

Jefferson County Sheriff's Office



Cadet Policy

INTRODUCTION

Real-World Career Experiences **Exploring**[®]



The JCSO Cadet Program is a volunteer program administered by the Jefferson County Sheriff's Office (JCSO). The program is designed to give young men and women interested in law enforcement, criminal justice, public safety, and homeland security careers firsthand knowledge of these fields by working side by side with law enforcement officers. All cadets shall be guided by this manual in the performance of their duties as volunteers within the Jefferson County Sheriff's Office.

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SECTION 1

GENERAL MANUAL PROVISIONS

1.01 MANUAL OPERATIONS

This manual contains instruction on methods and procedures to be followed by all members of the JCSO Cadet Program in the performance of their duties.

1.02 NATURE OF CADET ACTIVITIES

The nature of cadet activities is such that it is impossible to develop or plan for every situation that may arise. Therefore, the Cadet Advisor, Deputies, Officers have the duty of thoroughly reviewing the activities of the subordinates to ensure safety and the highest standards.

1.03 PERFORMANCE OF MANUAL

This manual will be used as a guide in Cadet Administration, define rules and regulations, set standards for personal conduct and equipment, and provide direction on duties and organization of the program.

1.04 CURRENT COPIES OF MANUAL

All members are responsible for keeping their copy of this manual current.

1.05 CHANGES TO MANUAL

Only the Sheriff or their designees are authorized to change the manual.

1.06 OBLIGATION OF CADETS TO MANUAL

All personnel of the JCSO Cadets shall fully acquaint themselves with all provision in the manual. They are expected to fulfill obligations stated in the manual and shall read and comprehend the manual.

SECTION 2

AUTHORITY AND OBJECTIVES

2.01 DEPARTMENTAL AUTHORITY

The JCSO Cadet Program is an official program sponsored by the Jefferson County Sheriff's Office and as a Post of the "Exploring Learning for Life" program.

2.02 GENERAL OBJECTIVES

The purpose of the JCSO Cadet Program is to familiarize young adults between the ages of 16 and 21 with the procedures and qualifications of the Jefferson County Sheriff's Office. It is also designed to introduce and interest these individuals in Law Enforcement, public safety, homeland security, and emergency services careers while promoting communication and understanding between the Sheriff's Office, Port Townsend Police, public safety partners, and the community. To enable youth to explore and develop their inner potential in achieving success, by instilling in them leadership, teamwork, innovative thinking and problem solving ability.

2.03 CADET AUTHORITY

The JCSO Cadets shall function under the supervision of the Cadet Advisor of the program. This Advisor shall be a full-time Deputy. From time to time, Cadets will be assigned to work under the direct supervision of other Jefferson County Sheriff Deputies, Reserve Deputies, or volunteer coordinators. Cadets have no law enforcement authority, unless specifically instructed by a commissioned peace officer during emergency situations.

2.04 REPRESENTATION OF CADETS

JCSO Cadets are to remember they are not only representing themselves, but the Jefferson County Sheriff's Office, Jefferson County, and the Cadet Program itself. Each Cadet shall act in such a manner that will portray a positive image to the general public.

SECTION 3 ORGANIZATION

3.01 ORGANIZATIONAL STRUCTURE

The organizational structure of the JCSO Cadet program is outlined in the definitions set forth in this section. These definitions provide the standard terminology by which the various levels of command within the program are designed.

3.02 HOLDING RANK

Cadets cannot hold a command position within the program until they have successfully completed the Washington State Law Enforcement Cadets Academy (W.L.E.E.A.) and attained the skill level applicable to that rank.

3.03 CHAIN OF COMMAND

JCSO Cadet members are distinguished by rank, which is assigned in terms of level of responsibility within the chain of command. All cadets will follow the chain of command set forth below when transacting any official business pertaining to the Cadet program.

The descending order of rank in the Cadet program shall be as follows:

Cadet Advisors (Commissioned Law Enforcement Officers Only)
Cadet Sergeants

3.04 DUTIES OF ORGANIZATIONAL POSITIONS

Each position is described below and subject to change as needed.

3.04.10 CADET ADVISOR

The Cadet Advisors shall be fully commissioned Deputies of the Jefferson County Sheriff's Office. Their duties shall include the following:

1. Recruit and process applicants.
2. Supervise Cadet meetings.
3. Maintain liaison with members of JCSO.
4. Participate in authorized Cadet trips and activities.
5. Inform their supervisor of any trips or tours to be held outside Jefferson County. No trips or tours will be taken outside the state of Washington without the permission of the Sheriff.
6. Be responsible for all funds belonging to the post and take care of all financial matters pertaining to the Cadet program, to include the tracking of expenditures and revenues.

