

Cadet Program

Index Code: 703.2

Effective Date: 11/1/2019 (Revised 5/9/2022)

I. Purpose

The purpose of this policy is to establish roles and responsibilities for cadet employees of the Queen Anne's County Office of the Sheriff

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to employ selected applicants as cadets for the Office who will support normal Office of the Sheriff business and prepare for entrance to the Police Academy as a Deputy Recruit.

III. Qualifications and Hiring

The cadet program is a law enforcement apprenticeship that offers training and varied work assignments to persons between the ages of 18 and 20.5. Cadets are considered full-time positions unless specifically designated as a contractual part-time employee.

Cadets are hired based on County civilian hiring policy and will submit to an extensive background investigation prior to their employment. Deputy recruit entry level testing will be administered as baselines during the cadet's application process or early employment prior to their referral by the Agency Review Board to the Sheriff for advancement to the Police Academy. The written test need only be passed once prior to advancement to the Police Academy. The psychological screening will be completed in full once initially during the application process or during early employment followed by an abbreviated appointment with the Agency Psychologist within 3 months of the Academy entrance date.

In order for a cadet applicant to be considered for hire, he/she:

- Must be 18 years of age before an actual hire date and must have graduated from high school or already possess a G.E.D. Applicants may begin their application process during their final year of high school.
- Must pass all testing and be approved by the Sheriff or his designee to attend the Police Academy when the cadet is 20.5 to 21.5 years of age. (Cadet employment shall cease for those cadets identified who will not or cannot progress to the Police Academy at any time during their employment as a cadet at the discretion of the Sheriff or his designee.)
- Must be a U.S. citizen
- Must possess a valid Maryland Driver's license
- Must be a Maryland resident on or before the date of hire as a cadet.
- Must have binocular visual acuity of 20/20 with or without correction.
- Must have a good reputation and good moral character
- Must not have any current court orders against him/her relating to domestic violence nor any criminal misdemeanor or felony convictions.

- Must be truthful in every stage of the application process
- Must participate in the deputy recruit applicant physical fitness test and demonstrate the likelihood of passing that test during his/her pre and early employment and then continue to pass the physical fitness test monthly until advancement to the Police Academy
- Cadets are encouraged to be successfully enrolled in at least one college course, maintain at least a "C" average (70%) and continue to be enrolled in college classes for the duration of employment as a cadet during fall and spring semesters unless an associate's degree is achieved before or during the cadet's employment. The cadet's supervisor shall strive to accommodate the cadet's college class schedule. Cadets shall attend class OFF-DUTY and all college course work shall be completed while OFF-DUTY.
- An individual is ineligible for initial hiring as a cadet if the applicant has:
 - (1) Been convicted or otherwise found guilty of selling, manufacturing or distributing a Controlled Dangerous Substance (CDS), narcotic drug or marijuana
 - (2) Ever illegally sold, produced, cultivated, distributed or transported a CDS, narcotic drug or marijuana.
 - (3) Illegally used cocaine or any other type drug within 36 months before application as a cadet.
 - (4) Illegally used marijuana within 12 months before application as a cadet.
 - (5) Been convicted or otherwise been found guilty of underage consumption of alcohol.
 - (6) Ever illegally used a CDS including heroin, PCP or LSD.

IV. Supervision

The cadet's immediate supervisor shall be the Patrol Assistant Commander with his/her secondary supervisor being the Patrol Commander. ALL Sheriff's Office supervisors, deputies and non-cadet civilian staff shall assist with constant supervision of the office's cadets to help guide them on the pathway to the Police Academy. Patrol supervisors have one of the greatest roles helping cadets achieve success advancing to the Police Academy to become one of Queen Anne's County's finest deputies. ALL sworn personnel at the Queen Anne's County Office of the Sheriff shall adhere to strict military courtesy when interacting with cadets while working. Cadets must be taught by all employees to be courteous, professional and truthful at all times.

Any personnel outside of Patrol desiring assistance from a cadet shall contact Patrol supervision or command for approval for him/her to deviate from his/her normal duties. Patrol shall attempt to accommodate valid requests for cadet services if at all possible.

When two cadets are employed at the Office, when at all possible, one of the cadets shall work an early day shift and the other shall work a modified late shift. Cadets shall be assigned to ride-alongs with seasoned outstanding deputies when possible at the discretion of the cadet's superiors. Cadets shall be subject to call-outs for special events and emergencies upon request by their supervisors.

V. Mentors

Each cadet employee at the Office of the Sheriff shall be assigned a mentor by his/her immediate

supervisor. The mentor will offer military style guidance and support to his/her assigned cadet. The mentor shall help guide the cadet so that the cadet can easily progress to the Police Academy. The mentor shall create a set physical fitness test schedule with approval of the cadet's supervisors and administer the monthly physical fitness test providing documentation of the results to the Patrol First Sergeant and Human Resources Manager.

The cadet's mentor, Training Coordinator and Human Resources Manager shall assure all testing and Police Academy requirements are met in a timely fashion.

A cadet mentor shall periodically request and review college class scores, class enrollment as required and GPA. Proof of course enrollment and final class grades shall be provided to the Office's Training Coordinator and Human Resources Manager.

Mentors shall teach cadets proper military courtesy including how to address people (yes sir/yes ma'am), how to render a proper salute to all sworn personnel that the cadet encounters once per day every day, how to talk professionally without arrogance and with compassion, etc. Mentors shall teach cadets how to dress in our uniform, how to walk professionally and how to present a professional image to everyone in the office and the public. Mentors shall teach cadets military marching techniques such as march, facing movements, parade rest, standing at attention, saluting during the National Anthem and Pledge of Allegiance, etc. Mentors may demand cadets perform non-abusive physical fitness in an environment where the cadet is not unduly embarrassed. Hazing of cadets is strictly prohibited.

VI. Roles and Responsibilities

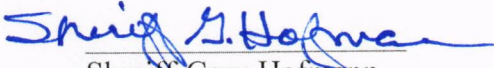
- Process citizens and arrestees requiring fingerprinting with Live Scan and ink cards
- Become proficient with Meters (CN1 and/or CN2), CAD program, Incident Documentation (ICIS or other application) and all other programs and internal applications for documentation
- Professionally answer phone calls, radio and other means of communication by citizens, allied partners, co-workers, politicians and anyone else interacting with the Office.
- Attend and pass LGIT driver's training course.
- Operate Agency vehicles safely as directed by superiors.
- Staff the Office during business hours and beyond. Cadets shall not take breaks including lunch together in order to cover walk-in needs uninterrupted to every extent possible
- Log court summonses for Office
- Organize forms and supplies in Deputy's room
- Attend community events to represent the Office professionally and safely
- Wear the uniform of the day exactly as prescribed by Uniform Policy neatly and professionally to include a ballistic vest
- Ride with deputies on patrol at the direction of their immediate or secondary supervisors to gain real-time experience what deputies encounter on a day-to-day basis.
- Assist with any additional duties as needed and directed by Office supervision
- Become CPR/AED certified shortly after hire date and maintain certification throughout

employment

- Must notify immediate supervisor and mentor upon any interaction with police or other authorities outside the Office such as being stopped for a traffic offense regardless if a citation or warning was issued, etc.

VII. CALEA References: None

VII. Proponent Unit: Field Operations


Sheriff Gary Hofmann