



**Macomb Police Cadet Supervisor
Law Enforcement Explorer Post #4044
Policy Handbook**

Macomb Police Department
Cadet Policy Handbook

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MISSION STATEMENT

The mission of the Macomb Police Department Explorer Post #4044 is to educate and mentor young men and women who are interested in the field of law enforcement and provide an environment which impresses the importance of community service, responsibility, maturity, and teamwork upon them.

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LAW ENFORCEMENT CODE OF ETHICS

"As a law enforcement officer my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageously calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.

I will never act officiously or permit personal feelings, prejudices, personal beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement."

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CHAPTER 1

CADET PROGRAM

1.1 Program Overview

The Macomb Police Explorer Cadet Program is designed to allow select good standing explorers, who have exceeded the education or age requirement of the Explorer program, the ability to continue in the program as an Associate Advisor. This will afford them the opportunity to continue growing their law enforcement, leadership, and interpersonal skills for a career in law enforcement.

Cadets can experience a broad range of operational and administrative functions to ensure the smooth function of the explorer program. Cadets will serve as an associate Post Advisor of the explorer program and work under the direct supervision of the Cadet Commander and Post Advisors. Cadets at times will serve as supervisors during explorer events and focus on the operational and administrative functions of the explorer program.

Cadets are not commissioned as law enforcement officers and do not have authority to make a full custody arrest. Cadets may be assigned to assist in law enforcement related community service functions under the supervision of a sworn law enforcement officer. They can also be used as a resource during emergencies and large scale special events. Generally, they receive less training than sworn officers or full-time employees. Cadets are not authorized to carry a weapon.

1.2 Goals and Objectives

The Macomb Police Cadet Program is a professional law enforcement orientation program, jointly sponsored by the Macomb Police Department and the Boy Scouts of America. The major objective of this Cadet Program is to promote the ideals, knowledge, and philosophies of the law enforcement profession.

From these objectives, this Explorer Post has identified six major goals within its activities:

- 1. Service to the community**
- 2. Leadership and social development**
- 3. Continuing education**

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- 4. Commitment to excellence**
- 5. Personal pride and discipline**
- 6. Growth of law enforcement knowledge, skills, and training through practical exercises**

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CHAPTER 2
REQUIREMENTS

2.1 Requirements

To become a cadet, an applicant must

1. Have been with the Explorer program for more than one (1) year
2. Be between the ages of 21-25, or have exceeded the education limits to remain in the explorer program.
3. Attained the minimum rank of Explorer Corporal
4. Be of unquestionable moral character
5. Pass the Peace Officer Wellness Evaluation Report (POWER) Test with standards set forth in the Illinois Law Enforcement Training and Standards Board
6. Be in good standing with the explorer program
7. Complete a Boy Scouts of America [Adult Application](#)
8. Complete [Youth Protection Training](#) hosted by the Boy Scouts of America

The Post Advisor reserves the right to vet suitable applicants based off of previous performance, maturity, commitment, and law enforcement contacts.

Additionally, cadets will also be required to complete a minimum of 15 community service hours per semester.

2.2 Policy

Cadets are expected to follow policy contained herein. Cadets are expected to utilize their appropriate chain of command to rectify issues and allow an effective open line of communication.

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CHAPTER 3
PROGRAM ADMINISTRATION

3.1 Confidentiality of Information

Cadets shall treat all information received from the Police Department as “Confidential” in nature. Cadets will never disclose confidential information to any third party, not representative of the Macomb Police Department. Cadets will never reveal the identity of complainants, informants, suspects, witnesses, or victims to any person outside the Macomb Police Department. Cadets will never communicate information relating to ongoing investigations or proposed arrests to anyone outside of the Macomb Police Department.

3.2 Personnel Files

All documentation pertaining to an Cadet’s performance shall be filed with the Macomb Police Department Cadet Program by the Post Advisor or his designee. The file will track training, evaluations, report cards, commendations, discipline, attendance, awards, etc.

The Cadet files are considered confidential in nature and are accessible to the individual Cadet upon request to the Post Advisor. All Cadet Chain of Command shall have access to individual files of Cadets underneath them. To access the files, a written memorandum must be submitted to the Post Advisor outlining the reason for requesting access. Written requests will then be added to the file.

It should be noted that if any agency conducting a background investigation presents a waiver, signed by the current or former Cadet, authorizing the release of their information, then the agency requesting access to that Cadet’s individual personnel record shall be granted. This waiver is standard during most police backgrounds investigations.

3.3 Post Funds

Funds will remain with the Macomb Police Explorer Program and are maintained to support all Post activities. Post Advisors and the appointed treasurer will monitor the fund. Funds will be primarily gathered through donations and fundraisers.

