

HCC POLICE CADET PROGRAM

The HCC Cadet Program is under the direct supervision of the HCC Police Department with collaboration with the Criminal Justice Program. The primary purpose of the program is to provide a wider scope of protective services to the HCC community, provide experience to the Cadet and allow the student to obtain college credits. Cadets will provide the necessary day to day coverage of the various assignments associated with the Cadet Program. A Supervisor will be available to effectively ensure that all day to day and special assignments are properly carried out. Cadets selected for the program must satisfy certain standards, which have been set in place to insure that they can perform each aspect of their assigned duties.

Cadets assigned to this program act as an extension to the uniformed HCC Police Officers. Cadets will be assigned to foot patrol, building patrols, parking lot patrols, ticketing duties, dispatching, and other duties as assigned. Each Cadet will be provided a uniform consisting of a baseball cap, polo shirt, and khaki pants. Other equipment will be issued on a day to day basis. Prior to starting their shift, the Cadets will be briefed as to their patrol duties, events of the day, prior incidents, and persons to be concerned about.

Cadets will at no time take direct physical action if they should personally observe any suspicious or unlawful acts. They must immediately notify HCC Police via two-way radio and standby for further instructions.

Cadets will also provide safety escorts to students, faculty, and staff to and from their personal vehicles, and buildings as requested. They will be responsible for reporting any maintenance issues that might pose a hazard to human life. Wherever the Cadet is assigned, their presence serves as an increased deterrent to crime on the HCC campus.

The success of the Cadet Program will ultimately depend on the manner in which every member conducts him/herself. The rules and regulations contained in this manual will help prepare, instruct and guide each Cadet to properly carry out their duties.

As a member of the Cadet Program, the Cadet will be a representative of the HCC Police Department. Members of the HCC Community and the general public will see Cadets in this light. Their opinions and attitudes of HCC will often be based on their first impression of a HCC Police member. With this in mind, all Cadets must conduct themselves in a professional and courteous manner.

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To the Cadet

Overall Mission of the Cadet Program

You have been selected to be a member of the HCC Police Cadet Program. Your selection was based upon an in-depth screening process which includes a background check, individual attributes, and your apparent willingness to accept the very serious responsibilities connected with the position. These are all important factors in the success of the overall mission of the Cadet Program.

As a member of the Cadet Program, you will be placed under the direct supervision of the Sergeant on duty or Officer in Charge, if a Sergeant is not on duty. The Supervisor is charged with the responsibility of ensuring that Cadets:

- A. Conduct regular foot patrols and building patrols throughout HCC, to act as a deterrent to crime, to “observe and report” unusual or suspicious activity.
- B. Provide safety escorts to students, faculty, staff, and visitors to or from their vehicles, and to or from any main campus buildings.
- C. Act as a communication link between the HCC Police Department and the HCC community.
- D. Assist in enforcing parking regulations by ticketing vehicles in violation of the HCC parking regulations.
- E. Other duties as assigned.

You are non-sworn member of the HCC Police Department and are not authorized to engage in any police actions.

Only sworn Police Officers are trained, equipped, and authorized to provide police services.

You may serve on any day except Sunday and when HCC is officially closed. Assignments will vary according to the needs of the department, and according to each your class schedule to ensure that schedule conflicts are minimized.

Schedule times are subject to change based upon the availability of police staff and the needs of the Department. Any questions or concerns regarding scheduling should be addressed to the Program Supervisor.

Elements of Training

You will be expected to complete basic training. At that time you can expect to learn about department procedures, be trained to operate certain police equipment, learn about essential job responsibilities, and have your performance evaluated by a Supervisor.

Elements of training include:

- Cadet Patrol Procedures
- Assisting Officers
- Building Checks
- Jumpstart Assists
- Safety Checks
- Safety Escorts
- Use of police radio
- Compliance with Uniform Standards

Dispatch Procedures

- Answering phones (Call Taker Function)
- Assisting the public (Service Window)
- CCTV camera monitoring
- Perform CJIS/NCIC queries
- Perform Computer Aided Dispatch IMC
- Use Dispatch Radio
- Issue Parking permits (Boss Cars entries-queries)
- Completing paperwork
- Waiver for Ride-a-Long
- Non-Disclosure Form
- Reports
- Orientation - Familiarization of the campus property

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Standards of Conduct & Agreement

You will be expected to perform and execute all given assignments as directed by the shift Supervisor or Officer in Charge. Any violation may result in disciplinary action up to, and including dismissal from the program. A violation may include but not be limited to the following:

- Rude or unprofessional behavior
- Theft
- Lying
- Insubordination
- Tardiness
- Frequent absences

Depending on the nature of the violation, a progressive discipline will be followed, including:

- Verbal Warning
- Written Warning
- Written Reprimand
- Disciplinary meeting with Supervisor(s).
- Disciplinary meeting with Supervisor(s) and affiliate HCC Police Officers.
- Disciplinary meeting with Criminal Justice Department Personnel.
- Suspension or loss of shifts.
- Dismissal from the Cadet Program.

