

# **ST. LOUIS COUNTY POLICE DEPARTMENT**



## ***POLICE CADET MANUAL***

## ***RULES AND PROCEDURES***

**BOARD OF POLICE COMMISSIONERS**

**ST. LOUIS COUNTY POLICE DEPARTMENT**

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## STATEMENT OF POLICY

The St. Louis County Police Department's Cadet Program is intended to provide a comprehensive and unique law enforcement training program with the goal of producing highly qualified, experienced, and educated law enforcement professionals. The St. Louis County Police Cadet will receive paid work exposure to an extensive array of Department resources in each of the Department's Divisions. Cadets will Ride-On-Patrol with each of the eight County Police Precincts, as well as work within the various work units, such as the Bureau of Communications, the Crime Scene Unit, the Police Crime Laboratory, the St. Louis County and Municipal Police Academy, the Personnel Services Unit and the Fingerprint Unit. These assignments will allow the Cadet to become familiar with the various Department elements while assisting these elements in their functions.

Since the St. Louis County Police Department is able to offer such a diverse experience and meticulous introduction to numerous aspects involved in policing, this cadet program will develop not only qualified future applicants, but a reputation as one of the area's finest programs. Due to this reputation, the County Police Cadet Program application process is highly competitive. A Cadet is not expected to have prior experience, but is expected to have an interest in a career in law enforcement.

This Police Cadet Manual shall be effective on February 15, 2017, and will be issued to each member as well as commissioned officers addressed herein.

By order of:

**JON M. BELMAR**  
Chief of Police

Approved at the regular Board meeting on February 15, 2017

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**ROLAND J. CORVINGTON**  
COMMISSIONER  
Chairman

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**LAURIE L. WESTFALL**  
COMMISSIONER  
Secretary

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## I. GENERAL ORGANIZATION

### A. Organization

The basic unit of the Police Cadet Program is assigned to the Bureau of Staff Services, and the Division of Operational Support.

### B. Cadet Command

Within the Police Cadet Program there shall be the following designated ranks:

1. Senior Cadet - An active Cadet in good standing with at least two years membership and at least 20 years of age.
2. Cadet - Any member in good standing.
3. Probationary Cadet - Persons not having completed the prescribed course of training and a six-month probation period.

### C. Department Cadet Program Coordinator

The Department Recruitment Officer, assigned to the Bureau of Staff Services shall serve as the Department Cadet Program Coordinator. The Coordinator will report to the Commander, Bureau of Staff Services. The Coordinator will act as the liaison for the performance and training of Cadets within the various precincts/units/bureaus of the Department. The Coordinator will evaluate this Manual every three years to ensure that it conforms to Department rules and standards.

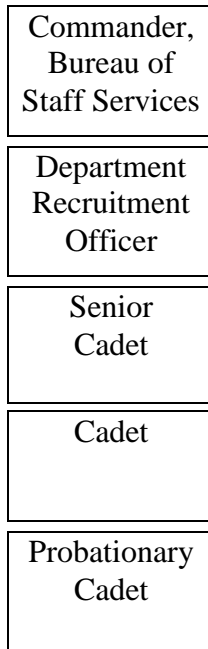
### D. Responsibility of Department Cadet Program Coordinator

The Cadet Coordinator shall investigate any report of laxity in the performance of duty or violations of Department rules. After determining the facts, the Coordinator shall report the findings in writing to his/her immediate supervisor per departmental policy. The Coordinator is also responsible for the supervision, scheduling, and coordination of the Cadet Program.

### E. Chain of Command

The chain of command shall be respected in all matters. Information and communications shall move up and down through channels. It shall be the responsibility of each level to forward information and communications to the next higher or lower level, together with approval/disapproval, and/or recommendations.