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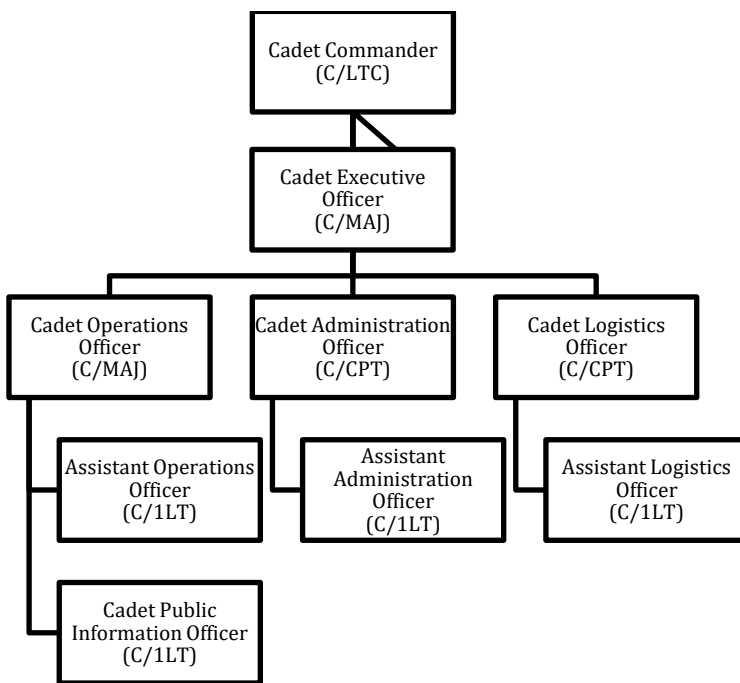
CHAPTER 4

CADET CHAIN OF COMMAND

4.1 Purpose

The purpose of the Cadet Chain of Command is to establish a line of communication between post advisors, cadets, and the explorer program. A Chain of Command allows the Cadet to be exposed to a structured environment that will interact at the lowest possible level to solve any problems that may arise.

4.2 Chain of Command Structure



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4.3 Responsibilities

Post Advisors

- The Post Advisor must ensure the professional and consistent operation of Explorer Post #4044
- The Post Advisor will directly supervise all members of the Post during Explorer activities, as well as, supervising Explorer Post meetings and all other activities
- Responsible for coordinating all activities of the Post
- Constant financial monitoring of all Explorer funds
- Responsible for supervising the recruitment and screening of new applicants
- Ensure proper information flow to and from the Command Staff through appropriate Chain of Command—two-way communication conduit
- Receive, review, and investigate (for complaint validation or dismissal) internal and external complaints made against the Post members, attendance records, and ensure that proper corrective action(s) is administered as outlined by agency policy, procedures, and this policy handbook.

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Cadet Commander

- Commander is the highest rank in the cadet program
- The maximum grade for the position of Cadet Commander is Cadet Lieutenant Colonel
- Responsible for the overall supervision of both the Cadet and the Explorer program. The Cadet Commander is accountable to the Post Advisors at all times
- Serves as an associate post advisor of the explorer post
- Provides guidance and sets direction to the Explorer Captain to ensure the explorer program runs smoothly
- Participates in the planning and development of explorer course curriculum and provides input and guidance on other decisions as they arise
- Builds an effective chain of command and helps the Explorer Captain develop a positive command climate
- Ensures Cadet compliance with policies and procedures of the program
- Communicates and empowers subordinates to act appropriately to accomplish both assigned and implied tasks
- Provides clear and concise guidance to subordinates under their supervision

Selection Process:

- Appointment by Post Advisors with recommendation from outgoing Cadet Commander
- Extensive Oral Board Interview
- Review of applicant's past EER's
- To further mentor and empower cadets, this position may rotate per academic year or semester at the discretion of the Post Advisor

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Cadet Executive Officer (XO)

- The Executive Officer may hold the maximum rank of Cadet Major
- Serves as an associate post advisor for the explorer post
- Assists the Cadet Commander in their duties and assumes command in the Commanders absence
- Supervises the Cadet Staff and constantly monitors progress of assigned tasks and duties.
- Ensures the day-to-day operations of the Cadet program are running smoothly.
- Creates suspense dates to accomplish missions and enforce standards
- Provides clear and concise guidance to subordinates under their supervision and ensures cadets sections are working together towards the common needs and goals of the Post
- Compiles slides and conducts staff meetings; this responsibility may be delegated to the Cadet Operations Officer in the XO's absence
- Performs tasks as assigned by the Cadet Commander

Selection Process:

- Recommendation from Cadet Commander with Post Advisor's approval
- Extensive Oral Board Interview
- Review of applicants past EER's

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Cadet Operations Officer

- The Operations Officer may hold the maximum rank of Cadet Major
- Serves as an associate post advisor for the explorer post
- Primarily responsible for all matters concerning training and events
- Coordinates, plans, and executes explorer events
- Assists the Explorer Sergeants in planning, organizing, and supervising all training
- Gathers appropriate resources to accomplish effective training
- Provides clear and concise guidance to subordinates under their supervision to accomplish assigned tasks
- Works closely alongside the Cadet Logistics Officer to ensure supplies are available for training

Selection Process:

- Recommendation from Cadet Commander with Post Advisor's approval
- Extensive Oral Board Interview
- Review of applicants EER's

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Cadet Administration Officer

- The Administration Officer may hold the maximum rank of Cadet Captain
- Under the supervision of Cadet Executive Officer
- Serves as an Associate Post Advisor for the explorer post
- Responsible for maintaining all records files
 - Explorer Personnel Files
 - Awards, discipline, counseling statements, issued equipment records, etc.
 - Post Attendance Records
 - Post Rosters
 - Awards Tracker
 - Additional Duties as assigned
- Plans, organizes, and supervises the execution of explorer award ceremonies
- Provides administration support to the explorer program

Selection Process:

- Recommendation from Cadet Executive Officer with Post Advisor's approval
- Oral Board Interview
- Review of applicants past EER's

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Cadet Logistics Officer

- The Supply Officer has a maximum grade of Cadet Captain
- Under the supervision of Cadet Executive Officer
- Serves as an associate post advisor for the explorer post
- Primarily responsible for coordinating the logistics integration of supply to facilitate training and special events
- Maintain written record and accountability of all post equipment
- Coordinates the distribution and control of equipment for training
- Conduct inventories and maintain a continuous working knowledge of on-hand supplies and equipment for training
- Tracks all property owned by the explorer post and informs Cadet Commander if an item needs replaced or replenished
- Recommends the purchase of new uniforms and equipment to the Post Advisor

Selection Process:

- Recommendation of Cadet Executive Officer with Post Advisor's approval
- Oral Board Interview
- Review of applicants EER's

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Cadet Public Affairs Officer

- The Public Affairs Officer shall have a maximum rank of Cadet First Lieutenant
- Under the supervision of Cadet Executive Officer
- Serves as an associate post advisor for the explorer post
- Responsible for enhancing the relationship between the general public and the explorer program
- Serves as a focal point for local advertising of the program
- Keeps fresh content and maintains all social media platforms that pertain to the explorer program

Selection Process:

- Recommendation from Cadet Executive Officer with Post Advisor's approval
- Oral Board Interview
- Review of applicants EER's

Cadet Assistant(s)

- Cadet Assistants shall aid section heads in their day to day duties
- Specific roles and responsibilities shall be defined by section heads to ensure the accomplishment of the Post's mission






Selection Process:

- Recommendation from Cadet Operations Officer with Post Advisor's approval
- Oral Board Interview
- Review of applicants EER's

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4.4 Rank Time-in-Grade Requirements

Cadets are eligible for promotion up to the maximum grade of their appointed duties. Promotions are automatic upon the satisfactory completion of time-in-grade requirements.

| Rank | C/2LT | C/1LT | C/CPT | C/MAJ | C/LTC |
|------------------------------|---|---|---|---|---|
| Time Required for Next Grade | 2 Months | 3 Months | 6 Months | 1 Year | N/A |
| Insignia |  |  |  |  |  |

4.5 Evaluations

- Objective feedback is an essential component to self-development and improvement. The identification of strengths and weaknesses, positive and negative behaviors, and implementation of a plan to become stronger and more improved is critical. Equally as critical is following up and assessing if the plan is working properly or if adjustments need to be made.
- Cadets shall receive a Cadet Evaluation Report (CER) at the conclusion of each fall and spring semester. The CER shall be completed, in full, and the Cadet individually counseled on their performance during the rating period by their rater.
- The completed CER shall be permanently stored in the Cadets personnel file.
- It is expected that Cadets receive individual counseling at the following times:
 - Upon promotion and/or appointment to new duties
 - Following positive or negative performance
 - At least once per semester to assess their performance in their appointed capacities, prior to receiving their CER

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4.6 Program Survey

- Each semester an anonymous online survey shall be created in order to allow all Cadets the opportunity to provide feedback on the program, their leadership, and the advisors.
- The feedback gained from this survey will enable advisors and explorer leadership the opportunity to make changes in the program and curriculum to meet the training needs and desires of cadets.

