

CADET HANDBOOK

Revised 01.07.2024



PREPARE • SERVE • ACHIEVE

This Cadet Handbook documents Desert Hot Springs High School Public Safety Academy’s policies, procedures, and requirements, as well as the preparation of cadets for college and career readiness. It was approved by PSA’s Advisory Committee and complies with the California Partnership Academies Program Grant, California Career Technical Education Model Curriculum Standards, and California Education Code. Also refer to the Standard Operating Procedures.

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Location

Career Technical Education - Public Safety Academy Building
(off Golden Eagle Lane between the 2-story 200 and 300/400 buildings)
 Classroom 1301
 Training Bay 1302
 Storage Room 1303
 (760) 288-7000 #4032903

Resources

[California Commission on Peace Officers Standards and Training](#)
[California Department of Forestry and Fire Protection](#)
[California Emergency Medical Services Authority](#)
[SkillsUSA California](#)
[Law Enforcement and Fire/EMS Exploring](#)

Dear Cadets and Parents/Guardians,

The Public Safety Academy is a high school college and career readiness/career technical education program emphasizing law enforcement, firefighting, and emergency medical services (pre-hospital care). It is academically, physically, and emotionally challenging to ensure those that complete the program can be successful in public safety and in life.

Cadets attend classes as a grade level team and use real law enforcement, fire, and medical equipment. Cadets are taught academics, teamwork, leadership, and social skills and required to participate in certifications, community service, competitions, field trips, guest speakers, hands-on training, a mentorship, an internship, and physical training with public safety personnel.

Cadets may receive experience in crowd control, security, emergencies, and in the training of other cadets, students, and adults. Cadets certified in First Aid/CPR/AED and/or Community Emergency Response Team are also required to assist, under adult supervision, in disasters and/or emergencies.

PSA staff, coordinator(s), and/or business partners may evaluate cadets every day over their years in PSA. Standards and/or competencies are required to earn Cadet Leadership, certificates, and awards, as well as prepare cadets for public safety college and career opportunities and pass CTE/PSA courses to remain in PSA.

Cadets will be evaluated in the following areas: certifications, community service, competitions, academics, skills, physical training, mentorships, internships, leadership, teamwork, training, participation, professional behavior/conduct, safety, uniform, and adherence to the Standard Operating Procedures, Cadet Handbook, and the following requirements, standards, and/or competencies.

- [California Partnership Academies Program Grant](#)
- California Technical Education Model Curriculum Standards, January 2017
 - [Public Services: Public Safety and Emergency Response](#)
- SkillsUSA Standards and Competencies
 - Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR

Safety is of the utmost importance, cadets who become hurt or injured are required to notify PSA staff **IMMEDIATELY!** At the earliest time and when it is safe to do so, cadets are required to complete a [Student Injury Report](#) and notify the Academy Coordinator.

You have voluntarily agreed to participate in PSA and your acceptance and continued enrollment is both a privilege and a commitment. We have developed this Cadet Handbook to provide you with resources to ensure a relevant learning environment that prepares you for success in PSA's Career Technical Education and academic courses, as well as post-high school college and/or career opportunities. You are responsible for staying current and memorizing the materials in this handbook.

Thank you for your cooperation.

Sincerely,
PSA Staff

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Adopted by the National Conference of Police Associations in 1956

FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

EMERGENCY MEDICAL SERVICES CODE OF ETHICS

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals, or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

THE BADGE

Public safety badges are a symbol of authority, bravery, courage, dedication, and protection.

Symbolism of badge shapes:

1. Circular represents continuity, unity, and the unending commitment to protect and serve their communities.
2. Custom incorporate iconic local buildings, landmarks, or symbols representing the agencies history or cultural heritage.
3. Shield conveys protection, defense, and a profound sense of duty towards the community.
4. Star for sheriff's date to the 19th century in the American West where law enforcement officers played significant roles in maintaining law and order in frontier towns and territories. It is also believed to have originated from the symbolic importance of stars during this era.
 - a. Authority and leadership signifying the sheriff's role as the highest-ranking law enforcement officer in the county.
 - b. Guidance, just as stars guided travelers during the night, the sheriff was seen as a guiding force in the community, ensuring safety and protection.
 - c. Bravery and courage, characteristics expected of law enforcement officers, especially in challenging and dangerous situations.
 - d. Heroism upholds justice and protects the community.



Character

("eleven o'clock")

The qualities of moral strength, vigor and stability.

Integrity

("one o'clock")

The moral defense against corrupting influence.

Knowledge

("nine o'clock")

Acquaintance with facts and laws, combined with awareness and understanding that sustain an officer through daily duties



Judgment

("three o'clock")

The ability to apply knowledge to the best advantage of all concerned.

Honor

("seven o'clock")

Highest esteem for the principles upon which the California Highway Patrol has been built.

Loyalty

("five o'clock")

Faithfulness to the precepts of the Highway Patrol and to fellow officers.

Courtesy

("six o'clock")

Respect for law and order and for the individual.

Mourning Band

Is a solid black band that will fit tightly around your agency's badge. The band should be worn straight across the center of the badge. For star badges, the band should be worn from 11 to 5, as if looking at the face of a clock. The width of the black band should not exceed ½ inch. Bands with the thin blue line are not preferred, although some agencies use them.

Mourning bands shall be worn only in the following circumstances:

- Upon the line of duty death; same agency, 30 days from the date of death; another agency, from the date of death and removed at the conclusion of the day of burial.
- When attending the funeral; upon the completion of the funeral.
- National Firefighters (May 7th) and/or Peace Officers (May 15th) Memorial Day.
- At the direction of the chief or sheriff when special circumstances dictate that the agency display of official mourning is appropriate.



MALTESE CROSS

The Maltese Cross is known around the world as a symbol of the fire service. As the badge of a fire fighter, the Maltese Cross is a symbol of protection and a badge of honor.

The story dates back hundreds of years when a band of courageous crusaders known as the Knights of St. John fought the Saracens for possession of the Holy Land. They encountered a new weapon unknown to European warriors that caused excruciating pain and agonizing death. The weapon was fire.



As the crusaders advanced on the walls of the city, they were struck by glass bombs containing naphtha, saturating them with highly flammable liquid. The Saracens then hurled a flaming torch into their midst. Hundreds of knights were burned alive; others risked their lives to save their brothers in arms from fiery death.

These men became our first fire fighters. Their heroic efforts were recognized by fellow crusaders who awarded each hero a badge of honor – a cross similar to the one worn today. The Knights of St. John lived for four centuries on the island of Malta in the Mediterranean Sea, and so the cross became known as the Maltese Cross.

Recognized as a badge of honor, it signifies the courage of a fire fighter, a ladder rung away from death. A fire fighter who wears this cross is willing to sacrifice their life for others just as the crusaders sacrificed their lives for their fellow man hundreds of years ago.

STAR OF LIFE

It is appropriate that Emergency Medical Services (EMS) be distinctively identified for the benefit of not only EMS providers but also their patients and the public. Recognizing the need for a symbol that would represent this critical public service and be easily recognized by all, the National Highway Traffic Safety Administration (NHTSA) created the "Star of Life" and holds priority rights to the use of this registered certification mark.

Adapted from the personal Medical Identification Symbol of the American Medical Association, each bar on the "Star of Life" represents one of six EMS functions starting top center and moving to the right. The functions include:

1. Detection,
2. Reporting,
3. Response,
4. On-Scene Care,
5. Care in Transit,
6. Transfer to Definitive Care.




The serpent and staff in the symbol portray the staff of Asclepius, an ancient Greek physician deified as the god of medicine. Overall, the staff represents medicine and healing, with the skin-shedding serpent being indicative of renewal.

The "Star of Life" has become synonymous with emergency medical care around the globe. This symbol can be seen as a means of identification on ambulances, emergency medical equipment, patches or apparel worn by EMS providers and materials such as books, pamphlets, manuals, reports, and publications that either have a direct application to EMS or were generated by an EMS organization. It can also be found on road maps and highway signs indicating the location of or access to qualified emergency medical care.

PUBLIC SAFETY INSIGNIAS

Law Enforcement

Most common ranks, modeled after the United States Military.

 Police Chief
or
Sheriff (usually wear 5 stars)


 Assistant Chief

 Deputy Chief

 Commander

 Captain

 Lieutenant

 Sergeant

 Corporal

N/A
Police Officer
or
Deputy Sheriff

Fire Service

Most common ranks, modeled after brass speaking trumpets, which were originally used by leaders.


 Fire Chief
w/ White Helmet

 Deputy Chief
w/ White Helmet

 Division Chief
w/ White Helmet

 Battalion Chief
w/ White Helmet

 Fire Captain
w/ Red Helmet

 Fire Apparatus Engineer
w/ Yellow Helmet
with Red Stripes

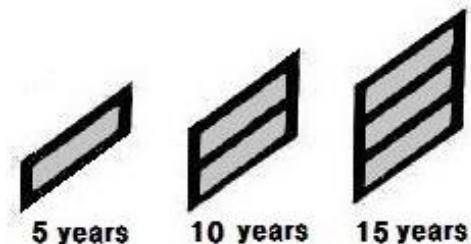
N/A
w/ Yellow Helmet Firefighter

N/A
w/ Blue Helmet EMT/Paramedic
(Non-Firefighter)

N/A
w/ Black Helmet Volunteer/Explorer
(Non-Firefighter)

Years of Service

- Each service stripe/hashmark or star equals 5 years.
- Service stripe/star(s) are usually worn on the left long sleeve.



RIVERSIDE COUNTY RADIO CODES

10-Codes

10-1	Receiving Poorly	10-27	Driver's License Check
10-2	Receiving Well	10-28	Check Full Registration
10-4	Okay or Acknowledgement	10-29	Check For Stolen or Wanted
10-5	Relay Message	10-32	Subject Wanted, You Clear to Copy?
10-6	Busy	*Frank	Felony Warrant
10-7	Out of Service	*Mary	Misdemeanor Warrant
10-8	In Service	*Tom	Traffic Warrant
10-9	Repeat	*Victor	Stolen Vehicle
10-10	Out of Service, Subject to Call	10-33	Emergency Traffic/Clear the Air
10-14	Escort/Transport Non-Custody	10-34	Resume Normal Radio Traffic
10-15	Have Prisoner in Custody/Under Arrest	10-35	Confidential Information
10-17	Pick-up/Transport Paperwork	10-36	Correct Time
10-19	Return to or Entering Your Station	10-45	Service Your Equipment
10-20	What is Your Location	10-87	Meet ___ at ___.
10-21	Call by Phone	10-97	Arrived at Location/Scene
10-22	Take No Further Action/Cancel	10-98	Finished with Assignment
10-23	Stand By		

Codes

Code 1	Acknowledge Radio Traffic	Code 5	Stake out
Code 2	Urgent / Expedite; No red lights or siren	Code 6	Out for Investigation
Code 3	Emergency Call, Red Lights and Siren	Code 7	Out of Service to Eat
Code 4	No Further Assistance/No Help Needed		

Phonetic Alphabet

A	Adam	J	John	S	Sam
B	Boy	K	King	T	Tom
C	Charles	L	Lincoln	U	Union
D	David	M	Mary	V	Victor
E	Edward	N	Nora	W	William
F	Frank	O	Ocean	X	X-ray
G	George	P	Paul	Y	Young
H	Henry	Q	Queen	Z	Zebra
I	Ida	R	Robert		

