



Policy 209

Subject

POLICE CADET PROGRAM

Date Published

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By Order of the Police Commissioner

POLICY

1. **Recruitment.** It is the policy of the Baltimore Police Department (BPD) to actively recruit and develop qualified young men and women for the Police Cadet Program who demonstrate the potential for becoming career law enforcement officers.
2. **Counselor and Advisor.** Supervisors must consider the fact that for most Police Cadets this may be their first employment opportunity. This transitional period for the Police Cadet places an additional responsibility of “counselor and advisor” on management and supervisory personnel, who are responsible for the Police Cadet’s professional development.
3. **Experience.** Police Cadets may be assigned to investigative, administrative, or operational positions. The goal of the Police Cadet Program shall be to rotate Police Cadet assignments every three months to maximize the Police Cadet’s exposure to a variety of experiences, making the Police Cadet a well-rounded Police Officer Trainee candidate.

DEFINITIONS

Police Cadet — An individual interested in a law enforcement career employed by the BPD to participate in law enforcement related activities before meeting the minimum age requirement to become a Police Officer Trainee.

Police Officer Trainee — An individual at least 20 years and six months of age assigned to entry level police officer training conducted by the Police Training Academy (PTA).

REQUIRED ACTION

Police Cadet Candidates

1. Meet the following qualifications prior to appointment as a Police Cadet:
 - 1.1. Be at least 18 years of age, but less than 20 years and six months of age at the time of appointment.
 - 1.2. Be of good moral character, as determined by a comprehensive background investigation, which will include a psychological and polygraph examination.
 - 1.3. Possess a high school diploma or an equivalent, which is acceptable to the Maryland State Board of Education.

- 1.4. Achieve acceptable scores on the Civil Service examination for Police Officer Trainee.
- 1.5. Possess a valid Driver's License or a valid Maryland Provisional Driver's License at the time of appointment.
- 1.6. Pass all BPD entry level physical fitness standards for becoming a Police Officer Trainee.

Police Cadet

1. Attend a one week Police Cadet Orientation Program, conducted by PTA, prior to assignment.
2. Actively participate in a standardized Police Cadet development-training program.
3. Comply with all departmental rules and regulations, including those that uniquely apply to Police Cadets (see Policy 302, *Rules and Regulations*).
4. Do not operate a BPD fleet or non-fleet vehicle unless you possess a valid Driver's License.
 - 4.1. Cadets with a Provisional Driver's License may not operate BPD vehicles.
 - 4.2. Cadets may not operate marked BPD vehicles.
 - 4.3. Cadets may not utilize the emergency equipment (lights and siren) of any BPD vehicle.
5. Present a neat and clean appearance at all times, consistent with Policy 1504, *Departmental Uniforms and Equipment* and Policy 312, *Professional Appearance Standards*.
 - 5.1. Unless specifically exempted by your supervisor for certain details, wear the Police Cadet Uniform whenever on duty.
 - 5.2. Uniforms shall be worn with complete insignia and accessories.
 - 5.3. The wearing of a partial uniform is forbidden.
 - 5.4. Do not wear a Police Cadet Uniform when commuting to work or when leaving work at the end of a tour of duty.
6. Effective Spring Semester, 2018, be enrolled at a college or university (6 credit hours per semester minimum) in courses approved by the Cadet Coordinator (see Policy 408, *College Tuition Assistance/Educational Incentive Program*).
 - 6.1. The BPD will reimburse up to \$1,000 per semester.
 - 6.2. Cadets may attend up to six hours of class per week as BPD detail time.
7. Remain in a probationary status during the entire period of service. This probation shall not be construed as part of the statutory probationary period for Police Officers, as stated under Article 4, Maryland Code of Public Laws, Subtitle 16 Police Department, § 16-10 (e).

8. Perform satisfactorily at all levels of training and assignment.
9. Successfully complete a physical fitness test every three months, as designed and administered by the Director, PTA.
10. Work secondary employment only when in accordance with Policy 1702, *Secondary Employment*, with the approval of the Police Cadet's Commanding Officer. The following employment limitations shall apply to Police Cadets:
 - 10.1. Work no more than 10 cumulative hours of secondary employment during any one-week period.
 - 10.2. During any one day, having worked 8 hours with the BPD, Police Cadets are not permitted to work more than 5 hours of secondary employment.
11. Enroll in the entrance level training class for Police Officer Trainee when notified by the Human Resources Section (HRS).
 - 11.1. Meet all of the requirements for the position of Police Officer Trainee to include:
 - 11.1.1. Possess a valid Driver's License, and
 - 11.1.2. Successfully complete a background investigation encompassing the period from Police Cadet to Police Officer Trainee.
 - 11.2. Failure to be recommended for the position of Police Officer Trainee will result in termination of employment with the BPD.

Commanding Officer, Cadet's Assignment

1. Provide for direction and supervision of all Police Cadets while they are assigned to your command. Direct supervision shall be provided by the supervisor in charge of the area of assignment.
2. Forward approved/disapproved requests for secondary employment submitted by Police Cadets to the Director, HRS.
3. Ensure Form 396, "Cadet Evaluation Form" is prepared monthly for each assigned Police Cadet.
 - 3.1. Forward completed evaluations to the Cadet Coordinator.
 - 3.2. Notify the Cadet Coordinator of any recommendations for formal disciplinary action.
4. Provide a recommendation for or against the Police Cadet being changed in status from Police Cadet to Police Officer Trainee when requested by HRS.

Director, Recruitment Unit

Recruit and hire qualified persons for the position of Police Cadet.