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CHAPTER 5
MEETINGS AND FUNCTIONS

5.1 Meetings

Cadets are required to attend weekly training. This is extremely important as training is the cornerstone of the program and will enable the cadets to engage in hands-on opportunities such as ride alongs, marksmanship, and more. Vital program information and guidance pertinent to cadets will be distributed at these training classes. Lack of attendance may affect the cadet's ability to participate in all aspects of the Program. If a cadet cannot attend an event for any reason, it is their responsibility to notify their chain of command. Cadets should notify their chain of command no less than six (6) hours prior to the event they are missing.

Staff meetings will be held monthly on the last Tuesday of the month, or a time determined by the post advisor. Cadets are required to attend unless otherwise excused.

5.2 Attendance and Punctuality

Cadets are required to attend all meetings, unless otherwise excused by the Post Advisor, with a minimum of six (6) hours notice. Although missing meetings are extremely discouraged, cadets are allowed to miss meetings as long as prior notice is given in accordance with the handbook. Semesters can be different each year and follow Western Illinois Universities' school schedule to determine when the semester begins and ends. Missing more than three (3) meetings without appropriate notice can result in disciplinary action, dismissal and/or suspension from the program.

Cadets must be punctual in attending Post functions and various Police Department activities that includes post meetings and events. Tardiness to a post meeting or an event in which a Cadet said they could partake in without the minimum six (6) hour notice shall result in reprimand in accordance with the post discipline policy.

Attendance and participation at meetings is restricted to members, Advisors, guest instructors, and police officers who are assisting in training exercises.

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Exception: Parents/guardians are welcome at any meeting and will be seated so that they are non-participants in the meeting. Persons interested in joining the Post as members are welcome as well with the permission of the post advisors and prior notice.

5.3 Leave of Absence

Any cadet unable to participate in Post activities for an extended period of time may request a leave of absence. All leaves of absence will be requested to the Post Advisor and approved by the Post Advisor. Absence documentation will be maintained in the individual Working File. All leaves of absence may be granted for a minimum of one month and a maximum of six months; extensions are possible and will be addressed on a case-by-case basis by the Post Advisor.

Example reasons for a leave of absence are, but are not limited to, military training, participation in organized sporting events, demanding coursework and/or classes which conflict with meeting times, and prolonged illness. Supporting documentation must be submitted with a cadet's request for a leave of absence from the post.

5.4 Advancement and Point System

Cadets in good standing will be considered for advancement to fill vacancies and new positions as they arise.

Cadets will be given one point for every meeting and special event they attend. Half points will be awarded if a Cadet attends but leaves early or arrives late. These points will assist post advisors and staff officers in selecting cadets for advancement or other special opportunities.

Attendance points will be maintained by the cadet administration officer and supervised by the cadet commander or their designee.

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CHAPTER 6
REPRESENTATION OF THE DEPARTMENT

6.1 Representation

Cadets are representatives of the Macomb Police Department and will be of strong moral character. They are required to maintain a clean, well kept, and professional appearance while in uniform. Cadets will interact with members of MPD and the citizens of Macomb in a courteous and professional manner at all times.

Cadets will not use their position with the department for personal gain. Any Cadet found to be abusing their position will be dismissed. Cadets shall not intentionally misrepresent themselves as sworn police officers. If a cadet intentionally does so they will be dismissed from the program. Egregious violations of this may result in criminal charges pursuant to Illinois Statutes.

No photographs of Cadets in uniform, or any components of their uniform, should appear on social media or the internet unless posted by the department or with the expressed permission of the Post Advisor(s).

6.2 Community Outreach

Cadets will be required to interact with the public in a courteous and respectful manner. Cadets will assist the citizens of Macomb during special events, such as, Parades, Festivals, Charitable Functions, etc.

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CHAPTER 7
CADET UNIFORMS

7.1 Overview

To have a Cadet appear to be a regularly sworn officer can be hazardous to the Cadet and confusing to the public. Unless the Cadet is clearly distinguishable from the sworn officer, members of the community may expect assistance in situations for which the Cadet is not trained or empowered to act.

Any Cadet intentionally posing or impersonating a real police officer will be immediately dismissed from the program and may face criminal charges.

7.2 Uniform

- Cadets shall purchase uniforms at their own expense. The Class “C” uniform is the only uniform not required to be purchased.
- The only exception to this is each Cadet will be issued a uniform jacket to be worn during inclement or cold weather, a traffic vest required to be worn during any traffic control events, and a badge. These items are the property of the Macomb Police Department.
- Cadets shall also purchase a duty belt at their own expense. At minimum, a belt shall consist of a Duty Belt (basket weave, leather, etc.), Glock 17/22 Holster, Magazine Pouch for Glock 17/22, Handcuff(s), and a Handcuff Case. No specific brand of belt and its items stated above is required.

7.3 Standard

- The Macomb Police Department reserves the right to revoke a Cadets privilege of wearing the Cadet uniform at any time.
- Cadets are not authorized to wear their uniform when not involved in Cadet Activities unless they obtain specific expressed permission from the Post Advisor(s). A cadet’s badge shall never be on or about their person without being affixed to the authorized uniform shirt.
- Uniforms and shoes are to be kept clean and serviceable.

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- If a Cadet engages in misconduct or posts unapproved photographs online which reflects negatively on the department, the cadet will be immediately terminated from their position.

7.4 Inspections

- Cadets will be subject to uniform inspections at any time to ensure the uniform is being worn in accordance with policy.
- Cadet Commander shall conduct brief inspections prior to each meeting and event.

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7.5 Class “A” Uniform

- The Class “A” Uniform is comprised of a LawPro Two Tone Poly Cotton Long Sleeve Shirts (Light blue and Navy). The uniform shall be worn with the Cadet Badge issued by the Macomb Police Department on the front left breast, just above the pocket flap
- The approved Cadet Program shoulder patches shall be sewn on each sleeve
- LawPro breakaway tie, navy in color shall be worn with LawPro Two Tone Shirt
- A bullet proof vest issued by the Macomb Police Department shall be worn at all times when wearing a Class “A” Uniform
- A black or dark navy shirt shall be worn underneath the uniform
- The approved Cadet shoulder patches shall be sewn on each sleeve
- Navy blue LawPro Premium Polyester Cotton Comfort Waist Trousers
- Trousers shall be worn with a 1 ¾” Black Leather Garrison Belt
- The Cadets name shall appear on a 2 ¼” x ½” silver name plate with blue, block capital writing. The Explorers first initial and last name shall be displayed on the nameplate (ex: B. SMITH). The nameplate shall appear parallel on the right breast 1/8” above the pocket flap.
- Cadet Chevrons signifying rank shall be worn on each epaulet of the uniform
- Awards shall be displayed on the right breast, centered, 1/8” above the name plate. Awards shall be displayed in the order they appear in the Cadet Handbook (see Chapter 13.2) with the highest awards being on the top and left. Awards shall not exceed three across



Class “A” Long Sleeve Uniform
with Cadet Collar Brass



Class “A” Uniform Tie

Figure 1: Proper wear of the Cadet Class “A” Uniform

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7.6 Class “B” Uniform

- The Class “B” Uniform is comprised of a LawPro Two Tone Poly Cotton Short and Long Sleeve Shirts (Light blue and Navy). The uniform shall have the Cadet Badge issued by the Macomb Police Department on the front left breast, just above the pocket flap
- The approved Cadet Program shoulder patches shall be sewn on each sleeve
- A bullet proof vest issued by the Macomb Police Department shall be worn at all times when wearing the Class “B” Uniform
- A black shirt shall be worn underneath the uniform
- Navy blue LawPro Premium Polyester Cotton Comfort Waist Trousers
- Trousers shall be worn with a 1 ¾” Black Leather Garrison Belt
- The Cadets name shall appear on a 2 ¼” x ½” silver name plate with blue, block capital writing. The Explorers first initial and last name shall be displayed on the nameplate (ex: B. SMITH). The nameplate shall appear parallel on the right breast directly in line with the top of the left breast pocket flap
- Cadet Chevrons signifying rank shall be worn on each epaulet of the uniform
- Awards shall be displayed on the right breast, centered, 1/8” above the name plate. Awards shall be displayed in the order they appear in the Cadet Handbook (see Chapter 13.2) with the highest awards being on the top and left. Awards shall not exceed three across



Class “B” Uniform with
Cadet Collar Brass

Figure 1: Proper wear of the Cadet Class “B” Uniform

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7.7 Class “C” Uniform

- The Class “C” Uniform is comprised of a Galls Cobalt Blue Proper Uniform Polo with the word “CADET” across the back and an MPD star embroidered on the front, Khaki Tactical Pants, black belt, and black boots.
- The Class “C” Uniform shall be worn in times where the Class “A” or “B” uniform are not needed and during regularly scheduled meetings, unless specified by the advisors.
- The shirt for this uniform will be purchased at the expense of the Post and will remain with the Post after the Cadet’s departure from the program. A cadet may choose a long sleeve or short sleeve option.
- <https://www.galls.com/propper-uniform-polo>
- <https://www.galls.com/propper-long-sleeve-uniform-polo>



