

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, 2016. Contacts can also be made at local Boys/Girls Clubs and other community agencies to find qualified applicants.
- B. Upon receipt of applications from schools and other agencies, forward White Copy to the **District Youth Cadet Law Enforcement Chairperson**, and Yellow Copy to **Department Headquarters (Attn: Youth Cadet)**. **Both copies should reach the addresses by May 6, 2016.**
- C. Along with the District Youth Cadet Chairperson, 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 17th and July 22nd.

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.

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, 2016.
- 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 May 20, 2016 if his/her alternate may attend.