## ORGANIZATIONAL CHART



## II. DEPARTMENT STANDARDS

### A. Recruitment

Applicants for the Cadet program should be individuals who have received a high school diploma or equivalent, aged 18 to 21, and comply with the following conditions:

1. Have the recommendation from the applicant's High School/College/University Administrator, Advisor or Facilitator (grades, character).
2. Have at least a "C" cumulative grade average.
3. Have no felony convictions. Class "A" misdemeanor convictions will be cause for immediate dismissal from the process, unless otherwise directed by the Chief of Police.

### B. Application Procedure

Candidates for the Cadet Program shall complete the Personal History Questionnaire which will be typewritten or neatly printed in black ink. The completed application will then be presented to the Cadet Coordinator for review. A preliminary review will be conducted to ascertain if the candidate meets the minimum requirements. If they meet these requirements, they will be directed to report for an oral interview with the Coordinator. Following this interview, qualified applicants will undergo a thorough background investigation conducted by a Background Investigator. Candidates with criminal histories and questionable character and morals shall be rejected.

A final review of the applicant's Personal History Questionnaire and background will be conducted by the Commander, Bureau of Staff Services and the Commanding Officer, Division of Operational Support, whom will make a recommendation of approval or disapproval to the Chief of Police.

C. Selection of Applicants

Upon approval of the candidate, the Chief of Police will offer the applicant a conditional offer of employment pending results of the physical examination.

D. Conflicting Occupations

Cadets may not be employed or associated in the following occupations:

1. Bill Collectors
2. Bail Bondsman
3. Employment where alcoholic beverages are the principal business (i.e., liquor store).
4. Any occupation not covered above which may be considered a conflict of interest, shall be referred to the Chief of Police for final decisions.
5. Employment in another Cadet Program which conflicts with duties.

E. Educational Standards

All Cadets enrolled in a college or university must maintain a "C" average. The Cadet Coordinator will review each Cadet's grades periodically to ascertain if these standards are being maintained. A copy of the latest transcript shall be provided by each Cadet upon request.

F. Cadet Training

All new members of the Cadet Program will be required to satisfactorily complete a basic training course of instruction conducted by the Coordinator, or his designee. Each Cadet will receive training in the following areas:

1. Police conduct and discipline, to include Department rules and regulations.
2. Basic criminal law.
3. Traffic direction.
4. Police radio communications.
5. Fingerprinting.
6. Precinct Operations and Ride-On-Patrol procedures.
7. Any specialized skills pertaining to community service functions or assistance to other Divisions or Units within the Department.

Training shall be conducted during the six-month probation period and prior to participation in duties requiring training. Training will be documented on a Cadet Training Log Form which will be maintained in the Bureau of Staff Services. Cadets will undergo continuing education training, geared toward the curriculum taught at the St. Louis County and Municipal Police Academy (CMPA). Cadets may be tested to demonstrate knowledge of certain CMPA curriculum, with the expectation of a potential advancement to a Police Recruit position.

## G. Department Duty/Special Training Assignments

Cadets may be assigned or assist as needed in the following areas:

1. Division of Patrol
  - a. Neighborhood Policing Assignments
  - b. School Resource/D.A.R.E. Unit Assignments
  - c. Precinct Desk Duty (No contact with prisoners)
  - d. Other appropriate non-hazardous precinct assignments
2. Division of Special Operations
  - a. Emergency Operations Center
  - b. Spirit of St. Louis Airport
  - c. Bureau of Security Services
3. Division of Criminal Investigation
  - a. Bureau of Criminal Identification
  - b. Crime Laboratory
  - c. Fingerprint Unit
  - d. Other appropriate non-hazardous support assignments
4. Division of Operational Support
  - a. Bureau of Communications
  - b. County and Municipal Police Academy
  - c. Bureau of Central Police Records
  - d. Planning and Analysis Unit
  - e. Other appropriate non-hazardous support assignments

Requests for manpower assistance from any Division, Unit or outside organization should be made to the Cadet Coordinator.