By signing this document, you acknowledge and agree to the above statements.

Cadet Signature

Supervisor Signature

Print Name

Date

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Cadet Program/Patrol Responsibilities

Cadets are responsible for a variety of tasks that are assigned or must be initiated personally. The following duties will be carried out each shift:

- Check with Supervisor or department dispatcher for updates or information to be aware of before patrol.
- Check safety equipment, AED's Call Boxes to ensure they are operational.
- Conduct building checks at the start of the shift and periodically throughout the day. Report to Dispatch any safety issues or damage.
- Conduct parking lot patrols. Take note of any unsecured vehicles (open windows or doors). Check the vehicle and the immediate area for signs of damage or theft and report the findings to dispatch.
- Perform safety escorts as requested or directed and logging the activity with dispatch.
- Perform jumpstart services with the department jump pack
- Secure any exterior doors to buildings that have been left ajar or propped open.
- Report suspicious findings, suspicious activity, law violations, or college policy violations.
- Observe and follow orders of HCC Police Officers during any incident.
- Perform Ride-Along patrols with HCC Police Officers.
- Perform Parking Enforcement duties
- Complete written reports

Dispatch Responsibilities

Cadets may be assigned to dispatch function to perform dispatch duties along-side a Dispatcher. Certain duties may require special training and certification before authorization is given to perform them. When the Dispatcher on duty is preoccupied with other duties, Cadets assigned to dispatch area may perform the following:

·Answer phones (Call Taker Function)

Take information from callers. Alert the dispatcher if the call requires police, fire, or ambulance response. Assist with transferring calls to an intended recipient. Provide helpful information, directions to the college, information on how to obtain a parking sticker, how to file a police report, etc.

·Assist the public (Service Window)

Alert the Dispatcher/Officer if the person requires police, fire, or ambulance response. Provide helpful information, direct them to the pamphlets located in hall if appropriate. Assist with issuing a parking sticker. Explain how to file a police report. Assist with filling out a statement form.

·Monitor CCTV camera system

Report any malfunctioning cameras to the Supervisor. Monitor the camera system for any unusual activity. Use the system to help officers conducting investigations.

·Perform CJIS/NCIC queries (only after certified and with approval of a Supervisor)

Use the DCJIS system to perform authorized inquiries for legitimate police purposes. Ensure that the system, the equipment and information are safeguarded from unauthorized use.

·Perform Computer Aided Dispatch IMC

Use IMC to make dispatch entries, dispatch police officers, and assign reports.

·Use Dispatch Radio

Use the dispatch radio to contact officers to respond to an incident, take a call for service, or pass along pertinent information.

·Issue Parking permits (BossCars entries-queries)

Use BossCars to enter student information to register vehicles and assign parking lots. Perform queries for legitimate police purposes.

Attendance

In order to assist the HCC Police Department in delivering professional services, it is imperative that every member of the program report for duty on time whenever they are scheduled to work. Good attendance is essential. Poor attendance will be perceived as a lack of interest in the program and may be cause for dismissal. An attendance record of Cadet will be kept on file.

Appearance

As a representative of the college and the HCC Police Department, your personal appearance and demeanor are very crucial in maintaining a professional image. All Cadets are expected to report for duty wearing issued/authorized clothing. Clothing is to be neat and clean. Socks shall be worn with footwear. Appropriate footwear is necessary to conduct patrol activity.

Males are to be clean shaven with hair out of the face and above the collar.

Females are to have their hair above the collar, studded earrings may be worn. Make-up should be kept to minimum.

Males and females may wear jewelry but should be kept at a minimum. Wedding bands are authorized. Religious symbols may be worn discretely.

Uniforms and Equipment

Each member of the Cadet Program will be issued the following uniform articles and equipment prior to starting their patrol assignments. Any issued equipment should be tested prior to be used on the shift to ensure that they are good operating condition.

A Supervisor will inspect all uniform articles and equipment prior to the Cadet starting his/her assignment and again when the Cadet signs out.

