

# Hamden Police Department General Orders

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**Policy Number:** 012-004

**Effective Date:** September 20, 2023

**Section:** Community Outreach

**Rescinds:** March 1, 2016

**Title:** Hamden Police Cadets

**Approved By:** Hamden Police Commission

**Approval Date:** September 19, 2023

## PURPOSE

The Hamden Police Cadets, identified as, Post 290, was founded in 2014. The Post is a nonprofit organization sponsored and administrated by the Hamden Police Department as well as affiliated and chartered with the Northeast Regional Law Enforcement Educational Association. (NERLEEA) Our primary goal is to provide different aspects of police work that will build a foundation of knowledge for a career in law enforcement.

## POLICY

The Hamden Police Cadet Program is for young adults between the ages of 13-21 years of age who are interested in learning more about law enforcement. The program prepares young adults to become mature, caring, responsible citizens. It is an excellent opportunity to learn and experience aspects of police work. Cadets form unique relationships with trained and certified police officers as they are exposed to many facets of law enforcement. These areas include responsibilities of a police officer, forensic science, investigation techniques, self-defense and much more. Cadets who meet requirements are invited to participate in our ride-along-program in which they may experience routine calls for service as well as learning how to interact with the community. Cadets may learn proper radio procedures, how to write reports, and how to effectively interact with all types of citizens in the community. Cadets may also assist officers in a variety of situations including traffic direction and community events.

Hamden Police Cadets are not sworn police officers. As such, Cadets are not authorized to perform any law enforcement action or to represent themselves as police officers on or off duty. Any time Cadets are to perform Cadet duties, they shall first be trained in those duties. Uniforms, badges, markings, and patches (if any of those listed) shall be clearly distinguishable from sworn police officers. Cadets who wish to participate in the Hamden Police Department Cadet program and who are under 18 years of age must have a parent or legal guardian sign written consent for them to participate and a background investigation will be completed prior to acceptance. At some point during training, Cadets will be informed on how to contact social crisis services using 211 and / or 988 and what said services are should they feel they need them. Cadets are non-paid and therefore not considered personnel or employees.

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## DEFINITIONS

NERLEEA: Northeast Regional Law Enforcement Educational Association

## PROCEDURES

### A. Organization

1. The organization will be known as the Hamden Police Cadet Post 290, sponsored by the Hamden Police Department in conjunction with the Northeast Regional Law Enforcement Educational Association NERLEEA.
2. The primary goal of the Hamden Police Cadet Post 290 is to expose young adults to a career in law enforcement. Members will be educated in many aspects of a career in law enforcement. The Hamden Police Cadet Post 290 will provide a positive environment for youths to learn. Members will also learn and develop skills such as responsibility, leadership, teamwork, and the importance of volunteering within your community. Members will work alongside sworn members of the Hamden Police Department as well as members of the community. The overall goal is to show the youth a realistic view of the law enforcement profession. Members will be given classroom instruction, practical skills scenarios and will participate in physical fitness training. All instruction will be performed by qualified persons and will be scheduled by the sworn officer in charge of the Hamden Police Cadet Post 290.

### B. Non-Profit Organization

1. The Hamden Police Cadet Post 290 was established in 2014 and is a community based non-profit organization. All monetary donations made to the Hamden Police Cadet Post 290 will be used for the education of the membership and to provide necessary equipment to perform these duties.

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### **C     Membership**

1.       Membership in the Hamden Police Cadet Post 290 will be restricted to persons between the ages of 13-21.
  
2.       Acceptance into the Hamden Police Cadet Post 290 will require applicants to formally apply by way of a written application forwarded to the head advisor in charge. Applicants must be of outstanding moral character. Once accepted, the applicant will be informed via written letter or telephone call.
  
3.       Applicants will be advised of the meeting dates and time and placed on a three-month probationary period. This will allow the applicant to determine if the program is best suited to their needs. During the probationary period, the applicant will be invited to attend all post 290 meetings and events. Once the three-month probationary period is complete, the new applicant will be recognized as a member of the Hamden Police Cadet Post 290.
  