MILITARY TIME

CONVENTIONAL TIME	24-HOUR SYSTEM WRITTEN AS:	SPOKEN AS:
7:00 a.m.	0700 Hours	Zero-Seven Hundred Hours
7:30 a.m.	0730 Hours	Zero-Seven Thirty Hours
8:00 a.m.	0800 Hours	Zero-Eight Hundred Hours
8:30 a.m.	0830 Hours	Zero-Eight Thirty Hours
9:00 a.m.	0900 Hours	Zero-Nine Hundred Hours
9:30 a.m.	0930 Hours	Zero-Nine Thirty Hours
10:00 a.m.	1000 Hours	Ten-Hundred Hours
10:30 a.m.	1030 Hours	Ten Thirty Hours
11:00 a.m.	1100 Hours	Eleven Hundred Hours
11:30 a.m.	1130 Hours	Eleven Thirty Hours
12:00 p.m.	1200 Hours	Twelve Hundred Hours
1:00 p.m.	1300 Hours	Thirteen Hundred Hours
2:00 p.m.	1400 Hours	Fourteen Hundred Hours
3:00 p.m.	1500 Hours	Fifteen Hundred Hours
4:00 p.m.	1600 Hours	Sixteen Hundred Hours
5:00 p.m.	1700 Hours	Seventeen Hundred Hours
6:00 p.m.	1800 Hours	Eighteen Hundred Hours
7:00 p.m.	1900 Hours	Nineteen Hundred Hours
8:00 p.m.	2000 Hours	Twenty Hundred Hours
9:00 p.m.	2100 Hours	Twenty-One Hundred Hours
10:00 p.m.	2200 Hours	Twenty-Two Hundred Hours
11:00 p.m.	2300 Hours	Twenty-Three Hundred Hours
12:00 a.m.	2400 Hours	Twenty-Four Hundred Hours
12:01 a.m.	0001 Hours	Zero-Zero-Zero One Hours
12:10 a.m.	0010 Hours	Zero-Zero Ten Hours
12:30 a.m.	0030 Hours	Zero-Zero Thirty Hours
1:00 a.m.	0100 Hours	Zero-One Hundred Hours
1:30 a.m.	0130 Hours	Zero-One Thirty Hours
2:00 a.m.	0200 Hours	Zero-Two Hundred Hours
2:30 a.m.	0230 Hours	Zero-Two Thirty Hours
3:00 a.m.	0300 Hours	Zero-Three Hundred Hours
4:00 a.m.	0400 Hours	Zero-Four Hundred Hours
5:00 a.m.	0500 Hours	Zero-Five Hundred Hours
6:00 a.m.	0600 Hours	Zero-Six Hundred Hours

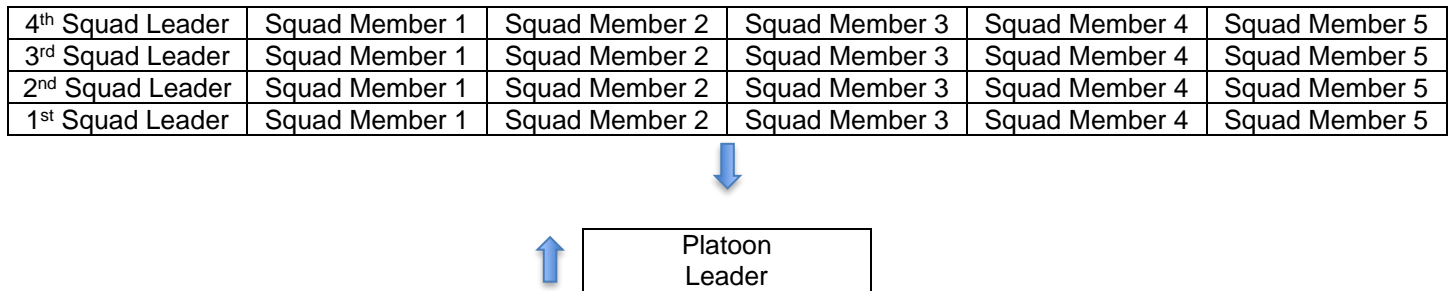
FORMATION

PSA has 4 types of formation: Squad, Platoon, Class, and Academy. Arrows illustrate the direction cadets face. When being addressed (spoken to), all cadets (including cadet leaders) will face forward, toward the person doing the addressing.