3.04.20 SERGEANT

The Cadet Sergeant is required to have completed the basic and advanced session of the W.L.E.E.A. Academy, to have served in the program for nine (9) months and fulfill the requirements for skill level 2. The general duties and responsibilities of a Cadet Sergeant shall include, but are not limited to the following:

1. Be responsible to the Advisor for the efficient operation of their squad in conformity with established policies.
2. Shall promptly obey and transmit all legitimate orders insuring uniform interpretation and full compliance.
3. Ensure that all squad members are contacted prior to a meeting or upcoming events, which were not covered during the last meeting.
4. Ensure that each member of their squad is in correct uniform at all Cadet functions and meetings.
5. Each Sergeant shall ensure his squad member's records and files are current and forward necessary paperwork to the Advisor.

3.04.30 CADET

A Cadet is an individual who has passed all initial screening tests and is accepted into the program. Each Cadet shall be on a probationary status for (3) months or 90 calendar days. Each Cadet is required to complete the basic W.L.E.E.A. Academy within one (1) year of acceptance to the Program. Failure to do

so may result in termination from the Program. A Cadet does not hold rank and shall be addressed as Cadet (last name) at all Cadet functions excluding meetings. The general duties and responsibilities of a Cadet shall include:

1. Efficient performance of their duties in conformity with the policies, rules, and regulations of the Cadet program.
2. Complete skill level 1 within six (6) months of acceptance to the Program.
3. Exercise authorities consistent with obligations imposed by their superiors and promptly obey commands.
4. Shall coordinate their efforts with members of their squad and the Cadet Program so that their teamwork may insure continuity of purpose and maximum achievement of the service program.
5. Maintain harmonious relationships with their associates by courteous and considerate demeanor.
6. Communicate to their superiors and co-workers all information that they may obtain that is pertinent to the bettering of the Cadet Program.
7. Shall acquire and record all information concerning events and be attentive.
8. Conduct themselves in accordance with high ethical standards at all times.
9. Respond punctually to all assignments.
10. Shall assist in the following:
 - a. Improving the efficiency and cooperation of areas of common responsibilities.
 - b. Public relations programs for promoting support of the Cadet Program.
 - c. Assure proper use of the Program's property and equipment.

3.05 RESPONSIBILITIES OF SUPERVISORS

Cadets designated as supervisors shall include all Cadets with the rank of Sergeant and above. Supervisors shall be responsible for the acts of their subordinates. They shall not censure subordination in front of others except in emergencies. Authority shall be exercised with firmness and impartiality, under no circumstances allowing personal attitude or prejudice to influence decisions. Supervisors shall be responsible for assuring Cadets are at all times properly equipped to perform any necessary tasks and they present a professional appearance.

3.06 CADET IN CHARGE

At any function where no Cadet Officer is able to attend, the Cadet Advisor may appoint a Cadet to be in charge prior to that function. While in charge, this Cadet has the authority of a Cadet Sergeant.

3.07 ADVANCEMENT IN RANK

Advancement in rank shall be based upon the following criteria:

1. Member of the program at least six 6 months.
2. Completed the W.L.E.E.A. Academy.
3. Documented a list of meeting and activity hours.
4. No excessive number of absences or history of tardiness.
5. Meets or exceeds expectations on latest performance evaluation.
6. Successfully passes advancement evaluations and is recommended for advancement.

3.08 LETTER OF QUALIFICATION

When an announcement for a ranking position is made, a Cadet who is eligible and wishes to test for that position shall submit a letter of qualification to their supervisor. This letter should include:

1. A list of qualifications.

2. Why he wishes to obtain the position.

3.09 ORAL BOARD

Oral boards for advancement in rank shall consist of the Advisor and/or those appointed by him.