4.       Membership applications will be accepted year-round and can be picked up at the Hamden Police Department or by visiting the Hamden Police Department's website at [www.hamdenpd.com](http://www.hamdenpd.com).
  
5.       Members are required to maintain a "C" average while attending school. Failure to do so will result in the member being placed on probation, suspended, or terminated from the post if deemed appropriate by the lead advisor. A member may be requested to be excused from all post meetings and events until the grade average rises to a "C" average or higher. No member will be penalized for their absence during this time.
  
6.       Hamden Police Cadet Post 290 is affiliated with the Hamden Police Department and the Cadet Post is expected to maintain the same standards. The Hamden Police Cadet Post 290 reserves the right to terminate membership for any breach of the Hamden Police Department standards or rules and regulations.

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7. The Hamden Police Cadet Post does not discriminate based on gender, sexual orientation, race, ethnic background, religious beliefs, or nation of origin. The Hamden Police Cadet Post will make reasonable accommodation for people with disabilities.

### **D Post Meetings**

1. Meetings will be held every other Monday night at 6pm from September to July. New members will receive a meeting schedule that will advise them of the date and topic for each meeting. Meeting dates and times are subject to change at the discretion of the advisors. Meetings can be cancelled due to inclement weather, scheduled vacations, and will follow local school closings unless otherwise specified. Meetings will start with Post business, followed by the topic at hand. Instruction will be related to police topics such as but not limited to:

- Policies and Procedures
- Police Radio Codes
- Report Writing
- Forms and Paperwork
- Motor Vehicle Law
- Criminal Law
- Domestic Violence
- Accident Investigation
- Building Searches
- Crime Scene Investigation
- Scheduled Events

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### **E. Ride along Program**

1. The ride along program is designed to expose the member to hands on police training. This program allows the member to broaden their knowledge of police skills and procedures. The ride along program supplements the classroom training in basic police procedures through observation and conversation with officers in the performance of their duties.
2. Members will be allowed to ride with an officer in a patrol car for a portion of the patrol officer's shift. The member is merely an observer and will not intervene unless instructed to do so by the police officer. Ride along agreements must be signed by the participant and / or parent or legal guardian if under 18 years old. A confidentiality agreement regarding the knowledge of, sharing of and dissemination of, local, state and federal database information must be signed and on file as well.
3. Members will be 16 years of age or older to participate in the ride along program. The member must have also completed a prerequisite list of classes on file with the Hamden Police Department Post 290.
4. Members must be in good standing along with having good attendance at Post 290 meetings and events to be allowed to participate in the ride along program. All post 290 permission slips and paperwork must be completed and on file with the Hamden Police Department.
5. Members who ride along with officers may respond to routine calls such as but not limited to:
  - Loud noise complainants
  - Motor vehicle accidents and stops
  - Stolen property
  - Missing persons

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6. Members shall coordinate ride along dates and times at the weekly meetings. This will be done at least 24 hours prior to scheduling a ride along. There will only be two members allowed to ride along per shift. Members can ride with officers between the hours of 7am to 10pm but never more than 6 hours per day. They shall not exceed the 10pm cut off, unless the member has special permission from the lead advisor and the patrol supervisor on duty at the time of the ride along. The lead advisor shall seek approval from and coordinate with the shift commander on the shift the ride along will occur. The lead advisor, shift commanders or command staff officers may elect to postpone the Cadet's ride along due to safety, call volume, danger and / or staffing. **No member will be allowed to participate in a ride along without prior authorization.**
7. Members who ride along may encounter information that is considered privileged or confidential. No member is allowed to share this information with anyone including other Post 290 members. Any violation of this rule will be considered serious and will be treated as such. This may result in termination from the post pending an internal investigation. Members will not give legal advice to the public. Members will not possess any weapons at any time during their ride along. Members will not speak with the press/media but will defer comments to the police department.  
**NOTE:** Members who ride along with officers are to bring food or money for lunch/dinner. The officer is not obligated to provide the Cadet with lunch/dinner.
8. If an event is scheduled for Post 290, a ride along will not be allowed until the event is complete.
9. A member must be in their complete cadet uniform while participating in a ride along. Members are only observers and are not authorized to interfere with police matters, except in rare circumstances where the officer is in trouble or requests their help and the cadet is 18 years old or over.
10. Members will inform the desk supervisor of the ride along on arrival and they will sign in at the front desk in the Cadet ride along book.

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11. Any member who fails to adhere to the rules of the ride along program will face program disciplinary actions.
12. If the member has a scheduled ride along and they cannot make the scheduled date and time, they must notify the advisor immediately so another member can be scheduled.
13. In the case of an emergency call where violence or bodily harm may come to a member, the member will be dropped off at an open place of business to standby until the call is handled or another patrol unit can pick them up to be returned to headquarters. Dispatch will be notified of the location of the member.

### **F Advisor Responsibilities**

1. Any officer wishing to become a Post 290 advisor will notify the lead advisor in writing. The lead advisor will subsequently notify the Chief of Police who will consider recommendations and approve advisors for the role. All adult advisors must complete the NEERLEA Youth Protection course online and provide a passing certificate to be kept on file with the Hamden Police Department.
2. Adhering to the NEERLEA Youth Protection Leadership policy, all meetings, trips, outings, or events must have a minimum of 2 adult advisors.
3. Any overnight co-ed activities such as the Cadet Academy will require both a male and female advisor to be present during the duration of the event.
4. At no time will male and female members room together at any event. Male and female advisors will not room together unless they are married and have proper sleeping arrangements available.
5. Any adult advisor will not room with or have any sleeping arrangement with youth adult Cadet members at overnight events.

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6. Vehicles owned by advisors will not be used to transport Cadet members to any activity. A vehicle shall be provided by the Town of Hamden / Hamden Police Department for transporting members of the Cadet program. All occupants will wear seatbelts.
7. Advisors, if sworn, will wear a Hamden Police Department polo shirt, blue duty cargo pants, and black footwear. No duty belt will be required for meetings unless otherwise specified.
8. Advisors will abide by all Hamden Police Department Policies and Department Rules and Regulations.
9. Outside contact with members is prohibited unless it's part of the program, a legitimate police function or otherwise approved by the Chief of Police.

### **G. Attendance**

1. Attendance at all post meetings, special events and activities shall be recorded by an adult advisor.
2. Regular scheduled meetings will be held on Monday evenings and will begin promptly at 6pm. Times of meetings are subject to adjustment to accommodate field trips and special activities or events. Regular meetings will generally last no longer than 2 hours.
3. Meetings will be held at the Hamden Police Department, usually in a training room.
4. Any member who is absent from a meeting must notify An advisor via email or phone call. Repeated unexcused tardiness or absences may result in disciplinary action or termination from the post.
5. If a member fails to attend 4 meetings in a row without a valid reason, the post will assume that the member has quit and will be considered out of the program.



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### **H. Cadet Duties and Community Service Events**

1. The Hamden Police Cadets Post 290 strives to provide community service. Community service events include marching in parades, traffic direction, and omnipresence, assisting with NERLEEA events. Members will accumulate community service hours for each hour they attend an outing event. Community service hours will also be accumulated for time at event/meeting.

### **I. Code of Conduct**

1. Members of the Hamden Police Cadet Post 290 will conduct themselves to the highest degree of standard. Members who attend official Post 290 activities, whether they are on duty or not, shall be governed by Post 290 rules and regulations.
2. Horseplay, while in uniform, will not be tolerated and members will be disciplined for their disorderly conduct.
3. Members will not be insubordinate. Insubordination is being disrespectful or disobedient to another member, advisor, chain of command or a member of the Hamden Police Department.
4. Members must report for duty at all mandatory activities unless they have been previously excused by rank or advisor.
5. Members who volunteer to work an activity, must report for that activity. If that member is unable to attend, they must inform their superior or advisor.
6. Members will always be courteous and respectful to fellow members, advisors, police officers and the Public.
7. Members will keep confidential all information they receive or encounter while working with police departments.

