

PUBLIC SAFETY CADETS

Law Enforcement Sector



National Committee and Advisory Board

Committee Structure and Governance

Adopted: 01 September 2018

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PURPOSE, STRUCTURE AND MEMBERSHIP

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee and Advisory Board

PURPOSE, STRUCTURE AND MEMBERSHIP

Purpose: The Public Safety Cadets, Law Enforcement Sector, National Committee and its Advisory Board provides advice, guidance and oversight in support of the program's mission and objectives.

Structure: The structure of the Public Safety Cadets, Law Enforcement Sector (hereinafter referred to as the PSC LES) National Committee shall be as follows: Chair, Vice Chair, Immediate Past Chair, the Vice Chair for each of three standing committees, and the Chair and committee members for each subcommittee under each standing committee. Ex officio members shall include, but not be limited to, the current National Youth Ambassador, Vice National Youth Ambassador, the current president of each PSC LES accredited Association, Executive Director of PSC, and honorary members. The Executive Committee of the PSC LES National Committee shall be composed of the Chair, Vice Chair, Immediate Past Chair, Vice Chair for National Events, Vice Chair for Program, and the Vice Chair for Liaison and Development, and convened as necessary by the Chair. Ad hoc committees may be appointed as needed by the Chair. The Advisory Board will be composed of current or former distinguished members from the law enforcement community, prominent educators and business executives. The Chair of the PSC LES National Committee will be appointed by the President of the Public Safety Cadets Board of Directors (PSC BOD) with majority approval from Board members. The Chair shall recruit and appoint national committee members with the advice and consent of the PSC BOD. The Advisory Board will be recruited and appointed by the PSC BOD in cooperation with the Chair. All members of the PSC LES National Committee and Advisory Board serve at the pleasure of the PSC BOD and there are no term limits for service.

Standing Committees: National Events, Program, Liaison and Development

Sub-Committees: National Events: National PSC LES Conference, National PSC LES Leadership Academies, and PSC LES National Pistol Championship. Program: PSC LES Program Guidelines, Training & Leadership Academy Accreditation, Associations Accreditation and Coordination, National Youth Ambassadors Coordination, Ride-Along Accreditation, and Proficiency Awards and Recognition. Liaison and Development: Professional Associations Liaison, National Support Team, Public Relations & Sponsorships, and Scholarships.

Meetings: The PSC LES National Committee meets twice a year; the first meeting is held in the spring in Washington, DC, and the second meeting is held in the fall at the site of the IACP Conference. Executive Committee meetings are convened as necessary by the Chair.

Membership: There are three categories of membership for the PSC LES National Committee as follows. All members have voting privileges.

- 1) **Individual Members:** city, county, state and federal law enforcement officials, or private sector individuals, that have been selected and approved to serve on the committee.
- 2) **Ex Officio Members:** individuals who by virtue of their position are members of the committee. Such individuals include, but are not limited to, current National Youth Ambassadors, head of each federal law enforcement agency, Executive Director and current President of the International Association of Chiefs Police, Executive Director and current President of the National Sheriffs Association, the current President of each PSC LES Accredited Association, the Executive Director and current President of the Hispanic American Command Officers Association (HAPCOA), the Executive Direct and Current President of the National Organization of Black Law Enforcement Executives (NOBLE), and the Executive Director and current President of such other professional Law Enforcement Associations/Organizations approved by the PSC BOD.
- 3) **Honorary Members:** Individuals who have made unique and unparalleled contributions to law enforcement and/or PSC LES National Committee or Advisory Board to include, but not limited to, all past chairs and past members of the Advisory Board.

Selection Process:

Any member of the PSC LES National Committee, or a member of the PSC BOD, can nominate for consideration an individual to serve on the national committee. The following protocol will be followed before inviting an individual to serve on the PSC LES National Committee.

1) Law enforcement candidate who is not head of agency:

- Candidate name and resume submitted for consideration to Vice Chair of National Events, Vice Chair of Program, and Vice Chair of Liaison and Development. The Executive Director for PSC will also be provided the name and resume for the candidate. Proceed to next step if no objections by the aforementioned Vice Chairs for the national committee.
- Due diligence review.*
- Providing no issues discovered during due diligence review, the candidate's name is provided to Chair and Vice Chair of PSC LES National Committee for concurrence. If either the Chair or Vice Chair objects the candidate will receive no further consideration for a position on the committee. Proceed to next step if no objections.
- Request for concurrence from the head of agency for the candidate's employer. If the head of the agency objects the candidate will receive no further consideration for a position on the committee. Proceed to next step if no objections.
- Formally invite candidate to serve on committee and provide expectations for position.

2) Law enforcement candidate who is head of agency:

- Candidate name and resume submitted for consideration to Vice Chair of National Events, Vice Chair of Program, and Vice Chair of Liaison and Development. The Executive Director for PSC will also be provided the name and resume for the candidate. Proceed to next step if no objections by the aforementioned Vice Chairs for the national committee.
- Due diligence review.*
- Providing no issues discovered during due diligence review, the candidate's name is provided to Chair and Vice Chair of PSC LES National Committee for concurrence. If either the Chair or Vice Chair objects the candidate will receive no further consideration for a position on the committee. Proceed to next step if no objections.
- Formally invite candidate to serve on committee and provide expectations for position.

