency and PSC executed by the parents or legal guardian and/or the Cadet if of legal age to sign such a form.
- B. Medical release form permitting authorized agency/organization representatives to approve emergency medical treatment for the Cadet.

3.3.4 Prerequisite Cadet Training Required: The following documented training is required for Cadets participating in a uniformed Ride-Along. Additional training should be completed prior to Cadets performing such authorized activities, i.e., traffic control.

- A. PSC Youth Safety and Abuse Prevention Training
- B. The agency/organization’s training curriculum for Ride-Alongs, typically covering radio communications, emergency contingency procedures, equipment familiarization, permitted and prohibited Cadet activities, confidentiality and the agency/organization’s social media

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policy.

- C. Units that permit Ride-Alongs in/on authorized special Fire conveyances (UTV, watercraft, etc.) must include training requirements and protocols for each conveyance.

3.3.5 Prerequisite Supervising Officer Training Required: The following documented training is required for agency/organization Employees supervising Cadets on a ride-along.

- A. PSC Youth Safety and Abuse Prevention Training
- B. The agency/organization's training curriculum orienting Employees to the PSC program, to include expectations, permitted and prohibited Cadet activities, contingency procedures in high-risk or emergent situations, and protocols for reporting commendable performance or issues.

3.3.6 Ride-Along Standard Operating Procedures: Due to the potential risks involved with Cadets participating in the Ride-Along program, each partnering agency/organization must, at a minimum, adhere to the following parameters and include them in their written policy and standard operating procedures. The chief executive officer should approve the agency/organization's PSC Ride-Along policy.

- A. The agency/organization shall specify the minimum requirements for Cadets and supervising Employees participating in Ride-Alongs that includes the requirements specified in these SOPs.
- B. Cadets shall be limited to performing permitted activities in compliance with the PSC SOPs. Some types of activities that Cadets are typically allowed to assist with during a Ride-Along include, but are not limited to:
 - 1. In-house training;
 - 2. Traffic control;
 - 3. Visualization of fire scenes without direct involvement;
 - 4. Visualization of EMS incidents (at the officer's discretion) without direct involvement;
 - 5. Note-taking that may aid the Public Safety officer or assistance with completing incident or other forms.
- C. The agency/organization shall develop a system to schedule and record the Ride-Along date, start time, end time, accompanying officer, and name of the Cadet.
- D. The agency/organization shall implement policy that ensures the on-duty supervisor is aware and approves a Cadet to participate in a Ride-Along on his/her shift.
- E. The agency/organization should consider establishing guidelines to specify time and frequency restrictions for when a Cadet may participate in a Ride-Along. Consideration may be given to ensure Cadets meet minimum attendance requirements for meetings,

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training, activities, or events.

- F. Units may set a maximum number of allowable Ride-Alongs per Cadet in a specified time period, i.e., no more than two Ride-Alongs per month.
- G. Cadets may not participate in a Ride-Along with the same employee on more than two occasions during a thirty-day period without expressed permission from an agency/organization's command officer.
- H. Units may set a minimum age for Cadets to participate, or restrict Ride-Alongs to certain times of day based on age.
- I. Cadets are prohibited, barring exigent circumstances, from participating in the Ride Along program between 12 midnight and 5 AM.J. Cadets will remain under the direct supervision of a fire official or employee at all times during a Ride-Along.
- K. Whenever possible and practical, the Ride-Along officer/employee and Cadet should be of the same gender.
- L. The agency/organization should specify the authorized uniforms a Cadet may wear and the equipment a Cadet may carry during a Ride-Along.
- M. Cadets are not permitted to carry offensive or defensive weapons to include firearms. Agencies/organizations may permit Cadets to carry a rescue or utility tool that has a foldable sharp blade.
- N. Where authorized special conveyances are used, Cadets must wear the same safety equipment required for Officers, (i.e., Safety Equipment, personal flotation device, etc.).
- O. Agency/organization policies must adhere to other PSC policies, to include driving police vehicles, bloodborne pathogens, Hepatitis B vaccination consideration, covert activities and other applicable policies.