## III. CADET FUNCTIONS

### A. Tasks

Cadet tasks are divided into the following areas:

1. Job oriented
2. Educational
3. Community Engagement

Job-oriented activities are to familiarize Cadets with the nature and complexity of law enforcement. These activities are to be non-hazardous in nature and may include, but may not be limited to the following:

1. Fingerprinting (private security applicants, Child-I-dent).
2. Call taking in Communications.
3. Desk duty in the precincts, to exclude contact with prisoners.
4. Assisting with crowd and traffic control at parades and festivals.
5. Assisting officers with filing, vehicle maintenance and supplies.
6. Participating as observers in the Ride-On-Patrol Program.
7. Inventory of evidence in the Property Control Unit.

Educational tasks are to prepare Cadets for the next stage in the law enforcement career path. Whether he/she has aspirations of becoming a Police Officer, Security Officer, or Dispatcher with this Department, Cadets will undergo extensive continuing education in furtherance of their career advancement. Training may occur within the respective work element assigned, or at the CMPA.

Community engagement functions will provide opportunities for Cadets to experience the Department's Neighborhood Policing philosophy. Cadets' participation in community engagement events will also display the Department's commitment to diversifying its staff.

#### B. Ride-On-Patrol

Cadets are expected to participate in the Ride-On-Patrol Program in select precincts. Cadets shall assist commissioned officers in administrative duties and information gathering on non-hazardous calls for service.

The Ride-On-Patrol Program is a privilege and subject to revocation by the Cadet Coordinator if the situation merits such action. Even though the Cadets have received some training, they are not commissioned with sworn officer status and have no police authority. They must consider themselves as observers and not participants. Cadets shall take no police action in the field unless an emergency situation exists. If action is required, it shall be no more than by the authority granted to all citizens under state law. In any situation, the Cadet's primary obligation is to summon assistance for the officer.

The Cadet Coordinator shall be responsible for coordinating and scheduling ride-alongs. Cadets should notify the Precinct Desk Officer a day prior to a ride-along, but at least two hours before arriving at a station for a ride-along. The Cadet's name will be placed on the Duty Roster in the appropriate assignment. The On-Duty Watch Commander must be advised that a Cadet is participating on a ride-along.

### IV. UNIFORMS AND EQUIPMENT

#### A. Uniforms

The standard field uniform for Cadets will be khaki uniform shirts, khaki uniform pants, black tie, black hat, black plain toe shoes, black socks, name tag, and black belt. All shirts and hat must have the Department Cadet patch attached (left breast pocket of khaki shirt). The wearing of the short sleeve or long sleeve shirt with ties will be determined by Department procedure.

#### B. Department Issued Equipment

1. Shirts and pants
2. Black tie
3. Black belt - 1½ inches wide
4. Cadet identification card
5. Department Cadet patches
6. Name tag
7. Body armor
8. Rain coats

The above items remain the property of the Department and shall be maintained in proper condition and returned to the Department upon request or separation. Cadets shall not give the appearance or imply that they are sworn law enforcement officials. Cadets will be responsible for damaged or lost Department property.

C. Items Required and Purchased at Cadet's Expense

1. Black shoes - uniform type - plain toe
2. Black socks

The items must be approved by the Uniform Committee.

D. Personal Optional Items

1. Inclement weather headgear (must be approved)
2. Jacket/coat (must be approved)
3. Black or brown gloves
4. Flashlight
5. Additional clothing or safety items or equipment (must be approved)

E. Prohibited Items of Uniform and Equipment

1. Ammunition carriers.
2. Batons or baton rings.
3. Handcuffs or cases.
4. Slappers.
5. Any type of weapon.
6. Pepper spray.
7. Garrison type belts.
8. Any type of badge while on duty (a badge possessed for employment reasons should not be carried while on duty as a Cadet).
9. Emergency type vehicle lighting (unless authorized by proper authority).

Exceptions: Garrison belts, handcuffs, and other simulated equipment items may be utilized for role-playing purposes or for training. Under no circumstances shall the items be worn while participating in the Ride-on-Patrol Program or any duty-assignment.