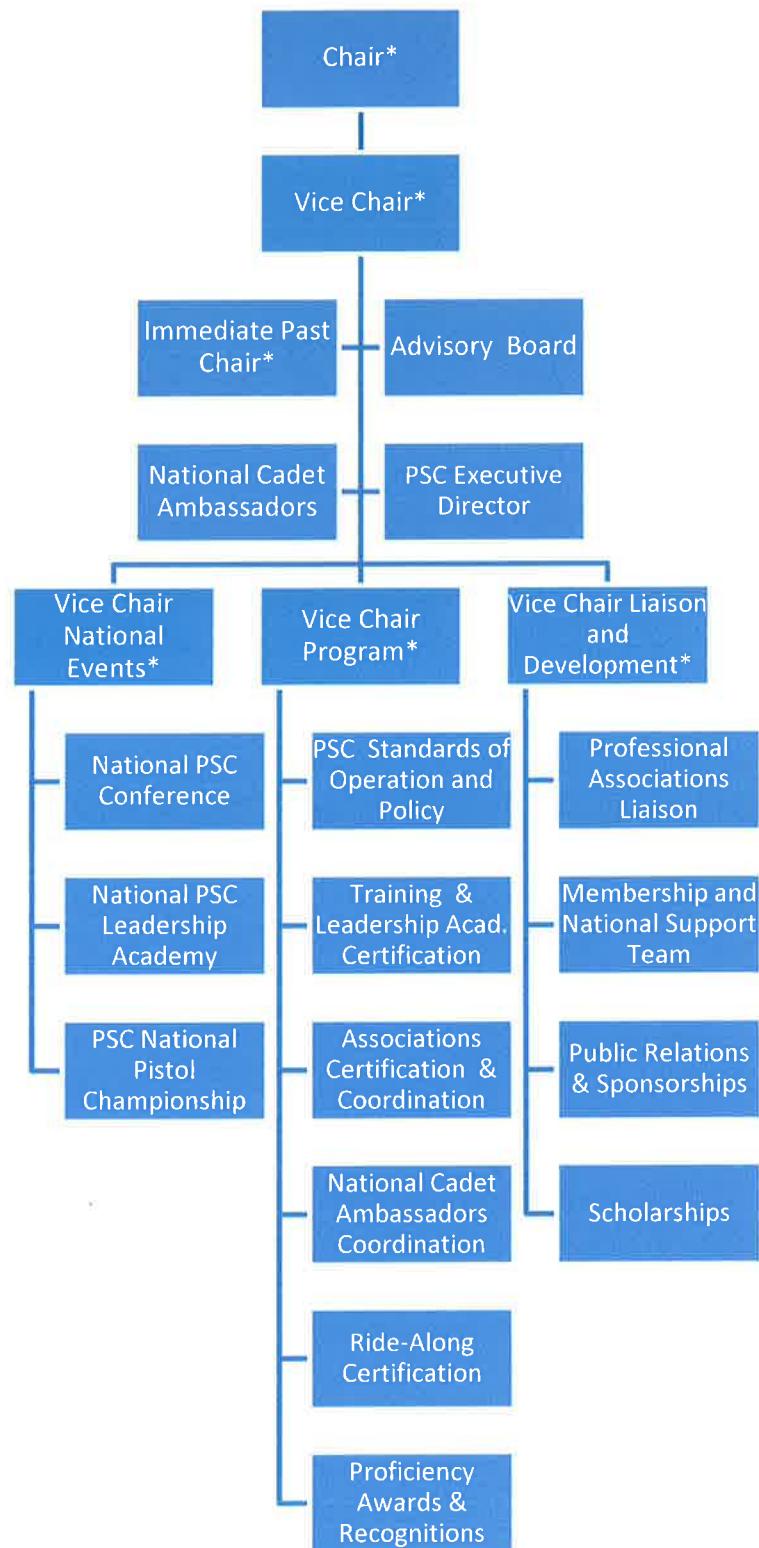
3) Non-law enforcement candidate (business owner, public official, private organization official, educator, etc.):

- Candidate name and resume submitted for consideration to Vice Chair of National Events, Vice Chair of Program, and Vice Chair of Liaison and Development. The Executive Director for PSC will also be provided the name and resume for the candidate. Proceed to next step if no objections by the aforementioned Vice Chairs for the national committee.
- Due diligence review.* This due diligence review must also include a review of the entity with which the candidate is affiliated to ensure it is not involved with or endorses any controversial (i.e., supports an anti-government organization, advocates for or supports any racial or religious supremacy organization, etc.) agenda or cause.
- Providing no issues discovered during due diligence review, the candidate's name is provided to Chair and Vice Chair of PSC LES National Committee for concurrence. If either the Chair or Vice Chair objects the candidate will receive no further consideration for a position on the committee. Proceed to next step if no objections.
- Formally invite candidate to serve on committee and provide expectations for position.

