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Chief of Police



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“INTEGRITY...FAIRNESS...SERVICE”

SPECIAL ORDER # 2014-05

Date: August 13, 2014

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Bulletin Board for 30 Days.

RE: Cadet Program.

EFFECTIVE: Immediately.

BACKGROUND: The Department has developed policies to assist cadets in achieving acceptable performance standards. Areas of development have been identified to assist cadets in adapting to the Department and successfully gaining entrance to and completing the Training Academy.

PURPOSE: To establish procedures to ensure that cadets are more adequately prepared for the rigors and responsibilities of the Training Academy and their law enforcement careers.

RELATIONSHIP TO DEPARTMENTAL VALUES: This program supports the Department's value of **SERVICE** by providing training, resources, and support for cadets to enhance their academic performance, to increase their physical fitness, and to provide opportunities to observe and participate in police activities and interactions with the public.

POLICY: It is the policy of the Department to provide dedicated and compassionate assistance by promoting leadership, cooperation, and creativity. We aspire to improve the quality of life in partnership with the community.

PROCEDURES:

ORIENTATION

- Held for all cadets upon hire by the Department.
- Conducted by the Baltimore County Office of Human Resources (OHR) and the Cadet Coordinator.
- Consists of the following:
 1. A review of the Department's rank structure and insignia, chain of command, uniforms, and roll call procedures. Article 1 of the Administrative Manual will be reviewed, and a copy of the Baltimore County Police Department Training Academy Drill and Ceremony Manual will be issued.
 2. A review of the Department's harassment and discrimination policies.
 3. A review of the physical fitness expectations of the Training Academy.
 4. Issuance of uniforms and equipment (e.g., badge, identification card, etc.) and a Cadet Performance Notation Book.
- Cadets will be provided with an appropriate physical fitness maintenance or improvement program to assist them in maintaining an acceptable level of physical fitness. The program will be developed using the pre-entrance agility test scores obtained from the Employment Unit.

Special Order #2014-05 continued:

CADET PERFORMANCE NOTATION BOOK

- Carried by the cadets at all times while on duty.
- Used to record the positive or negative performance of a cadet by any sworn member or civilian supervisor of the Department at any time.
- Comments recorded in the book will be noted in the cadet's performance appraisal and/or on a Form 115, Performance Observation Form.

TRAINING AND EVALUATION

- Newly hired cadets are required to attend a cadet school conducted by the Training Section. The decision when to schedule a cadet for a training session will rest with his/her supervisor. The supervisor will contact the Training Section for a schedule of these sessions.
- Cadets will be subjected to uniform and equipment inspections during the cadet school and other cadet training sessions.
- Cadets not medically prohibited are required to attend physical training sessions (e.g., weight lifting, running, swimming, etc.) at the Training Academy as directed by the Training Section Commander. These sessions will be scheduled during the cadet's work day.
NOTE: The Training Section should be contacted for a schedule of these sessions.
- Cadets may be required to attend additional academic training and/or skills-based cadet training programs as directed by the Training Section Commander. The training will be conducted by the Cadet Coordinator. The topics will be related to the cadets' present assignments or future responsibilities as police officers.
- Cadets may be required to complete research projects. These projects will focus on a particular topic or unit within the Department. Cadets will give an oral presentation to their fellow cadets, and submit a written summary of their presentation to the Cadet Coordinator, who will assess the cadet's writing, organizational, and public speaking abilities. The topic or unit of instruction for the project will be assigned by the Cadet Coordinator.
- Cadets will meet individually with the Cadet Coordinator once every six months to assess and discuss their performance and expectations. This meeting will be scheduled during the cadet's work day and may involve the cadet's supervisor.
- Cadets not promoted to police officer by the start of the second academy class for which they are eligible, will be terminated.

PERFORMANCE REVIEW

- Cadets will be evaluated every two months utilizing the Form 13C, Cadet Progress Report. Copies will be forwarded to the Cadet Coordinator by the supervisor responsible for completing the appraisal.
- The Cadet Coordinator reviews all cadet performance appraisals for any issues that may require training or other intervention. The Cadet Coordinator will meet with the cadet and/or their supervisor(s) and consult with the Training Section Commander or the OHR, as appropriate, to address any concerns noted in the performance appraisal.

PHYSICAL FITNESS

- Cadets will take the pre-entrance physical agility test during the school for newly hired cadets.
- Cadets failing a pre-entrance physical agility test:
 1. Will meet with a designated member of the Training Staff to assess and modify the recommended physical fitness training program of the cadet.
 2. Are required to complete and submit a weekly log detailing their physical fitness activities to his/her supervisor.
 3. Failing to make measurable and significant improvement will be noted in the cadet's performance appraisal.
- Cadets attending additional academic training and/or skills-based cadet training programs will be given a physical fitness test.

Special Order #2014-05 continued:

ACADEMICS

- Cadets are required to take a written examination to determine their reading, writing, and comprehension levels. The test will be administered by a member of the Training Academy and/or a member of the Community College of Baltimore County (CCBC) staff. Cadets who are not considered “Exempt” in both the reading and written comprehension sections of the test will be scheduled to attend English skills instruction with the members of a recruit class during the regularly scheduled hours of instruction of a designated CCBC Department of English faculty member. Cadets will meet with the Academic Coordinator, or designated representative from CCBC, at a time mutually agreed upon by the cadet’s supervisor, the Academic Coordinator, and the cadet.
NOTE: This meeting will be scheduled during the cadet’s work day.
- Cadets are encouraged to take courses through CCBC to address any academic deficiencies and to accommodate personal career interest.

ASSIGNMENTS

- Cadets may be rotated among assignments to gain experience in all facets of the Department. The Cadet Coordinator will make recommendations regarding rotation to the Training Section Commander, who will obtain approval from the Administrative & Technical Services Bureau Commander prior to initiating a transfer.
- Cadets should not serve in a particular assignment for more than one year, unless authorized by the Administrative & Technical Services Bureau Commander.
NOTE: If circumstances permit, cadets may be rotated or re-assigned more frequently.

FIELD TRAINING

- Cadets are required to ride with a designated Field Training Officer (FTO) of the Department as directed by the Training Section Commander.
NOTE: This will be scheduled in advance, during the cadet’s work day, in a manner that avoids overtime.
- Cadets are to observe interactions between members of the public and the officers, complete a police report for a non-criminal incident, monitor radio transmissions, direct traffic, and/or package evidence or found property, if possible.
- Any positive or negative action performed by a cadet participating in field training should be documented and forwarded to the cadet’s supervisor and the Cadet Coordinator.
- Cadet field training will be scheduled by the cadet’s supervisor to ensure all required departmental staffing levels are maintained.

INSPECTIONS

- Cadets will be subjected to uniform and equipment inspections by his/her designated supervisor at least once per month. The results of the inspection will be documented in the cadet’s semi-monthly performance appraisal.
- Cadets may be subjected to uniform and equipment inspections by other supervisors. The results of these inspections will be documented in the cadet’s Performance Notation Book.

IMPLEMENTATION: This Special Order will be distributed electronically to all Department members. Shift/unit supervisors will be responsible for the posting and referencing of this Special Order.

By order of,

Chief James W. Johnson
Chief of Police