3.10 CURRENT INFORMATION

Within two (2) weeks of any change of address, telephone number, email address, school, or employment status, Cadets must furnish the new information to the Sergeant

SECTION 4 ENTRANCE REQUIREMENTS

4.01 ELIGIBILITY

The JCSO Cadet Program is an equal opportunity organization accepting applications from all young adults. The maximum number of Cadets the program is able to accommodate is approximately 16 persons. However, this number is subject to change. Eligibility for the volunteer position of Cadet shall be as follows:

1. Must be at least 16 years of age and less than 21 years of age. (applicants ages 14 and 15 maybe considered on a case by case basis based on maturity level and willingness to be in the program.)
2. Must be free of any physical or mental disability, which would interfere with the performance of basic law enforcement duties and responsibilities of the Cadet.
3. Must be of sound moral character.
4. Must have a 2.50 cumulative grade point average if still of school age or attending post-secondary education. A current report card shall be provided to the Advisors within one week of receiving from their school.
5. Must have no record of conviction or juvenile adjudication within the last three (3) years.
6. Must have a good driving record.
7. Must be able and willing to abide by program regulations.
8. Must waive responsibility for liability of the Jefferson County Sheriff's Office.
9. If beyond school age, have completed high school or earned a GED. Records of a diploma or GED will be included with the Cadet's records.

Failure of any of the listed requirements will result in rejection from the program. New Cadets will be on probation for a period of three- months. Failure to maintain the proper standards during that three month period will be grounds for dismissal from the program.

All membership applications shall be screened by the Jefferson County Sheriff's Office.

4.02 ORAL BOARDS

The purpose of the oral board is to determine the eligibility of all applicants to the Jefferson County Sheriff Cadet Program based upon, but not limited to: appearance, character, maturity, and interest in the program.

4.03 BASIC ACADEMY

Basic academies are conducted twice a year, usually in August and the end of December. A member may be terminated from the program if they do not successfully complete the basic academy within one (1) year of acceptance to the program. Non-attendance of, dismissal from, or failures of the academy are terms for dismissal from the Cadet program.

4.04 ADVANCED ACADEMY

All eligible Cadets are encouraged to attend advanced academies as they become available.

SECTION 5 GENERAL REQUIREMENTS

5.01 CADET MEETINGS

The JCSO Cadets will hold monthly meetings at the Jefferson County Sheriff's Office to be determined ahead of time by the advisors.

5.02 MANDATORY ATTENDANCE

Cadets are required to volunteer a minimum of:

1. Six (6) Cadets meetings per calendar year.
2. Eight (8) hours per month
3. One volunteer event per calendar year.
4. One fundraising event per calendar year (if any are presented).

5.03 ABSENCE FROM REQUIRED ACTIVITIES

When unable to attend meetings or any scheduled activity, Cadets must complete the following steps as soon as possible:

1. Contact your immediate supervisor to inform them of your absence.
2. If absence is during an activity where you are the only Cadet, it is your responsibility to find a replacement and inform your advisor of the change
3. If unable to find a replacement, contact your supervisor and inform them of your absence and the reason.

5.04 UNEXCUSED & EXCUSED ABSENCES

Unexcused absences or any absence not approved (excused) by the Cadet Advisor. Any unexcused absence may result in disciplinary action. It is the Cadets responsibility to inform their Advisor with as much advance notice as possible (or as soon as possible in the events of emergencies or unforeseen circumstances) of any absences from scheduled events, planned events, or a Cadet's inability to make the minimum hour requirements, within any given month, due to excused absences.

Excused absences include:

1. Personal illness.
2. Illness or death in the family.
3. Employment

4. School
5. Extra-curricular activities to include sports, performance arts, arts, academic clubs, other approved clubs and programs
6. Family outings
7. Other absences as pre-approved by the Advisor.

5.05 LEAVE OF ABSENCE

A leave of absence from the program may be taken by a Cadet at any time they feel personal commitments are conflicting too greatly with their performance in the program. However, the leave of absence is limited to 6 months in duration. If the Cadet feels a longer amount of time is required, then resignation from the program should be considered. Cadets will not be allowed to take more than one (1) year period.

If a leave of absence is sought, a Cadet must notify, in writing to their Cadet Advisor, their intention to take such leave to their Advisor. This written notification must include the specific date the leave is to start, when the Cadet will return, and an explanation of why the leave is needed. The Advisor will determine if leave or resignation is appropriate. A Cadet who returns from a leave of absence will be required to meet with the Advisor prior to being allowed back to active status.

