
Sheriff's Cadets Program

1017.1 PURPOSE AND SCOPE

Cadets work under direct supervision and perform a variety of routine and progressively advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

The Cadet Program will provide young adults with a comprehensive, hand-on experience to include training and competition on practical or real-world scenarios.

1017.2 DEMOGRAPHIC REQUIREMENTS

The application process requires students who are interested in the Cadet Program to be enrolled in a High School within the boundaries of Monroe County. If a student is home schooled within Monroe County, they can be no younger than 14 years of age and no older than 20 years of age. Once a Cadet turns 21 years of age, their position as an acting member will be retired from active service. They may have the opportunity to be hired as a Monroe County Sheriff's Office Reserve Officer.

1017.3 EDUCATION REQUIREMENTS

Cadets are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Cadets should attempt to complete college courses (if offered) that may be used toward a college degree.

1017.4 DISQUALIFICATIONS

Applicants cannot become a Cadet if they have any of the following:

- (a) Prior arrest record
- (b) Serious traffic violation(s)
- (c) Poor physical condition that would prevent applicant from performing similar job duties that a Law Enforcement Officer would perform, based on a performance evaluation

1017.4.1 TERMINATION

Bringing unauthorized weapons to a training or misuse of issued equipment can result in immediate termination from the program.

1017.5 PROGRAM COORDINATOR

The Sheriff will appoint a member of the community to serve as the program coordinator. The program coordinator will be responsible for the oversight of the educational and job performance of each cadet and to include completion of individual assignments. The program coordinator will also monitor the training provided for all cadets and review all decisions affecting job assignments, school attendance and performance evaluations.

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1017.5.1 PROGRAM ADVISERS

The Sheriff will select individual deputies to serve as advisers for the Cadet and Explorer Program. These deputies will serve as mentors for each cadet. Cadets will bring special requests, concerns and suggestions to their program adviser for advice or direction before contacting the program coordinator. A lead adviser will be designated by the Sheriff to serve as the Program Coordinators Liaison to develop and lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program adviser. Program advisers are not intended to circumvent the established chain of command.

1017.6 ORIENTATION AND TRAINING

Newly appointed cadets will receive an orientation of the organization and facilities before reporting to their first assignment. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the sheriff's deputy selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become sheriff's deputies. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1017.6.1 MEETING EXPECTATIONS

It is the expectation that Cadets attend all scheduled meetings and trainings unless a pre-approved absence has been granted by the Program Coordinator or Lead Adviser. Cadets who have an unexcused absence from 25% or more of the scheduled meetings or trainings will not be considered for volunteer opportunities and may be asked to leave the program.

- (a) Monthly meetings will be schedule on the first Tuesday of the month from 7:00 pm – 9:00 pm. In lieu of a monthly meeting in July and December, the following activities will be held:
 - 1. A summer training academy (3-days) will be held the second week of July.
 - 2. A formal graduation ceremony will be held the second week of December.

1017.6.2 MONTHLY MEETING AGENDA

The monthly meeting agenda is set as follows:

- (a) Pledge
- (b) Inspection of Cadet uniforms
- (c) Treasurer Report
- (d) Old Business
- (e) New Business
- (f) Review Last Month Events/Activities
- (g) Review Cadet Volunteer Events and Hours
- (h) Law Enforcement updates; legal review; or discussion of local, state, national events that affect/impact law enforcement

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- (i) Training topic(s)
- (j) Quarterly Cadet Performance Evaluations

1017.7 COMPETITION AND TRAINING EXPECTATIONS

Cadets are required to become a member of the Public Safety Cadet organization through the Wisconsin Law Enforcement Education Advocates Association (WLEEEA). Costs for the annual membership will be paid by the Cadet through fundraising opportunities. Cadets are encouraged to participate in at least one conference, as either a spectator or competitor.

Competition and Training opportunities include:

- (a) WLEEEA State Conference: 4-day training held in January, to include an opportunity to participate in competitive events.
- (b) WLEEEA Leadership Academy: leadership training available for two Cadets per year.
- (c) Summer Showdown Competition: Competitive and leadership opportunity available every two-years.

1017.8 CADET AND EXPLORER UNIFORMS

Each cadet will be issued two uniforms, a Class A and Class B. Uniforms and equipment are the property of the Sheriff's Office and shall be returned when the Cadet is no longer a member.

Class A Uniform: Dress uniform to include:

- (a) Gray DutyPro Long Sleeve Polyester shirt (Item# SH1434). Any other shirt must be approved by a Program Coordinator or Adviser.
- (b) Black DutyPro Men's Uniform pants (Item# TR355) or black DutyPro Women's Uniform pants (Item# TR356). Any other pant must be approved by a Program Coordinator or Adviser.