F. Separation from Program

When a Cadet is suspended, resigns or is separated from the Cadet Program, all Department property previously issued shall immediately be returned to the Vehicle and Supply Unit.

V. CONDUCT AND DISCIPLINE

A. General Behavior

Cadets shall not act or behave privately or officially in such a manner as to bring discredit upon themselves or the Department. Cadets shall not willfully violate any Federal law, State statute, or local ordinance.

B. Conformance with Department Policy and Procedures

Every Cadet shall be familiar with, and conform to the policies and procedures of this Department as stipulated in this manual. Cadets who violate any rule, regulation, or policy of the Department, or Cadet Program, shall be subject to disciplinary action.

C. Infractions

The following infractions may be recorded and result in disciplinary action upon repetition:

1. Unkempt or improper use of the uniform.
2. Unsatisfactory personal grooming habits.
3. Poor attendance.
4. Low grades.
5. Unauthorized entrance into restricted areas.
6. Disobeying an order of any police officer or department supervisor.
7. Violations of any Cadet rules or regulations.
8. Violations of Department orders, rules or regulations.
9. Violations of any Federal law, State statute, or local ordinance.

D. Initiating Disciplinary Action

The Cadet Coordinator, when advised, shall record any activity or action of any Cadet that is expressly prohibited as stated in this manual or the failure of a Cadet to act in any manner that is required by this manual. The Coordinator shall report such activity or action to the Commander, Bureau of Staff Services, who has the authority to initiate disciplinary through the Bureau of Professional Standards as outlined in Section E.

E. Disciplinary Action

Discipline may be dispensed per Department policy in the following manner:

1. Oral reprimand.
2. Written reprimand.
3. Imposing a probationary period during which any further violation shall result in dismissal.
4. Denial of Ride-On-Patrol privileges.
5. Suspension.
6. Reduction in rank.
7. Dismissal.

Disciplinary action may be appealed per Department policies and procedures.

VI. PERFORMANCE OF DUTY

A. Ethics

While on duty, all Cadets shall be governed by the following rules and regulations:

Cadets shall devote their time and attention to the service of the County, and the Department, and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency.

Any rule, regulation, or policy governing the Department and not in this manual, shall be deemed a portion of the manual. Cadets will utilize the General Order Manual maintained in the Precinct/Bureau. Cadets shall be familiar with the Department Statement of Values and Mission Statement.

B. Rewards/Loans/Favors

Cadets shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through their position with the Department's Cadet Program.

C. Court Attendance

Cadets concerned in cases before the courts will be punctual in attendance. They will dress in civilian clothes of good taste and maintain a business-like appearance. Male Cadets should wear a tie and female Cadets should dress in appropriate attire.

D. Disorderly Conduct

Cadets shall not be disorderly or intoxicated at any time, either on or off duty.

E. Removal from Position

Cadets may be deemed incapable of duty and subject to suspension, reduction in rank, or dismissal for the following reasons:

1. Displaying reluctance to properly perform their assigned duties.
2. Acting in a manner tending to bring discredit to themselves or the Department.
3. Failing to assume responsibilities or exercise diligence, intelligence, and/or interest in the pursuit of their duties.
4. Violating Department policies, rules and/or regulations.

F. Punctuality

Cadets shall be punctual in reporting for duty at the time and place designated by their precinct/unit/bureau supervisor or Cadet Coordinator. Habitual failure to report promptly at the specified time will be deemed neglect of duty. Cadets shall notify their supervisor or appropriate personnel if they are going to be late or unable to report for a duty assignment.

G. Personal Appearance

Cadets shall keep their persons clean and sanitary. Proper hairstyles and haircuts will be maintained as described by Department policy. Uniforms shall always be kept as neat and clean as possible. Loss or damage of Department issued items shall be reported in writing through the chain of command to the Cadet Coordinator.

