

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: POLICE CADETS	NUMBER: 430.2
CANCELS ORDER DATED: 7-1-00	DATE: 1-1-13

I. PURPOSE

This General Order is issued to set forth the policy and procedures pertaining to the Fairfax County Police Cadet Program.

II. POLICY

The policy of this Department is to maintain a police cadet program for persons 18 to 21 who have an interest in pursuing a career with the Fairfax County Police Department. The goal of this policy is to support recruiting and retaining of the highest quality candidates for police officer positions, in addition to providing staffing and assistance to several sections within the agency. A secondary goal of this policy is to provide mentorship, training, and experience to better develop all members in this program.

III. PROCEDURES

Police cadets shall govern their conduct - on duty and off duty - and job performance according to the standards provided by Fairfax County Personnel Regulations and Fairfax County Police Department General Orders and Standard Operating Procedures. Additionally, cadets shall adhere to the following specific directives:

A. Administration and Performance Management

1. All cadets are assigned to the Criminal Justice Academy (CJA) and report directly to the second lieutenant in charge of Career Development and Special Projects. Cadets are subject to temporary assignment to any entity within the Department, upon approval of the CJA supervisor.
2. The immediate supervisor or commander who directly oversees a cadet while assigned to another entity has a responsibility for their day-to-day supervision and performance management. The CJA supervisor has responsibility for completing formal written performance evaluations, which should include feedback from any immediate supervisors the cadet has been assigned to. During their probationary period, cadets shall be evaluated on a quarterly basis, to

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include a mid-year review and an annual employee performance evaluation. Upon completion of the probationary period, cadets shall continue to receive a mid-year review and annual employee performance evaluation. The CJA supervisor will ensure copies of all written documentation related to performance management is forwarded to the Personnel Resources Division (PRD).

B. Equipment and Uniforms

1. Cadets shall wear civilian clothing or the issued cadet uniform, as directed by the CJA supervisor or the division/station commander of their current assignment.
2. Cadets shall wear business attire when participating in a ride-along. For underage alcohol enforcement operations, cadet attire will be determined by the controlling supervisor.

C. Vehicle Use

1. Cadets shall not operate marked cruisers under any circumstances.
2. Cadets may operate unmarked police vehicles for administrative duties, as directed by supervisory or command personnel.
3. Cadets shall be required to attend a "Cadet EVOC Orientation" class at the CJA's Driver Training Facility. This is a mandatory course involving classroom and hands-on training. It will cover safe driving techniques, crash avoidance, and preventive maintenance.
4. Commanders and supervisors shall ensure that cadets assigned under their supervision fully understand Standard Operating Procedures 04-013 (Police Radio Procedures), 04-014 (Radio and CAD Designators), and 04-015 (Computer Aided Dispatch Operating Policy) prior to the operation of any police vehicle or participation in a ride-along.

D. Ride-Along Procedures

1. All ride-alongs must be approved by the supervisor of the squad with which the cadet will be riding.

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2. Any cadet planning to participate in a ride-along must notify the CJA supervisor at least 14 days prior to the ride-along.
3. Cadets are encouraged to participate in a ride-along once a month; however, ride-alongs shall not exceed two per month.
4. In order to expose the cadet to the different patrol areas in the County, cadets should not participate in more than two consecutive ride-alongs at one station. Cadets are encouraged to ride-along at each district station and on all three shifts.

E. Cadet Rotation Policy

1. In order to maximize exposure to the Department and training opportunities, cadets should be rotated into 90-day assignments, which are prioritized as follows:

Resource Management Bureau
Central Records/Front Desk – two positions
Crime Scene
Chief’s Office/ Chief’s Office of Research and Support
Criminal Justice Academy
Public Information Office
Criminal Investigations Bureau
Operations Support Bureau
Patrol Bureau

Factors such as staffing and agency needs may require the CJA supervisor to alter the rotation timeline or amount of positions at an assignment.

2. Under no circumstances are cadets authorized to perform duties of a sworn officer. They are to remain in an observation capacity only. This includes, but is not limited to the following: being placed in situations where they are guarding prisoners/suspects or providing contact/cover on incidents or events. As in all assignments, the cadet’s experience is intended to familiarize them with police protocol. Therefore, commanders, supervisors, and other officers shall ensure their safety is never compromised.

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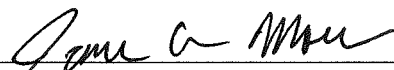
3. Underage alcohol enforcement, deterrence, and prevention remain a priority of the Department. Therefore, no matter where a cadet is assigned, he may be called upon to assist OSB/Traffic Division with business compliance checks (alcohol stings) and shoulder tap operations. Prior to these operations, the cadet will receive formal training on the following:

- Sting operations plans
- Officer and cadet duties and responsibilities
- State and County ABC laws
- Courtroom testimony
- Note taking
- Evidence handling
- Payroll information

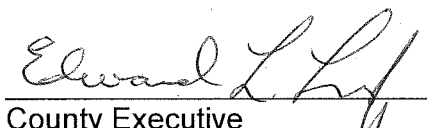
This General Order becomes effective January 1, 2013, and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

APPROVED BY:



Chief of Police



County Executive