





POLICIES AND PROCEDURES MANUAL

	CADETS	
	POLICY NUMBER: 33-2	ISSUING AUTHORITY 
	EFFECTIVE DATE: January 1, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

The mission of the Cambridge Police Cadet Training Program is to work in partnership with the community to select and expose young adults to the workings and values of the department. The program is committed to the principles of procedural justice including treating all people with dignity and respect; giving voice to citizens and other members of the department; being neutral in decision making; and conveying trustworthy motives. These principles should guide cadets in all they do in the program as well as in their future professions.

The training atmosphere is designed to develop teamwork, build esprit de corps, and assist cadets in making the possible transition to a career in policing. The program staff challenges each member of the cadet class to become better iterations of themselves and contributing members of the Cambridge community.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. provide to the young adults of the City an opportunity to receive on-the-job-training with an eye toward a possible career in the policing profession; and
- B. abide by the provisions of M.G.L. c. 147, § 21A related to Police Cadets.

III. DEFINITIONS

- A. *Cadet*: A paid employee of the police department who is participating in an on-the-job training program for a limited period and under conditions prescribed in M.G.L. c. 147, § 21A.
- B. *Program Director*: A sergeant of the Cambridge Police Department who has primary responsibility for supervising the Cadet Training Program on a day-to-day basis.

IV. PROCEDURES

A. Authority

1. M.G.L. c. 147, § 21A provides for a city or town authorized to do so by its governing body to establish a Police Cadet Program and defines the conditions for such on-the-job training. These conditions include the following.
 - a. Cadets must be citizen residents of the city or town, not less than eighteen years nor more than twenty-three years of age, meet the physical qualifications required of applicants for appointment to the police department, and be of good moral character.
 - b. Appointment as a cadet is not subject to the civil service law or rules; nor will a cadet be entitled to any benefit of such law or rule.
 - c. Employment as a cadet may be terminated by the appointing authority at any time and shall be terminated whenever a cadet fails to maintain good standing in the program.
 - d. Cadets will receive compensation and leave with pay as determined by the police department and be considered employees of the City for the purposes of workers' compensation.
 - e. Police cadets, as full-time employees of the City, shall be subject to the requirements and benefits of the City of Cambridge pension system.
 - f. Cadets shall not carry firearms nor have any power of arrest other than that of an ordinary citizen.

B. Command Structure

1. The Director of the Professional Standards Unit has command responsibility for the Cadet Program within the Cambridge Police Department.
2. The Lieutenant of the Training and Certification Unit is the commanding officer of the program, while the training sergeant serves as the supervisor of day-to-day activities.
3. Other staff in the Training and Certification Unit and other members of the department may have delegated responsibilities with delegated authority to give instruction and direction to cadets. These staff members shall report to the sergeant of the cadet program.

C. City and Police Department Policies and Procedures

1. The department Policies and Procedures manual will be made available to all cadets in electronic form. Cadets shall be familiar with and abide by applicable sections of the manual and may benefit from learning the content of other sections as an exercise in professional development.
2. Cadets should also learn about CALEA Accreditation processes and standards.

3. In addition to the police department's Policies and Procedures, cadets are bound by the provisions and policies of the City, which is available electronically to all employees in the Employee Handbook.

D. Cadet Program Policies and Procedures

1. Specific program Policies and Procedures, Rules and Regulations are maintained in a separate document titled *Student Handbook*.

E. Work Hours and Attendance

1. The regular work week shall be Monday through Friday to include no more than 37.5 hours and shall be subject to the provisions of the Fair Labor Standards Act.
2. The reporting times and schedules will be determined by the Program Director and posted in such a manner that cadets are given ample notice and time to prepare.

F. Work Assignments

1. A police cadet may maintain and file records, operate office machines, answer telephones, assist officers with customer service duties, enter and index official documents, prepare routine reports, prepare and tabulate facts and figures for statistical purposes, and have similar duties of an administrative rather than an enforcement type.
2. At no time shall cadets represent themselves to the public as a police officer, or advise the public on matters relating to police action or business, or undertake any type of investigative or operational action, unless specifically authorized to do so by a superior officer.
3. Cadets may work in secondary outside employment with permission from the Police Commissioner, in accordance with State Ethics laws.

G. Access and Restrictions

1. Cadets shall be issued Cambridge Police Department identification and may enter the building through any door with access by keycard. Once in the building, cadets have free access to all areas approved by the Program Director.
2. Cadets shall not enter restricted areas such as the booking room unless accompanied by a supervisor with approval from the Program Director in the official performance of their duties.
3. Cadets are authorized to access the department records management system and CJIS to perform tasks related to their cadet duties only.

H. Uniforms and Personal Appearance

1. The cadet uniform includes the following.
 - a. Class A uniform with black trousers and long-sleeved white shirt during the winter-uniform period and white short-sleeve shirt during the summer-uniform period. The cadet patch is worn on the left and right shoulders.

- b. Issued footwear; black socks; plain black breakaway tie (long sleeve shirt only) with pointed bottom minimum width 3" and maximum width 4"; black leather 1 ¾" width belt; plain square silver buckle; and authorized hat.
 - c. White crewneck T-shirt under the uniform shirt.
 - d. Class B uniform with issued khaki pants, long-sleeve issued black polo shirt with insignia during winter period and black short-sleeve polo shirt with insignia during the summer period.
 - e. Or as directed by the Program Director for unusual circumstances and assignments.
- 2. The uniform shall always be neat and clean. Boots shall be solid black, plain toe, lace type shoes. All boots shall be polished.
- 3. Men may have facial hair that is neatly groomed.
- I. Firearms
 - 1. Cadets shall not carry firearms while on duty or bring firearms to any training and/or scheduled tour of duty. Cadets will be held accountable to city ordinance, state and federal laws relating to owning, possessing, and carrying firearms and their use.
- J. Inspections
 - 1. Inspections of uniforms and appearance shall be at the discretion of the Program Director. At all times, Cadets shall be prepared to have their uniforms, equipment, and personal appearance inspected.
- K. Discipline
 - 1. Cadets shall be subject to the disciplinary procedures of the City of Cambridge and the Cambridge Police Department.
 - 2. The use of physical fitness training regimens to enforce or maintain discipline is strictly prohibited.
 - 3. No person shall perform, or cause to be performed, any unauthorized exercises or activities, nor shall any person perform, or cause to be performed, any authorized activities to the degree where life or health is endangered, and illness or injury may be reasonably foreseen as a result.
- L. End of Program
 - 1. Appointment to the position of Cadet shall be terminated when the cadet reaches the age of twenty-five. An appointment to a cadet program shall not be terminated for age unless the cadet has completed two (2) years of service.