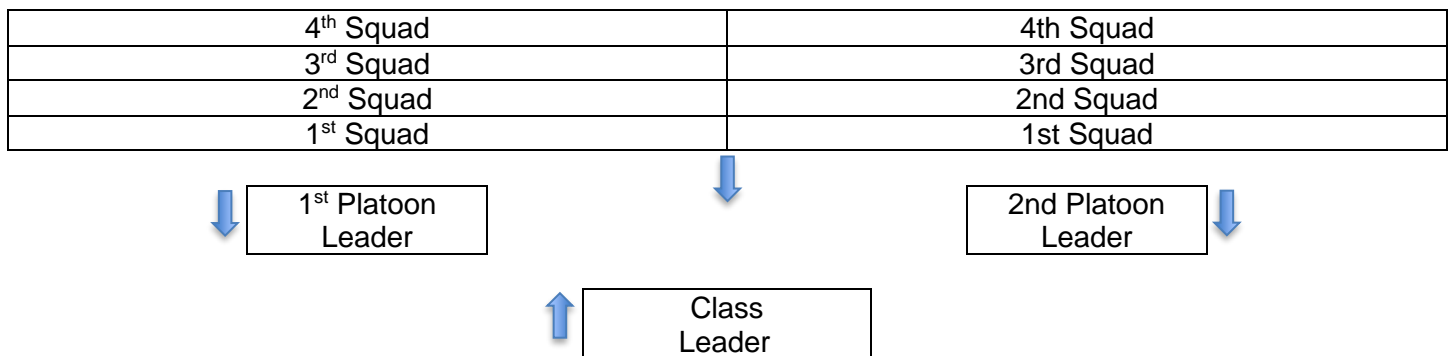
Squad Line Formation



Platoon Line Formation



Class Line Formation



Academy Line Formation



UNIFORM SPECIFICATIONS

Always have your uniform covered up when going to & from school and events. For more information regarding the uniform classifications, refer to the SOP.

Class A

- PSA ball cap (cover).
- PSA t-shirt is worn beneath the uniform shirt.
- Uniform shirt is light blue and has two breast pockets with epaulets.
- Silver nameplate with blue first initial and last name.
- Black basket weave belt with a silver buckle.
- Uniform pants are Dickies #874 (dark navy work pant / original fit / flex / male style with 4 pockets)
- Plain black boot socks (extends passed the top of the boot) with no stripes or logos on them.
- Black uniform boots, leather with plain toe and rubber soles, able to hold a shine, and with no safety toe or shank.



Gig Line

Gig line is a military term that refers to the alignment of the seam of the uniform shirt, belt buckle, and uniform trouser fly-seam. To be properly dressed, these three should align to form a straight line down the front of a person's body. Uniforms must have a straight and neat seam line. See the illustration on the left.

Jacket

A uniform jacket will be issued to cadets at some point in the academy and may be worn with Class A and B only. The jacket is to be zipped up to align with the top edge of the uniform shirt or the middle of the patch on the t-shirt. The jacket may be worn to cover the Class A and B uniform to and from school or an event, or when there is inclement weather.

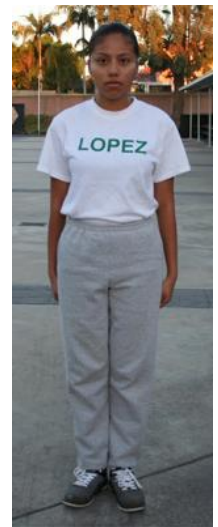


Class B

- PSA ball cap (cover) will be issued to cadets.
- PSA t-shirt is worn tucked in.
- Black basket weave belt with a silver buckle.
- Denim jean blue with 4 pockets.
- Plain black or white crew socks with no stripes or logos on them.
- Running shoes in good condition. Color and brand do not matter.

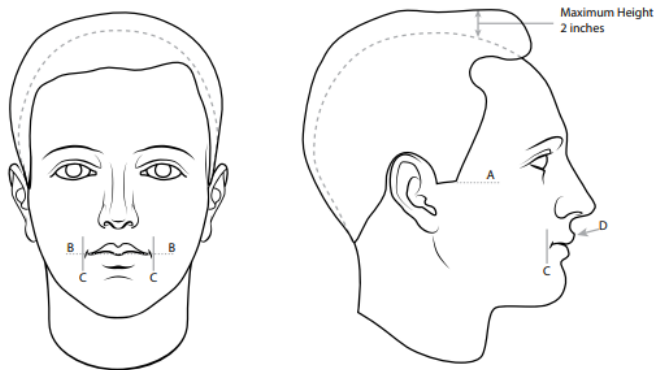
Class C (PT)

- PSA ball cap (cover) will be issued to cadets.
- PSA t-shirt
- Plain navy-blue athletic shorts with a drawn string. All PT shorts must fit properly at the waist and be above the knees.
- Plain navy-blue cotton sweatpants with an elastic waistband and elastic ankle cuffs. No pockets, stripes, or logos. The cadet should write their name in a black permanent ink, inside of their sweatpants, on the waistband, for identification. The sweatpants are optional (athletic shorts and/or sweatpants).
- Plain white crew socks with no stripes or logos on them.
- Running shoes in good condition. Color and brand do not matter.