Uniform:

- Baseball Cap with Cadet Logo
- Polo shirt with Cadet Logo
- Khaki pants
- Jacket/Coat

Equipment:

- Nylon belts with glove pouch, flashlight and radio holder
- Flashlight
- Radio
- Keys

Radio Equipment

Cadets will sign out a two-way radio designated for the use while on patrol. Proper radio etiquette must be maintained at all times. A log note will be entered into dispatch to indicate which radio was assigned. The radio is to remain on the HCCPD channel 1 and is to be tested prior to patrol to insure that it is in good working order. Any radio malfunction or accidental damage to the radio is to be immediately reported to the shift Supervisor or OIC.

A Cadet reporting damaged equipment must submit a complete report to the Supervisor prior to the end of shift.

The Cadet will be responsible for the proper operation and care of the radio. The radio must be affixed to the Cadet's belt (holder) to insure the radio's protection against being dropped. All radio transmissions made by the Cadet must be brief, clear, and at all times in a professional manner.

Radio identification will be assigned to eliminate any chance for confusion in transmitting or receiving messages. This will clearly distinguish the HCC Police Officers from the Cadets.

If the Cadet is called by Dispatch or by the HCC Police Officers, they are to respond promptly using their call sign. Cadets must acknowledge all calls by replying, "Received." If they did not understand the call, they must reply, "Please repeat the last transmission."

Incidents such as the following must be reported immediately to dispatch via radio:

- Groups of 10 or more gathered together displaying agitated behavior.
- Suspicious individuals such as: Peering into vehicles, sitting in one area for a great length of time without any purpose, standing around waiting without any purpose, hearing unfamiliar sounds/events, observing alcohol consumption or drug activity.
- Observed weapons: knives, guns, clubs and sticks, etc.
- Offensive language directed at an individual.
- Suspicious movements; Subject remaining in the shadows, moving from vehicle to vehicle, building to building.
- Threats to human life or property damage: Holes in the ground, Fires, Floods, exposed electrical wiring.
- Evidence of theft, vandalism or intrusion.
- Altercations, verbal abuse, fights.
- Ill or injured person(s).
- Requests for safety escorts

Student Access to Confidential Information

As part of the HCC Police Department, the members of the Cadet Program will on occasion have access to certain confidential information. This information may include student records, criminal offender history, personally identifying information, and sensitive information. Any information pertaining to any aspect of the police department **shall** be kept confidential. Therefore, each Cadet will be required to read and sign the Cadet Confidentiality Form.

The Cadet signing the confidentiality form acknowledges that he/she has been granted access to certain confidential information and agrees to maintain the confidentiality of any information he/she is permitted access to and not to discuss or provide such information to any other party not permitted such access. The Cadet agrees to use such information only for the purposes of his/her work. The Cadet will also acknowledge that violations of confidential information can result in immediate termination of the program as well as additional disciplinary sanctions, including suspension from Holyoke Community College.

Sign-In Procedure

When each member of the Cadet Program reports for duty, he/she will be required to report to the HCC Police Office. The shift Supervisor will be responsible to see that the Cadets have reported on time. Required equipment will be issued at that time.

If a Cadet does not report to duty when assigned, it will be the Supervisor's responsibility to call the Cadet and check on their status. If the Cadet is unable to be reached, the Supervisor will mark the Cadet as a **no call no show**. No call no shows will not be tolerated and may result in disciplinary action including termination from the program.

If a Cadet is going to be absent or late, they are expected to call in at least 1 hour prior to the start of the shift and ensure that a Supervisor is notified.

Sign Out Procedure

At the completion of the shift, all Cadets will turn in their equipment to the Supervisor. The Supervisor will inspect all uniforms and equipment for damage. If any damage is observed, the Cadet will be instructed to submit a report on the cause of damage before signing out.

Supervisor Responsibilities

The Supervisor will perform/demonstrate all tasks assigned to the Cadet in order to instruct the Cadet properly. The Supervisor will also ensure the following:

- The Cadet understands when they must report for duty.
- The Cadet is properly attired and neat in appearance.
- The Cadet is issued equipment.
- The Cadet's equipment is inspected.
- That all Cadet activity is monitored during the shift.
- The Cadet completes all assigned reports.
- The Cadet performs all assigned functions.
- Any violation of the rules and regulations is documented.
- Any loss, damage, or theft of assigned equipment is documented.
- Acts as the department liaison to the Criminal Justice Program.

In the event of a Supervisor's absence, an Officer in Charge may assume responsibility for supervising a Cadet.

If at any time adequate supervision is not available to manage the Cadet Program, the Cadet(s) will be advised not to report for duty or if already on-duty will be dismissed for the day.