Director, Human Resources Section

1. Retain in each Police Cadet's personnel file:
 - 1.1. Evaluations;
 - 1.2. Approved/Disapproved requests for secondary employment;
 - 1.3. Recommendations for formal disciplinary action;
 - 1.4. Commendations; and
 - 1.5. Human Resource Orders.
2. Prepare appropriate Human Resource Orders for transfer of the Police Cadet to the next assignment. The criteria to determine Police Cadet assignment shall be:
 - 2.1. BPD needs;
 - 2.2. Demonstrated abilities of the Police Cadet; and
 - 2.3. The Police Cadet's proximity to the age of consideration for appointment to Police Officer Trainee.
3. Process Police Cadets, who are nearing their 21st birthday, to ascertain if they meet the requirements for the position of Police Officer Trainee.

Director, Police Training Academy

1. Provide a one week Police Cadet Orientation Program for all newly appointed Police Cadets.
2. Review the Police Cadet's physical agility and ability to successfully meet the requirements of the position of Police Officer Trainee every three months. Advise Police Cadets of what is needed to maintain or improve their physical agility and other skills.

Cadet Coordinator

1. Be responsible for the general administration of the Police Cadet Program.
2. Act as a liaison between Command at the Police Cadet's current assignment, PTA, and HRS for matters concerning Police Cadets.
3. Hold Police Cadet meetings/inspections on a monthly basis.
4. Coordinate/document training and educational requirement for Police Cadets.

ASSOCIATED POLICIES

Policy 302, *Rules and Regulations*
Policy 312, *Professional Appearance Standards*
Policy 408, *College Tuition Assistance/Educational Incentive Program*
Policy 1504, *Uniforms and Equipment*
Policy 1702, *Secondary Employment*

APPENDIX

A. Cadet Evaluation Form, 396

RESCISSION

Remove and destroy/recycle Policy 209, *Police Cadet Program*, dated 21 September 2016 and all amendments.

COMMUNICATION

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Cadet Evaluation****CADET EVALUATION FORM**

FORM 396

CADET

Name:		
Sequence No:	Unit Assigned:	
Entry on Duty:		
Rating Period		
From (month, day, year):	To (month, day, year):	Total Months:

Objectives - To evaluate performance, to serve as a written record on which impartial personnel decisions can be made, to encourage cadet growth and development, and to assure continued communication between the cadet and supervisor. Work done by cadets requires close supervision; ratings should be based on their ability to learn the performance tasks that demonstrate the potential for police work.

RATING LEVEL

1 = Unsatisfactory - Indicates unacceptable performance. If performance continues at this level, the cadet should be replaced.

2 = Needs Improvement - Indicates performance below the minimum requirements for the position. The cadet needs directions, guidance, and/or more frequent oversight.

3 = Satisfactory - Indicates appropriate progress in the performance of duties.

4 = Exceeds Expectations - Indicates work that is above what is normally expected, given the cadet's level of experience.

N.O. = Not Observed - Indicates that performance was not observed and/or that the task does not apply in the current assignment.

PERFORMANCE MEASURES**RATING LEVEL**

<i>Demonstration of the Ability for Police Work</i>	1	2	3	4	N.O.
Ability to establish/maintain working relationships with people of diverse backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to learn laws and enforcement techniques, procedures, and methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to learn and follow City and departmental rules, regulations, policies, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to select proper forms and accurately complete them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX A**Cadet Evaluation**

Ability to work assignment in a covert capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle evidence in accordance with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use equipment to do research and to communicate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to operate departmental motor vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Preparation and Self-Development Efforts</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>N.O.</i>
Uses time management skills, especially to handle multiple tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brings issues/problems to the attention of the appropriate authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains uniform, equipment, and property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses correct grammar and spelling: correspondence is neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assignments in a timely fashion with few errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Progresses towards and/or maintains readiness for Department physical fitness testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Performance of Routine Duty Assignments</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>N.O.</i>
Communicates effectively with the public, supervisors, co-workers, and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refers complaints/responds to requests for non-emergency assistance and information from the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs administrative and clerical support functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accesses METERS, NCIC, MVA and other computer based systems to enter/gather information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists with security at police facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses radio to listen, comprehend requests, and articulate transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX A**Cadet Evaluation**

Availability For Work (Attendance And Punctuality): ☐ Satisfactory ☐ Needs Improvement
(If needs improvement , please explain)

Examples of Work and General Comments: (Attach Additional Sheets if Necessary)

Goals For Next Rating Period (Including How Completion Will be Measured):

Overall Rating: Uses a scale from 1 to 88 with 1 being the lowest and 88 being the highest. Add up the score under each section of the "Performance Measure" to achieve the total. Any score lower than 60 falls under needs improvement or below. Total Rating Score:

Is the cadet performing at a level that indicates he/she will be successful upon entrance into the Professional Development and Training Academy? ☐ Yes ☐ No (if no, please explain)

Date cadet becomes eligible for entrance into the Professional Development and Training Academy (i.e., date that is six months prior to cadet's twenty-first birthday):

APPENDIX A**Cadet Evaluation**

Cadet's comments:

CADET SIGNATURE

Print Cadet's Name:

Signature:

Date:

APPROVALS

Immediate Supervisor Name:

Rank:

Signature:

Date:

APPROVALS

Commander's Name:

Rank:

Signature:

Date:

HUMAN RESOURCE SECTION

Human Resources Reviewer:

Rank:

Signature:

Date: