North East Regional Law Enforcement Education Association’s

Cadet Police Academy

Essential Skills Handbook

Expectations at the Cadet Police Academy

(Or…What Every Cadet Needs To Know!)
A. Attendance
1. Attendance at the Cadet Police Academy will be limited to all persons who have current registration and post charter of a law enforcement police cadet program or law enforcement explorer post sponsored by a recognized law enforcement agency. Applications will not be accepted if their program is not chartered as a Cadet or Explorer Post.

2. All academy cadets will attend all classes, training activities, demonstrations, or other activities listed in the Academy Schedule, unless excused by the Academy Director/Executive Staff.

3. Cadets will maintain professional bearing and posture when attending classes and training areas. No sleeping in class or training!

4. Unnecessary talking and conversing will not be permitted in classrooms and training areas. Behavior disruptive to the educational process will not be tolerated.

5. Members who wish to ask questions during class or lecture will raise their hand and wait for recognition by the Instructor.

6. Whenever proceeding to meals, classrooms, or other training activities, as a group, members will be in military formation. Marching/Drill is preferred.

B. Conduct
1. Cadets are to conduct themselves in a mature manner at all times.
   a. At no time will cadets use profanity or offensive expression.
   b. Fighting is strictly prohibited.
   c. “Horse-play” is prohibited.

2. No member shall allow a display of affection beyond what is considered general or common courtesy toward a member of the opposite sex while in attendance at the Academy.
   a. Socially acceptable “dating” conduct will be authorized among cadet members.
   b. Cadets will not fraternize with personnel outside of the law enforcement academy.

3. Smoking is not permitted.

4. Possession and/or use, consumption, of alcoholic beverages and/or drugs will not be tolerated.

5. Possession or use of fireworks will not be tolerated.

6. No explorer shall possess a larger than 3 cell flashlight or any other weapon.
7. The only acceptable training guns will be red, blue, or yellow plastic/polymer training guns.

8. Academy staff personnel and instructors will be addressed as appropriate: “Sir”, “Miss”, “Maam” and will be treated in a courteous manner.

9. All cadets regardless of rank or age will be of equal standing and position while attending the Academy.

10. No cadets will leave the Academy boundaries without written authorization from the Academy Executive Staff, and without checking out at the Academy Office first or unless accompanied by their Advisor.

11. Cadets will not enter “Off Limits” and/or “Restricted” areas. Buildings not specifically assigned to the Academy will also be considered as “Out of Bounds” to all Academy personnel.

12. All cadets will be inside their assigned quarters and in their individual rooms by 2230 hours for a head count by the advisors.

13. All cadets will report to the Infirmary, only during assigned Sick Call Hours, unless during an emergency.

14. All prescription and non-prescription medicines will be logged in with the Academy and they will be kept and dispensed by the Academy Medical Staff as required. Night medications will be picked up just prior to entering the dorms for the night.

15. No electrical devices (cell phones, hair dryers, etc…) will be left plugged into outlets when away from your room.

16. Each cadet is accountable and responsible for every item in his/her room. Therefore nothing will be found missing or broken. Upon arrival a room inspection with your advisor will need to be conducted. Note any issues then to the Lodging Director. Cadets will be responsible for room damages at the end of the week if not previously noted in the arrival day inspection.

17. Fire Drills will be conducted at the discretion of the Academy Director.
   a. When an alarm is sounded, the cadets in the dorm should leave the rooms in an orderly, quick fashion. Do not use elevators.
   b. Screaming or talking will not be tolerated.

C. Personal Grooming
1. Cadets will maintain excellent grooming standards at all times while in attendance at the Academy.

2. Cadet’s hairstyles will conform to their respective programs’ rules and regulations. Facial hair for all males will be closely shaven.
3. Fingernails will be properly trimmed and always clean.

4. All cadets will be allowed to use the laundry facilities available.

5. Shorts can be worn to classes but “No Short Shorts”, halter-tops or gym clothing.
   a. Males will wear a shirt while in class (to and from).
   b. Free Time Hours – clothing code will be moderate and subject to review by the
      Academy Executive Director.