H. Use of Medications

A Cadet may use medications which have been properly prescribed by a physician for an illness or injury. Cadets shall not use these medications on duty or be under the influence of such drugs on duty if they may impair coordination or judgement. The Cadet is responsible for notifying the Coordinator of their use of medication.

I. Use of Force

Cadets may not participate in making arrests unless absolutely necessary. If action is required, it shall be no more than that authorized to all citizens under state law. In those cases, they shall not use unnecessary force in helping to make an arrest or subdue any person. Cadets must be firm, resolute, and energetic in exercising the means necessary to properly perform their duties.

## VII. CARE OF IDENTIFICATION ITEMS

The Cadet will be responsible for the items of identification issued by the Department. Cadets will neither loan nor borrow such items. The loss or damage of such items will be immediately reported in writing through the chain of command to the Cadet Coordinator. Cadets will not use or display items or identification except as authorized by this manual.

## VIII. DEPARTMENT VEHICLES

### A. Use and Operation of Vehicles

Cadets possessing a valid driver's license may operate a County vehicle during UNUSUAL SITUATIONS, and then only with the approval of the police officer or precinct/unit/bureau in charge. Approval to operate a County vehicle may be assumed by Cadets during EXTREME EMERGENCY FIELD SITUATIONS when the officer in charge is incapacitated and unable to approve. Cadets may also assist in transporting vehicles to and from service points as requested by a Police Supervisor. While conveying vehicles, the Cadet should be under the supervision of a police officer in an accompanying vehicle. Cadets will not operate vehicles while on patrol or when a Department employee, police officer, or reserve officer is available for the conveyance. When operating a police vehicle, Cadets will take no action should they encounter any law enforcement related situation.

### B. Accidents or Damage to Vehicles

In the event of an accident or damage to any County vehicle, the Cadet operating or in charge of the vehicle shall:

1. Remain at the scene until a police report is taken.
2. Promptly notify the Watch Commander, his superior, and the Coordinator.
3. Cadets shall inspect the interior and exterior of any Department vehicle they are assigned to operate prior to using the vehicle. Any damage should be reported immediately to a Police Supervisor.

### C. Property Damage

Cadets shall promptly report any damage to property resulting from the execution of their official duties or responsibilities.

## IX. INFORMATION, INVESTIGATION AND RECORDS

### A. Reporting Information

A Cadet shall provide the Department with their correct name, address and telephone number and the name of the person to be notified in case of an emergency. The Cadet will be responsible for keeping the Cadet Coordinator informed of any changes. The Coordinator will provide a Cadet roster with an emergency contact list to the precinct desk officer or unit/bureau supervisor. The desk officer/unit or bureau supervisor will maintain a file for this information.

B. Confidential Information

The official business of the Department is confidential. Cadets shall only discuss or give information as follows:

1. To persons for whom the information is intended.
2. As directed by the Coordinator, a Police Officer, or Police Supervisor.
3. Under due process of law.

C. Internal Investigations (Bureau of Professional Standards)

If requested to make a statement in the course of an official investigation, Cadets will make full, complete, and truthful statements.

D. Records

Cadets will not remove any official records or copy of items from the Department except as directed by a supervisor or under due process of law. Cadets will not knowingly or willingly enter, or cause to be entered in any Department books, records, or reports, any inaccurate, false, or improper police information of material matters.

E. Insurance

Cadets as employees are covered by the St. Louis County self-insurance program and workers' compensation for actions arising out of or in the course of their assigned duties while on authorized duty.

F. Forms/Report/Files

The Cadet Coordinator will keep a personnel file on all Cadets. The file will contain all documentation produced while the Cadet is a member of the Cadet Program. The file should be retained for a period of five years following the individuals twenty-first birthday after which the file may be destroyed. Personal information contained in the files is considered confidential.

X. AMENDMENTS TO THE MANUAL

Suggestions for changes to this manual must be made through the Department Chain of Command and approved by the Chief of Police.

