Cadet Program Manual

1000.1 INTRODUCTION

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

If any portion of the Police Cadet Program Manual is in conflict with Lexipol policies, the provisions in Lexipol shall prevail.

(a) Knowledge of Manual Contents

It is the responsibility of every cadet to have knowledge of all rules and regulations contained in this manual. Cadet will sign and date a form indicating they have received a copy of this manual. Cadet are required to read the entire manual within thirty (30) days of receiving their copy.

(a) Security of the Manual

Cadet will maintain and protect their copy of the manual at all times. Any information that could hamper the police department's operation will be kept strictly confidential. Strict confidentiality is especially important with regard to information on emergency response procedures to criminal activity. Loss of a manual or any parts thereof shall be immediately reported in writing to the Police Cadet Program sergeant.

(a) Maintaining the Manual

Cadet will be responsible for maintaining their manual in an up-to-date manner by making changes or additions as directed. Cadet will keep their manual in good condition and repair. Broken covers or torn pages shall be repaired or replaced.

1000.2 RECRUITMENT

(a) Qualifications

All candidates who want to become a San Mateo Police Department Cadet shall meet the employment standards that apply to other volunteer and per diem employees. To become an Cadet, the applicant must be between the ages of 14 and 20 years old, maintain a minimum of a "C" or 2.0 grade point average (GPA) in all school courses, and be free of any felony convictions. Grades shall be submitted to the Youth Services Unit upon receipt. Non-student applicants must be gainfully employed and have a good work record. All applicants less than 18 years old must have written parental approval.

(a) Selection Process

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

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

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

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

(a) Additional Requirements

Every cadet shall follow all policies, procedures, and regulations of the Police Cadet Program and the San Mateo Police Department. Explorers must be able to attend meetings, trainings, and complete the Law Enforcement Cadet Academy within one-year of appointment.

(a) Orientation and Training

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

Members of the Police Cadet Program are volunteers. Cadet are not compensated for their time except for certain details and duties authorized by the San Mateo Police Department. Members of the Police Cadet Program have no peace officer powers.

1000.3 STRUCTURE AND CHAIN OF COMMAND

(a) sChain of Command

The chain of command is established for the efficient operation of the Police Explorer Program – like the rank structure of the police department. The chain of command flows from the lowest rank upward to the highest rank.

The chain of command for the Police Cadet Program is as follows:

- Chief of Police (sworn)
- Captain (sworn)
- Youth Services Lieutenant (sworn)
- Youth Services Sergeant (sworn)
- Police Cadet Advisor (sworn)
- Police Cadet Captain (non-sworn)
- Police Cadet Sergeant (non-sworn)
- Police Cadet (non-sworn)

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) Youth Services Unit Lieutenant

The command staff member in charge of the Cadet Program is a Police Lieutenant who coordinates, advises and supervises activities. The lieutenant also acts as the San Mateo Police Department liaison with outside organizations regarding all Cadet related activities and assignments.

(a) Youth Services Unit Sergeant

A sergeant will serve as the program coordinator. Working in collaboration with the Police Cadet Program command staff member, this sergeant will be responsible for tracking the educational, job performance, and leadership development of cadet. In addition, the sergeant oversees individual assignments throughout the department and coordinates with Field Operations for ride-alongs. The sergeant will monitor training provided for all cadet and review decisions affecting job assignments,status for compensation, school attendance, and performance evaluations.

(a) Police Cadet Advisor

The Youth Services Unit sergeant coordinates recruitment, retention, and removal of sworn and civilian staff to serve as advisors for the Police Cadet Program. Advisors will serve as mentors and trainers for each cadet. Cadet will bring special requests, concerns, and suggestions via the chain of command outlined in this manual for direction before contacting the Youth Services Unit Lieutenant or Sergeant. One advisor may be designated as the assistant to the Youth Services Sergeant to lead scheduled meetings and training sessions. Program advisors are not intended to circumvent the established chain of command. Any concerning issues shall be sent up the chain of command.

(a) Cadet Program Command Staff

The following positions of rank become permanent at the time of appointment. Cadet in positions of rank may be relieved from office if found to not be adequately fulfilling their responsibilities, violation of any Lexipol policy, or violation of the Cadet Program Manual. Changing rank or entering into a command staff position may only be done when there is an appropriate vacancy and need for the position.

The procedure for selecting command staff is as follows: All qualified explorers will be asked to submit a memorandum and resume in an approved police department format. Cadet will be given a minimum of two (2) weeks in which to complete a memorandum and resume.

The resume and memorandum should include length of service with the program, special qualifications and training, special events attended, and information stating the Cadet's interest in the position. Upon receipt of the packet, the Youth Services Unit Sergeant coordinate with an interview panel to review and evaluate the best candidate after an interview.

The panel will then recommend a candidate for promotion.

(a) Cadet Captain

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

The cadet captain is responsible for the overall leadership and administrative affairs of the program. Duties include the preparation, maintenance, and monitoring of reports, time cards, and training, as well as other related administrative duties. The cadet captain is responsible for directing meetings and acting as the program spokesperson when assigned by the Youth Services Unit. The cadetcaptain reports directly to the Youth Services Unit Sergeant. The cadet captain closely supervises and evaluates the duties of the cadet sergeant(s). There will be only one position allocated for the rank of cadet captain. An cadet captain may ride on patrol with a sworn officer or sit along with a dispatcher between the hours of 0700 and 2200.

