**ARIZONA LAW ENFORCEMENT**

**CADET ACADEMY**

**RULES AND REGULATIONS MANUAL**

I have received, read, understood and reviewed with my parents the Arizona Law Enforcement

Cadet / Explorer Academy Rules and Regulations Manual. All our questions have been answered. I agree to follow all the rules and regulations of the Academy.

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Print Full Name Date

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

Cadet / Explorer Signature Date

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Parent or Guardian Signature Date

(If under 18 years old)

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Class Sergeant Signature Date

**ARIZONA LAW ENFORCEMENT**

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**CADET ACADEMY**

**CLASS #23-07**

(Revised 6/14/2023)

*This document establishes rules, requirements and standards for Cadets / Explorers attending the Arizona  Law Enforcement Cadet Academy, providing an orderly, uniform training program. It also  constitutes an agreement, which each Cadet must sign on his or her first day of the academy, indicating they understand these rules and requirements, and are willing to comply with them while attending the academy. Cadets / Explorers will be held accountable for strict adherence to these rules and requirements. Failure to comply may constitute grounds for dismissal from the academy.*

1. **CHAIN OF COMMAND**

1. Cadets / Explorers will follow the chain-of-command submitting all special requests through the proper chain of command in writing.

B. Orders given by staff members and instructors will be carried out immediately.

C. Cadets / Explorers will comply with all Standard Orders and Academy Regulations. If Cadets / Explorers receive an order that conflicts with a previous order, they will advise the person giving the order of the conflict, and then comply with the second staff member’s instructions.

D. Cadets / Explorers will address police personnel and civilian instructors by their formal   titles always i.e., Commander Smith, Officer Jones, Professor Adams, Mr. Blake, etc.

E. The willful refusal to obey a lawful order given to a Cadet / Explorer by any academy staff member, or any supervisor, is considered insubordination. Any Cadet  / Explorer who is found to be insubordinate will be subject to immediate termination from the academy.

**II.  REPORTING FOR DUTY – ABSENCES**

1. Cadets / Explorers will report promptly for duty at the designated time and place.

Tardiness will not be tolerated. Unless otherwise directed, cadet / explorers shall not arrive more than one half-hour prior to duty.

1. Cadets / Explorers will not leave the Academy grounds without permission from the training staff. Doing so amounts to being absent from duty without permission.

**III. DRESS AND PERSONAL APPEARANCE**

1. Uniforms

1. Unless otherwise directed by the academy staff, Cadets / Explorers will wear their uniform always while on the academy grounds. Uniforms will be clean

and pressed, with all brass polished and leather shined.

1. No identifiable part of the uniform, will be worn while traveling to or from

the academy, or carried to be visible from outside the vehicle, or

worn at any time while not involved in a Cadet / Explorer activity.

1. The following clothing items will be worn:

1. Leather boots or shoes. They must be shinned.

1. A watch in good working order. All bells and alarms must be off.

1. No earrings will be worn.

1. Advisors pen will be carried in the left front pocket of B.D.U. pants.

1. All buttons will be buttoned.

1. No articles will bear insignias of a police or military nature.

1. All cell phones will be kept in a personal bag on silent mode.

1. No weapons of any kind will be allowed on the academy grounds.

1. Physical Training Uniform

1. P.T. uniform will be the required uniform for physical training. Each

Cadet / Explorer is required to have a clean P.T. uniform every day for the academy.

1. P.T. uniform will consist of the following:

* A plain white T-shirt with a crew neck. No stains, holes or stretched

material. The Cadets / Explorers last name will be stenciled on the back of the shirt, approximately four inches from the neck and centered in two-inch block letters.