Class “C” Uniform Polo



Class “C” Uniform Pants

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7.8 Uniform Jacket



7.9 Uniform Purchase

- Uniform items to be purchased at the expense of the Cadet:
 - Black Belt
 - Black Boots
 - Khaki Pants
 - [LawPro Premium Polyester Cotton Comfort Waist Trousers](#)
 - [LawPro Two Tone Poly Cotton Short Sleeve Shirt – Light Blue/Navy](#)
 - [Lawpro Poly/Cotton Two Tone Long Sleeve Shirt – Light Blue/Navy](#)
 - [LawPro Midnight Navy Breakaway Tie](#)
 - [Silver Cadet Chevron](#)
 - [2 ¼” x ½” Silver Name Plate With Blue Block Capital Writing](#)

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- Duty Belt
 - Belt (basket weave, leather, etc.)
 - Glock 17/22 Holster
 - Magazine Pouch for Glock 17/22
 - Handcuff(s)
 - Handcuff Case
- If a past Cadet has left their uniform items with the post after departure, those items will be distributed to new Cadets on a “first come, first serve” basis.

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CHAPTER 8

INTERNAL POST DISCIPLINE

8.1 Compliance of Policy and Procedures

Each Cadet must comply with all applicable Police Department and Post policies, procedures, and guidance. All procedures and guidance deemed necessary by any Advisor for program success will be adhered to by the Cadet. Failure to comply could result in suspension or removal from the Program.

8.2 Conduct

Cadets are required to maintain the same high standards of personal and professional conduct required of any Police Department employees as set forth in the Macomb Police Department Policies.

Cadets will not fraternize with other Explorers, Advisors or any other member of the Police Department in an unprofessional manner. Any relationship with an explorer that is not professional in nature is deemed inappropriate and shall not exist. Cadets are required to immediately self-report any relationship that arises between them, another explorer or cadet, and any sworn or non-sworn member of the department to the post advisor in writing. Should notification of the post advisor be a conflict, the explorer will notify the Chief of Police. Violation of this shall result in suspension or removal from the Post.

Cadets must self-report any negative contact made with a Law Enforcement Officer to the post advisor within three (3) days of the initial contact. Failure to do so shall result in suspension or removal from the post.

Cadets will not consume any narcotics or illegal substance(s) at any time. Violation of this shall result in suspension or removal from the program and criminal charges pursuant with Illinois Law. An underage Cadet who is suspected of consuming an alcoholic beverage must submit to a Portable Breath Test (PBT) when requested by any Law Enforcement. Failure to do so shall result in immediate removal from the post.

Cadets will not smoke or consume tobacco products while in uniform or while participating in any Post function or law enforcement activity. The use of any tobacco products by Cadets under the age of 18 shall result in suspension or removal from the program and charges pursuant with Illinois Law.

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Cadets will not accept any gratuities, loans, gifts, merchandise, meals, beverages, or other things of value in connection with or resulting from their official position. Cadets will not use their official positions to obtain privileges not otherwise available to them.

Cadets will not harass or intimidate the public or other Post members or create, or promote, a hostile environment.

8.3 Disciplinary System – Infraction Classifications

Infractions of Cadet Program rules/regulations and standards of conduct will be classified as either “minor” or “major”, in accordance with the schedule below.

Minor Infractions:

- * Arguing/Insubordination
- * Conduct deemed disrespectful or unbecoming of an Explorer
- * Tardiness
- * Failure to meet appearance standards
- * Failure to attend scheduled meetings
- * Any conduct deemed a minor infraction by the Post Advisor

Major Infractions:

- * Dishonesty
- * Providing tobacco/alcohol to minors
- * Fighting
- * Underage use/sale of alcohol or drugs
- * Criminal activity/Juvenile delinquency
- * Three (3) or more minor infractions within a semester
- * Any conduct deemed a major infraction by the Post Advisor

8.4 Disciplinary Scale

As a general rule, infractions of the rules/regulations and Standards of Conduct will result in disciplinary action as outlined below. All disciplinary actions/warnings will be documented in the participant’s file.