Desired Requirements: Two (2) years of experience and active participation in the program or completion of a minimum of six (6) months at the rank of sergeant and completion of the Police Cadet Law Enforcement Academy or an approved equivalency. Completion of an approved leadership course is required when available.

(a) Cadet Sergeant

Cadet sergeants are assigned as squad leaders and provide basic supervision to cadets assigned to each squad. The cadet sergeant assists with training and orientation of cadets under their supervision. The cadet sergeant reports directly to the explorer captain. An cadet sergeant may ride on patrol with a sworn officer or sit along with a dispatcher between the hours of 0700 and 2200.

Desired Requirements: One (1) year of experience and active participation in the program, completion of the Police Cadet Law Enforcement Academy or approved equivalency. Completion of an approved leadership course is required when available.

(a) Classification Levels of Police Cadets

Basic: A basic cadet is a cadet who has not completed the Police Cadet Law Enforcement Academy. Basic cadets will be issued an cadet t-shirt and Cadet Program Manual. A basic cadet will not do a ride along on patrol until the academy is completed.

Advanced: An advanced cadet is an cadet who has completed the Police Cadet Law Enforcement Academy. An advanced cadet will be issued a uniform, badge, and Cadet Program Manual. An advanced cadet may ride on patrol with a sworn officer or sit along with a dispatcher between the hours of 0700 and 2200.

1000.4 PERSONNEL MATTERS

The regulations and procedures which follow deal with conditions cadet must meet to maintain a current membership in the Police Cadet Program. Violations of any of these regulations may result in disciplinary action, up to an including termination.

(a) Address of Residence

All cadets shall ensure their current address is on file with the police department within seven (7) days of a move. Cadets shall notify the police department of any changes in address, even if it is only a temporary change.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) Telephone

All cadets should have a telephone or cell phone at their residence in order to be contacted during emergency situations. Cadets are responsible for ensuring a current telephone number is on file with the police department and inform the police department of any changes within seven (7) days. In addition, a current emergency contact shall be properly maintained at the police department for the cadet's parent/guardian. In addition, cadets shall create a GroupMe account and an email to communicate with the program.

(a) Physical Fitness

All cadets should maintain a level of fitness that will allow them to perform their duties effectively. If a question arises as to an cadet's ability to perform regular duties due to an apparent low level of health or fitness, cadets may be required to submit to a physician's examination and to bring their health or fitness to an acceptable standard.

(a) Reporting for Duty

All cadets will report for their assigned responsibilities on time and will be physically and mentally fit to perform their duties. They will be properly equipped and will make themselves aware of any information necessary for proper performance.

If a cadet cannot attend a meeting or function at the scheduled time, the cadet shall notify the Youth Services sergeant, cadet captain, or cadet sergeant at least two (2) hours prior to the scheduled meeting or event. Cadet shall explain the issue to allow for an evaluation of whether the absence is excused or unexcused. If the cadet is reporting late, they shall notify the Youth Services sergeant, cadet captain, or cadet sergeant as soon as practical prior to the scheduled assignment.

Any unexcused absence and/or excessively reporting late for an assignment will result in disciplinary action up to and including termination.

(a) Reporting of Illness

Any cadet unable to function because of illness or injury shall notify the Youth Services sergeant, cadet captain, or cadet sergeant at least two (2) hours prior to the scheduled meeting or event.

The Youth Services Unit leadership team has the authority to request a note from the explorer's physician excusing them from attending meetings or events.

(a) On-Duty Injuries

Cadets who are injured while performing their duties or if exposed to hazardous material on-duty, shall immediately report the injury/exposure to the Youth Services Sergeant and notify the on-duty watch commander.

The Youth Services Unit leadership team may request a note from the cadet's physician allow them to return to normal duty status.

(a) Modified Participation

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

Cadets who attend school outside of the area may be allowed to modify their participation while school is in session at the approval of the Youth Services Unit leadership team. If approved, these cadets will be required to fully participate during school vacation and breaks. The cadet shall provide a schedule of the anticipated vacation and breaks to the Youth Services Sergeant.

1000.5 RULES OF CONDUCT

Cadet shall understand, whether on or off duty, they are a reflection of the San Mateo Police Department and police profession as a whole. Cadets shall act in accordance with department policy, cadet manual, and all laws so as not to bring discredit on themselves, the San Mateo Police Department, or the City of San Mateo.

This manual and department policy establishes standards of conduct that are consistent with the values and mission of the San Mateo Police Department and are expected of all department members, including cadets. The standards contained in this manual are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this manual, cadets are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a cadet's supervisor.

(a) Performance of Assigned Responsibilities

Cadets shall perform their assigned responsibilities, assist police officers, and department personnel with their duties, to the best of their ability, and in accordance with department directives and other directives in this manual.

(a) Contact with the Public

Cadets shall be courteous at all times to the public. They will be orderly, attentive, and will exercise patience and discretion when working with the public.

(a) Contact with Law Enforcement

Cadets shall immediately notify the Youth Services Unit sergeant if they are contacted by any law enforcement agency. Notification shall be made in writing immediately following the contact. If the cadet is incapacitated or incarcerated, written notification can be made by the parent or guardian. Cadets shall not respond to law enforcement activity while off-duty. If a cadet does so, they shall notify the Youth Services Unit sergeant in writing immediately to explain the necessity of doing so. Failure to comply with this policy will result in disciplinary action up to and including termination.