6. Appropriate dress is required in the Dining Hall. The Dining Hall Monitor will monitor
   the clothing code.

7. Footwear will be worn at all times, outdoors, classes, public places and in the Dining
   Hall.

8. Uniforms will be worn for Graduation, Academy Mock Police Department,
   and while on any Administrative Duty.

9. The “Academy T-shirt” can be worn at any time but may be mandatory for special
   functions, as noted by the Academy Executive Director.

10. The “Cadet Police Academy Name Tag” will be worn at all times, with the exception
    of areas within the dorm.

11. All cadets will bathe/shower daily and maintain appropriate hygiene standards.

D. Private Motor Vehicles
1. All motor vehicles will be registered with the Academy Mock Police Department.
   These motor vehicles will be parked in the authorized areas of the dorms and/or Academy
   Mock Police Department. A list of all motor vehicles will be submitted to the Assistant
   Academy Director for Administration. Operation of a motor vehicle on Academy grounds
   is restricted to specific advisory staff members and on-duty Academy Mock Police
   Department Vehicles.
   Note: Unless authorized by the Assistant Academy Director for Administration, cadets
   will not operate a private motor vehicle within the Academy grounds.

2. Cadets shall not sit on or loiter around the parked cars in the Dorm Parking Area.

E. Area Cleaning
1. Dorms, Dining Hall, Surrounding Grounds, including all recreational areas,
   classrooms, and range, shall be kept clean at all times.

2. Cadets are responsible for the cleanliness of their individual rooms, hall area and
   bathroom facilities. These areas are subject to unannounced inspections of the Academy
   Executive Staff. During an inspection, the cadet will be at the room at the position of
   attention.
3. Laundry rooms will be kept clean and used in an orderly fashion.

4. Surrounding areas of the dorms will be kept clean of all refuse, and are also subject to inspections.

F. Dorm Area
1. All Explorers will not make any unnecessary noise or talking between the hours of 2300 and 0600 (Quiet Hours). Let’s be courteous to those wanting to sleep.

2. Furniture in the dorms shall not be moved without the permission of the owner.

3. No cadet will disturb, handle, or touch another’s property without the permission of the owner.

4. No bedding materials or supplies will be used for any other reason than they were intended for.

5. Lights will remain out between the hours of 2300 and 0500 unless prior permission from the dorm monitors.

6. Cadets will not be permitted in the adult staff areas without permission from the Academy Executive Staff.

7. Cadets will have their beds made in a military fashion utilizing “hospital corners.” Cadets need to bring twin size sheets and bedding, including pillow(s).

8. Shoes, footwear, will be placed at the outside end of the bed, in a line fashion free from dust.

G. Dining Hall Operations
1. The Dining Hall will operate cafeteria style, with a service line.
   a. Be considerate of those around you, no yelling or unnecessary talking.
   b. The dining section marked for “Staff Only” is off limits to Cadets.
   c. Trays and eating utensils will be taken to the Scullery after eating, where trays will be emptied into the trash barrels. No utensils / dining hall property will leave the dining hall.
   d. Cadets will eat a full wholesome meal, and include the consumption of water in addition with each and every meal. A daily piece of fruit is highly recommended.
   e. Cadets should be cognizant not to waste food. Take what you will eat, and go back for more if you remain hungry.

H. Class Attendance
1. Your demeanor in class will affect future academies. Academy Instructors should always be left with positive impressions.

2. Cadets will receive an individual schedule from the Program Directors; any changes will be announced at the morning/evening formations and/or otherwise posted in the Dining Hall or Administrative Office.
3. All cadets will and shall be at both morning and evening formations, in their respective squads, holding their notebooks under their left arm, full water bottle at their side, wearing their academy issued hat and name tag, standing at attention and no talking.

4. Cadets will be marched to and from class, and to and from other activities as specified by the Academy Executive Director.

5. Cadets will report to classrooms in sufficient time to be seated before class starts.

6. Don’t be late for class or formation. Any cadet late for class will notify the Classroom Monitor who will report it to the Program Director.

7. Upon entrance of the Instructor and/or the Academy Executive Director, the cadets will be called to attention by the designated squad leader and greet same with “Good Morning, or Afternoon, Sir/Maam”. Then be seated.

8. Sleeping in class will not be tolerated. Should a cadet find themselves tired or sleepy, they should get up from their seat and stand in the back of the room until the urge to sleep passes.