**III. DRESS AND PERSONAL APPEARANCE (Continued)**

* Black shorts, no more than two inches above the knee and
* appropriate for running.
* Socks will be clean, plain white athletic socks at or just over the ankle.
* Appropriate underclothes are to be worn during physical conditioning.
* Females will wear a sports bra.
* Cadets / Explorers have the option of wearing black or blue spandex shorts under their shorts. Male Cadets / Explorers will have the option of wearing an athletic supporter.
* Shoes must be running shoes in good condition.
* Shirts will always be neatly tucked into shorts.

**IV. PERSONAL GROOMING** - All Cadets / Explorers will maintain a high standard of personal hygiene.

**Male​**:

1. Must be clean shaven. Sideburns shall be no lower than the middle of the ear
2. Haircut must be conservative in style. Haircuts will be tapered on both sides and the back; be above the collar in the back; and above the ears on the sides.

1. Hair will conform with any additional instructions from the Class Sergeant

1. No mustaches will be allowed.
2. Fingernails will be kept well-trimmed and clean; ¼ inch of exposed nail only.

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**Females​**:

1. Will wear their hair so that it does not cover any of the ear or touch the shirt collar, no ponytails.
2. Fingernails will be kept well-trimmed and clean, ¼ inch exposed nail only.

**IV. PERSONAL GROOMING (Continued)**

1. Minimal face and eye makeup may be applied but will be very conservative.

1. Hair ties or barrettes will be black in color.

1. Ponytails will be allowed during P.T. only.
2. If you are advised of any unsatisfactory element in your appearance, you will write a memo.

**V.  PERSONAL CONDUCT AND RESPONSIBLITIES**

1. Cadets / Explorers will be entirely honest and truthful in their communications with all persons.

1. There will be no attempt to conceal any discrepancies or violation of academy or post rules.

1. Recruits will truthfully answer training staff inquiries about their actions or the actions of others.

1. Lying, misleading, or falsifying a verbal or written report are grounds for immediate dismissal.

1. Cadets / Explorers will report discrepancies and violators to Command Staff. This includes your own violations or those of other Cadets / Explorers.

1. Cadets / Explorers who become involved in the violation of rules or regulations or in an incident on their own time will immediately notify Command Staff and then submit a written account of the incident with complete details and explanation as soon as possible. This also includes reporting serious violation of rules, regulations and orders that come to a Cadets / Explorers attention committed by another Cadet / Explorer.

1. In addition to the Rules of Personal Conduct and Responsibilities stated herein, all Cadets / Explorers will be held accountable to the Standard Orders.

1. Cadets / Explorers shall work together and strive to obtain a high degree of cooperation and teamwork. Cadets / Explorers shall treat each other with respect and courtesy always.

**V.  PERSONAL CONDUCT AND RESPONSIBLITIES (Continued)**

B. Cadets / Explorers will always conduct themselves in a professional manner.

1. All Cadets / Explorers are expected to conduct their private life in a manner that will not bring discredit upon themselves, the academy, the department or their post.

1. The use of profanity is prohibited.

1. Cadets / Explorers will not loiter in the parking lot or training grounds.

1. Cadets / Explorers will immediately notify their advisor in writing of any change of address or telephone number.

**VI. GENERAL ACADEMIC REQUIREMENTS**

1. You will be tested daily on the information you have learned. A grade of 70%

is necessary to pass. Those failing an examination will be counseled on specific problem areas and must pass a “make-up” test on their own time. Any Cadet / Explorer who fails the “make-up” test may be terminated from the academy. Any Cadet / Explorer who fails three (3) daily exams may be terminated from the academy.

B. Only grades from the first test will be used to determine the cumulative grade averages.

C. Cadets / Explorers must achieve and maintain a minimum cumulative grade of 70% in the academic portion of the academy. At any time that it mathematically becomes impossible for a Cadet / Explorer to attain 70%, the Cadet / Explorer will be subject to termination.

**VII​**. ​**Report Writing Requirements**

1. Cadets / Explorers must attain a final Report Writing grade of 70% or be subject to termination at the discretion of the Command Staff.