(a) Compliance with Orders

Cadets shall promptly obey the lawful orders of a superior officer, including a cadet command staff member. Any cadet who refuses to obey a lawful order will be considered insubordinate and may be subject to disciplinary action up to and including termination.

(a) Conflict of Orders

Should any lawful order be given by a superior officer that conflicts with any previous order or published directive, the cadet will respectfully bring this conflict to the attention of the superior

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

officer. The superior officer who issued the conflicting order will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the cadet's actions while carrying out this order.

(a) Public Statement

Cadets shall not make any statements on behalf of the San Mateo Police Department or the City of San Mateo for publication or broadcast concerning the plans, policies, or administration of the Police Department unless authorized to do so.

All requests for public statements will be directed to the Public Information Officer (PIO) or their designee. Cadets receiving a request for public statements shall notify their chain of command immediately and ensure the Youth Services Sergeant is notified.

Any unauthorized public statements will result in disciplinary action up to and including termination.

(a) Personal Appearance

Cadets will maintain a neat and clean appearance and shall adhere to the most current police department policy regarding personal grooming standards. Unless otherwise stated and because of deviations from these standards could present safety issues, the following appearance standards shall apply to all cadets, except those whose assignment would deem them not appropriate, and where the chief of police has granted exception.

HAIR

Hairstyles of all members shall be neat in appearance.

Male Members - hair must not extend below the top edge of the uniform collar while assuming a normal stance.

Female Members - hair must be collar length when the explorer is standing erect, worn up or in a tightly wrapped braid or ponytail.

MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the chief of police or their designee.

FINGERNAILS

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

Fingernails extending beyond the tip of the finger can pose a safety hazard. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. Fingernails shall not have any adornments (i.e.: studs, jewelry, color)

JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by cadets on any part of the uniform or equipment, except those authorized within this manual or departmentpolicy. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Stud earrings authorized to be worn by female personnel accordingly shall not be larger than the lower earlobe or more than one (earring) per ear. Stud earrings shall be approved by the cadet's chain of command prior to wearing them with their uniform.

With the exception of wedding sets, only one ring may be worn on each hand of the cadet while on-duty.

TATTOOS

All uniformed cadets are prohibited from displaying any body art, tattoo(s), brand(s), intentional scarring, mutilation, or dental ornamentation while on duty or representing the department in any official capacity.

Any current uniformed cadet with existing body art, tattoo(s) brand(s), intentional scarring or mutilation that is visible shall have the following options:

Uniformed cadets shall cover existing body art, tattoo(s), brand(s), intentional scarring or mutilation by wearing the long-sleeve uniform shirt and/or uniform trousers.

Have the tattoo(s) or brand(s) removed at the cadet's expense.

Body art, tattoo(s), brand(s), intentional scarring and/or mutilation that is not able to be covered or concealed is prohibited. This includes, but is not limited to, foreign objects inserted under the skin, pierced, split or forked tongue; and/or stretched out holes in the ears.

Uniformed cadets shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewels, initials, etc.

BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features, and which is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- Tongue splitting or piercing
- The complete or transdermal implantation of any material other than hair replacement
- Abnormal shaping of the ears, eyes, nose, or teeth
- Branding or scarification

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) Cadet Misconduct

The duties performed by this department are vital to the safety and well-being of this community. Due to the importance of these duties, it is essential that the San Mateo Police Department set and maintain high standards of conduct for its personnel and explorers. Misconduct by cadets will not be tolerated. Misconduct weakens the police department's effectiveness, erodes public trust, and can endanger members of this department.

Cadet misconduct and violation of policy and/or law will result in disciplinary action up to and including termination.

(a) Response to Orders or Assignments

Cadets shall obey lawful orders from superior personnel as promptly and completely as possible. Failure to respond promptly may be considered a neglect of duty.

(a) Gifts, Gratuities, or Privileges

Cadet shall not directly or indirectly solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or any other item of value in connection with or resulting from their official position. Cadets shall not use their official position, badges, or identification cards to obtain privileges not otherwise available to them. This includes but is not limited to discounted/free food items, discounted/free movie tickets, asking for professional courtesy from receiving a traffic citation.

Receiving gifts, gratuities, or privileges will result in disciplinary action up to and including termination.

(a) Rewards

Cadets shall not accept or solicit any fee or compensation growing out of the performance of official duties without the permission of the Police Chief.

(a) Verbal Abuse, Harassment or Criticism

Cadets shall not verbally or otherwise abuse, harass or criticize fellow cadets, cadet command staff, any employees of the City of San Mateo, or members of the community.

(a) Fraternization

Cadets shall not fraternize, enter a dating relationship, or any other personal relationship with a member of the San Mateo Police Department regardless of age. Such fraternization may result in the dismissal from the Police Cadet Program.

(a) Criminal Conduct

Cadets shall obey all laws. Violations of any law, an indictment or information filed against a cadet, or a conviction will be cause for disciplinary action up to and including termination.

(a) Use or Possession of Alcohol or Tobacco Products

Cadets shall never violate laws in regard to the use, possession, or consumption of alcohol or tobacco products. Exceptions to possess alcohol or tobacco products may be granted by the Youth

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

Services Unit sergeant if the cadet is authorized to work under direct supervision in an ABC minor decoy operation. All decoy operations shall be approved by the Youth Services Unit leadership team and written consent shall be received by the cadet's parent/guardian if under the age of 18. At no time during the operation is the cadet permitted to consume these products.

