

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

		ORDER NO: 16-01
SUBJECT: Cadet Program		
EFFECTIVE DATE: Jan. 1, 1994	DISTRIBUTION: A	REVIEWED: 12/19/19 REVISED:
REQUIREMENTS: NONE		
ISSUED BY: Chief Joseph A. Platzer		FORMS: NONE

## I. PURPOSE

The purpose of this order is to establish guidelines for the administration of the Port Huron Police Department cadet program.

## II. POLICY

The cadet program provides the candidate an opportunity to begin a career in law enforcement by receiving training in various aspects of police work. These duties are diversified and directed toward introducing the police cadet to a variety of job requirements and assignments within the police department; designed to give the cadet a well-rounded orientation and appreciation of the law enforcement process, and the duties performed by police officers. This will be accomplished by allowing the cadet to perform work tasks of an administrative and clerical nature along with other tasks that do not require the use of full police powers.

## III. DEFINITIONS

- A. Police Cadet - A civilian employee, who has an interest in law enforcement, affiliated with the department in a part-time, non-sworn capacity with compensation.
- B. Full-time Student - Someone who is attending an accredited college and is taking at least 9 credit hours of study.

## IV. EMPLOYMENT REQUIREMENTS

- A. Must be a High School graduate or have a G.E.D, consideration will be given to those students participating in middle college.

- B. At least 18 years of age.
- C. Able to pass the required physical examination and drug screening as a condition of employment.
- D. Be a full-time student in a college criminal justice program or related field.
- E. Maintain an overall grade point average of 2.5.
- F. The applicant must possess a valid U.S. motor vehicle operator's license and have a good driving record.
- G. The applicant must not have been convicted of a felony or have a serious record of misdemeanor arrests and/or traffic violations.

V. ORGANIZATION

- A. The cadet program will be under the supervision of the captain.
- B. A designee will be assigned as the supervisor of the cadet program. This designee will be responsible for the recruitment of potential cadets, will participate in the hiring process, will do the scheduling, and will supervise the cadet program. The designee will report directly to the captain.
- C. A cadet cadre will work with the cadet designee in cadet selection, training and scheduling as well as assigning cadet mentors.
- D. Volunteer sworn personnel will be designated as cadet mentors. The purpose of the mentor is to work with the cadet on their career and education goals. The mentor should be the cadet's first point of contact whenever possible if deficiencies (non-disciplinary) issues are identified. The mentor will assist in training/correcting those issues. The cadet mentor will also be responsible for preparing the cadet's quarterly evaluation and annual performance rating.

VI. GENERAL STATEMENT OF DUTIES

- A. Police cadets are non-sworn employees of the department and as such, have no legal authority, beyond that of any normal citizen, to enforce the law or make arrests. Therefore, police cadets are never to be assigned to duties requiring sworn officer status.
- B. The primary duty of the Port Huron Police cadets is the front desk. While on desk duties, the police cadets are responsible for the distribution of equipment, taking walk-in reports of a minor nature, and other general duties.
- C. The cadets may also be assigned additional duties such as administrative, parking enforcement, beach patrol, and subpoena service. These assignments will be conducted as needed. While assigned to such patrol, police cadets are responsible

for reporting any problems or violations of the law to Central Dispatch or the on duty supervisor.

- D. Police cadets have the authority to enforce parking and civil ordinance violations in specifically assigned areas. These areas include the boat launches, Central Business District, city parks, and beaches. On occasion, cadets may also be authorized to enforce parking violations in other areas at the direction of the on duty supervisor.
- E. Under NO circumstances shall a police cadet engage in a vehicle or foot pursuit.
- F. After one year in the program and every 6 months thereafter, the cadet's skills qualifications and career goals will be re-assessed during a review process. A report will be made to the captain and a decision will be made to retain or to dismiss the cadet from the program.

VII. TRAINING

Police cadets will receive the following training:

- A. Basic cadet training consisting of the knowledge necessary to perform their daily tasks.
- B. Mandatory classroom training including, but not limited to, CPR, first aid, or other training as determined by the department (ex. MCOLES equivalent)
- C. In-service classroom training consisting of seminars sponsored by the department or other organizations such as the Macomb Criminal Justice Center, St. Clair County Community College, or Prosecuting Attorney's office.

