

## YOUTH CADET LAW ENFORCEMENT PROGRAM

### RESPONSIBILITY SUMMARY

- I. POST COMMANDER
  - A. Post Commander or Representative should personally contact local high schools to advise school leaders of the program and request applications be submitted to reach him/her by April 22, 2017. School resource officers are a good source of applicants.
  - B. Upon receipt of applications from schools and other agencies, forward the completed application, to include a photo copy of the applicants drivers or learners permit, along with the \$200 fee to **American Legion, Department of Virginia Headquarters (Attn: Youth Cadet). They should reach the Department not later than May 6, 2017.**
  - C. Posts should maintain contact with the boys and girls selected for the program.
  - D. Arrange transportation to and from the State Police Academy in Richmond for both July 9<sup>th</sup> and July 14<sup>th</sup> if parents are not available.

**Note: The post's personal contact with school leaders is crucial to the success of the program. Unlike Boys State, where information is sent to the schools, the post representative will be the sole source of knowledge and point of contact for the Youth Cadet Law Enforcement program. Remember other community agencies may be used to contact qualified applicants, but you must verify the student's class and scholastic standing with his/her school. An American Legion Post must be the sponsor, regardless of who finds the candidate or who is paying the fee.**

- II. DISTRICT CHAIRPERSON AND DISTRICT COMMANDERS
  - A. District Youth Cadet Law Enforcement Chairperson will work closely with District Commanders to assure that all posts have an equal opportunity to send qualified rising seniors to the Youth Cadet Law Enforcement Program.
  - B. Be sure that Post Commanders submit the application to Department Headquarters by May 6, 2017.
  - C. Assure that contact is maintained with boys and girls in the program.
  - D. Determine that transportation has been arranged to and from Richmond for each cadet.
- III. DEPARTMENT HEADQUARTERS
  - A. Department Headquarters will register all of the applications.
  - B. Department Headquarters will make the final decision in filling cadet "slots" after consulting with the Post Commander or designated Post representative.
  - C. Department Headquarters will notify the Post Commander by June 15, 2017 if his/her alternate may attend.