Violation of this policy will result in disciplinary action up to and including termination.

(a) Drugs or Medications

Cadets shall not have in their possession any controlled substances, narcotics, or hallucinogens, except when legally prescribed by a physician or dentist. When a cadet is taking prescribed medication and when such medication could affect performance, the cadet shall notify the Youth Services Unit sergeant.

Possession or use of marijuana or illegal drugs on or off duty is prohibited and will result in disciplinary action up to and including termination.

(a) Cadet Speech, Expression, and Social Networking

To meet the department's safety, performance and public trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the San Mateo Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the San Mateo Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the San Mateo Police Department or its employees. Examples may include:

(a) Statements that indicate disregard for the law or the state or U.S. Constitution.

(b) Expression that demonstrates support for criminal activity.

(c) Participating in sexually explicit photographs or videos for compensation or distribution.

(d) Sharing police intelligence, law enforcement tactics, or unpublished information.

(a) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(b) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(c) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the San Mateo Police Department.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(d) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(e) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the San Mateo Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police. This section also qualifies for any other law enforcement agency.

(f) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

(a) When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

(b) During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Cadets must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the cadet (e.g., social or personal website). This includes content posted prior to appointment.

1000.6 DISCIPLINE

(a) Grounds for Discipline

- Violation of Lexipol or this manual.
- Violation of state or federal law, city ordinance, or the U.S. or California Constitution
- Unruly behavior.
- Disrespect toward any City of San Mateo employee, fellow Explorers, or the general public.
- Dishonesty or unethical behavior.
- Being out of uniform at a designated uniformed activity.
- Unexcused absence at a prearranged official detail.
- Any behavior deemed unacceptable and not keeping with the objectives and standards of the Police Explorer Program, City of San Mateo, or the San Mateo Police Department.

(a) Disciplinary Action

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved, such action may include, but is not limited to:

- Verbal reprimand
- Written reprimand
- Relieved from duty/suspension
- Demotion of position
- Loss of privileges
- Termination

The Youth Services Unit leadership team may relieve a cadet from active participation if the cause is sufficient to deem termination from the Cadet Program.

1000.7 UNIFORM AND EQUIPMENT

UNIFORMS

Upon appointment, each cadet will be issued the items listed below. All items issued to a cadet remain the property of San Mateo Police Department. These items will be used by the cadet for duties authorized by the department. No other items or equipment shall be worn by a cadet unless authorized by the Youth Services Unit.

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

Upon separation from San Mateo Police Department's Cadet Program, all departmentally issued uniforms and equipment shall be returned.

EQUIPMENT INVENTORY

- Badge inscribed "Police Cadet", "Cadet Sergeant", or "Cadet Captain" with an identification number between 400 and 499.
- San Mateo Police Department identification card
- Nameplate
- One long sleeve shirt with departmental patches
- One short sleeve shirt with departmental patches
- One pair of pants without braid
- One light-weight jacket
- One clip-on tie and tie bar
- One trouser belt

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

- One pair of shoes or boots
- One reflective vest
- One flashlight holder
- One flashlight issued on assignment
- One police radio holder
- One police radio issued on assignment
- One whistle

1000.8 EXPLORER PATROL AND RIDE ALONG PROCEDURES

RIDE-ALONGS

All cadets are authorized to participate in the police department's Ride-Along Program. At no time are cadets authorized to conduct record checks utilizing police equipment without prior authorization from the Youth Services Unit. Cadets are permitted to utilize the police radio in the performance of their duty.

Cadet ride-alongs shall be conducted under the following rules:

- Cadets shall wear the proper uniform
- Shall be done between 0700 to 2200 hours.
- No cadet shall go on more than two ride-alongs per month unless authorized by the Youth Services sergeant.
- Sign-ups to participate in a ride-along should be done at the bi-monthly meetings or by special arrangement through the Youth Services Unit.
- Cadets shall have a passing score on the monthly radio code quiz to qualify for the ride-along program. Cadets who have multiple quiz failures could be disciplined.

(a) Emergency Drop Off

Cadets are allowed to participate in most calls. They should not be involved in calls such as suicides, robberies, pursuits, or armed subject calls. Officers may drop a cadet off in a safe location in the event of an emergency. If it is not practical or safe for the officer to drop off the cadet, the explorer shall remain in the patrol car or other designated location on scene.

A cadet should always have a phone or money on them in order to make a telephone call. Immediately after being dropped off the cadet shall notify dispatch of their location. The dispatcher will advise the cadet if another officer will pick them up or assist the cadet in making arrangements to be picked up by a responsible person. Cadets on ride-alongs should always have a responsible person they can call to come pick them up quickly in these situations.

(a) Termination of a Ride-Along

A ride-along may be terminated by the officer or the patrol sergeant at any time. Should the ride-along be terminated for any reason, the cadet is not to question the decision. The cadet shall

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

submit a memo to the Youth Services Unit sergeant stating that the ride-along was terminated early and by whose authority the ride-along was terminated.

(a) Time/Dress/Equipment

Cadets should report to the Police Department fifteen (15) minutes prior to the start of their ride-along. They will be dressed in a clean, pressed uniform with polished shoes. They should have all the necessary equipment they will need for the ride-along. They shall not carry any equipment not authorized by this department. If a cadet is unable to ride or they are going to be late, they shall notify the patrol sergeant and their respective chain of command.