9. The Instructor / Guest Speaker deserves your undivided attention.
Note: Disruptive or indifferent cadets will be asked to leave the class and turned over to the Academy Mock Police Department where a report will be made to the Academy Executive Director. The cadet will be held at the P.D. until the arrival of the cadet’s Advisor.

10. Notebooks and pencils will be brought to class for note taking. The staff will be checking throughout the week, the contents of the notebook to insure notes are being taken; or if the cadet needs help in a particular area.

11. No cadet shall have any cell phone in their possession while in class or during any official training activities.

I. Visitors
1. All visitors must be checked in and out of the Academy Mock Police Department. Persons on the grounds without proper ID are subject to arrest for trespassing.

2. The Academy Executive Director and/or Executive Staff should be notified, if possible, prior to the arrival of any visiting dignitaries, such as City Officials, Police Chiefs, etc, for proper welcoming and escort through the Cadet Police Academy. Dignitary Day is always on Thursday during academy week. Invite your Chief’s and Command staff to visit on that day.

3. Meals will not be provided to parents and friends visiting the Academy. Meals may be purchased at the visitor’s cost.

J. Emergencies
1. A 24-hour emergency phone number will be provided to all cadets and adults. This number will be used in emergencies only.

2. Medical emergencies will be reported to the Academy Infirmary and shall be reported to the Academy Executive Director as soon as possible; and the circumstances of said emergency shall be submitted in writing to the Academy Executive Director. Public Safety must be notified.
   a. Under no circumstances shall a cadet be removed from the Cadet Police Academy grounds for medical treatment without immediate notification of the Academy Medical Staff. (To do so absolves the Cadet Police Academy of all responsibility for medical responsibility/insurance claim and may result in dismissal from participation in the Cadet Police Academy)

3. The Academy Medical Staff shall be notified of the working agreement of the nearest hospital and ambulance response time.

4. Any person sighting a fire will immediately activate the fire alarm system. The Academy Mock Police Department will be notified immediately, Dorm/Classroom Monitors and Academy Executive Director, by the fastest means possible. The Director of the Academy Mock Police Department will submit a report as soon as possible to the Academy Executive Director.

(Note: In the event of a fire, vacate the Dorms immediately by the Fire Exits. Move immediately to the pre-designated area assigned for your floor, where the Dorm Monitors will take head counts and wait for further instructions.)

Remember – Remain Calm – For Panic Produces Injury!

K. Discipline
1. Any violations of these Regulations and Operations Procedures WILL result in disciplinary action, at the discretion of the Academy Executive Staff. Disciplinary action will consist of any combination of the following measures:
   a. KP duties
   b. Additional drill and physical fitness activity
   c. Suspension of privileges
   d. Special work details
   e. Dismissal from the Academy upon approval of the Academy Executive Director.

2. Any cadet dismissed from the Academy forfeits all tuition fees.

3. In the event a cadet is dismissed from the Academy, it shall be the responsibility of the dismissed cadets’ adult leader, and sponsoring agency/Police Department, to facilitate the immediate removal of the cadet from the Academy.

4. Any cadet determined to be in direct violation of orders by a staff member performing his/her duties, will be presented to the Academy Executive Staff discipline board and recommended for immediate dismissal from the Academy.
L. Grades
1. Students will receive an alphabetic and/or numerical grade:
   a. Issued by the Program Director.
   b. Derived from test, or tests, and class participation.
   c. General conduct.
   d. Passing grade for the Academy is 65. Any explorer who doesn’t receive grade of 65, may request that the exam be reviewed with his/her Advisor. With the approval of/ and at the discretion of the Program Director, the grade may be changed to a pass-fail.
   e. Advisors shall notify the Program Director of any cadets requiring special needs or circumstances at the beginning of the Academy, if known.

Care of Rooms and Inspections
Prepared by Sergeant Michael Fisher, Wethersfield Police Department 04/13/2008. Revised 03/03/2010

1. Assignment of Rooms

Upon reporting to the academy, cadets shall be assigned a room, and shall keep this room for the entire academy unless otherwise specified by the Lodging Director or their designee.

2. Appearance of Rooms

Cadets assigned to a room shall be responsible for the appearance of the room and shall keep it clean, neat and orderly at all times.