5.06 DEPARTMENTAL PROPERTY

Often members of the Cadet Program use departmental property to perform their tasks. The following guidelines are established for the use of departmental property:

1. **CARE:** Each Cadet is responsible for the safe keeping and proper care of all departmental property used by them. Property will only be used for official purposes and in the capacity for which it was designed. It shall not be transferred to any other person without the permission of the Advisor or an Officer.
2. **DAMAGED OR INOPERATIVE:** Cadets shall immediately report to their supervisor the loss of, damage to, defects with, or hazardous condition of, any department property used by them.
3. **PRESUMPTION OF RESPONSIBILITY:** In the event that Department property is found bearing evidence of damage, or is lost, which has not been reported, it shall be prima facie evidence that the last person using the property is responsible.
4. **ACCOUNTABILITY:** Each Cadet shall be held accountable for the condition and prompt, safe return of all department equipment issued.

5.07 CADET PROGRAM PROPERTY

All rules in 5.06 also apply to Cadet Program property. All property issued to Cadets shall remain the property of the program. Within two (2) weeks of leaving the program, the former Cadet must return all uniform items issued, such as Department patches, badge, notebooks, and any other item clean and serviceable. Any property not returned may be cause for criminal prosecution or civil action.

Any damage to or loss of Cadet Program property shall be reported to the Advisor immediately. The Cadet may be charged for the replacement or repair cost of the item. If it can be shown the damage or loss occurred in the line of duty and the Cadet was not negligent, the Cadet will not be held liable.

5.08 RESPECT OF SUPERIOR

Especially when in the presence of the public, Cadets shall maintain a respectful attitude and use proper titles when addressing ranking Cadets, Deputies, Police Officers and any officer/deputy of another agency. Cadets shall promptly obey any lawful order issued by a Law Enforcement Officer or a Cadet Officer. In any case where orders conflict with pervious orders, the Cadets shall bring the conflict to the attention of the person issuing the last order.

5.09 SHERIFF/POLICE AUTHORITY

No member of the JCSO Cadet Program has any police power whatsoever. Cadets will refrain from any “proactive” police work (e.g. breaking up fights, detaining suspicious persons, and arresting suspects) unless directed by a sworn Law Enforcement Officer in an emergency situation.

SECTION 6 UNIFORMS AND EQUIPMENT

6.01 PERSONAL APPEARANCE

Cadets shall at all times maintain a neat and clean appearance. Cadet’s hair shall be kept neat, clean, and well groomed. Cadets shall wear their hair in such a manner that it will not interfere in their job performance. Hairstyle for either sex will not be extreme in their appearance. Rings will only be worn on ring fingers and must be approved for duty wear. For safety purposes, body piercings will not be worn while on-duty as a cadet.

6.02 UNIFORM APPEARANCE

Cadets shall at all times possess a clean, ironed, and serviceable uniform and any equipment required to perform uniformed field duty. Uniforms must be maintained at all times for immediate use. Uniforms and equipment shall only be worn at official Cadet functions. Unauthorized wearing or use of the Cadet uniform will be grounds for termination. The Advisor will make determination when wearing the uniform is impractical for a function.

6.03 UNIFORM REQUIREMENTS

The uniform serves as the formal uniform. The Jefferson County Sheriff’s Office and will provide the uniform. All uniforms are the property of the Jefferson County Sheriff’s Office shall be returned at the end of the Cadet's service in the program. Loss or negligent wear/damage of the uniforms is the Cadet's responsibility to replace. The uniform consists of:

1. **CLASS “A”SHIRT:** The shirt shall be a permanent press gray material. The shirt shall be long sleeve and pressed with military creases. **CLASS “B” SHIRT:** The shirt shall be a permanent press gray material. The shirt shall be short sleeve and pressed with military creases.
2. **PANTS:** The pants shall be of permanent press black material, properly creased, and with straight bottoms. When worn while standing, the pants shall rest on the top of the shoe without breaking the crease.
3. **BELT:** The belt shall be black and properly fit through all belt loops. A black duty belt shall be worn as an outer belt. **BOOTS:** The boots shall be a black boot with plain toe, and maintained clean with a shine. The Cadet will provide their boots.

4. **SOCKS:** Socks shall be black. The Cadet shall provide their socks. **T-SHIRT:** A white crew neck t-shirt (clean) shall be worn under the class “A” uniform shirt. A black crew neck t-shirt (clean) shall be worn under the class “B” The cadet will provide their own t-shirts.
5. **TURTLENECK/MOCKNECK SHIRT:** Black turtleneck/sweater may be worn under the uniform shirt.