(a) Ride-Along Evaluations

After completing the ride-along, cadets are expected to write a report about their experience and submit it at the following Cadet Post meeting. It should not be longer than 500 words. Of note, the officers have to complete an observation report on the cadet's ride-along too. The report must include the following items:

(a)
- Date, time, and location of ride along.
- Provide a summary of your ride along. What did you experience?
- Based on your ride along, what subject areas should you improve upon for a better ride along next time?
- Based on your ride along experience, what subject areas were your strengths?
- What would you like to learn or see on your next ride along?
- What feedback would you like to share about the host officer?

(a) Cadet Patrol

Cadets may go on cadet patrol at the authorization of the Youth Services Unit sergeant. The patrol shall be done in an assigned city vehicle. Cadets shall not drive a marked police vehicle except in special circumstances after this action has been approved by appropriate police personnel. Cadets are not sworn peace officers and shall not perform any duties of a peace officer. Misconduct while on patrol or any violation of this manual, department policy, or laws will result in discipline.

Cadet patrols shall be conducted according to the following rules:

- At least two cadets must be present during each patrol. The number of cadets participating in a patrol is determined by the number of seatbelts available for use in the assigned city vehicle.
- The driver shall be at least 18 years old and possess a valid driver license. The driver must meet the criteria described in the Cadet Manual before participating in cadet patrol.
- Cadets between the ages of 14 and 17 can only perform cadet patrol with a member of cadet command staff.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

- Prior to going on cadet patrol, the involved cadets shall contact the on-duty watch sergeant and dispatch services. They shall provide the following information before going on-duty:
    - Names and badge numbers of the participating cadets
    - Vehicle number
    - Intended hours of tour of duty and assignment
    - Cell phone number

1000.9 ON-VIEW SITUATIONS

Cadets may view crimes in-progress while on ride-alongs, on special duty assignments, or while off duty with friends or family. This chapter sets forth guidelines on how to react to these occasions. It is also an integral part of the explorer's duties while on a ride-along.

(a) Limitations

Cadets do not have police powers. They are volunteers and shall never take enforcement action. They shall not attempt to detain or arrest subjects either on duty or off duty.

(a) Trained Witness

A cadet is a trained witness. They can record details of an incident. Should an incident be witnessed, get to a safe location, call 9-1-1, and advise dispatch of the situation and other detailed information. Remain where you are until contacted by an officer.

(a) Special Duty Guidelines

If a cadet is on duty or a special assignment, the explorer should advise the dispatcher of the situation and details. Cadets shall never attempt to follow suspects. Cadets shall continue with their detail unless directly to do so by a patrol sergeant, a superior officer, or the Youth Services Unit sergeant.

(a) Ride-Along Emergencies

Should a serious situation develop on a ride-along and it appears that the officer is in imminent danger, the cadet should advise the dispatcher of the officer's unit number, location, and nature of the problem. If the officer is severely injured, cadets should broadcast "Officer needs help/Officer down" and give the location, the officer's unit number, and request an ambulance if necessary.

(a) Assisting the Officer

Cadets are not expected to go to a downed officer's aid. If the cadet's own safety is in question, they should seek a safe position and notify the dispatcher of the emergency and their location. This department does not require cadets to do more than this. The cadet's only obligation in a serious situation is to get to safety and the request aid.

1000.10 MEETINGS AND TRAININGS

(a) CADET DUTIES AND PARTICIPATION REQUIREMENTS

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

The Cadet Program will meet on a bi-monthly basis. These meetings shall be attended by all police cadets. Any absences must be excused by the cadet's chain of command. To remain active, each cadet shall earn hours of participation in at least two of the listed activities below. Cadet regular duty hours should be limited to the time period of 0700 to 2200 hours. Exceptions may be made in response to emergencies or special events. No cadet shall work more than 10 consecutive hours in any 24-hour time period.

The minimum levels of participation for members of the Cadet Program are as follows:

- Explorer Captain: 20 hours per month or 60 hours per quarter
- Explorer Sergeant: 15 hours per month or 45 hours per quarter
- Explorer: 10 hours per month or 30 hours per quarter

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

- Vacation house checks
- Ride-alongs with officers
- Miscellaneous office duties
- Traffic control
- Fingerprinting
- Volunteer assignments approved by the Youth Services Unit
- Representing San Mateo Police Department at special events and presentations with approval of the Youth Services Unit
- Cadet patrol

The Cadet Program may be assigned additional duties as needed and appropriate during time of disaster or other emergencies.

Members of the Cadet Program shall receive credit toward the minimum participation levels for all of the above listed activities. Other activities that will be counted as participation include the following:

- Attendance at all meetings involving the Cadet Program
- In-house or formal training sessions
- Community events
- Patrol ride-Along and/or sit-alongs

(a) Absences

Excused absences are those where prior notification was given to an immediate supervisor. Valid reasons for an absence shall include, but is not limited to, illness or injury of the cadet, immediate family members, family emergency, work/school with prior approval, or any other circumstance that has been pre-approved by the cadet's chain of command.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) Peninsula Law Enforcement Cadet Academy

Cadets shall attend and successfully complete the first available Law Enforcement Cadet Academy upon recruitment. The academy is generally held on eight (8) consecutive Sundays.