3. Beds

Cadets shall be assigned a bed and shall keep it neat, orderly, and made in the prescribed fashion (see instructions below) at all times. The bed shall be made every morning before the cadet leaves the room for formation or shift. A cadet will not utilize his/her bed during normal duty hours unless authorized by a member of the academy staff or off shift in the Mock Police Department.

1. When using a fitted bottom sheet, place it on the mattress and skip to step three. If using an unfitted bottom sheet, place it on the mattress so that it is even with the foot of the mattress (1). Then tuck the excess sheet in under the head of the mattress, leaving the sides hanging down.
2. Fold hospital corners:
   (2A) Hold sheet 16 inches from the head of the bunk. (2B) Place one finger on top of corner lifting sheet up with other hand. (2C) Tuck lower drape under mattress. (2D) Hold corner in place and bring sheet over. (2E) Tuck sides under. Repeat these steps at the other corner of the bed.

3. Place the top sheet so that it is even with the head of the mattress (3). Tuck in excess under the foot of the mattress and allow sides to hang down. At the foot of the mattress, fold hospital corners and tuck in side as described in step two.

4. At the head of the bed, fold the top sheet down 4 inches (4A). Then again fold the top sheet down another 8 inches (4B). Tuck in sides of fold under the mattress. There should be 18 inches from the head of the mattress to the beginning of the fold (4C).

5. Fold any blankets and place them at the foot of the bed. Roll any sleeping bags and place them at the foot of the bed (on top of blankets if there are both). Place pillows at the head of the bed.
Note: Given that the sleeping materials cadets have may vary, these bed-making guidelines may not be possible for some cadets to fully follow. However, cadets are expected to follow them as exactly as possible given the materials they have.

4. Desk and Books

Cadets shall be assigned a desk and shall keep it neat and orderly at all times, including the contents of its drawers. Equipment, including textbooks, shall be stored and displayed in or on desks or bookshelves in a neat and orderly fashion.

5. Cleanliness

The entire dormitory room, including but not limited to woodwork, furniture, beds, windows, wastebaskets, shower, sinks, toilets, mirrors, floors, shelving and closets will be kept dry, clean and orderly. Trash will be kept in trash bags and said bags will be discarded daily.

6. Dressers, Lockers, Closets, ETC.

The contents of dressers, lockers, closets and/or clothing hanging rods will be maintained, folded and arranged in a neat and orderly fashion at all times.

7. Shoes

Uniform boots and/or shoes will be highly polished and aligned in a neat and orderly fashion, facing inward under the bed/bunk, with the laces tucked into their tops. Civilian shoes and PT footwear will also be kept in the same prescribed fashion as uniform footwear in either a closet or under the bed/bunk.

8. Walls and Ceilings

The use of nails, hooks, scotch tape or similar materials on walls or ceilings for any purpose is prohibited.

9. Equipment

Furniture, beds, mattresses, or any other equipment within the sleeping area of the dormitory rooms will not be transferred from one room to another at any time. Furthermore, said items will not be re-arranged within the sleeping areas of the dormitory rooms. Furniture within the common room area of specific dorm rooms (tables, chairs and sofas) may be re-arranged within the specific common room area, but not transferred to any other room. All rearranged items in the common area shall be placed back in their original positions prior to the end of the academy.

10. Restricted Room Access
Male police cadets are not permitted in female dormitory rooms or on female dormitory floors. Likewise, female police cadets are not permitted in male dormitory rooms or on male dormitory floors. A cadet is not permitted in any dormitory bedroom other than his/her own. Cadets are only permitted in the common room area of another’s dormitory with permission of both cadets’ advisors. Groups may only be formed for study or recreation purposes during “after hours” and prior to lights out. Note that due to Career Development’s dynamic; both male and female police cadets room on the same floor and thus are a partial exception to this rule. However, although Career Development males and females are allowed on the same floor, they are not permitted in each other’s rooms.

11. Lights, Doors and Drapes

All lights will be turned off when a room is unoccupied. Hallway doors of the police cadet’s rooms will be kept closed at all times unless otherwise directed by the academy staff. Doors shall be closed after lights out, or when dressing. Blinds will be closed after lights out, when dressing, or whenever the room is unoccupied.

