

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 4 – PERSONNEL  
GO-02-28  
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**DATE April 13, 2018**

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**CADET PROGRAM**

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**POLICY**

The Marin County Sheriff's Office Cadet Program offers college students a rewarding hands-on learning experience in all divisions of the Sheriff's Office. Cadets serve alongside experienced law enforcement staff and receive a valuable introduction into a law enforcement career. The primary goal of the Sheriff's Cadet Program is to further prepare and develop qualified college students to enter the field of law enforcement while pursuing the successful completion of a college degree.

**PROCEDURE**

The Marin County Sheriff's Office is committed to mentoring and developing cadets. The department has set forth the highest standards and expectations for participants in the Cadet Program. The Sheriff's Office is looking for Cadets who demonstrate integrity, maturity, honesty, personal discipline and sound judgment.

**JOB REQUIREMENTS**

Cadets must meet the following requirements:

- Be a high school graduate or equivalent
- Be at least 18 years old
- Not have any felony convictions
- Be able to work evenings and weekends
- Possess a valid California Class C driver's license
- Be enrolled in college with at least 9 units per semester or 6 quarter units
- Maintain a GPA of 2.0 or higher
- Pass a background investigation, criminal record check, computer voice stress analysis and medical exam

**PROGRAM COORDINATOR**

The Professional Standards Unit Lieutenant will serve as the Program Coordinator. The Lieutenant will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided to all cadets and review all decisions affecting job assignments, status for compensation, and school attendance.

**ORIENTATION AND TRAINING**

Newly hired cadets will receive an orientation of the organization and facilities. Each cadet will receive training in Sheriff's Office policies and procedures as well as specific job training from experienced cadets, deputies and non-sworn personnel. Cadets will serve in a variety of roles in the Sheriff's Office including, but not limited to: Front counter work providing general information and referral assistance, assisting in maintaining department vehicles, maintaining inventory of supplies and equipment,

assisting the patrol division with large events, assisting with marking and towing of abandoned vehicles, assisting the Investigations Division with large crime scenes, assisting the Custody Division with projects and administrative duties, completing reports for minor crimes and vehicle tows, service of civil papers, and performing related duties as required.

### **ROTATION OF ASSIGNMENTS**

Cadets will be assigned to work in all three of the Sheriff's Office Bureaus: Field Services, Detention Services, and Administrative and Support Services. Rotation of job assignments will occur every 3-4 months to enhance the career development for each cadet. Department needs will take precedence over individual considerations for assignment, with a final assignment decision resting with the Professional Standards Unit Lieutenant.

### **WORK HOURS**

The cadet work hours need to remain flexible due to outside school requirements. Cadets will work 16-25 hours per week depending on availability. Any cadet working over 25 hours shall require approval from the Professional Standards Unit Lieutenant or his designee. Cadets may remain in the program for up to four years and no longer than six months after graduating from college.

### **CADET UNIFORMS**

Each cadet will be provided two uniforms and a jacket meeting the specifications described in the Uniform-Equipment Chapter of the Rules and Regulations 732.16.

#### **AFFECTED DIVISIONS**

ALL

#### **DATE REVISED**

N/A

By order of:

ROBERT T. DOYLE  
SHERIFF-CORONER