***Note:** A due diligence review should include, but is not limited to, a basic open source (e.g., Google or other search engine) inquiry or more formal search for any criminal history, civil litigation actions, integrity issues, accusations of misconduct that have generated negative publicity, public stance on controversial matters or any other action that could cause negative repercussions for the PSC program.

Attachment: PSC LES Table of Organization Chart

PSC NATIONAL COMMITTEE AND ADVISORY BOARD – LAW ENFORCEMENT SECTOR



*Executive
Committee
Members

POSITION DESCRIPTIONS

- **Chair**
- **Vice Chair**
- **Immediate Past Chair**
- **Executive Director**
- **Advisory Board Members**
- **National Youth Ambassador**
- **Vice National Youth Ambassador**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: **Chair, Public Safety Cadets, Law Enforcement Sector, National Committee.**

Table of Organization Placement: **The Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee) is a component of the Public Safety Cadets organization and provides program management, establishes policy and standards of operation, and provides oversight for the program in cooperation with the Public Safety Cadets Board of Directors.**

Reporting: **The Chair of the National Committee functionally reports as necessary to the Public Safety Cadets Board of Directors and can delegate such reporting to the Vice Chair of the National Committee, the Vice Chair for National Events, Vice Chair for Program or Vice Chair for Liaison and Development.**

Duties and Responsibilities: **The Chair for the National Committee shall:**

- 1) Recruit and appoint Vice Chair for National Committee.**
- 2) Recruit and appoint Vice Chair for National Events, Vice Chair for Program, and Vice Chair for Liaison and Development.**
- 3) Provide oversight, as well as advice and guidance, to Vice Chairs for national committee.**
- 4) Establish national committee meeting agendas, with input from vice chairs and PSC Executive Director, and chairs such meetings.**
- 5) Convene as necessary and chair Executive Committee meetings.**
- 6) Appoint Ad Hoc Committees as necessary.**
- 7) Attend national events and other national activities whenever possible.**
- 8) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.**
- 9) Recruit successor and provide program briefing and transition support.**

Position Reference

Items:

- Public Safety Cadets website (Law Enforcement Sector section): www.publicsafetycadets.org**
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- Position Description for each organizational element of the National Committee.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: **Vice Chair, Public Safety Cadets, Law Enforcement Sector, National Committee.**

Table of Organization Placement: **The position of Vice Chair is a component of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).**

Reporting: **The Vice Chair for the National Committee reports to the Chair and functionally coordinates with the Vice Chair for National Events, Vice Chair for Program, and Vice Chair for Liaison and Development.**

Duties and Responsibilities: **The Vice Chair for the National Committee shall:**

- 1) Discharge the chair's duties in his or her absence.**
- 2) Provide support and assistance to the Chair in discharging his or her duties and responsibilities.**
- 3) Such other duties and responsibilities as assigned by the Chair.**
- 4) Attend national events and other national activities whenever possible.**
- 5) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.**

Position Reference Items:

- Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org**
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy Documents.**
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- Position Description for each organizational element of the National Committee.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: **Immediate Past Chair, Public Safety Cadets, Law Enforcement Sector, National Committee.**

Table of Organization Placement: The position of Immediate Past Chair is a component of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).

Reporting: The Immediate Past Chair for the National Committee reports to the Chair.

Duties and Responsibilities: The Immediate Past Chair for the National Committee shall:

- 1) Provide support and assistance to the chair and vice chair in discharging their responsibilities.
- 2) Such other duties and responsibilities as assigned by the Chair.
- 3) Attend national events and other national activities whenever possible.
- 4) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference Items:

- Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.
- Position Description for each organizational element of the National Committee.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Public Safety Cadets, Executive Director
Table of Organization Placement:	The Public Safety Cadets Executive Director is a professional staff member of the Public Safety Cadets organization and serves in an ex officio, non-voting, position on the National Committee for each public safety sector component in the organization.
Reporting:	The Executive Director reports to the Public Safety Cadets Board of Directors and the Chair of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).
Duties and Responsibilities:	The Executive Director for Public Safety Cadets shall: <ol style="list-style-type: none">1) Serve in an advisory capacity and act as liaison between the national committee and the Public Safety Cadets Board of Directors.2) Provide support and assistance to the Chair and Vice Chairs in discharging their responsibilities.3) Coordinate administrative support for national events and other Public Safety Cadets, Law Enforcement Sector, functions.4) Attend national events and other national activities whenever possible.5) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets Organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and policy directives.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Position Description for each organizational element of the National Committee.

**PUBLIC SAFETY CADETS
Law Enforcement Sector
Advisory Board**

POSITION DESCRIPTION

Position Title:

Public Safety Cadets, Law Enforcement Sector, Advisory Board.

**Table of
Organization
Placement:**

The members of the Advisory Board are distinguished law enforcement professionals, educators, business professionals, and other public safety officials and serve in an ex officio, non-voting capacity as part of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).

Reporting:

The members of the Advisory Board report to the Chair of the National Law Enforcement Exploring Committee and the Public Safety Cadets Board of Directors.