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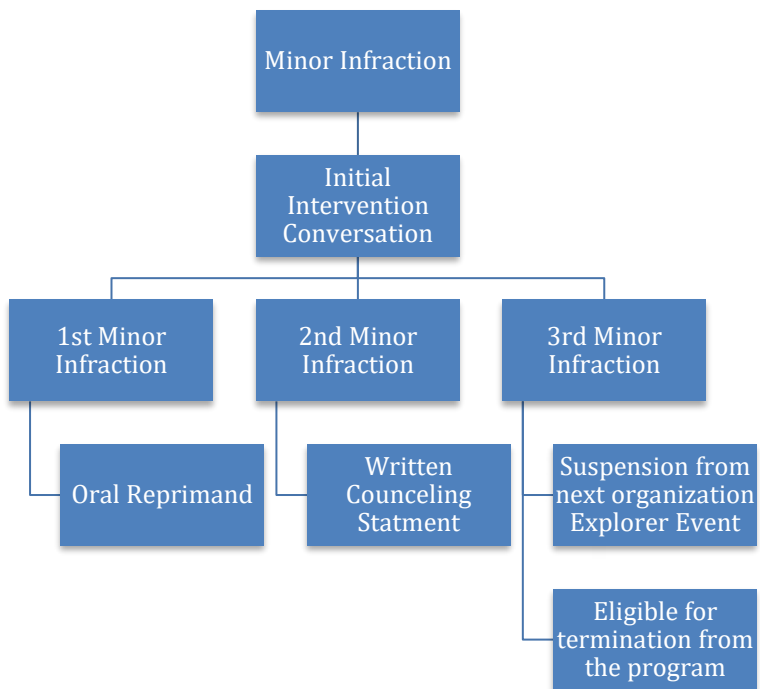
Minor Infractions

1st Minor Infraction: Oral Reprimand

2nd Minor Infraction: 1st Written Reprimand

3rd Minor Infraction: Suspension from next organized Explorer event

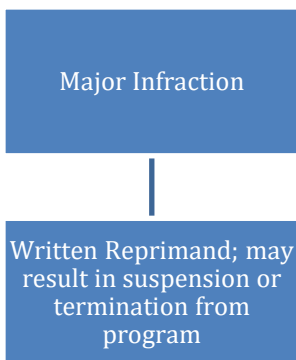
After three suspensions from Cadet Events have been issued, the Cadet is eligible for termination from the program, at the discretion of the post advisor.



Major Infractions

Any major infractions can result in immediate dismissal from the program.

Dismissal of a participant is addressed on a case-by-case basis by the Post Advisor.



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CHAPTER 9
COMPLAINTS

9.1 Complaint Process

Whenever a situation arises where a Cadet feels that a formal complaint is necessary, the Cadet must inform an Advisor. All complaints will be reviewed and investigated by the Post Advisor.

It is the Cadets responsibility to draft a written statement with a detailed description of the incident, including date and time, and those involved. The statement must be typed or neatly printed and provided to an Advisor.

The Chain of Command will always be utilized at the lowest level to resolve any issues that may arise. However, the best interest of the Cadet will always be considered.

If Cadets have an issue of a personal or sensitive matter they may speak directly with a Post Advisor. Cadets should make an attempt to notify their chain of command to request a meeting with an Advisor but need not disclose the reason for the meeting.

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CHAPTER 10
INSURANCE, INJURIES, AND PROPERTY DAMAGE

10.1 Insurance Policy and Liability

Prior to participation in any hands-on training exercise, Cadets must complete, in full, their learning for life application, release of liability form, and youth protection training.

10.2 Injury to the Cadet

Any injuries which occur during a Cadet event shall be reported to a Post Advisor immediately. Medical assets will be requested if needed.

10.3 Property Damage

Any property damage which occurs during an explorer event shall be reported to a Post Advisor immediately.

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CHAPTER 11
COMMUNICATIONS AND TECHNOLOGY

11.1 Electronic Devices

The use of cellular phones or other devices during classroom instruction and training is not authorized. Cell phones and any other electronic devices shall not be used during Cadet Functions or law enforcement activities unless as part of the Cadets official duties or permission from an Advisor is obtained.

11.2 Radio Use

Radio communication is the primary form of communication for law enforcement officers. In the event Cadets need to use the radio, they will be given instructions on how to use the radio and the proper etiquette to follow. Radio communication is for official use only!

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CHAPTER 12

COMMENDATIONS AND AWARDS

12.1 Letters of Commendation

Letters of Commendation may be awarded to reward and recognize exemplary service. Letter of Commendation shall be presented to the Cadet and a copy will be placed in their personnel file.

12.2 Awards

The awards listed below are authorized for wear on the Class “A” and “B” uniform shirt. Unless otherwise depicted in section 7.5 and 7.6, awards will be worn in the order shown below. Awards shall not exceed three across in a row and shall be displayed 1/8 inch above the name plate. The highest awards shall be displayed on the left (if looking at the uniform). Should another row of awards be displayed, the highest award shall be on top.

