

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 202
PERSONNEL

Effective date: 6/30/20

Revision date: 6/05/20

Rescinds: GO 202.17 (10/18/19)
New materials underscored

Accreditation Standards:

CADET PROGRAM
G.O. 202.17

I. PURPOSE

The Cadet Program provides mentoring and training to young adults interested in law enforcement careers an opportunity to observe the functions of a police department. Cadets will learn about law enforcement by observing and assisting.

II. POLICY

The policy of this Department is to maintain a Police Cadet Program those who have an interest in pursuing a career with the Maui County Police Department (MPD). The goal of this policy is to support the recruitment and retention of the highest quality candidates for MPD positions. A secondary goal of this policy is to provide mentorship, training, and experience to better develop all members participating in this program.

III. DEFINITIONS

CADET PROGRAM COORDINATOR: The Cadet Program Coordinator will be responsible for the overall management of the Cadet Program, to include ensuring that Police Cadets receive all necessary training to perform their duties.

POLICE CADET: A part-time, non-sworn employee of the Maui Police Department that performs a variety of fieldwork in support of basic police operations and functions, which do not require full police powers.

III. ELIGIBILITY

Applicants for the Cadet Program must meet the following criteria:

- A. Be a citizen, permanent resident alien, or national of the United States and reside in Maui County.
- B. Be at least 18 years of age at time of application.
- C. Must have a high school diploma or equivalency.

- D. Possession of a valid Type 3 Hawaii driver's license.
- E. Have no felony convictions.
- F. Pass a multi-phase examination consisting of a written test and an oral interview.
- G. Meet health and physical condition standards for the proper performance of the Cadet duties.
- H. Incumbents must be a registered full-time or part-time college student in good standing and currently in attendance in an accredited college or university, preferably majoring in Administration of Justice, Police Science, Criminal Science or a related field and intend to continue their education in the next regular semester.

IV. ADMINISTRATION OF THE PROGRAM

- A. The Community Relations Lieutenant shall act as the Cadet Program Coordinator. The Cadet Program Coordinator may appoint an officer and other police department employees to serve as Cadet Program advisors to handle overall coordination and supervision of Cadet activities.
- B. The Administrative Services Section shall process and maintain personnel records for the Cadets.
- C. Cadets will be assigned to temporary duties in various sections within the department on a rotational basis. These duties will be determined by each section and provide Cadets with an overview of how a police department functions.
- D. The Cadet Program is a civilian group whose purpose is to observe and assist the members of MPD. Cadets have no police powers, and shall not represent themselves as police officers.

V. CADET TRAINING AND ASSIGNMENTS

- A. All training for the Cadet Program will be coordinated by the Community Relations Section.
- B. Cadets will be assigned to temporary duties in various sections within the department on a rotational basis. These duties will be determined by each section and provide cadets with an overview of how a police department functions. The assignments will be non-hazardous in nature and shall include assisting the following sections:
 - 1. Receiving Desk with jail duties
 - 2. Communications Section with call taking

3. Records Section with office operations
4. Plans and Training Section with training
5. Community Relations Section with recruitment, community events, and other office duties;
6. Juvenile Crime Prevention Division with juvenile programs and special operations;
7. Community Police Officers with community related duties and activities;
8. District Patrol Divisions with alternate call servicing, writing citations, and ride alongs;
9. Traffic Section with community events, traffic control, and other related traffic duties;
10. Vice Division with the canine program; and
11. Criminal Investigation Division with crime scene investigation duties, pawns, photo line-ups, domestic violence related duties, and database maintenance.

VI. UNIFORM AND EQUIPMENT

- A. Cadets will be issued short-sleeved white uniform shirts, MPD shoulder patches, Cadet shoulder patches, and a Department identification card. All necessary equipment will be issued based on the Cadet's assignment.
 1. Cadets will be required to purchase, at their own expense, black shoes or boots, black leather belt, dark socks, and navy pants.
- B. The Cadet shall maintain all uniform items in a workable and presentable fashion. The Cadet shall wear the uniform in the prescribed manner.
- C. All equipment shall be properly accounted for at all times.
- D. Cadets who resign or are terminated shall return all issued uniforms and equipment to the department immediately.

VII. RULES OF CONDUCT

- A. Each Cadet shall adhere to the rules of conduct for MPD employees, and shall comply with all pertinent policies. Cadets are also responsible for any rules of conduct/regulations listed in the Cadet Program manual.

- B. Any act or omission detrimental to the Department will result in disciplinary action and/or removal from the Program.

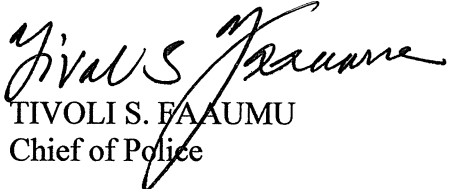
VIII. TRAINING FILE

The Cadet Program Coordinator shall be responsible for maintaining a training file for each Cadet. The following items shall be included in the file:

- A. Documentation of all in-service training.
- B. Time sheets documenting hours worked.

IX. COMPLETION OF THE CADET PROGRAM

Cadets that are at least 20 years of age may apply for the Police Officer I position.


TIVOLI S. FAAUMU
Chief of Police