6.04 EMBLEMS AND INSIGNIA

The following items shall be placed on a Cadet’s uniform:

1. **BADGE:** The Advisor shall issue a Cadet badge. The Badge shall be worn centered above the left shirt pocket. A cloth badge shall be worn on the left side of the uniform jacket. The badge is the property of the Jefferson County Sheriff’s Office must be returned when a Cadet leaves the program.
2. **NAMETAG:** Nametags will show first initial and last name. The nametag will be a silver finish and is provided by the program. It will be worn centered and one-quarter inch above the right shirt pocket.
3. **SHOULDER PATCHES:** The Departmental patches shall be worn on each shoulder, one inch down from the top shirt seam. These patches are the property of the Jefferson County Sheriff’s Office and must be returned when a Cadet leaves the program.
4. **RANK INSIGNIA:** Cadet Officers are permitted to wear rank insignia of the military type as follows:
SERGEANT: Shall wear a gold metal collar insignia containing three chevrons on both sides of the collar.
5. **ACHIEVEMENT PINS:** Achievement pins will be centered above the nametag pin.

6.05 DUTY EQUIPMENT

Cadets shall possess the following equipment for use on a duty belt:

1. **FLASHLIGHT:** Shall be black and not exceed the 15 inches in length.
2. **FLASHLIGHT HOLDER:** Shall be black and of nylon web.
3. **DUTY BELT:** Shall be black and of nylon web.
4. **RADIO HOLDER:** Shall be black and of nylon web.

After Advisor approval the following items are optional:

1. **HANDCUFFS:** Shall be worn inside a handcuff case.
2. **HANDCUFF POUCH:** Shall be and of nylon web.

(Additional items may be worn with Advisor approval)

6.06 PROHIBITED EQUIPMENT

The following items are not authorized for Cadets to have with them while in uniform or on a Cadet function. This list is not all-inclusive and is subject to change.

1. Straight baton, extendible baton, or any other form of police baton.
2. Mace, Capsicum, Punch II, or any defensive aerosol spray.
3. Guns, Taser, knives (other than the small folding knife), or any type of weapon.
4. Mirrored sunglasses.

6.07 ITEMS NOT COVERED

Any item that is not listed above must be cleared with the Advisor before a Cadet can wear it with their uniform.

6.08 IDENTIFICATION CARDS

All Cadets will be issued an identification card. This card is the property of the Sheriff's Office and must be returned after a Cadet leaves the program. This card is not to be used in any manner unless representing the JCSO Cadet Program in an authorized capacity.

6.09 UNAUTHORIZED USE OF I.D. CARD AND UNIFORM

Any unauthorized use of the Cadet Program uniform or identification card will be grounds for termination from the Cadet Program,

6.10 ISSUANCE OF UNIFORM

Upon acceptance of an applicant to the Cadet Program, the new Cadet will be issued Cadet patches and an identification card. Each Cadet is responsible to provide footwear and t-shirts as described in section 6.03 and may purchase optional equipment as outlined in section 6.05. All issued equipment remains the exclusive property of the JCSO Cadet Program and shall be returned immediately upon separation from the program.

6.11 UNIFORM DIAGRAM

1. Patch.
2. Jefferson County Sheriff's Office patch.
3. JCSO/ Patch.
4. Nametag.
5. Achievement pins.



(Class "B" uniform shirt shown)

SECTION 7 CADET ACHIEVEMENT AWARDS

7.01 CADET ACHIEVEMENT AWARDS

The awarding of a Cadet Achievement Award may recognize exceptional and meritorious service. This award will be presented at the discretion of the Advisor and as approved by the Sheriff for any single

deed, act, or performance of duties as a Cadet, or the consistently high standards of performance maintained by a Cadet over a period of time. The presentation of this award will entitle the Cadet to display the Cadet Achievement Award pin on their uniform as indicated in section 6.04.5.

SECTION 8 RIDE-A-LONG PROGRAM

8.01 PURPOSE

Riding with uniformed deputies/officers is a privilege accorded to the Cadet. The purpose of the ride-along program is to provide the Cadet a firsthand view of the duties of a Sheriff Deputy in the field.

*****A CADET’S FIRST THREE (3) RIDE ALONGS WILL BE WITH AN ADVISOR*****

8.02 MAINTAINING RIDE-ALONG STATUS

To maintain ride-along status, a Cadet must:

1. Have good attendance at meetings.
2. No disciplinary action within the previous 3 months.

8.03 RIDE-ALONG PROCEDURE

The ride-along procedure is as follows:

1. Using email the Cadet shall request permission from the desired Deputy to ride. Request shall be a minimum of three (2) working days prior to the ride date. These are working days for the Deputy, not the Cadet. You will have to review the patrol schedule prior to making the request.
2. The Cadet shall carbon copy “CC” an Advisor
3. Complete the department observer waiver form before the ride-along. If the Cadet is under 18 years of age, this waiver must be completed with a parent’s signature. If the Cadet is 18 or older, a permanent observer waiver shall be retained in their service file. By signing the permanent waiver, the adult Cadet is assuming all responsibility.