Decisions about optional training requested by a cadet will be done on a case-by-case basis.

VIII. RULES AND REGULATIONS

All police cadets will be issued a copy of the Port Huron Police Department rules and regulations. Like all department employees, they are responsible for knowing and adhering to the rules and regulations.

In addition, all police cadets are required to understand and adhere to all applicable department policies and procedures.

IX. UTILIZATION OF EQUIPMENT

Police cadets are authorized to use the following equipment:

- A. At no time will a police cadet use their identification card or badge for the purposes

of identification while off-duty. The badge is to be worn on the uniform coat while on-duty only and will not be carried or worn in any other fashion.

- B. Police radio.
- C. Assigned cadet patrol vehicle, or any other vehicle authorized by duty command.
- D. OC spray - 10%
- E. Flashlight.
- F. Naloxone
- G. Tourniquets

X. FIREARMS

- A. Police cadets are not trained nor authorized to possess, carry, or use department or personally owned firearms while on-duty whether it is open carry or the cadet has a valid CPL, it is not permitted.
- B. A police cadet is subject to the same laws as any other citizen when it comes to the carrying of firearms off-duty.

XI. UNIFORMS

- A. The police cadet's uniform shall clearly distinguish them from sworn police officers. For information on the cadet uniforms refer to P&P 41-19.
- B. While on bicycle patrol, cadets will wear the following uniform:
  - 1. Gray polo shirt with patches on each sleeve with a monogrammed name bar and monogrammed "Port Huron Police Cadet" on the front of the shirt and "Police Cadet" on the back of the shirt
  - 2. Navy blue fatigue shorts
  - 3. Black athletic shoes
  - 4. Department issued black leather uniform belt
  - 5. Navy blue ball cap monogrammed "Port Huron Police Department"
  - 6. Black cycling gloves
  - 7. O.C. Spray
- C. The Cadet will utilize the following personal equipment:

1. A department cycling helmet will be worn at all times the cadets are riding the bicycle.
2. Eye protection will be worn at all times while riding a department bicycle.
3. It is suggested that cadets wear eight panel cycling shorts under their fatigue shorts.

XII. CADET TO POLICE OFFICER “HOMETOWN HERO PROGRAM”

- A. The department strives to hire qualified individuals for police officer that is a representative of the community and have a vested interest in the community.
- B. The cadet program will be a building block for identifying, training and observing future potential police officer candidates.
- C. At the discretion of the Chief of Police, Cadets that have proven to be exemplary employees will be selected to participate in the Cadet to Police Officer Hometown Hero Program.
  1. The Cadet(s) must be able to meet the criteria set forth by the selected academy for incoming recruits.
  2. The Cadet(s) must be able to meet the hiring criteria set forth by the Port Huron Police Department.
  3. Cadets in the program will be retained as employees with the Port Huron Police Department at the grade of cadet, with hours of work assigned on the weekend while attending the academy.
  4. Cadets entering the program will be required to sign documentation indicating their commitment to the Port Huron Police Department for five (5) years beyond graduation of the police academy. Additional documentation indicating a release of information from the academy to the Port Huron Police Department must be signed by the participant prior to entering the academy. The Police Department will monitor regularly the standing of the cadet in the academy, and reserves the right to remove the cadet from the program for unsatisfactory work and/or academy performance.
  5. Participants will receive funding to pay for academy costs. Additional funding for academic supplies may be available and distributed at the discretion of the Police Department. No funds will be distributed to the participant directly, and must be paid in arrears or to an approved vendor.
  6. Participant will not receive wages or benefits for their attendance at the Police Academy. Participants must understand and sign documentation

acknowledging that they are attending the academy on their own personal time.

- D. The Cadet to Police Officer program will only be available and offered upon an actual or anticipated Police Officer vacancy in the Port Huron Police Department, and at the discretion of the Chief of Police.
  
- E. Cadets will be required to take a written test, go through an oral board(s) and pass an extensive background prior to being selected to enter the police academy. Upon successful completion of the police academy, preferably, arrangements will be made for the cadet to graduate in the police uniform. Upon promotion to Police Officer, the candidate will then proceed through the FTO program, and be considered a probationary employee as set forth by departmental policy

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