1000.11 COMMUNICATIONS AND MEDIA RELATIONS

(a) Radio Communications

(a) Police Radio Transmissions:

- The police radio will be used for official business only
- Radio communications shall be conducted in a clear, business-like manner using prescribed procedures and shall be kept brief
- Radio transmissions shall only be made by those cadets who have successfully completed radio training and code test

(a) Use of Police Radios:

- Cadets will only carry or possess a police radio during official duties
- All police radios will be signed out by each explorer when used

(a) On-View Situations:

- Cadets will inform the dispatcher of their location, nature of the incident, and other important details during on-view situations

(a) Social Media

This policy is intended to address issues associated with cadet use of social networking sites and to provide guidelines for the regulation and balancing of cadet speech and expression with the needs of the department. Refer to the Rules of Conduct section in this manual the departmentpolicy for additional rules to adhere by.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an cadet from speaking as a private citizen about matters of public concern, such as misconduct or corruption.

Cadets are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

(a) Applicability

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, communication platforms, and other file-sharing sites.

(a) Policy

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

Cadets occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary explorers of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the San Mateo Police Department will carefully balance the individual cadet's rights against the department's needs and interests when exercising a reasonable degree of control over its cadets' speech and expression.

(a) Safety

Cadets shall consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the San Mateo Police Department and its cadets, such as posting personal information in a public forum, can result in compromising a cadet's home address or family ties. Cadets shall therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any cadet, a cadet's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety includes:

- Disclosing a photograph, name, or address of an officer who is working undercover.
- Disclosing the address, name, or address of a City of San Mateo employees.
- Otherwise disclosing where an employee can be located off-duty.

Since social media safety is a concern, cadets shall be required to reveal all social media accounts to the Youth Services Unit that are owned by the cadet. If asked by a designee of the Youth Services Unit, an cadet shall log into their account with the employee to present their accounts for verification that the social media account adheres to this manual the department policy.

(a) Prohibited Speech, Expression, and Conduct

To meet the department's safety, performance and public trust needs, the following are prohibited unless the speech is otherwise protected (for example, a cadet speaking as a private citizen).

Speech or expression made pursuant to official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the San Mateo Police Department or its cadets.

Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the San Mateo Police Department or another law enforcement agency, and tends to compromise or damage the mission, function, reputation or professionalism of the San Mateo Police Department or its cadets. Examples may include:

- Statements that indicate disregard for the law or the state or U.S. Constitution.
- Expression that demonstrates support for criminal activity.
- Participating in sexually explicit photographs or videos for compensation or distribution.
- Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the explorer as a witness. For example, posting statements or

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

- Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the explorers of the department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing explorers by informing criminals of details that could facilitate an escape or attempted escape.
- Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the San Mateo Police Department.
- All other items listed in this manual's section of Rules of Conduct and department policy.

(a) Disclosing Information

Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained, or accessible as a result of employment with the department for financial or personal gain, or any disclosure of such materials without the expressed authorization of the chief of police or the authorized designee.

Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the San Mateo Police Department on any personal or social networking or other website or web page, without the express authorization of the chief of police. This also relates to all other law enforcement agencies. Explorers are permitted to repost posts made by government law enforcement agencies.

(a) Unauthorized Endorsements and Advertisements

While cadets are not restricted from engaging in the following activities as private citizens, cadets may not represent the San Mateo Police Department or identify themselves in any way that could be reasonably perceived as representing the San Mateo Police Department in order to do any of the following, unless specifically authorized by the chief of police (Government Code § 3206; Government Code § 3302):

- Endorse, support, oppose or contradict any political campaign or initiative.
- Endorse, support, oppose or contradict any social issue, cause or religion.
- Endorse, support or oppose any product, service, company or other commercial entity.
- Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a cadet, acting in their individual capacity or through an outside group or organization, is affiliated with this department, the cadet shall give a specific disclaiming statement that any such speech or expression is not representative of the

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

San Mateo Police Department. Authorization for public statements is also outlined in the Rules of Conduct section of this manual and in the department policy.

(a) Political Activity

Cadets retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens on political subjects and candidates always while off-duty. However, cadets may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Cadets are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another cadet to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

(a) Privacy Expectation

Cadets forfeit any expectation of privacy regarding e-mails, text messages, messaging platforms, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook, Instagram, etc.) that is accessed, transmitted, received or reviewed on any department technology system.

The department reserves the right to access, audit, and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the department. This includes the department e-mail system, computer network, or any information placed into storage on any department system or device.

It also includes records of all key strokes or web-browsing history made at any department computer or over any department network.

The fact that access to a database, service, or website requires a user name or password will not create any expectation of privacy if it is accessed through a department computer or network. However, the department may not require an explorer to disclose a personal user name or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work related misconduct (Labor Code § 980).

(a) Investigation Exemption

San Mateo Police Department recognizes that much criminal activity is planned or committed using social networking sites, social media, e-mail, instant messaging, blogs, videos, and electronic forums. Cadets who are investigating crimes that involve these entities may be granted exemptions from the policies that govern normal use. These exemptions shall be granted on an investigation by a supervisor on a case by case basis.

(a) Considerations

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the chief of police or authorized designee should consider include:

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

- Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- Whether the speech or conduct would be contrary to the good order of the department or the efficiency or morale of its members.
- Whether the speech or conduct would reflect unfavorably on the department.
- Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.
- Whether similar speech or conduct has been previously authorized.
- Whether the speech or conduct may be protected and outweighs any interest of the department.

1000.12 RELEASE OF INFORMATION

Release of any information to the media or the public regarding suspects, cases, and/or department operations shall be handled by the Public Information Office (PIO) or the police chief's designee.