8.04 RESTRICTIONS

1. Cadets cannot ride with any Deputy on probation.
2. Cadets will obey the Deputy they are riding with at all times. Cadets will not get out of the vehicle unless permission is given by a deputy.
3. Failure to obey the Deputy is grounds for termination. Cadets will report any problems they have with a Deputy or a ride-along to an Advisor.
4. Pocket notebook and pen are required on all ride-alongs.
5. Cadets **WILL NOT** call Deputies at their home, unless direct permission is given by that specific Deputy and the Cadet Advisor.
6. Cadets **WILL NOT** call the Communications Center for schedule information or make requests to speak with a Deputy that is out of the office.

NOTE: Ride-alongs are on a first come, first ride basis for any certain shift and day. A Cadet’s rank shall not give them priority over someone else wishing to ride on that shift day. Reserve Officers have priority over Cadets regarding ride-alongs.

8.05 GENERAL INFORMATION

Ensure you have the necessary items needed for the ride (flashlight, weather appropriate and uniform approved clothing, money for food, etc.) Before going out, discuss with the Deputy what they want you to do in different situations. Feel free to ask the Officer questions. Be attentive to radio traffic your surroundings, and your location.

SECTION 9 OPERATING COUNTY VEHICLES

9.01 OPERATION OF VEHICLES

Cadets will not operate county owned vehicles unless authorized by the Sheriff, Advisor or Deputy in charge.

9.02 VEHICLE SAFETY BELTS

Vehicles purchased for use by Sheriff's Office personnel are equipped with safety belts in compliance with Federal Motor Vehicle Standards.

All Cadets who ride in county vehicles shall, if available, wear safety belt equipment installed in the vehicle being operated. This policy includes, but is not limited to, unmarked vehicles. Emergency vehicles, pickups, vans, etc.

SECTION 10 CONDUCT AND PERFORMANCE OF DUTY

10.01 GENERAL BEHAVIOR

Whether on or off duty Cadets shall be governed by the ordinary and reasonable rule of good conduct and behavior. Cadets shall not commit any act to bring reproach upon the Sheriff's Office, Police Department, or any other law enforcement entity, or the Cadet Program, or themselves. Cadets will not willfully violate any federal, state, county, or municipal law or ordinance. Cadets shall at all times abide by the Cadet code of ethics.

10.02 JCSO CADET CODE OF ETHICS

- I. As a member of the JCSO Cadet Program, I will, to the utmost of my ability, abide by and preserve this code of ethics and moral standards of conducting my personal affairs and in an official capacity.
- II. I will abide faithfully by all laws, rules, regulations, and customs, which pertain to me, and I will commit no act that violates the spirit of such.
- III. I will commit no act in the conduct of official business or in my personal life that subjects the Jefferson County Sheriff's Office to public censure or criticism.
- IV. While a member of the JCSO Cadet Program, I will neither accept any appointment, nor make any display representative of the Cadet Program that will in any way conflict with the interest or jeopardize the activities or reputation of the Sheriff's Office, or Cadet Program.

- V. I will refrain from procedures or actions which are unacceptable to the JCSO Cadets and to the Sheriff's Office.
- VI. I will refrain from use of any nicotine, marijuana, or alcohol products or the use of any (non-prescribed) controlled substances at any time and will disassociate from persons involved in such activities (exceptions for legally aged persons using nicotine, alcohol, or legal marijuana products).
- VII. Information learned about persons or organizations or members of the department or Cadet Program will be held in strict confidence and are not to be communicated outside of official duties.

10.03 CONFORMANCE WITH POLICY AND PROCEDURES

Each Cadet shall be familiar with and conform to departmental and Cadet policies and procedures. Violation of any rule, regulation, or policy of the program or department may result in disciplinary action.

10.04 PERFORMANCE OF DUTY

While on duty, all Cadets shall be governed by the following principles:

1. Cadets shall devote their time and attention to the service of the citizens of Jefferson County. They shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency and professionalism.
2. Cadets shall at all times present a professional image and perform their duties in a cool, firm, and impartial manner. They act together to assist each other.
3. Cadets shall be courteous and respectful at all times to fellow Cadets, Advisors, commissioned officers, and the general public.