**Duties and
Responsibilities:**

The members of the Advisory Board shall:

- 1) Provide advice and guidance to the National Committee.**
- 2) Provide support and assistance as necessary with regard to program and administration.**
- 3) Attend national events and other national activities whenever possible.**
- 4) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.**

**Position Reference
Items:**

- Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- Position Description for each organizational element of the National Committee.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	National Youth Ambassador Public Safety Cadets, Law Enforcement Sector
Table of Organization Placement:	The National Youth Ambassador for Public Safety Cadets, Law Enforcement Sector, is an elected office and serves as ex officio member of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).
Reporting:	The National Youth Ambassador reports to the Chair of the National Committee and the Chair of the National Youth Ambassadors Coordination Subcommittee
Duties and Responsibilities:	The National Youth Ambassador for Public Safety Cadets, Law Enforcement Sector, shall: <ol style="list-style-type: none">1) Act in accordance with the Performance and Standards of Conduct Agreement and Guidelines for National Youth Ambassadors2) Attend national events and Public Safety Cadets, Law Enforcement Sector, organization meetings, conferences and other activities whenever possible to represent and promote the Public Safety Cadets organization.3) Select, with prior approval from the Chair, of the National Youth Ambassadors Coordination Subcommittee, and the prospective candidate's Mentor, a Public Safety Cadet from each established region in the country, to serve as a Regional Youth Ambassador. The Regional Ambassador is an optional position with no official duties other than serving as an emissary for the National Youth Ambassador and making appearances when the National Youth Ambassador or Vice National Youth Ambassador are unable to attend pre-approved functions or activities.4) Prepare a report for each national committee meeting identifying significant activities, accomplishments and other noteworthy matters concerning the Public Safety Cadets, Law Enforcement Sector. This report will be reviewed by Chair of National Youth Ambassadors Coordination subcommittee prior to be presented to national committee.5) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Most recent version of the Performance and Standards of Conduct Agreement and Guidelines for Public Safety Cadets National Youth Ambassadors.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Vice National Youth Ambassador for Public Safety Cadets, Law Enforcement Sector.
Table of Organization Placement:	The Vice National Youth Ambassador for Public Safety Cadets, Law Enforcement is an elected office and serves in an ex officio position as a member of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).
Reporting:	The Vice National Youth Ambassador for Public Safety Cadets, Law Enforcement Sector, reports to the Chair of the National Committee and the Chair of the National Youth Ambassadors Coordination Subcommittee
Duties and Responsibilities:	The Vice National Youth Ambassador for Public Safety Cadets, Law Enforcement Sector, shall: <ol style="list-style-type: none">1) Act in accordance with the Performance and Standards of Conduct Agreement and Guidelines for National Youth Ambassadors.2) Discharge the National Youth Ambassador's duties in his or her absence.3) Provide support and assistance to the National Youth Ambassador in discharging his or her responsibilities.4) Attend national events and Public Safety Cadets, Law Enforcement Sector, organization meetings, conferences and activities whenever possible to represent and promote the Public Safety Cadets organization.5) Prepare a report for each national committee meeting identifying significant activities, accomplishments and other noteworthy matters concerning the Public Safety Cadets, Law Enforcement Sector. This report will be reviewed by Chair of National Youth Ambassadors Coordination subcommittee prior to be presented to national committee.6) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): <u>www.publicsafetycadets.org</u>• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Most recent version of the Performance and Standards of Conduct Agreement and Guidelines for Public Safety Cadets National Youth Ambassadors.

NATIONAL EVENTS COMMITTEE

POSITION DESCRIPTIONS

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Vice Chair, National Events Committee.
Table of Organization Placement:	The National Events Committee is a component of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).
Reporting:	The Vice Chair for the National Events Committee reports to the Chair of the National Committee and functionally coordinates with the Vice Chair for Program and Vice Chair for Liaison and Development.
Duties and Responsibilities:	The Vice Chair for the National Events Committee shall: <ol style="list-style-type: none">1) Recruit and appoint committee chairs for each subcommittee of the National Events Committee with concurrence of the chair of the national committee.2) Provide oversight, as well as advice and guidance, to the chair of each subcommittee under the National Events Committee.3) Maintain regular contact with the chair of each subcommittee and chair of the national committee to report or discuss any pertinent Public Safety Cadets, Law Enforcement Sector, matters.4) Attend national committee meetings and other national activities whenever possible.5) Ensure the chair of each subcommittee prepares a report for each national committee meeting. The report will highlight significant activities and accomplishments of the respective subcommittee, as well as any issues, concerns or proposals.6) As necessary, engage subcommittee chairs to encourage their support or assistance with national activities, programs and initiatives.7) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference
Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Position Description for each subcommittee that is a component of the National Events Committee.**
- **Most recent edition of the Public Safety Cadets, Law Enforcement Sector, National Conference Guide as well as conference program description and related materials.**
- **Most recent program description and related materials for the Public Safety Cadets, Law Enforcement Sector, National Leadership Academy, and National Pistol Championship.**
- **Most recent After-Action Reports from National Conference, National Leadership Academy, and National Pistol Championship.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: **Chair, Public Safety Cadets, Law Enforcement Sector, National Conference Subcommittee.**

Table of Organization Placement: **The Public Safety Cadets, Law Enforcement Sector, National Conference Subcommittee is a component of the National Events Committee.**

