

Sheriff's Cadets

1023.1 PURPOSE AND SCOPE

Cadets work under direct supervision and perform a variety of routine and progressively advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

1023.2 EDUCATION REQUIREMENTS

Cadets are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken.

1023.3 PROGRAM COORDINATOR

The Sheriff will designate who will serve as the program coordinator. The program coordinator will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Office. The program coordinator will also monitor the training provided for all cadets and review all decisions affecting job assignments, school attendance and performance evaluations.

1023.3.1 PROGRAM ADVISORS

The program coordinator may select individual deputies to serve as advisors for the cadet Program. These deputies will serve as mentors for each cadet. Cadets will bring special requests, concerns and suggestions to their program advisor for advice or direction before contacting the program coordinator. One advisor may be designated as the coordinator's assistant to lead scheduled meetings and training sessions involving the cadets. Multiple explorers may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the program coordinator.

1023.4 ORIENTATION AND TRAINING

Newly appointed cadets 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 explorer training manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job specific training, information will be offered to prepare cadets to compete successfully in the sheriff's deputy selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become sheriff's deputies. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1023.5 CADET AND EXPLORER UNIFORMS

Class A:

This Class A uniform will be used for special events approved by the Sheriff. This uniform will be ordered and provided by the Explorer Post. It will consist of a green/tan uniform shirt with

Dodge County Sheriff's Office

Policy Manual

Sheriff's Cadets

embroidered badge and patches. It will also consist of green uniform pants with a tan stripe. A name tag will also be the responsibility of the cadet and shall be 3/8" in size.

Class B:

The approved class uniform B uniform consists of a green polo shirt provided by the post, green jacket (optional; provided by the post), black tactical pants, black work boots or plain toe shoes, and a black belt. Cadets will be allowed to wear a black long sleeve shirt under the polo shirt during cold months as long as the long sleeve shirt looks professional, or a white t-shirt may be worn under the Cadets polo shirt. The polo shirt must be tucked in. The uniform should be maintained by the cadet. The polo shirt is the property of the sheriff's cadets and will be returned when the cadet is no longer a member.

Clothing items purchased from fundraisers, or through cadet program, may be worn outside of cadet events. The purpose of the clothing is for marketing and promotional purposes. Along with the privilege to wear this clothing outside of cadet events, comes responsibility. This includes professional mannerism, professional conduct, and proper/positive representation of the post along with the Sheriff's Office.

When receiving the uniform, each explorer must sign a waiver stating he/she will return the class A, class B and jacket.

Hats may be worn but the only logo allowed is one from the Dodge County Sheriff's Office.

Facial hair is allowed only if it looks professional. Explorers must also maintain professional appearance with a professional haircut.

The approved cadet uniform should only be worn at cadet functions including meetings, events and ride-alongs unless instructed otherwise by an advisor.

Necklaces may be worn but should be small and able to be tucked under the polo shirt.

Cadets may choose to purchase their own duty belt solely for use in cadet trainings and events. Cadets are authorized to purchase one of each of the following items:

Nylon Duty Gear: Duty Belt, Inner Duty Belt, Holster for .40 Cal Glock, Handcuff Case, Handcuffs, Radio Holder, Flashlight Holder, Flashlight, Belt Keepers, Key holder, Magazine Holder

1023.6 RIDE-ALONG PROCEDURES

Cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their advisor and the appropriate Shift Sergeant. Applicable waivers must be signed in advance of the ride-along. Cadets shall wear their class B uniform while participating on a ride-along.

Cadets must be 18 or older to participate in the ride along program or must be over 16 with 1 year of active participation in the Cadet Post. All ride alongs are subject to the Sheriff or designee's approval.

Dodge County Sheriff's Office

Policy Manual

Sheriff's Cadets

Cadets shall compile a report of what had happened during the ride along. This report will be turned in to an advisor who will check for spelling and grammar. The cadet will also give a brief summary of the events to the post members at the following cadet meeting. Names and all other confidential information will not be included in the report or in the presentation.

1023.7 PERFORMANCE EVALUATIONS

Performance evaluations for all cadets will be conducted on a yearly basis to assess their current job performance and their potential as sheriff's deputies.