10.05 VIOLATIONS: ADVISOR NOTIFICATION

If a Cadet is contacted by a law enforcement officer, for any reason other than being a victim or witness to a crime and wishing to maintain victim/witness confidentiality, they shall inform the Advisor immediately. This includes being arrested or cited for any felony, gross misdemeanor, traffic citation, or traffic notice of infraction. This shall also include being a suspect in a criminal act and receiving verbal warnings from law enforcement officers. Failure to report any of these will result in disciplinary action.

10.06 SUBPOENAS

Attendance at court as required by a subpoena is an official duty. Permission to omit this duty must be obtained from the prosecuting attorney or other court official. Cadets may appear in uniform for court. If subpoenaed to testify in a case, contact the Advisor and other deputies involved in the case for proper court procedures.

10.07 SUBPOENAS BY THE DEFENSE

Any Cadet subpoenaed to testify for the defense in any trial or hearing shall notify the Advisor as soon as possible upon learning of notification and prior to the hearing.

SECTION 11

COMPLAINT INVESTIGATION AND DISCIPLINARY ACTIONS

11.01 COMPLAINTS

A complaint is an allegation, either oral or written, of a Cadet's misconduct. A complaint may be the result of a Cadet's action or infraction brought to the Advisor's attention from a private citizen. Cadets may at any time lodge a complaint against another Cadet with the Advisor for a violation of any portion of the manual. All complaints received from either inside or outside the Cadet Program shall immediately be directed to the Advisor.

If a Cadet has a complaint about a commissioned law enforcement officer, they shall inform their Advisor immediately.

11.02 AUTHORITY TO DISCIPLINE

To preserve order and a professional image, Cadets must be able to discipline their own members when necessary. Final authority for all disciplinary matters rests with the Advisor. Except for oral reprimands and emergency suspensions, the Advisor must approve all disciplinary actions.

11.03 MINOR INFRACTIONS

The following are deemed minor infractions and may be disciplined accordingly. This list is not all-inclusive:

1. Unkempt uniform or appearance.
2. Lack of uniform if required.
3. Poor attendance at meetings and functions.
4. Low grades in school.
5. Disobeying orders of Officers or Cadet Officers.
6. Violating JCSO/ orders, rules, or regulations.
7. Violating Cadet Manual rules or regulations.

11.04 DISCIPLINE FOR MINOR INFRACTIONS

The following disciplinary actions may be taken for minor infraction:

1. Verbal warning.
2. Written warning.
3. Treated as a major infraction.

11.05 MAJOR INFRACTIONS

The following are deemed major infractions and may be disciplined accordingly. This list is not all-inclusive:

1. Numerous or habitual minor infractions.
2. Commission of a criminal offense (non-felony).
3. Neglect of duty.
4. Disobeying lawful orders of a Deputy/Police Officer/Cadet Officer.

5. Failure to keep information gained as a Cadet confidential.
6. Public statements criticizing any Cadet or members of JCSO.
7. Failure to show up for a scheduled activity without prior permission.
8. Any conduct or statement, which may tend to reflect unfavorably on the Cadet or the Department.
9. Revealing to a law enforcement officer that you are a Cadet in an attempt to avoid arrest, citation, or traffic ticket.
10. Unauthorized entrance into restricted areas of JCSO or other secure facilities.

11.06 DISCIPLINE FOR MAJOR INFRACTIONS

The following disciplinary actions may be taken for major infractions:

1. Written warning.
2. Removal from ranking position or other position in the program.
3. Imposition of a probationary period not to exceed six (6) months during which any further violations shall result in immediate dismissal.
4. Suspension from the Cadet Program for a period not to exceed three (3) months, or suspension from any activities or privileges for the same period.
5. Restitution for any damage occurring as a result of negligence.
6. Dismissal from the Cadet Program.