Reporting: **The Chair for the Public Safety Cadets, Law Enforcement Sector, National Conference Subcommittee reports to the Vice Chair of National Events.**

Duties and Responsibilities: **The Chair for the Public Safety Cadets, Law Enforcement Sector, National Conference Subcommittee shall:**

- 1) **Participate in site selection process for each conference.**
- 2) **Recruit and appoint chairs for each committee and subcommittee for the Public Safety Cadets, Law Enforcement Sector, National Conference Steering Committee with concurrence of the Vice Chair of the National Events Committee.**
- 3) **Provide oversight, as well as advice and guidance, to the chair of each committee and subcommittee under the conference steering committee.**
- 4) **Chair steering committee planning meetings for the national conference.**
- 5) **Maintain regular contact with the chair of each committee and subcommittee, as well as Vice Chair of National Events, to report or discuss any pertinent matters regarding the conference.**
- 6) **Attend national committee meetings and other national activities whenever possible.**
- 7) **Ensure the chair of each committee and subcommittee prepares a report for each national conference steering committee planning meeting. The report will highlight significant activities and accomplishments of the respective committee or subcommittee, as well as any issues, concerns or proposals.**
- 8) **As necessary, engage committee and subcommittee chairs to encourage their support or assistance with national activities, programs and initiatives.**
- 9) **To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.**

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Most recent edition of National Conference Guide, Fact Sheet, Function Guide, and related conference materials.**
- **Most recent After-Action Reports from national conference.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: **Chair, Public Safety Cadets, Law Enforcement Sector, National Leadership Academy Subcommittee.**

Table of Organization Placement: **The Public Safety Cadets, Law Enforcement Sector, National Leadership Academy Subcommittee is a component of the National Events Committee.**

Reporting: **The Chair for the Public Safety Cadets, Law Enforcement Sector, National Leadership Academy Subcommittee reports to the Vice Chair of National Events.**

Duties and Responsibilities: **The Chair for the Public Safety Cadets, Law Enforcement Sector, National Leadership Academy Subcommittee shall:**

- 1) **Recruit an academy coordinator, with concurrence of the Vice Chair of the National Events Committee, who will develop academy program and enlist presenters.**
- 2) **Provide oversight, as well as advice and guidance, to the coordinator.**
- 3) **Chair planning meetings for national leadership academy, as well as applicant selection process.**
- 4) **Maintain regular contact with the Vice Chair of the National Events to report or discuss any pertinent matters regarding the academy.**
- 5) **Attend national committee meetings and other national activities whenever possible.**
- 6) **Ensure coordinator prepares a report for each national leadership academy planning meeting. The report will highlight significant activities and accomplishments as well as any issues, concerns or proposals.**
- 7) **As necessary, engage the law enforcement agencies, educational institutions or non-profit organizations that provide academy presenters to encourage their support or assistance with national activities, programs and initiatives.**
- 8) **To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.**

Position Reference Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Most recent edition of National Leadership Academy Fact Sheet, application and related academy materials.**
- **Most recent After-Action Reports from National Leadership Academy.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Public Safety Cadets, Law Enforcement Sector, National Pistol Championship Subcommittee.
Table of Organization Placement:	The Public Safety Cadets, Law Enforcement Sector, National Pistol Championship Subcommittee is a component of the National Events Committee.
Reporting:	The Chair for the Public Safety Cadets, Law Enforcement Sector, National Pistol Championship Subcommittee reports to the Vice Chair of National Events.
Duties and Responsibilities:	<p>The Chair for the Public Safety Cadets, Law Enforcement Sector, National Pistol Championship Subcommittee shall:</p> <ol style="list-style-type: none">1) Identify and secure venue for each National Pistol Championship.2) Recruit qualified individuals to staff event.3) Coordinate with law enforcement agencies, educational institutions, and private sector businesses to facilitate support for the National Pistol Championship.4) Chair planning meetings and provide oversight for the event.5) Facilitate the acquisition of firearms, ammunition, personal protection equipment (eye/ear protection, etc.), targets and other supplies for event.6) Coordinate acquisition of awards for event to include the "Captain Drew Burham Trophy for Firearms Marksmanship Excellence."7) Attend national committee meetings and other national activities whenever possible.8) As necessary, engage with law enforcement agencies, educational institutions and private business that support the National Pistol Championship to encourage their support or assistance with national activities, programs and initiatives.9) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Most recent edition of National Pistol Championship Guide, Fact Sheet, Function Guide, and related conference materials.**
- **Most recent After-Action reports from National Pistol Championship.**

PROGRAM COMMITTEE

POSITION DESCRIPTIONS

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Vice Chair, Program Committee.
Table of Organization Placement:	The Program Committee is a component of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee
Reporting:	The Vice Chair for the Program Committee reports to the Chair of the National Committee and functionally coordinates with the Vice Chair for National Events and Vice Chair for Liaison and Development.
Duties and Responsibilities:	The Vice Chair for the Program Committee shall: 1) Recruit and appoint subcommittee chairs for Program Committee with concurrence of chair of national committee. 2) Provide oversight, as well as advice and guidance, to the chair of each subcommittee under the Program Committee. 3) Maintain regular contact with the chair of each subcommittee and Chair of the National Committee to report or discuss any pertinent Public Safety Cadets, Law Enforcement Sector, matters. 4) Attend national committee meetings and other national activities whenever possible. 5) Ensure the chair of each subcommittee prepares a report for each national committee meeting. The report will highlight significant activities and accomplishments of the respective subcommittee, as well as any issues, concerns or proposals. 6) As necessary, engage subcommittee chairs to encourage their support or assistance with national activities, programs and initiatives. 7) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Position Description for each subcommittee that is a component of the National Events Committee.**

