



HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Jeffrey R. Gahler,
Sheriff

Cadet Program

| | | | | | |
|--|------------------|--------------------|-------------------------|------------------------------|----------|
| Distribution: | All Agency | | Policy Number: | PER 0410 | |
| Responsible Unit: | Training Academy | | Rescinds: | <i>New Policy</i> | |
| Original Issued Date: | 03/27/23 | Revision #: | 1 | Latest Revision Date: | 04/02/25 |
| Latest Required Review was Completed: | 03/27/23 | | Next Review Due: | 03/27/26 | |

1. Purpose

To establish procedures for the Harford County Sheriff's Office (HCSO) Cadet Program.

2. Policy

The HCSO is an equal opportunity employer and prohibits discrimination in recruitment based on race, creed, sex, age, color, national origin, marital status, sexual orientation, ancestry, religious affiliation, or physical or mental disability. The HCSO will recruit and process all applicants who meet the minimum requirements for the position for which they are applying, with the goal of maintaining a highly qualified, diverse workforce.

3. Definitions

CADET: an individual between the ages of 18 and 21 who is introduced to the various aspects of the law enforcement profession to help prepare them for a future career as a law enforcement deputy.

CADET ADVISOR: designated by the Administrative Services Division Commander, manages the Cadet Program.

4. References

COMAR 12.04.01
COMAR 12.10.01

5. Procedures

A. Overview

1. Cadets are not sworn law enforcement officers, and they have no law enforcement authority but will support operations as directed by appropriate authority.

B. Authority

1. Cadets are civilian employees of the HCSO assigned to the Administrative Services Division.
2. Cadets will participate in the training program as developed by the Training Academy.
3. The Administrative Services Division Commander will designate a Cadet Advisor to manage the Cadet Program.
4. The Sheriff is the final authority for the Cadet Program.

C. The Law Enforcement Training Coordinator will:

1. Prepare an initial orientation program for cadets to begin one day from the projected hire date; and
2. Prepare cadets for successful law enforcement careers through structured, ongoing training.

D. The Cadet Advisor will:

1. Complete a performance appraisal report (PAR) for cadets on the probationary employee schedule;
2. Be the approval authority for any request for cadets to be detailed outside of the scheduled rotation period;
3. Be the liaison between the units where cadets are detailed;
4. Ensure each Cadet is rotated through the various HCSO divisions;
5. Monitor the progress of the cadets and report any issues to the Administrative Services Division Commander; and
6. Complete periodic observation reports detailing the progress of the cadets.

E. Rotational Assignments

1. Cadets will periodically rotate through various HCSO divisions.
2. Cadets will be expected to perform duties as directed by staff at the assigned division or unit to give them a meaningful exposure and greater understanding of the daily facets of the career.
3. Cadets will periodically conduct liquor board inspections.
4. The Cadet Advisor will develop learning goals to be obtained during each rotation.
 - a. Check sheets will be maintained by cadets to document their progress and serve as a guide for assigned division/unit staff on how to best utilize cadets in accordance with the intent and goals of the program.
 - b. Cadets should not be used solely for clerical tasks unrelated to their assigned unit.
5. The supervising Agency member will document the completion of designated learning goals and forward a written summary of the Cadet's performance to the Law Enforcement Training Coordinator for review and retention in the Cadet's training folder.

F. Training

1. All Cadets will receive an initial orientation and participate in a training program as designed by the Training Academy.
2. Periodic in-service training will be conducted to introduce new skills and improve upon skills previously taught.

3. Cadets will complete three hours of physical training per week which will be documented and provided to the Cadet Advisor on a bi-weekly basis.

G. Rules and Regulations

1. Cadets will maintain exemplary standards of personal integrity and ethical conduct in their relationship with other HCSO employees, volunteers, and the community.
2. Cadets who violate rules and regulations are subject to disciplinary action or termination.
3. Cadets will comply with HCSO rules, written directives, and county, state, and federal law.
4. Cadets have no authority to make arrests.
5. Status as a Cadet alone does not grant authority to possess, carry, or use any firearm.
6. Cadets agree that they will not possess, carry, or use any firearm while on duty as a Cadet.
7. Cadets performing traffic control will wear an authorized/issued reflective vest or garment as their outermost garment in all weather conditions.
8. Only those Cadets requested may respond to an incident scene.
 - a. This directive does not preclude Cadets from stopping to render aid in an emergency when first on the scene.
 - b. In these instances, the Cadet should immediately summon assistance and follow directions from responding law enforcement/fire personnel.
9. Cadets will participate in ceremonial events when directed; these occasions may include, but are not limited to, parades, installation of officials, honors, dedications, memorial services, and funerals.
10. Cadets will be non-partisan while on duty or acting in their capacity as an HCSO employee and will not take part in any political activity while acting in the name of the HCSO or in their capacity as a Cadet.
11. Disciplinary issues and complaints of any violations of laws or HCSO policies will be handled in the same manner as those handled for HCSO civilian employees.