3.3.7 Contingencies in Emergencies: Each partnering agency/organization must develop its own protocols that are to be instituted in those situations where a Cadet participating in a Ride-Along is accompanying a fire unit or dispatched to a high-risk call or when a seemingly routine call for service escalates into a situation requiring a risk inherent response.

There are some emergency situations where it may be safe and practical for a Cadet to be dropped off at a location before the unit arrives at the scene of the incident. Other fire personnel would then retrieve the Cadet as soon as possible and transport him/her to a public safety facility or other safe location. There are other situations where it may be safer for the Cadet to remain in/on the apparatus or on the scene of the incident.

It is understood that it is not possible to foresee every possible contingency for Cadets participating in the Ride-Along program. Ultimately, the employee responsible for the Cadet must, based upon

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the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Cadet.

3.4 BLOODBORNE PATHOGEN POLICY

3.4.1 Policy: Due to the nature of public safety service operational environments, there may be a higher possibility that participants of PSC Units may come into contact with blood and bodily fluids. The partnering agency/organization shall comply with the federal and/or state regulations that are intended to eliminate or minimize occupational exposure to blood or certain other body fluids in the workplace. In the event the agency/organization's policies and plans do not specifically include Volunteers and Cadets, PSC recommends that PSC Units include Cadets and Volunteers in the agency/organization's exposure control plan, to include access to universal precautions and personal protective equipment provided by the agency/organization, and the option to obtain or decline a Hepatitis B vaccination.

4.0 UNIT BYLAWS AND AGENCY POLICY

4.1 BYLAWS

4.1.1 Model Practice: Units should adopt bylaws, or an operations manual that covers basic elements of how the Unit is organized, what activities are allowed and prohibited, expectations, code of conduct, disciplinary process, and other elements that are applicable to a particular agency/organization. Sample categories and topics could include, but are not limited to the following.

- | | |
|---------------------------------------|---|
| A. Organization and Administration | 1. Youth Safety and Protection |
| 1. Program Purpose | 2. Code of Conduct |
| 2. Program Activities | 3. Disciplinary Procedures |
| 3. Mentor Staff | F. Operations |
| B. Program Membership | 1. Cadet Roles, Responsibilities, and Authorized Activities |
| 1. Eligibility | 2. Ride-Alongs |
| 2. Selection Process | 3. Communication Center Sit-Alongs |
| 3. Membership Classifications | 4. Community Events |
| 4. Cadet Staff/Unit Officers | 5. Radio Procedures |
| C. Uniforms and Equipment | 6. Driving Policy |
| 1. Cadet Uniforms | 7. Confidentiality |
| 2. Personal Appearance Standards | 8. Computer Access |
| 3. Insignias and Patches | 9. Bloodborne Pathogens |
| 4. Prohibited Items | G. Training |
| D. Participation | H. Awards Program |
| 1. Attendance Requirements | |
| 2. Absences | |
| 3. Resignations and Leaves of Absence | |
| E. Rules and Expectations | |

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4.2 AGENCY POLICY

4.2.1 Agency Policy: Agencies/organizations should consider adopting an overarching policy within its general orders manual that covers, at a minimum, the purpose and scope of the Cadet Program, qualifications and roles of Mentors, Volunteers and Employees, and expectations for appropriate adult-youth interaction.

4.2.2 Policy Development and Approval: Agencies/organizations are encouraged to utilize subject matter experts to develop relevant policies that are reviewed and approved in accordance with the agency/organization's chain of command and approved by the chief executive officer, or his/her designee.

5.0 TRAINING

5.1 UNIT TRAINING GUIDANCE

5.1.1 Cadet Training Overview: PSC is intended to provide young adults with an educational and practical orientation into the public safety professions. Training is at the forefront for helping Cadets to successfully meet the expectations for fulfilling defined roles and responsibilities, participating in activities, and to prepare Cadets for their future goals.