PUBLIC SAFETY CAETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy subcommittee.
Table of Placement:	The Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy Subcommittee is a component of the Program Committee.
Reporting:	The Chair for the Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy Subcommittee reports to the Vice Chair for Program.
Duties and Responsibilities:	<p>The Chair for the Public Safety Cadets, Law Enforcement Sector, Standards of Operations and Policy Subcommittee shall:</p> <ol style="list-style-type: none">1) Draft and present to national committee for consideration any suggested additions, modifications and/or other changes to the Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy and related documents. The national committee will present to the Public Safety Cadets Board of Directors any recommended additions, modifications and/or other changes to above referenced documents.2) Maintain Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy in accordance with policy, procedure or protocol adopted by the Public Safety Cadets Board of Directors.3) Conduct program impact analysis on any proposed policy, procedure or protocol to determine any possible negative impact on Public Safety Cadets, Law Enforcement Sector, or unintended adverse reaction from sponsoring organizations.4) If possible, attend national committee meetings and other national activities.5) Prepare subcommittee report for each national committee meeting. The report will highlight any proposed changes to Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy, or related comments and concerns.6) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Training & Leadership Academy Certification Subcommittee.
Table of Placement:	The Training & Leadership Academy Certification Subcommittee is a component of the Program Committee.
Reporting:	The Chair for the Training & Leadership Academy Certification Subcommittee reports to the Vice Chair for Program.
Duties and Responsibilities:	<p>The Chair for the Training & Leadership Certification Subcommittee shall:</p> <ol style="list-style-type: none">1) Promote certification of training programs and assist Units and Associations with completing the certification process.2) Review certification applications and supporting documentation and advise the Vice Chair for Program if application should be approved or disapproved. If disapproved, provide guidance as to what action is necessary to complete certification.3) Periodically review curriculum topics for basic and advanced training certifications and make recommendations as necessary for modifications or additions to ensure subject areas are pertinent, contemporary and essential to providing a comprehensive training experience for Cadets.4) Encourage and oversee development of curriculums for certified specialized training programs (i.e., bike patrol, marine patrol, equestrian patrol, etc.).5) If possible, attend national committee meetings and other national activities.6) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments, number of new Units or Association training programs that have been certified, and any issues, concerns or proposals relative to training certification.7) As necessary, engage Units and Associations with certified training programs to enlist their support or assistance with national activities, programs and initiatives.8) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Public Safety Cadets, Law Enforcement Sector, Training Certification Program Description.• Training Certification Application.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Associations Certification & Coordination Subcommittee.
Table of Placement:	The Associations Certification & Coordination Subcommittee is a component of the Program Committee.
Reporting:	The Chair for the Associations Certification & Coordination Subcommittee reports to the Vice Chair for Program.
Duties and Responsibilities:	<p>The Chair for the Associations Certification & Coordination Subcommittee shall:</p> <ol style="list-style-type: none">1) Identify Associations that are not certified and encourage and assist them with completing the certification process.2) Review certification applications and supporting documentation and advise Vice Chair for Program if application should be approved or disapproved. If disapproved, provide guidance as to what action is necessary to complete certification.3) Maintain regular contact with certified associations and serve as their ombudsman to the national committee.4) If possible, attend national committee meetings and other national activities.5) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments of certified associations, status of efforts to certify associations not yet certified, as well as any issues, concerns or proposals relative to certification.6) As necessary, engage certified Associations to encourage their support or assistance with national activities, programs and initiatives.7) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Association Certification Application.**
- **Sample Association By-Laws.**
- **Association Certification Checklist**

PUBLIC SAFETY CAETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: Chair, National Youth Ambassadors Coordination Subcommittee.

Table of Organization Placement: The National Youth Ambassadors Coordination Subcommittee is a component of the Program Committee.

Reporting: The Chair for the National Youth Ambassadors Coordination Subcommittee reports to the Vice Chair for Program.

