POLICE CADET CORPS POLICY

A Cadet Corps has been re-established with the Bureau of Police. This memo is to be considered a general guideline for requirements, duties, and responsibilities of the Cadet Corps.

I. PURPOSE OF THE CADET CORPS PROGRAM:
   a) To provide a continual supply of highly qualified, proficient police officers to the Bureau of Police
   b) To fill the gap that exists between high school graduation and the twentieth birthday of police aspirants
   c) To strengthen the knowledge and training of police aspirants
   d) To recruit highly qualified applicants from the City of Lancaster
   e) To increase minority and female representation in the Bureau of Police
   f) To strengthen the relationship between the youth of the community and the Bureau of Police

II. PRE-REQUISITE REQUIREMENTS FOR CADETS:
   a) The applicant must be at least eighteen years of age at the time of appointment and may not have reached his/her twenty-first birthday.
   b) The applicant must have an established residence within the City of Lancaster, Pa.
   c) The applicant must be enrolled in Harrisburg Community College (HACC) with a Police Science curriculum for an Associate Degree or Bachelor Degree in Police Science or a related degree program as approved by the chief of police.
   d) The applicant must be able to work 15-19 hours per week, mostly in the evening and on weekends on a year-round basis.

III. SELECTION OF CADETS TO THE PROGRAM:
   a) The cadet applicant will be required to successfully pass an oral review board conducted by the Cadet Committee.
   b) The Cadet applicant must successfully pass a background investigation, conducted by the Bureau of Police, and each applicant shall undergo a polygraph examination as part of the employment process.
   c) Cadet applicants who have successfully passed the oral review board and background investigation shall undergo a physical examination, psychological evaluation and a drug test. The requirements for physical health of Cadets shall be the same as for a police officer.
   d) No applicant shall be employed as a Cadet without the approval of the Chief of Police.

IV. ASSIGNMENT:
   a) Since the Cadet Program is a training related program (apprenticeship type program for position of Police Officer), each Cadet will be permanently assigned to the Lt. of Professional Standards of the Police Bureau during his/her employment as a Cadet. However, the majority of their work hours will be spent on one of the patrol platoons.
   b) The Cadet will work part-time at the Bureau of Police while attending college from September through May. Days and hours to be worked, part-time, will be designated by the office of Professional Standards, the Chief of Police.
   c) The cadet will be trained to assist police officers with non-emergency duties and responsibilities, such as traffic and parking control, taking reports of minor crimes and incidents, and providing assistance and support to the police bureau as needed. Cadets have no police powers, and other than writing parking tickets, will not take any enforcement actions.
V. EVALUATION:

a) The OIC to which he/she is assigned will evaluate the Cadet a minimum of once a month. The Lieutenant in the Office of Professional Standards shall review all evaluations with the Cadet. A copy of all evaluations will be forwarded to the Human Resources office to be kept in the Cadet’s personnel file.

b) An unsatisfactory evaluation will be grounds for dismissal.

c) Police Cadets shall maintain a crime free background and shall adhere to all laws, regulations, and policies governing the conduct and actions of the Bureau of Police and any breach of regulations shall be grounds for discipline, suspension or dismissal. This position is an “AT WILL” position.

d) Cadets shall adhere to all regulations governing the conduct and actions of members of the Bureau of Police and any breach of regulations shall be grounds for discipline, suspension or dismissal.

e) The Chief of Police may discharge a Cadet for any reason.

f) A Cadet shall salute all officers with the rank of Lieutenant or above. The Cadet shall call all members of the Bureau of Police with the rank of patrolman or above by rank and shall address them as sir or ma’am.

VI. ADVANCEMENT:

a) Each Cadet shall be advanced to the position of police officer, pending the following:

b) The Cadet has reached the age of twenty and successfully passed the civil service exam for police officer in the year of hiring to police officer. Cadets must test with other applicants vying for police officer positions in the same time period.

c) The Cadet satisfactory passing of background investigation, polygraph, and all requirements of the Criminal History Records Act, Chapter 91 of the Pennsylvania Crimes Code is required. Upon conditional offer, cadet will undergo physical examination, psychological evaluation, and drug screening.

d) The Cadet has obtained the two-year degree program for police science.

e) Openings or projected openings exist for police officer positions with the Bureau of Police.

f) If no openings for police officer positions exist at time of graduation, the Cadet may be retained full-time until such openings occur.

g) The hiring approval of the Chief of Police and the Mayor.

h) The Cadet meets all of the hiring and police academy entry regulations and criteria as set forth by the Municipal Police Officers Education and Training Commission and the Lancaster City Civil Service Commission.

VII. SALARY AND BENEFITS:

a) The Cadet will be paid at an hourly rate.

b) The Cadet will work 15 hrs to 19 hrs per week mostly evening and weekends year round.

c) The Cadet position is a part time non-bargaining position “At Will” employee.

d) The City will provide uniforms to each Cadet.

e) The Cadet will have to provide black uniform shoes.
TENTATIVE TRAINING PROGRAM
CADET CORPS

FIRST YEAR PROGRAM

**September through May**
- Orientation program conducted by the Office of Professional Standards Lieutenant.
- Orientation assignment to Patrol Division.
- Orientation assignment to Community Service Aids, radio room and jail section.
- Orientation assignment to Records Division/Administrative Division.
- Orientation assignment to Crime Prevention.
- Orientation assignment to Criminal Investigation Division.

**June**
- One Month assignment to Patrol Division for patrol related duties and training.

**July**
- One Month assignment to radio room and jail section.

**August**
- One Month assignment to Patrol Division for patrol related duties and training

SECOND YEAR PROGRAM

**September through May**
- Assigned part-time duties as needed.
- Assignments made by Office of Professional Standards in coordination with the office of the Chief of Police.

**June**
- One month assignment to Criminal Investigations Unit.

**July**
- One month assignment to Patrol Division for patrol related duties and assignments.
- Upon completion of two-year degree program and reaching age 20, civil service exam for police officer position **SHALL** be taken.

This outline will be further discussed and developed with the Office of Professional Standards Lieutenant. Periodic Evaluations will be given by Cadet’s OIC as determined by the Professional Standards Lieutenant.