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, the Support Services captain, the Field Operations captain, watch commanders, sergeants, and designated Public Information Office may prepare and release information to the media in accordance with this policy and the applicable law.

MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, cadets shall consider the following:

At no time shall any cadet of this department make any comment or release any official information to the media without prior approval from a supervisor, designated department Media Unit representative, or Police Chief.

In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

Under no circumstance shall any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

1000.13 FIREARMS AND WEAPONS

(a) No cadet shall handle a firearm while in connection with the Cadet Program activities, except when the cadet is at the firing range and under approved supervision.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) No cadet shall personally or otherwise possess any other firearm or dangerous weapon during their duties except as provided above.

(a) Cadets shall not use the shooting range unless:

- Permission has been granted from the Youth Services Unit sergeant.
- They are under the supervision of a range master.
- They are participating in an activity approved by the Youth Services Unit sergeant.
- A Personal Liability Release Waiver has been signed. If under the age of 18, the waiver shall be signed by a parent or guardian prior to the training.

1000.14 ALCOHOL, TOBACCO AND DRUGS

It is the policy of this department to provide a tobacco, smoking, drug, and alcohol-free workplace for all members.

(a) General Guidelines

Alcohol, tobacco, and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use will not be tolerated (41 USC § 8103).

Cadets who have consumed any amount of an alcoholic beverage, tobacco product, or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Youth Services Unit leadership team that they will not be able to report for duty. If the cadet is unable to make the notification, every effort should be made to have a representative contact the leadership team in a timely manner. If the cadet is adversely affected while on-duty, they shall be immediately removed and released from work.

The use of drugs, alcohol, and tobacco products are illegal for anyone under the age of 21. The Youth Services Unit leadership team has the right to discipline a cadet for the use of such material, up to and including termination.

(a) Use of Medications

Cadets shall avoid taking any medications that will impair their ability to safely and completely perform their duties. Any cadet who is medically required or has a need to take any such medication shall report that need to the Youth Services Unit sergeant prior to commencing any on-duty status.

No cadet shall be permitted to work/volunteer or drive a vehicle owned or leased by the department while taking any medication that has the potential to impair their abilities, without a written release from their physician and approval by the Youth Services Unit sergeant.

(a) Use of Marijuana

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on or off-duty is prohibited and will lead to disciplinary action.

(a) Use of Alcohol

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

Possession of alcohol or being under the influence of alcohol on or off-duty is prohibited and will lead to disciplinary action.

(a) Use of Tobacco

Possession of tobacco products or being under the influence of tobacco on or off-duty is prohibited and will lead to disciplinary action.

(a) Cadets Responsibilities

Cadets shall report for duty in an appropriate mental and physical condition. Cadets are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances, tobacco, or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Possession or use of alcohol, tobacco, marijuana, or illegal drugs on or off duty is prohibited and will lead to disciplinary action.

Cadets shall notify the Youth Services Unit leadership team immediately if they observe behavior or other evidence that they believe demonstrates that a fellow cadet poses a risk to the health and safety of the member or others due to drug or alcohol use. In addition, if a cadet discovers a fellow cadet has violated this policy, they shall report it immediately to the Youth Services Unit leadership team.

Cadets are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

(a) Employee Assistance Program

The City of San Mateo does not offer the Employee Assistance Program to volunteers (e.g. police cadets). It is the responsibility of each cadet to seek assistance before tobacco, alcohol, or drug problems lead to performance issues.

(a) Work Restrictions

If a cadet informs a supervisor that they have consumed any tobacco, alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to volunteer.

If the Youth Services Unit leadership team reasonably believes, based on objective facts, that a member is impaired by the consumption of tobacco, alcohol, or other drugs, the supervisor shall prevent the member from continuing work and shall ensure they are safely transported away from the department.

(a) Requesting Screening Tests

The Youth Services Unit leadership team may request a cadet to submit to a screening test under the following circumstances:

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

The supervisor reasonably believes, based upon objective facts, the cadet is under the influence of tobacco, alcohol, or drugs.

The cadet discharges a firearm, other than by accident, in the performance of their duties.

During the performance of their duties, the cadet drives a motor vehicle and becomes involved in an incident that results in bodily injury to themselves or another person, or substantial damage to property.

(a) Supervisor Responsibility

The supervisor shall prepare a written record documenting the specific facts leading up to the decision to request the test, and shall inform the cadet in writing of the following:

The test will be given to detect either alcohol, tobacco, and/or drugs.

The result of the test is not admissible in any criminal proceeding against the cadet.

The cadet may refuse the test, but refusal may result in dismissal or other disciplinary action.

(a) Screening Test Refusal

A cadet may be subject to disciplinary action if they:

Fail or refuse to submit to a screening test as requested.

After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.

(a) Compliance with the Drug Free Workplace Act

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving an explorer, the department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

(a) Confidentiality

The department recognizes the confidentiality and privacy due to its cadets. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the expressed written consent of the member involved or pursuant to lawful process.

The written results of any screening tests are considered confidential medical records and shall be maintained separately from the cadet's personnel files.

1000.15 PERSONAL COMMUNICATION DEVICES

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the department or personally owned, while on-duty, or when used for authorized work-related purposes.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the internet.

(a) Policy

The San Mateo Police Department allows cadets to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty or used off-duty in any manner reasonably related to the business of the department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair the cadet's safety. Additionally, cadets are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty hours for business-related purposes may subject the cadet and the cadet's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Cadets who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

Additional policy and procedures are outlined in the City of San Mateo "Policy and Procedures Manual" under the subject heading "Cell Phone and Other Personal Communication Devices Usage."