Duties and Responsibilities: The Chair for the National Youth Ambassadors Coordination Subcommittee shall:

- 1) Coordinate and oversee the candidate selection process, election procedure and installation of the National Youth Ambassadors.
- 2) Serve as Advisor to the National Youth Ambassadors and assist the Public Safety Cadets Executive Director in scheduling and facilitating their activities.
- 3) Maintain regular contact with National Youth Ambassadors, as well as their respective Unit Mentor, and assist them in any way possible with their duties and responsibilities.
- 4) If possible, attend national committee meetings and other national activities.
- 5) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments of the National Youth Ambassadors, as well as any issues, concerns or proposals relative to their positions. Additionally, review report prepared by each National Youth Ambassador prior to it being presented to the national committee.
- 6) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.
- National Youth Representatives Election Procedure Description and Protocol ((Rev. 2009 and published in 2010 National Conference Guidebook).
- Performance and Standards of Conduct Guidelines for Public Safety Cadets, Law Enforcement Sector, National Youth Ambassadors.
- Nomination Form: National Youth Ambassadors, Public Safety Cadets, Law Enforcement Sector.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Ride-Along Certification Subcommittee.
Table of Organization Placement:	The Ride-Along Certification Subcommittee is a component of the Program Committee.
Reporting:	The Chair for the Ride-Along Certification Subcommittee reports to the Vice Chair for Program.
Duties and Responsibilities:	The Chair for the Ride-Along Certification Subcommittee shall: <ol style="list-style-type: none">1) Encourage and assist Posts with the Ride-Along certification process.2) Review certification applications and supporting documentation and advise Vice Chair for Program if application should be approved or disapproved. If disapproved, provide guidance as to what action is necessary to complete certification.3) If possible, attend national committee meetings and other national activities.4) Prepare subcommittee report for each national committee meeting. The report will highlight the number of new Ride-Along certifications, as well as any issues, concerns or proposals relative to the Ride-Along program.5) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Ride-Along Certification Application.• Sample Ride-Along certification policy and standard operating procedures.• Ride-Along Certification Checklist.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title: Chair, Proficiency Awards & Recognitions Subcommittee.

Table of Placement: The Proficiency Awards & Recognitions Subcommittee is a component of the Program Committee.

Reporting: The Chair for the Proficiency Awards & Recognitions Subcommittee reports to the Vice Chair for Program.

Duties and Responsibilities: The Chair for the Proficiency Awards & Recognitions Subcommittee shall:

- 1) Draft and present to national committee for consideration any suggested additions, modifications and/or other changes to Public Safety Cadets, Law Enforcement Sector, Proficiency Awards and/or recognitions. The national committee will present to Public Safety Cadets, Board of Directors, any recommended additions, modifications and/or other changes to proficiency awards and/or recognitions.
- 2) Facilitate selection process for Special Recognition Awards Program.
- 3) Develop as necessary for consideration by the national committee any special recognition or award to recognize significant achievements or special contributions to Public Safety Cadets, Law Enforcement Sector, by Cadets, Mentors or other individuals.
- 4) Review applications and supporting documents for Distinguished Mentor Award and select recipient.
- 5) If possible, attend national committee meetings and other national activities.
- 6) Prepare subcommittee report for each national committee meeting. The report will highlight any matters concerning proficiency awards and other forms of recognition as well as related comments and concerns.
- 7) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org
- Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.
- Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.
- Public Safety Cadets, Law Enforcement Sector, Proficiency Awards link on website.
- Distinguished Mentor Award criteria and application link on website
- Special Recognition Awards Program description and criteria.

LIAISON AND DEVELOPMENT COMMITTEE

POSITION DESCRIPTIONS

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Vice Chair, Liaison and Development Committee.
Table of Organization Placement:	The Liaison and Development Committee is a component of the Public Safety Cadets, Law Enforcement Sector, National Committee (hereafter referred to as National Committee).
Reporting:	The Vice Chair for the Liaison and Development Committee reports to the Chair of the National Committee and functionally coordinates with the Vice Chair for National Events and Vice Chair for Program.
Duties and Responsibilities:	The Vice Chair for the Liaison and Development Committee shall: <ol style="list-style-type: none">1) Recruit and appoint subcommittee chairs for Liaison and Development Committee with concurrence of chair of national committee.2) Provide oversight, as well as advice and guidance, to the chair of each subcommittee under the Liaison and Development Committee.3) Maintain regular contact with the chair of each subcommittee and Chair of the National Committee to report or discuss any pertinent Public Safety Cadets, Enforcement Sector, matters.4) Attend national committee meetings and other national activities whenever possible.5) Ensure the chair of each subcommittee prepares a report for each national committee meeting. The report will highlight significant activities and accomplishments of the respective subcommittee, as well as any issues, concerns or proposals.6) As necessary, engage subcommittee chairs to encourage their support or assistance with national activities, programs and initiatives.7) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Position Description for each subcommittee that is a component of the Liaison and Development Committee.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Professional Associations Liaison Subcommittee.
Table of Organization Placement:	The Professional Associations Liaison Subcommittee is a component of the Liaison and Development Committee.
Reporting:	The Chair for Professional Liaison Subcommittee reports to the Vice Chair for Liaison and Development.
Duties and Responsibilities:	The Chair for the Professional Associations Liaison Subcommittee shall: <ol style="list-style-type: none">1) Identify and recruit to serve on subcommittee, with concurrence of Vice Chair of Liaison and Development Committee, the executive director and/or president of professional law enforcement and related organizations to include, but not limited to, International Association of Chiefs of Police (IACP), National Sheriffs Association (NSA), Hispanic American Police Command Officers Association, (HAPCOA) National Organization of Black Law Enforcement Executives (NOBLE), etc.2) Strive to establish a Memorandum of Understanding between Public Safety Cadets, Law Enforcement Sector, and professional associations and organizations.3) Assist Executive Director with planning for and staffing Public Safety Cadets, Law Enforcement Sector, booth at IACP, NSA and other organization conferences.4) Maintain regular contact with subcommittee members that represent various professional law enforcement and related organizations.5) If possible, attend national committee meetings and other national activities.6) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments as well as any issues, concerns or proposals regarding liaison matters and professional associations and organizations.7) As necessary, engage subcommittee members to encourage their support or assistance with national activities, programs and initiatives.8) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Memorandum of Understanding template from Public Safety Cadets, Public Safety Sector.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Membership and National Support Team Subcommittee.
Table of Organization Placement:	The Membership and National Service Team Subcommittee is a component of the Liaison and Development Committee.
Reporting:	The Chair for the Membership and National Service Team Subcommittee reports to the Vice Chair for Liaison and Development.
Duties and Responsibilities:	<p>The Chair for the Membership National Service Team Subcommittee shall:</p> <ol style="list-style-type: none">1) Lead development and maintenance of membership standards for Cadets, Mentors and other adult leaders. Oversee recruitment and retention programs for all members.2) Identify and recruit Chiefs of Police, Sheriffs or a Heads of Agency, in concurrence with Vice Chair of Liaison and Development Committee, to serve on National Service Team.3) Apprise Service Team members of additions, changes and other modifications to Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.4) Maintain regular contact with Service Team members and serve as their ombudsman to the national committee.5) If possible, attend national committee meetings and other national activities.6) Prepare sub-committee report for each national committee meeting. The report will highlight significant activities and accomplishments of membership standards, recruitment and retention efforts; and significant activities and accomplishments of the the Service Team, as well as any issues, concerns or proposals relative to the program.7) As necessary, engage Service Team Chairs to encourage their support or assistance with national activities, programs and initiatives.8) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.