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### **J. Disciplinary Action**

1. Violation of any rules and regulations will result in program disciplinary action. Action taken against a member will be one of the following:
  - a. Verbal Reprimand
  - b. Written Reprimand
  - c. Probation
  - d. Suspension
  - e. Dismissal from the Post
  - f. there will be no appeal process
  
2. Any Cadet member who has been dismissed may not reapply to the Post.

### **K. Annual Cadet Academy**

1. The Hamden Police Cadet Post 290 participates in the annual Cadet Academy, which is sponsored by NERLEEA. The Cadet Academy will be held at the designated facility that has been chosen by the NERLEEA board of directors. Members will be exposed to the police academy experience, which will take place over one week. Members will be provided lodging, meals, training, activities, and the experience of attending a mock police academy which will prepare them for a career in Law Enforcement.

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2. The Cadet Academy is structured into programs of training in which one phase is a prerequisite to the next.
  - a. Basic Training (First Year) - Report writing, firearms safety, motor vehicle law, marching drills and competition.
  - b. Advanced Training (Second Year)-Search and seizure, accident investigation, crime scene investigation, range competition.
  - c. Practical Skills (Third Year)-Patrol and arrest techniques, baton training, physical agility.
  - d. Mock Police Department (Fourth Year)- Cadets are assigned to work a mock PD responding to a variety of calls for service and critiqued by an FTO. Cadets have the choice of attending the Mock Police Department phase for 2 consecutive years. The second year, they may test for ranking positions such as Sergeant, Lieutenant, Captain and Chief.
  - e. Career Development (Fifth Year)-Designed for Cadets in top physical condition and prepares them to take law enforcement tests and attend the Police Academy.
  - f. Mountain Bike - Cadets may complete the official certified International Police Mountain Bike Association mountain bike course by certified instructor.
  - g. Shooting Range - Cadets may participate in live fire under direct supervision of individual one on one instruction.

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### L. Cadet Uniform

1. Uniforms and badges (if any) of Cadets shall be clearly distinguishable from those of sworn officers. The Cadet uniform will consist of the below listed components:
  - a. Baseball hat
  - b. Long sleeve shirt, blue but of different shade than sworn police officers
  - c. Clip on tie, while wearing the long sleeve shirt, a neck tie or black turtleneck is required.
  - d. Tie clip which reads "Police Cadet"
  - e. Short sleeve shirt, blue but of different shade than sworn police officers
  - f. Post 290 shoulder patch, of a design that differs from sworn police officers
  - g. Post badge sewn on the left side of shirt of a design that differs from sworn police officers and is clearly distinguishable from sworn police officers.
  - h. Navy blue cargo pants
  - i. Name tag will be worn above the right pocket flap
  - j. Black belt
  - k. Portable radio holder
  - l. Glove pouch
  - m. Approved NERLEEA Flash light and holder

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- n. Duty belt with keepers
- o. Black boots
- p. Black socks
- q. Approved pins that are clearly distinguishable from sworn police officers
- r. The uniform designated as "Class A" will be the long sleeve/short sleeve shirt with the dark blue cargo pants. This combination will be worn together and not separated. White tee shirt will be worn under the short sleeve uniform.
- s. Post 290 will issue a polo shirt to each member who exceeds the required probationary period. Polo shirts will have a badge / patch and be blue in color but of a different shade than that of sworn police officers. Polo shirts and navy blue cargo pants will be worn to all weekly training classes.
- t. Members will wear their hair above their collar. Males will groom themselves to accommodate this request. Females are to place their hair in a ponytail or bun as applicable.
- u. Facial hair should be neat and clean shaven while in uniform.
- v. Piercings of any kind will not be worn while in uniform.

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2. The Hamden Police Department will supply each member with an initial uniform. Cadet members are responsible for purchasing any additional uniform as well as boots. Any and all uniforms/equipment purchased by the Hamden Police Department will be returned upon completion of membership.
3. The uniform that is worn is a direct reflection of the Hamden Police Department and the Hamden Police Cadets. The uniform will be kept clean and neat at all times.

### **M Post Treasury**

1. All donations to the Hamden Police Cadet Post 290 shall be collected by an adult advisor and recorded and deposited into a bank account designated for Post 290.
2. The assigned bank holding the Post 290 checking and / or savings account shall be authorized to honor check(s) signed by all post advisors for deposit only.
3. All disbursements from the post treasury should be done by check. There will be no exceptions to this regulation. There will only be two advisors who may write a check for disbursement. The arrangement will be made with the banking institution assigned and may be changed at any time with the approval of the two head advisors.
4. The head advisors may also have a petty cash fund if allowed by the department and / or the Town of Hamden. Use of this fund must be documented.

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### **N. Post Rank**

1. The Hamden Police Cadet Post 290 shall have an appointed body of rank, based on a Para-military rank structure.
  - a. Captain
  - b. Squad Sergeants
2. The underlying determination of the number of rank personnel needed, will be by the amount of active members in the post.

### **O. Appointment of Rank**

1. All appointments of rank shall be made based on any or all of the following:
  - a. Performance Evaluations
  - b. Written Test
  - c. Oral Board
  - d. Attendance Records
  - e. Merit and Leadership Skills
2. Upon attaining any rank, that member may retain that rank for the remainder of their tenure in the Post. This will depend on the performance of the member holding the rank or if the member wants to advance rank.
3. Rank shall lead by example and adhere to all the rules and regulations in this manual.

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### **P. Duties of Post Rank**

1. Captain
  - a. Maintaining order within the post through direct communications with the Sergeants.
  - b. Mediate minor problems/issues amongst post members.
  - c. Report any unresolved issues to Cadet advisors.
  
2. Sergeant
  - a. The post will have a divided membership. There will be three equal squads, each under the supervision of one of the Sergeants.
  - b. Sergeants may advise Cadet members to do push-ups. The Sergeant will advise the Captain before push-ups will be done. Push-ups will be used as a disciplinary tool as well as a teamwork tool in order to learn to work together.
  - c. It shall be the duty of the Sergeant to maintain order at meetings, functions and activities.
  - d. Sergeants will make sure members are in compliance with the uniform policy.
  - e. Sergeants shall ensure proper behavior of their squad members at all times.



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### **Q. Conduct and Recall of Post Members**

1. All members are expected to conduct themselves in a professional and orderly manner. Rank shall conduct themselves in such a manner that will serve as an example to others.
2. Any member may be dismissed from the Post by an advisor majority rule there after first consulting with the Chief of Police. The dismissed member will be given an explanation by the advisor in a closed session.
3. Any rank may be recalled by a majority vote of the post advisors. The advisors, in a closed session, shall inform the ranking Cadet subject to the reason of the recall. The ranking Cadet in question will be given every opportunity to rebut any or all allegations made in the closed session.

### **R. Vehicle Policy**

1. Any Cadet event requiring the Cadet to be transported to location away from the Hamden Police Department (2900 Dixwell Ave) but within the borders of Hamden must be provided by the parent or guardian. The Cadets will meet at the predetermined drop off point at the assigned event.
2. Any Cadet event requiring the Cadet to be transported to a location outside of Hamden will be done with a town owned vehicle that can accommodate the Cadets.
3. The town owned vehicle which has been designated to transport the Cadet membership including adult advisors will only be operated by a sworn advisor if the vehicle is owned by the Hamden Police Department.

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4. At no time will any Cadet operate a designated, owned, rented or loaned vehicle to the Hamden Police Cadet Post 290. Any Cadet found to be in violation of this policy will be immediately suspended pending disciplinary action. This is a violation of policy.

**\*\*Exception to Section 4\*\***

Any Cadet member who is 18 years of age or older and has a valid CT driver's license may operate the designated vehicle at Stations Day and while at the Cadet Academy while under the direct supervision of a driving instructor.

### **S. Drug and Alcohol Policy**

1. The use of alcohol or illicit narcotics by a Cadet is strictly forbidden. Violation will be grounds for dismissal.
2. Cadet members who are of legal age to use tobacco products will not smoke, chew, or use any tobacco products while at any Post 290 meeting, event, or function. Any Cadet member under the legal age found using tobacco products as mentioned will be subject to suspension or termination. Using tobacco products and not being of legal age is a direct violation of Connecticut Law regarding the sale and use of tobacco products to minors. No parental permission will be allowed for underage tobacco use.

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### **T. Tattoo Policy**

1. Any tattoo, brand or mutilation of the head, neck, scalp or face must be covered by way of a uniform, business attire or neutral colored skin patch while on duty. Tattoos, brands or mutilations that are inappropriate or cover a significant portion of any other exposed body part also need to be covered with a uniform, business attire or skin colored patch. Post advisors, under the direction of the Chief or designee, will have the final word as to which tattoos are considered inappropriate. This includes, but is not limited to, marks that advocate discrimination against gender, race, religion, ethnicity, national origin, gang affiliation, supremacist or extremist group, drug use, sexually explicit acts or any other obscene material. Any Cadet member in disagreement with this policy may appeal to the lead advisor for consideration.

### **U. Ethics Statement**

1. As a member of the Hamden Police Cadet Post 290, you are a representative of the Hamden Police Department and the NERLEEA. You are required to maintain the highest standards of behavior and integrity. Any Cadet member involved in lying, cheating, plagiarism or any act that may compromise the integrity of the Cadet program will be subject to disciplinary action. The code of conduct applies not only to official post activities, but also applies to the conduct of each Cadet in their personal lives, including family and school.

### **V. Recognition, Commendation Medals and Awards**

1. On or about the month of May, the Hamden Police Cadet Post 290 will hold an annual award ceremony. This award ceremony will be based on the exemplary actions a Cadet displays while a member of Post 290, while in the course of their duties. Awards obtained at any other events will not correlate with this annual ceremony, however the ceremony may take place during a regularly scheduled Post 290 meeting.

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### **W. Sexual Harassment**

1. It is the policy of the Hamden Police Department to provide a business-like work environment, free from all forms of discrimination including incidents of sexual harassment. No member shall be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical.
2. Sexual Harassment-The deliberate or repeated behavior of a sexual nature by one member to another that is unwelcomed by the other member. The behavior can be verbal, nonverbal or physical in nature.
3. If a member feels as if they have been sexual Harassed, they shall notify an advisor immediately. The person who received the complaint will forward it to the Chief of Police. Until the complaint is found to be valid, the identities shall be kept confidential. The Chief's office will be responsible for initiating immediate disciplinary action if the situation warrants it.

### **X. Cadet Application**

1. The Following application will serve as the current initial application of the Hamden Police Department Post 290 cadet program and at times may be modified to accommodate new rules, regulations, policy or necessities of the Hamden Police Department or NERLEEA.  
**NOTE:** There may be additional consent forms and permission forms required for and / or after initial acceptance into the program.

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## HAMDEN POLICE CADET APPLICATION LEARNING TO SERVE AND PROTECT

Date: \_\_\_\_\_

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_ Age: \_\_\_\_ Sex: \_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Clothing sizes: Shirt: \_\_\_\_ Pants: (waist) \_\_\_\_ (inseam) \_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent or Guardian Name:

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_ Zip Code \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been arrested or referred to juvenile court? Yes  No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A background check will be conducted on all applicants. Please fill out form completely and return to Hamden Police Department, Police Cadet Program, 2900 Dixwell Ave., Hamden, CT. 06518

*Hamden Police Department, 2900 Dixwell Avenue, Hamden, CT 06518*

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