5.1.2 Training Process: Training is the process of using an approved syllabus, taught by a qualified instructor to develop specific competencies, knowledge, skills and abilities. The training process should be interactive in a virtual or in-person setting at meetings, training activities, or academy settings with lecture, activities, group discussion, simulation, case studies, role-playing, hands-on training, coaching, or other effective learning techniques. Whenever practicable, Cadets prefer and enjoy hands-on, experiential learning. Training can be verified with pre and post testing, and assessed and improved with evaluations.

5.1.3 Training Needs Assessments: Units should conduct regular needs assessments to determine what training topics are relevant for the membership's specific needs, to include what key performance indicators ("KPIs"), roles, responsibilities and tasks related to operational goals Cadets are expected to perform, what competitions Cadets may participate in, how to best prepare Cadets for future goals, and what interests the membership expresses.

5.1.4 Training Curriculum: With the exception of the PSC Youth Safety and Protection program, curricula standards for training are established by each Unit or regional training consortium. Agencies/organizations are responsible for ensuring training plans consider risks and safety issues, and are consistent with model professional practices and PSC's mission to develop character, physical fitness, and respect for the rule of law and human and civil rights.

5.1.5 Training Resources: Whether designing a new training program or improving an existing one, PSC Units are encouraged to bring their agency/organization's experience and resources to develop curriculum and learning activities that ensure courses are properly designed and implemented, to include using adult experiential learning techniques, effective presentation skills, instructional

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technology, and critical thinking as elements of training.

- A. The primary training officer for the agency/organization may be consulted for suggestions and assistance with developing a basic training, in-service curriculum, and training safety plans.
- B. Agency/organizations can consider the assistance available from outside entities, as well as their own. Many organizations (in particular federal law enforcement agencies) are willing to support requests for specialized training and support.
- C. It is suggested that representatives from PSC Units with excellent training curricula share ideas on development of a training program with other Units.
- D. Recognizing that many law enforcement agencies may not have the individual resources to conduct their own training programs, some agencies/organizations may collaborate to conduct a multi-unit or regional basic training curriculum for Cadets on a periodic basis.
- E. In some instances, school districts and colleges will grant academic credit for completion of a comprehensive basic training course.

5.1.6 Training, Practical Exercises and Simulated Scenarios: PSC is a career orientation program that incorporates hands-on practical exercises and simulated scenarios.

- A. It is the position of PSC that all training for Cadets have reasonable career related or educational learning objectives and that it is conducted in a properly supervised and safe environment at all times.
- B. All training, practical exercises and simulated scenarios always should be presented in a manner that reinforces the rule of law, human and civil rights, principles of democracy, and a respect for cultural, religious, ethnic and lifestyle diversity.

5.1.7 Alignment of Training Goals and Training Intensities: Mentors, Volunteers and Employees who supervise Cadets must ensure that training, to include any paramilitary-style drill training goals and intensity levels are age-appropriate and properly aligned.

- A. In a training environment, Cadets are learning and it is possible that they could momentarily pursue an inappropriately high training intensity. Adult supervisors shall plan for and correct, as appropriate, the training methods so that they align with appropriate training goals.
- B. While an inappropriately high level of training intensity does not meet the definition of abuse or hazing, unless it causes serious physical harm or serious emotional harm, inappropriate yelling, using exercise as punishment, and creating an overly-stressful environment and other improper training techniques are examples of inappropriately high training intensities that should be specifically excluded from training plans.

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5.1.8 Physical Activity Participation: Cadets are encouraged to actively participate in all physical activities to include any Unit's physical fitness and wellness program. Generally, Cadets will be in good health and may participate in physical activity without restrictions. Understanding potential limitations for full participation may exist, PSC Units should adopt guidelines to modify or excuse participation for Cadets who may be temporarily restricted, partially restricted, or permanently restricted from participating in certain activities due to any medical condition or disability.

5.1.9 Distance Learning: Agencies/organizations utilizing distance learning should consider best practices, to include technology requirements and accessibility, establishing virtual classroom etiquette, engagement and participation expectations, instructor competencies for on-line active learning techniques, and identifying topics suitable and not suitable for delivering distance learning programs. Typically, the psychomotor portion of any training is not suitable for a distance learning format.