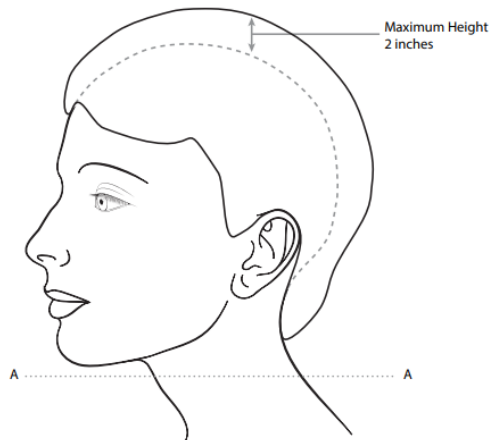


GROOMING SPECIFICATIONS

GROOMING STANDARDS FOR MEN



GROOMING STANDARDS FOR WOMEN



Also refer to SOP; hair length measured from scalp.

Mustaches

Neat and closely trimmed. No portion shall extend below the upper lip line as indicated by line D. Shall not be below the horizontal line extending across the corners of the mouth as indicated by line B. Shall not be more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line C. No other facial hair is permitted.

Female Short Hair Length

- Hair length that extends no more than 1" (excluding bangs).
- Hair may be no short than 1/4" but may be evenly tapered to the scalp within 2" from the hair line edges.
- Bangs may not fall below the eyebrows & may extend to the hairline at the temple.

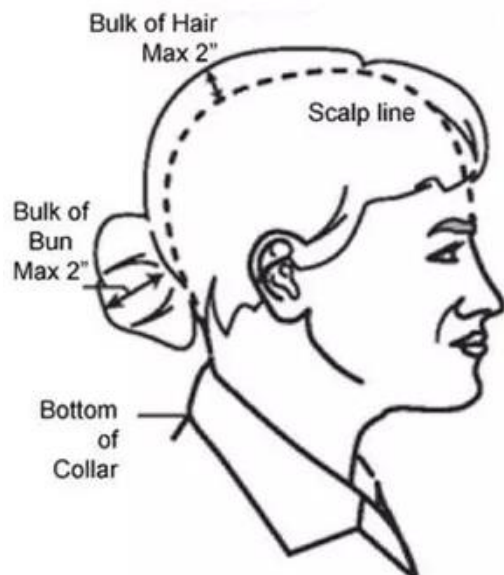
Female Medium Hair Length

- Hair length that extends more than 1" (excluding bangs) and does not extend beyond the lower edge of the collar.
- Layered hairstyles are authorized provided each hair's length is generally the same length.
- Bulk of hair will not exceed 2".

Bangs are allowed with all lengths but may not fall below the eyebrows & may extend to the hairline at the temple.

Female Long Hair Length

- Hair length that extends beyond the lower edge of the collar.
- Hair must be neatly and inconspicuously fastened or pinned into a bun.
- Bulk of hair will not exceed 3" and be no wider than the width of the head.



UNIFORM RIBBONS

Wearing of Ribbons: Ribbons are earned and worn only on the uniform shirt (light blue button-down). When more than three ribbons are earned, wear them in horizontal rows of three each. If ribbons are not in multiple of threes, the top row contains the lesser number, and the center of this row sits over the center of the row below. Wear ribbons without spaces between ribbons or rows of ribbons. Ribbons will be worn with the lower edge of the bottom row centered 1/4 inch above the left breast pocket of the shirt. NOTE: Ribbons are not authorized on polo shirts.

Precedence or Order of Seniority: Ribbons will be worn in the order of precedence as outlined on Appendix B in SOP and shown below. The most senior ribbon will be worn in the top row and inboard when more than one ribbon is worn on a row. All earned ribbons must be worn at the same time; however, only one of each ribbon design may be worn with devices/subsequent awards attached to that one ribbon.

All ribbons approved to be earned.



Current ribbons available to earn.