12. Showers, Restrooms and Sinks

Besides the provisions of paragraph 5 (Cleanliness), the shower curtain will be closed at all times excepting formal inspection periods at which time it will be open. Shower curtains may also be left open if hanging wet PT gear for drying (See paragraph 13 PT Gear). Restrooms will have toilet paper affixed to the toilet paper holder and the toilet seat will be kept in the down position when not in use. Floors in said area will also be kept clean at all times. Toiletries will be kept in either the bedroom area, a shelving area or by the sink within the dormitory room. In any case, all toiletries must be kept clean, dry and stored in a neat and orderly fashion.

13. PT Gear

Wet PT clothing will be hung on hangers on the shower curtain rod, within the shower area, for drying. Worn PT gear will be placed in either the police cadet’s dirty laundry or hung from the clothing hanger rods for reuse when possible.

14. Inspection Procedures

Cadet’s daily room inspections will be held every evening from 1840 hours until 1900 hours (Except the final room inspection which will be conducted Saturday morning prior to check out). Inspections will be conducted by assigned staff members and will cover the cadet’s personal appearance and living quarters. Prior to inspection, Cadets will stand in the hallway and shall come to attention when approached by the inspecting officer or officers. Cadets shall remain at attention and shall answer all questions by the inspecting officer. Cadets shall be responsible for having the room clean and dusted and all equipment clean and neatly stored or displayed as described in the previous sections. All items not previously mentioned, shown on a diagram, or discussed by the staff as to the specificity of their location will be stored out of sight.
All lights shall be on during room inspections. Cadets assigned to a room by themselves will be responsible for the cleanliness and appearance of the entire room. Cadets assigned to a room where a roommate is away on an excused absence (examples: police department phase cadet working, at the nurses office for a medical reason…) shall be responsible for the cleanliness and appearance of their own sleeping quarters and all common areas of the dormitory room. The cadet that is absent shall still be responsible for the cleanliness and appearance of their own sleeping quarters.

Cadets are also responsible for the cleanliness and appearance of the hallways and restrooms outside of their dormitory room.

Each daily room inspection will be noted on the room placard (refer to section 18). Note that Saturday inspections (final room inspection) must be conducted by the advisor(s) of the room’s occupants.

15. Unannounced Room Inspections

Due to health and safety concerns, rooms are subject to inspection at all times. Unannounced inspections are for legitimate health and safety concerns only and are not to be done for any other purpose. Unless an exigency exists, any unannounced room inspection should be conducted by a minimum of two staff members. Furthermore, barring exigency, at least one staff member must be the same sex as the room’s occupants. It is recommended that when feasible, the advisor(s) of the room’s occupants be included in the inspection and if not included, they are notified of it. Academy staff members who desire entrance when the door is closed shall knock and identify themselves. Cadets must acknowledge them within 10 seconds or be subject to disciplinary action. Any cadet who identifies himself or herself as an academy staff member to gain entrance to a room will be subject to discipline including possible dismissal from the academy.

16. Personal Items

Cadets may bring personal items to the academy at their own risk. Items for cleaning, grooming, recreation and study are allowed so long as they are stored within the previously listed guidelines. Cadets are responsible for the safety and security of any items brought to the academy and should consider this prior to doing so. Cadets shall not possess or store any weapons, alcoholic beverages, pornography or any other item that endangers or impairs the morals of a minor. Cadets shall not sleep with their electronic devices in their beds or on their pillow(s). Violation of this will result in dismissal from the academy and possible legal action if criminal statutes are violated.

17. Cleaning Supplies

Any cleaning supplies will be kept in an orderly fashion in an out of sight area. Cleaning supplies are not to be kept in the same area as food supplies.
18. Room Placards

All cadets' rooms will have a placard affixed to the outside of the hallway door. Said placard shall identify the room number, the occupants of the dormitory room, their cadet post, their academy phase, their cadet post number and their advisor's full name. Furthermore, the lower portion of the placard shall have a room inspection sign-off list. The inspection list will be used by room inspectors to indicate that an inspection was conducted and to show the results of said inspection. The inspection portion of the room placard will show the day of inspection and have spaces for the inspector's signature and any comments that need to be noted concerning the room inspection. All room placard information shall be neatly and legibly provided as indicated on the following page:

Sample of room name placard

19. Electronic Devices

Cadets may bring their personal electronic devices to Cadet Police Academy at their own risk. Devices are not permitted in classrooms or during training exercises. Cadets shall not sleep with their electronic devices in their beds or on their pillow(s).