11.07 ACTIONS RESULTING IN IMMEDIATE DISMISSAL

Cadets taking any of the following actions shall be immediately dismissed from the Cadet Program and face possible criminal prosecution. This list is not all-inclusive:

1. Commission of a felony or criminal offense of moral turpitude.
2. Divulging criminal records, or sensitive information to persons not directly related to law enforcement or judicial entity.
3. Improper use of uniform or badge such as but not limited to: offering any item for sale while in uniform, or posing as a law enforcement officer in any manner beyond the scope of the Cadet Program.
4. Acceptance of any gift, gratuity, loan, reward, or special privileges for performance of duty or the lack of such performance. However, if refusal is impossible, the item must be immediately forwarded to the Cadet Advisor with a detailed written explanation of the circumstances.
5. Membership in any group or organization that advances the overthrow of the U.S. or the State of Washington by unlawful means; advocates disobedience to the laws of the U.S, State of Washington, Jefferson County; or whose function is to promote hate against another person or group of individuals due to race, color, religion, ancestry, national origin, sexual preference, or mental, physical, or sensory handicap.

11.08 EMERGENCY SUSPENSION

Cadet Officers have the authority to impose an emergency suspension on a Cadet when it appears such action is in the best interest of the Cadet Program. This suspension shall remain in effect until the next scheduled Cadet meeting.

Cadet Officers making use of this authority shall make a written report of the circumstances surrounding the suspension as soon as possible. Copies will be forwarded to the Advisor. At the time of the suspension, the officer making it will collect all patches and rank insignia from the suspended Cadet. The collected items will be given to the Advisor at the next meeting.

11.09 IMPOSING EMERGENCY SUSPENSION

Under the following circumstances, the use of an emergency suspension is justified:

1. When a Cadet is posing as hazard to life or property through negligence or inattention to duty.
2. Commission of any act which is considered a major infraction of grounds for immediate dismissal.

NOTE: The Advisor shall consider Cadets arrested for a crime on emergency suspension pending investigation.

11.10 FOLLOW-UP TO EMERGENCY SUSPENSION

At the next post meeting following an emergency suspension, all parties involved with the suspension, including witnesses, shall appear before the Advisor. At that time, the Advisor shall make a determination if the suspension was warranted under the given circumstances. If the suspension is found to be unwarranted, a determination shall be made if the Cadet Officer making the suspension acted in good faith or be held accountable for abusing their position.

11.11 INVESTIGATION OF A COMPLAINT

When the Advisor receives a complaint of alleged misconduct and feels there may be substance to the complaint, he shall investigate the complaint. It shall be the duty of the Advisor to produce a written report of the investigation including the following:

1. A brief summary of the complaint.
2. Statements from all parties pertaining to the complaint.
3. A statement of finding using one of the following for each complaint:
 - a. UNFOUNDED: The act complained of did not occur and did not involve a Cadet.
 - b. EXONERATED: The act did occur, but was justified and proper.
 - c. NOT SUSTAINED: Insufficient evidence to prove or disprove the allegation.
 - d. SUSTAINED: The act did occur and the complaint was justified.

11.12 DISPOSITION OF FINDINGS

If the Advisor finds the complaint to be UNFOUNDED, EXONERATED, or NOT SUSTAINED, all records of the findings shall be placed in a file under "INVESTIGATIONS".

If the Advisor finds the complainant to be SUSTAINED, the Cadet named in the investigation shall be furnished with a copy of the investigation.

The Cadet may submit a letter to the Advisor admitting their guilt and waiving their hearing. At that time, the Advisor will make a recommendation for discipline. If the Cadet admits their guilt, they waive their right to appeal the Advisor's recommendations.

11.13 APPEALS

A Cadet may appeal the findings in writing to the Advisor. The Appeal must be submitted within one week of the finding and must state the reason or grounds for the appeal. The Advisor may reconsider the findings.

11.14 DISMISSAL

Termination of a Cadet shall be the responsibility of the Advisor and with notification to the Advisor's immediate supervisor. This will be done only when (s)he is satisfied that dismissal is the best course of action for the program as a whole.

11.15 CONFIDENTIALITY OF PROCEEDINGS

All proceedings against a Cadet shall be held in strict confidence from those not material to the complaint.

All Cadets are required to testify when contacted by the Advisor. Failure to do so may result in disciplinary action.

11.16 RETENTION OF DEPARTMENT PROPERTY

When a Cadet has been placed on a suspension and approved by the Advisor, the Advisor shall retain all property belonging to Jefferson County or the Cadet Program. These items shall be returned to the Cadet at the end of their suspension.

11.17 DISPOSITION OF WRITTEN RECORDS

1. **WRITTEN REPRIMAND:** Shall remain a permanent part of the Cadet's file.
2. **COPIES OF PROCEEDINGS:** Shall remain a permanent part of the Cadet's file.

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