
	GAITHERSBURG POLICE DEPARTMENT		
	Police Cadet Program		
	GENERAL ORDER 212.1	Related CALEA Standards:	
Effective Date 04/25/2019	16.4.2		
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE 04/25/2019	

1. **PURPOSE** - The purpose of this directive is to establish and describe the Department’s program for Cadets.

2. **POLICY** – It is the policy of the Department to maintain a Police Cadet Program for persons who are 18-years-old at the time of hire and who have an interest in pursuing a career with the Gaithersburg Police Department. The goal of this policy is to support recruiting and retaining the highest quality candidates for police officer positions, in addition to providing staffing and assistance to several sections within the Department until the Police Cadet becomes eligible to apply for the position of police officer. A secondary goal of this policy is to provide mentorship, training, and experience to better develop all Police Cadets in this program.

3. **DEFINITIONS**
 - 3.1. **Cadet** – Within the context of this directive, the term “cadet” refers to a paid, temporary, and non-benefited position. Under direct supervision, will perform a variety of routine and progressively more difficult non-sworn tasks in an apprenticeship program framework for preparation for a career in law enforcement. They will rotate through various divisions of the Police Department and perform related work as required.

 - 3.2. **Program Manager** – Within the context of this directive, the term “program manager” refers to an officer designated by the Special Operations Bureau Commander to oversee the day-to-day operations of the Police Cadets.

4. **PROCEDURE**
 - 4.1. **Recruitment and Selection**
 - 4.1.1. Applicants will complete and submit an application online and respond to all supplemental questions.

 - 4.1.2. Applications will be screened for employment eligibility by the City of Gaithersburg.

 - 4.1.3. Applicants will be informed as to whether or not they are eligible to move forward in the selection process.

- 4.1.4. Candidates selected to move forward in the process must complete a comprehensive applicant questionnaire and undergo an extensive selection process which includes a written examination, writing sample, preliminary fitness test, structured interview and a stringent background investigation.

4.2. Supervision of Police Cadets

- 4.2.1. Police Cadets will be assigned to the Special Operations Bureau.
- 4.2.2. Police Cadets will be under the immediate supervision of the Cadet Program Manager. The Cadet Program Manager will:
 - 4.2.2.1. Ensure an appropriate work schedule for the Police Cadets, so as not to interfere with his or her academic schedule;
 - 4.2.2.2. Familiarize him or her with the goal of assigned tasks, policies and procedures as they relate to assigned tasks and, if necessary, demonstrate what is expected in the assignment;
 - 4.2.2.3. Ensure appropriate supervision of the Police Cadet's activities; and
 - 4.2.2.4. Coordinate duties within the Department so that the Police Cadet's experience in the various activities of the Department is maximized.
- 4.2.3. Police Cadets are expected to adhere to, conform with and obey all applicable rules and regulations of the Department and the City.
- 4.2.4. Police Cadets are subject to temporary assignment to any entity within the Department, upon approval of the Cadet Program Manager.
- 4.2.5. When a Police Cadet is assigned to a specific unit or shift, the immediate supervisor will be responsible for their day-to-day supervision and performance management. That supervisor will email the Cadet Program Manager a written performance evaluation at the conclusion of their assignment.
- 4.2.6. The Cadet Program Manager on a regular basis is responsible for conducting formal performance evaluations on each Police Cadet. A formal performance evaluation will include completing an Employee Evaluation, meeting with the Police Cadet to discuss their performance and update the employee's goals (work plan), and

developing a performance improvement plan, if necessary. Performance evaluations shall include a summary of all past informal discussions related to performance during the review period and future performance goals.

4.3. Compensation, Training, and Benefits

- 4.3.1. Police Cadets will be paid a rate determined by the Human Resources Department and may work up to 20 hours per week (evening, weekend, and holiday work may be required).
- 4.3.2. Police Cadets will be eligible for tuition reimbursement determined by the City of Gaithersburg Human Resources Department. Reimbursement will occur after successful completion of the Police Field Training Officer Program.
- 4.3.3. Police Cadets may be permitted to attend roll calls, roll call training, Department sponsored training and other training opportunities at the discretion of the Cadet Program Manager.
- 4.3.4. Police Cadets will receive training appropriate for the duties of their position.

4.4. Responsibilities of the Police Cadets

- 4.4.1. Police Cadets will wear the appropriate issued uniforms. (Refer to the [Police Cadet Handbook](#)).
- 4.4.2. During a Police Cadet's employment with the Department, he or she will:
 - 4.4.2.1. Be subject to proper conduct;
 - 4.4.2.2. Obey the lawful direction of sworn Department members; and
 - 4.4.2.3. Refer all questions asked by witnesses, suspects, victims, members of the media, or anyone else, to appropriate Department personnel.
- 4.4.3. All tasks assigned to Police Cadets will be completed within reasonably established time frames or deadlines.

4.5. Vehicle Use

- 4.5.1. Cadets may operate department vehicles for administrative duties,

when authorized to do so by a Bureau Commander.

4.6. Ride-A-Longs

- 4.6.1. Cadets are eligible to participate in a ride-a-long after approval by the Cadet Program Manager or Bureau Commander. When the Cadet participates in a ride-a-long, they will wear the uniform of the day unless otherwise directed.

4.7. Cadet Program Review

- 4.7.1 The Cadet Program Manager will analyze and evaluate the program annually and on an as-needed basis. The analysis will serve as a way to determine if the program is effective or in need of revision. In analyzing and evaluating the program, the Cadet Program Manager will consider the following measures:

4.7.1.1. Attrition rate;

4.7.1.2. Participant demographics;

4.7.1.3. Actual and on-going cost of the program;

4.7.1.4. Perception of the program by the Department and community;

4.7.1.5. Reasons for failure of participants to complete the program;

4.7.1.6. Participant feedback; and

4.7.1.7. Areas that have been identified for improvement.