Cadet of the Year



Each year a Cadet will be selected for Cadet of the Year based on their dependability, attitude, attendance, and contributions to the post, department, and community. Cadets of the Year are recognized for their outstanding performance and personal attitude. The recognition is a blue bar with gold “E”, No. 04025.

Meritorious Service



Recognizes a Cadet who distinguishes themselves for outstanding meritorious achievement or service. The recognition is a red commendation bar with double-white stripes, No. SPAATZ Ribbon.

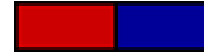
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Military Service Recognition



Recognizes Explorers who have satisfactorily completed all initial entry training (Basic/Boot Camp) for service in branches of the United States Armed Forces. The recognition is a red, white, and blue accommodation bar, No. CAP0703C.

Law Enforcement Training



Recognizes the accumulation of 60 hours of training in the following areas:

- History of law enforcement (1 hour)
- The contemporary law enforcement role (2 hours)
- The criminal justice system (2 hours)
- Radio procedures (2 hours)
- Basic patrol procedures (3 hours)
- Report writing (4 hours)
- Criminal law (6 Hours)
- Juvenile law (2 hours)
- Traffic law (2 hours)
- Procedures of investigation (6 hours)
- Human relations (4 hours)
- Crime prevention (8 hours)
- Accident investigation (4 hours)
- Crime scene investigation (4 hours)
- Fingerprinting and classification (4 hours)
- Narcotics and dangerous drugs (2 hours)
- Arrest and search (4 hours)

The recognition is a red and blue commendation bar, No. 0032.

Community Service



Acknowledges 100 hours of community service, including crowd or traffic control, parking service, community events support, etc. Service must be preapproved and logged by the Advisor. The recognition is a blue and yellow commendation bar, No. 04019.

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Crime Prevention



Includes the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Cadets who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar, No. 04020.

Law Enforcement Service



Includes assistance to the department in areas such as records management, communications support, property control/inventory, facility tours, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021.

Emergency Preparedness



Certifies that the Cadet has received training in advanced first aid and CPR; has received training in how the Post would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or community-wide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022.

Firearms Training



Includes 8 hours of firearms safety training and matches the guidelines stated in the NRA/Law Enforcement Explorer Firearms Certification Program. This recognition is the NRA Explorer Marksmanship Bar, No. 99-264.

Tenure



Awarded to those Cadets who complete one year of satisfactory service to the Post. It is recognized with a red commendation bar; No. 04023.

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Perfect Attendance



Recognizes attendance at each scheduled Post meeting or activity during the preceding year. The recognition is a yellow and white commendation bar, No. 04024.

Drug Abuse Prevention



Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Cadets: A Guidebook and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar, No. 04026.

National LE Exploring Conference Bar



Presented to Cadets who attend a National Law Enforcement Exploring Conference. The recognition is a dark green commendation bar, No. 04030.

National LE Exploring Leadership Academy



Presented to Cadets who have been selected for and completed a National Law Enforcement Leadership Academy or who have completed a leadership training program certified by the National Law Enforcement Exploring Community. The recognition is a black commendation bar, No. 04034.

National LE Exploring Conference Device



Presented to Cadets who attend more than one National Law Enforcement Exploring Conference. Device should be placed on conference bar. The recognition is a Gold Explorer "E", No. 00930.

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Eagle or Gold Award Recognition



May be worn by a Cadet who has achieved the Boy Scouts of America or Girl Scouts of the USA highest award and honor (the BSA Eagle or GSUSA Gold). The recognition is a red, white, and blue commendation bar, No. 04036.

Physical Fitness [\(P.O.W.E.R. Test\)](#)



Cadets who satisfactorily meet the requirements for the Peace Officer Wellness Evaluation Report, set forth by the Illinois Law Enforcement Training and Standards Board, will be authorized to wear the physical fitness ribbon.

Multiple Awards



Explorers who receive multiple awards are authorized to wear a silver or bronze star, measuring 3/16 of an inch, on the award to denote additional decorations. One bronze star represents one additional award. Silver stars are worn in lieu of five bronze stars. The stars shall be displayed in the center of the award.

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ACKNOWLEDGEMENT OF CADET HANDBOOK

I _____ certify I have read and understand the
(Print Full Legal Name)

rules and regulations of the Macomb Police Department Cadet Program outlined in this handbook.

I agree to follow the rules and regulations outlined in this handbook, and understand a violation of the aforementioned policies will result in disciplinary action, to include termination from the Cadet Program.

(Cadet Signature)

(Date)

Return this page, completed in full, to the Post Advisor.