Position Reference

Items:

- **Public Safety Cadets website (Law Enforcement Sector):**
www.publicsafetycadets.org
- **Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.**
- **Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.**
- **Service Team Position Description.**
- **FAQs: Public Safety Cadets, Law Enforcement Sector.**

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Public Relations and Sponsorships Subcommittee.
Table of Organization Placement:	The Public Relations and Sponsorships Subcommittee is a component of the Liaison and Development Committee.
Reporting:	The Chair for the Public Relations and Sponsorships Subcommittee reports to the Vice Chair for Liaison and Development.
Duties and Responsibilities:	<p>The Chair for the Public Relations and Sponsorships Subcommittee shall:</p> <ol style="list-style-type: none">1) Identify opportunities to enhance the image of Public Safety Cadets, Law Enforcement Sector, with the law enforcement community and in the private sector using broadcast and print media as well as other forms of communications.2) Assist Executive Director with developing strategy for promoting and marketing Public Safety Cadets, Law Enforcement Sector.3) Identify corporate sponsors to provide financial, material or other forms of support for Public Safety Cadets, Law Enforcement Sector, recruitment and events.4) Maintain regular contact with subcommittee members and Vice Chair for Liaison and Development.5) If possible, attend national committee meetings and other national activities.6) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments as well as any issues, concerns or proposals regarding the program.7) As necessary, engage subcommittee members to encourage their support or assistance with national activities, programs and initiatives.8) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): www.publicsafetycadets.org• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.

PUBLIC SAFETY CADETS
Law Enforcement Sector
National Committee

POSITION DESCRIPTION

Position Title:	Chair, Scholarships Subcommittee.
Table of Organization Placement:	The Scholarships Subcommittee is a component of the Liaison and Development Committee.
Reporting:	The Chair for the Scholarships Subcommittee reports to the Vice Chair for Liaison and Development.
Duties and Responsibilities:	The Chair for Scholarships Subcommittee shall: <ol style="list-style-type: none">1) Identify and recruit potential scholarship sponsors for Public Safety Cadets, Law Enforcement Sector, Cadets.2) Assist scholarship sponsors with development of criteria and selection process for recipients.3) Promote available scholarships through Public Safety Cadets, Law Enforcement Sector, website, e-mails to Unit Mentors and other forms of communications.4) Provide, as requested, assistance with selection of scholarship recipients.5) Maintain regular contact with subcommittee members, scholarship sponsors, and Vice Chair for Liaison and Development.6) If possible, attend national committee meetings and other national activities.7) Prepare subcommittee report for each national committee meeting. The report will highlight significant activities and accomplishments as well as any issues, concerns or proposals regarding scholarships.8) As necessary, engage subcommittee members to encourage their support or assistance with national activities, programs and initiatives.9) To the extent possible, provide other forms of assistance and support that will enhance the Public Safety Cadets organization.
Position Reference Items:	<ul style="list-style-type: none">• Public Safety Cadets website (Law Enforcement Sector): <u>www.publicsafetycadets.org</u>• Public Safety Cadets, Law Enforcement Sector, Standards of Operation and Policy documents.• Public Safety Cadets, Law Enforcement Sector, Program and Resource Guide for Mentors and other Adult Leaders.• Current scholarships as listed on Public Safety Cadets, Law Enforcement Sector, website.