## APPENDIX I

All new members of the Cadet Program will be required to satisfactorily complete a basic training course of instruction conducted by the Cadet Coordinator and respective precinct/unit/bureau staff. Each Cadet will receive 24 hours of training in the following areas:

### 1. Police Conduct and Discipline (2 hours)

- a. Cover the Department Conduct and Discipline Manual
- b. Department Mission Statement
- c. Department Values Statement
- d. Appearance regulations.
- e. Discussion of Cadet Manual.

Training will be conducted at a special meeting for new Cadets and continued for existing Cadets periodically.

### 2. Basic Criminal Law (1 hour)

- a. How are crimes defined (Felony, Misdemeanor).
- b. Commonly encountered crimes defined.
- c. Constitutional law related to search and arrest. Emphasis is made that Cadet's do not have authority as an officer.
- d. State law regarding citizen involvement in arrests.

Training will be conducted as scheduled by the Cadet Coordinator and/or CMPA staff.

### 3. Traffic Direction (3 hours)

- a. Cover traffic direction handout related to directing traffic with flashlight, by hand and with a whistle.
- b. Traffic safety, related to safe positioning and proper placement of safety equipment. Use of cones, flares and traffic vests.
- c. Practice traffic direction in a controlled environment situation such as on a parking lot.

Training held at a practical location.

### 4. Police Radio Communications (3 hours)

- a. Cover Department Radio Communications procedures.
- b. Use of Ten-codes, each Cadet will be provided a copy.
- c. Use of phonetic alphabet, each Cadet will be provided a copy.
- d. Instruction on the use of police radio equipment (car radio and walkie-talkie).
- e. Instruction on the operation of police vehicle equipment (lighting).

Training will be conducted as scheduled by the Cadet Coordinator and/or CMPA staff.

### 5. Search Techniques (5 hours)

- a. Use of various field search techniques for locating missing persons and/or evidence.
- b. Participate in actual field exercises in locating persons or items.

Training will be conducted as scheduled by the Cadet Coordinator and/or CMPA staff.

6. Fingerprinting (3 hours)

- a. Instruction in the use of fingerprinting equipment (cards, ink, rollers).
- b. Hands-on training in fingerprinting persons.

Training will be conducted as scheduled by the Cadet Coordinator and/or Private Security Unit staff. The purpose of the training is to assist in community service projects (such as child-identification) and assisting the Private Security Unit with background checks. Cadets will not be booking or handling prisoners or suspects.

7. Precinct Operations (2 hours)

- a. Instruction in answering precinct phone calls and message recording.
- b. Police vehicle inspection and supply location.
- c. Police vehicle service points and routes to locations.
- d. Any particular assignments will have proper instruction for the given task.
- e. Computer data entry at the precinct station.

Instruction on general topics will be conducted as scheduled by the Cadet Coordinator and/or precinct staff. Specific tasks will be instructed to those individual Cadets participating in the assignment.

8. General Training (1 hour)

When a Cadet is assigned to duties outside of the Division of Patrol, such as to the Division of Criminal Investigation and the Division of Operational Support, they will receive specific training for the task they will be conducting. Under no circumstances are Cadets given responsibility in criminal investigations or be in direct contact with suspects of a crime. These tasks are normally as support to trained staff members. Examples of support are as follows: filing, preparing mailings, role-players for police training, or assisting with conveying vehicles or items from one location to another.

9. Ride-on-Patrol (2 hours)

- a. Sign-up procedures and conduct while on ride-along.
- b. Completion of required log sheet.
- c. Instruction on note-taking of dispatch information and non-hazardous information gathering (such as copying vehicle information at an accident scene).

Training to be conducted as scheduled by the Cadet Coordinator and/or precinct staff. Training will stress that the Cadet's function on a ride-along is as an observer.

10. Community Services Training (2 hours)

- a. Department organization and personnel familiarization.
- b. Public contact and speaking training.
- c. Familiarization with police services available and operation.
- d. Familiarization with police brochures and literature available.

Training will be conducted as scheduled by the Cadet Coordinator and/or his or her designee.