This uniform will be used for Competitions, conferences, or other community events as directed by the Lead Adviser. Cadets will need to wear clean black boots or shoes in good condition, black socks, and a black undershirt when in a Class A uniform. If a Cadet is unable to, they shall speak privately with the Program Coordinator or Adviser.

Class B Uniform: Casual uniform to include:

- (a) Propper Uniform Polo Shirt (Item# SJ273) – "MONROE COUNTY SHERIFF'S OFFICE CADET" Embroidered on front left breast location.
- (b) Black Propper Ripstop BDU Uniform Trouser (Item# TU350). Any other pant must be approved by a Program Coordinator or Advisor.
- (c) A custom name tag(metallic magnetic name tag)

This uniform will be used for all scheduled meetings and trainings, to include any community events as directed by the Lead Adviser. Polos shall be worn in a professional manner and remain tucked in when feasible. Cadets will be allowed to wear a black t-shirt under the issued polo; during cold months, Cadets will be allowed to wear a plain, black long-sleeve shirt under the issued polo.

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Cadets will need to wear black boots or shoes and socks when in a Class B uniform. If a Cadet is unable to, they shall speak privately with the Program Coordinator or Adviser.

The following duty belt and equipment will be issued to each cadet:

- (a) 5ive Star Gear duty rig in a box (Item# NY662) includes: nylon duty belt, baton pouch, single handcuff case, flashlight holder, mace pouch, glove pouch, and 4 belt keepers.
- (b) Uncle Mike standard retention Duty holster (SKU: 98211)
- (c) X26 Inert Taser and holster
- (d) Blackhawk orange demo G17 gun (Item# TN126 ORG)
- (e) Galls MK-3 inert training spray (Item# SD143)
- (f) Blue training baton (Part # ST-BB)
- (g) LA Police Gear Expedition rechargeable flashlight
- (h) Xiake cloth reflective safety vest
- (i) Galls dark gray Elite soft shell jacket (Item # JA1540)
- (j) Radio

All duty gear is required to be returned to the Sheriff's Office when a cadet leaves the program for any reason. The equipment issued is only to be worn by Cadets when a Program Advisor or Coordinator instructs them to do so. No other equipment is authorized to be worn or carried when a Cadet is in uniform or participating in Cadet Program activities, unless authorized to do so by a Program Advisor or Coordinator and is written in the Cadet uniform agreement form.

1017.9 APPEARANCE

Cadets will maintain a professional appearance.

- (a) Hair, to include facial hair, must be maintained and look professional
- (b) Necklaces and other jewelry can be worn if it does not interfere with training or other course work, but is discouraged
- (c) Uniforms shall remain clean and in good shape
- (d) Offensive body markings shall remain covered

1017.10 SOCIAL MEDIA EXPECTATIONS

Cadets shall refrain from posting on social media to include content, photos, videos, or any other media types. They shall refrain from commenting on or answering questions on any posts on social media pertaining to the Monroe County Sheriff's Office. Cadets may share Sheriff's Office content on their personal social media pages. In the event negative comments arise from a social media post that is shared on a personal page, the Cadet will report the content to their Adviser.

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1017.11 VOLUNTEER REQUIREMENTS

Cadets are required to participate in at least 75% of the volunteering opportunities available throughout a calendar year in order to qualify for a scholarship opportunity. Cadets unable to fulfill the required, posted volunteer hours will work with their Adviser to find additional opportunities. These opportunities include, but are not limited to, parades, festivals, National Night Out, and other community sponsored events. Volunteer hours will be tracked and monitored, with a report given at each monthly meeting.

1017.12 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Office needs and concerns will take precedence over individual cadet considerations, with the final decision resting with the program coordinator or designee.

In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, including training other cadets and explorers for new assignments.

1017.13 RIDE-ALONG PROCEDURES

All cadets are authorized to participate in the Ride-Along Program on their own time; one ride-along a year is required. Ride-along opportunities must be scheduled and as approved by their immediate supervisor and the appropriate Shift Sergeant. Applicable waivers must be signed in advance of the ride-along. Cadets shall wear their Class B uniform while participating on a ride-along.

1017.14 PERFORMANCE EVALUATIONS

Performance evaluations for all cadets shall be completed quarterly during their first year. Upon successful completion of probation, cadets and senior cadets, will be evaluated on a yearly basis to assess their current job performance and their potential as sheriff's deputies.