1023.8 CONDUCT

Cadets will conduct themselves at all times, both at cadet functions and away from cadet functions, so not to reflect disfavor on the Dodge County Sheriff's Office. Cadets are expected to act maturely, courteously, and professionally at all times, whether dealing with the public, officers, or other cadets.

Cadets will promptly obey any lawful order of a law enforcement officer. Should a lawful order given by an officer conflict with any previous order or published directive, the cadet will respectfully bring this conflict to the attention of the officer.

Cadets, even of age, are not to consume or possess alcohol or use or possess any controlled substance at any cadet activity except when legally prescribed by a doctor or dentist. When a cadet is taking a prescribed medication and when such medication could affect performance, the cadet will notify an advisor.

Cadets who are issued a citation, referred to court, are notified they are a suspect in a case, or have any other legal action brought against them must notify an advisor within 24 hours of the incident.

Fraternization between cadets and their adult leaders or other affiliated adults is not permitted. Sexual activity between cadets at cadet activities is prohibited.

Cadets will utilize cadet equipment only for its intended purpose and will not abuse, damage, or lose that equipment and it shall remain the property of the cadets except as permitted by the sheriff. Cadets will report any inoperative, defective, or hazardous equipment which comes to their attention.

Cadets will not use their positions or uniforms to obtain privileges not otherwise available to them. Cadets will not solicit or accept gratuities at any time while representing the sheriff's office or cadet program.

Cadets have no police authority and have no more authority than the average citizen.

No Cadet will harass, verbally abuse, or threaten any citizen or fellow Cadet for any reason. Infractions of this rule may result in immediate dismissal.

Dodge County Sheriff's Office

Policy Manual

Sheriff's Cadets

Cadets will treat representatives of the press and broadcast media in a courteous and professional manner. Any requests by the media for confidential information or access to restricted areas should be politely referred a patrol supervisor.

Information regarding suspects, cases, office operations or other sheriff's office information shall remain confidential.

Any Cadets who use any social networking sites (i.e. Facebook) must become friends with the Dodge County Sheriff Cadet advisors and conduct themselves in a professional manner. Cadets should refrain from using profanity and posting material that could be considered a negative reflection of the Cadet program or the Cadet. The Advisors reserve the right to take disciplinary action against any Cadets who posts inappropriate material.

1023.9 CADET DISCIPLINARY PROCESS

The Lead Cadet Advisor (or another Advisor or member of the Cadet Command Staff as directed by the Lead Advisor) may upon sufficient investigation of an incident issue disciplinary action. The Dodge County Sheriff's Office administration may oversee any disciplinary action.

Complaints against cadets will be thoroughly reviewed. Where possible illegal activity is involved, the Sheriff shall be notified. Cadets may be excluded from participating in post activities pending the outcome of the complaint process.

Upon completion of a review of the complaint appropriate corrective action shall be taken up to and including dismissal from the cadet program.

Any disciplinary action taken will become part of that Cadet's permanent record. The Cadet's parents or guardians will also be notified about the complaint and the disposition of the complaint if the Cadet is less than 18 years old.

Cadets shall answer fully all questions which an advisor, investigating officer, or supervisor may ask regarding the internal investigation of any complaint. Cadets will cooperate with the internal investigation and disciplinary process.

1023.10 ATTENDANCE

Meetings will be held on the 2nd and 4th Monday of every month at 7:00 p.m. at the Dodge County Sheriff's Office. The dates, times, and location can be changed by the advisors.

All cadets are expected to attend all meetings with the understanding that the meetings or activities don't interfere with school work, religious activities, or family commitments. If a cadet is unable to attend a meeting, they are to contact their cadet supervisor as soon as possible prior to the absence to inform them the reason for missing the meeting. If the cadet neglects to contact anyone, it will be considered an unexcused absence. Unexcused absences will also include any absence which is deemed by the Lead Advisor to not be a legitimate excuse.

Dodge County Sheriff's Office

Policy Manual

Sheriff's Cadets

If any cadet consistently has unexcused absences or has too many other commitments where they are unable to attend meetings regularly, they may be asked to resign from the post. Unexcused absences will be documented and will be dealt with in the following manner:

Unexcused absences within 1 year

1. First Offense - Verbal Counseling
2. Written Reprimand in File/Loss of Privileges
3. 30 day Suspension/Loss of Rank
4. Dismissal from Post