(a) Privacy Policy

Cadets shall have no expectation of privacy regarding any communication made with or stored in or through PCDs issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department-provided or funded PCD, computer, internet service, telephone service or other wireless service while on-duty is without any expectation of privacy that the cadet might otherwise have in any communication, including the content of any such communication. Communications or data reception on personal, password-protected, web-based e-mail accounts, and any other services are subject to monitoring if department equipment is used.

In accordance with this policy, supervisors are authorized to conduct a limited administrative search of electronic files without prior notice, consent or a search warrant, on department-issued or personally owned PCDs that have been used to conduct department-related business. Administrative searches can take place for work-related purposes that may be unrelated to investigations of explorer misconduct and, as practicable, will be done in the presence of the affected cadet. Prior to conducting any search of personally owned devices, supervisors shall consult with the Chief of Police. All such searches shall be fully documented in a written report.

(a) Department-Issued PCD

Depending on a cadet's assignment and the needs of the position, the department may, at its discretion, issue a PCD. Department-issued PCDs are provided as a convenience to facilitate on-

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

duty performance only. Such devices and the associated telephone number shall remain the sole property of the department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a cadet is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

(a) Personally Owned PCD

Cadets may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- PCDs shall only be used on-duty for official business and shall not be visible unless performing official duties.
- The PCD and any associated services shall be purchased, used and maintained solely at the cadet's expense.
- Cadets will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the department. This shall not apply if emergency related incident and this is the only available device for the cadet at the time.

Use of a personally owned PCD constitutes consent for the department to access the PCD to inspect and copy data to meet the needs of the department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, cadets will provide the department with all telephone access numbers for the device.

Except with prior express authorization from their supervisor, cadets are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an explorer is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the explorer has prior express authorization from his/her supervisor, the explorer may engage in business-related communications. Should explorers engage in such approved off-duty communications or work, explorers entitled to compensation shall promptly document the time worked and communicate the information to their supervisor to ensure appropriate compensation. Explorers who independently document off-duty department-related business activities in any manner shall promptly provide the department with a copy of such records to ensure accurate record keeping.

(a) Use of Personal Communications Devices

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

- A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- All PCDs in the workplace should be set to silent or vibrate mode.
- A PCD should not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Explorers shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- Cadets may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

CADETSS SHALL NOT USE PCDs DURING CADET MEETINGS

Cadets are prohibited from taking pictures, video, or making audio recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

Cadets will not access social networking sites for any purpose that is not official department business.

Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any cadet having knowledge of such conduct shall promptly notify a supervisor.

(a) Supervisory Responsibilities

Supervisors should ensure that members under their command are provided appropriate training on the use of PCDs consistent with this policy. Supervisors should monitor, to the extent practicable, PCD use in the workplace and take prompt corrective action if a cadet is observed or reported to be improperly using a PCD. An investigation into improper conduct should be promptly initiated when circumstances warrant.

If, when carrying out any provision of this policy, the need to contact a cadetr who is off-duty arises, supervisors should consider delaying the contact, if practicable, until the cadet is on-duty, as such contact may be compensable. Sending an email to the cadet is considered acceptable.

(a) Use While Driving

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Cadets operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, cadets who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Vehicle Code § 23123). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

(a) Official Use

Cadets are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, cadets shall conduct sensitive or private communications on a land-based or other department communications network.

The following situations are examples of when the use of a PCD may be appropriate:

- Barricaded suspects
- Hostage situations
- Mobile Command Post
- Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
- Major political or community events
- Investigative stakeouts
- Emergency contact with an allied agency or allied agency field unit
- When immediate communication is needed, and the use of the radio is not available or appropriate and other means are not readily available.

1000.16 PARTICIPATION IN OUTSIDE EXPLORER PROGRAMS

(a) A cadet participating in the San Mateo Police Department's Cadet Program shall not be a member in any other law enforcement or fire service program.

(a) A cadet participating as a member in any cadet, fire service, or similar program before or after becoming a member of the San Mateo Police Department, will disclose their involvement or obtain approval as applicable.

1000.17 OUTSIDE EMPLOYMENT

PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for department employees and cadets engaging in outside employment, all explorers shall notify the Youth Services Unit leadership team of any anticipated or ongoing outside employment. Additional policy information can be found in Lexipol Policy 1040.

OBTAINING APPROVAL

In order to notify the department of outside employment, the cadet must complete an Outside Employment Form, which shall be submitted to the cadet's immediate supervisor. The form will then be forwarded through channels to the Youth Services Unit lieutenant for evaluation.

Failure to notify the department of outside employment may will lead to disciplinary action.

CHANGES IN OUTSIDE EMPLOYMENT STATUS

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

If a cadet terminates their outside employment during their time within the Explorer Program, the explorer shall promptly submit written notification of such termination to the Youth Services Unit leadership team. Any subsequent notification for new employment must thereafter be processed and approved through normal procedures set forth in this manual.

Cadets shall also promptly submit in writing to the Youth Services Unit any material changes in outside employment including any change in the number of hours, type of duties, or demands of any outside employment. Cadetrs who are uncertain whether a change in outside employment is material are advised to report the change.

DEPARTMENT RESOURCES

Cadets are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the cadet's position with this department.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department