H. Appearance Standards

1. Cadets will always present an appearance which inspires public confidence in their professionalism.
2. Cadets will comply with all HCSO policies, regulations, and orders regarding personal appearance.
3. Personnel inspections will be periodically completed to ensure Cadets conform to personal appearance standards.

I. Operational Duties

1. Cadets assigned to patrol operations are intended, unless otherwise directed by a patrol supervisor, to provide additional personnel for observation of criminal activities, traffic hazards, other unsafe conditions, and unusual activity in business and residential areas.
2. Cadets will report for duty in proper uniform with appropriate equipment for patrol (i.e., approved flashlight, traffic vest, raincoat, etc.).
3. Cadets will report to the shift supervisor and attend the shift roll call, if applicable.

J. Uniforms and Equipment

1. Quartermaster will issue Cadets uniforms and equipment. Any items or equipment (flashlights, etc.) the Cadet may want to carry in addition to what is issued will be approved by the Cadet **Advisor** per HCSO policy.
2. The Cadet uniform will clearly distinguish the Cadet from sworn deputies.
3. The Cadet uniform will be worn in a manner consistent with current Agency policy.
4. Each Cadet will be individually responsible for care and cleaning of the issued Harford County Cadet uniform.
5. All Cadets are responsible for equipment issued to them.
6. Cadet uniforms may be worn only for official business.
7. No Cadet may wear the uniform, whether in whole or in part, while not in an official capacity.
8. Cadets may not exchange, lend, borrow, modify, or sell any part of the uniform.
9. Each Cadet will be issued an Agency identification card. The ID card will be shown upon request and will display the Cadet's name, ID number, and photograph. If exigent circumstances prevent the wearing of the approved uniform, non-uniformed Cadets will display their HCSO identification on their outermost garment while on duty.
10. Cadets will identify themselves to any citizen requesting identification with their full name and identification number.
11. Upon successful completion of an approved course of instruction by the Training Academy, Cadets may be issued certain less-lethal weapons to include Oleoresin Capsicum (O.C.) spray and an expandable baton (ASP).

K. Cadet Ride-Along With Sworn Personnel

1. Cadets may accompany sworn deputies during their tour of duty.
2. The Cadet may serve only as an observer, rendering assistance only when directed by the deputy.
3. The uniform of the day and vest will be worn during the Ride-Along unless otherwise prescribed.

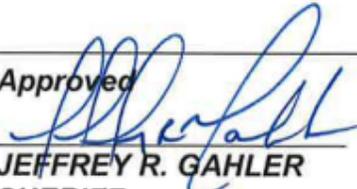
4. No firearms or unauthorized weapons/equipment may be carried.
5. Approved flashlights are permitted and encouraged when required by lighting conditions.
6. Cadets will follow all lawful commands, orders and/or directions given to him by any deputy.
7. Cadets will not be intentionally placed in jeopardy or danger; however, Cadets will be made aware that certain hazards are always present.

6. Summary of Changes

A. 03/27/23 Initial Issuance of this new policy.

B. 04/02/25 - revisions made to reflect the following clarifications:

1. Added definition of CADET ADVISOR.
2. The authority for the Cadet Program resides with the Administrative Services Division, and the Administrative Services Commander will designate a Cadet Advisor to manage the Cadet Program.
3. The Law Enforcement Training Coordinator has responsibility for ongoing training of Cadets.
4. The Cadet Advisor will report any issues to the Administrative Services Division Commander.
5. The Cadet Advisor will develop the Cadet learning goals for each rotational assignment.
6. Any requests by Cadets to carry equipment beyond standard issued equipment must be approved by the Cadet Advisor.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 4.10.25