1. The grade in Report Writing makes up 25% of the final grade.

**VIII. PHYSICAL CONDITIONING**

1. Physical conditioning is a vital element of the academy program. It is designed to help Cadets / Explorers achieve a good level of physical fitness, and to develop lifelong habits to maintain that fitness. Cadets / Explorers are expected to participate fully during physical training.

1. If a Cadet / Explorer becomes injured at the academy, it must be brought to the advisor’s attention immediately and it must be followed up in writing.
2. A physician must evaluate any illness or injury that will prevent a Cadet / Explorer from participating in physical training, return to physical training must be accompanied by a release from a physician.

1. Cadets / Explorers will immediately notify their advisor when they become aware of a physical condition, which would make it impractical or dangerous to themselves or others to continue physical conditioning.

**IX. PERFORMANCE EVALUATION CRITERIA**

1. The Cadet / Explorer with the highest score in of the following areas will be recognized during the graduation ceremony.

1. Academic Award: This award is based on the cumulative average of all

the written examinations.

1. Male Physical Fitness Award: This award is based on the final physical

training evaluation and the obstacle course.

1. Female Physical Fitness Award: This award is based on the final physical

training evaluation and the obstacle course.

1. Top Overall Cadet Award: This award is based on the averages from

Academics, Report Writing and Physical Training scores.

**X. ACADEMY GROUNDS**

1. The following areas are off limits:

1. Armory, unless permission is obtained

1. Explosives bunker and hazardous materials area.

1. Video studio

1. Instructors hallway

1. Arrest Tactics room

1. Auditorium

1. Administration building

1. Classrooms other than your own

1. Weight room, unless they have permission, or the class is conducting weight training.

**XI. CLASSROOM CONDUCT**

1. Cadets / Explorers will be responsible for keeping classroom, restrooms, showers, locker areas, student lounge, and academy grounds clean.
2. Cadets / Explorers will not walk on grass or gravel to and from the parking lot.
3. Cadets / Explorers will use sidewalks to walk about the academy grounds.
4. Cadets / Explorers will not walk on parking curbs to avoid the gravel.

1. Upon stepping onto academy grounds, Cadets / Explorers will jog to their destination.

1. Cadets / Explorers will not congregate on sidewalks to block normal passage.

1. Cadets / Explorers will be cordial with all persons at the academy. Salutations such as “Good Morning”, “Good Afternoon”, are appropriate and expected.
2. Cadets / Explorers will be in their seats on time to start each class, after breaks, and after lunch.

1. Unless class is in session, explorers will stand at attention when any staff member or instructor enters the room.
2. Cadets / Explorers will remain standing until told to be seated.

1. Cadets / Explorers will not talk during class.

1. Cadets / Explorers will not sleep during class.

1. Smoking is not allowed.

1. Except for a bottle of water, Cadets / Explorers will not be permitted to have food, drinks, gum, or tobacco in the classroom without specific permission from the advisor.
2. Cadets / Explorers will always keep their classroom clean and neat.

1. Cadets / Explorers are encouraged to ask questions during class by raising a hand, waiting for acknowledgement and preceding their question with “sir” or “ma’am”.

1. Cadets / Explorers will be respectful to instructors.

1. Cadets / Explorers will not become argumentative with instructors but may respectfully offer opposing viewpoints.

1. Cadets / Explorers will not turn and look when a door opens during class.

1. The use of audio or visual recording devices is prohibited.

**XII. MONITOR’S DUTIES**

1. The advisor will assign the class monitor.

1. Introduce himself/herself to the instructor prior to commencement of the class and offer his or her services to assist the instructor.

1. Announce instructor, sergeant, lieutenant, etc. present when they enter. All Cadets / Explorers will come to attention until told to be seated.

1. Keep paperwork and class bulletin board neat.

1. Courteously advise instructors of break schedule (every fifty minutes)

1. Oversees the class in the absence of academy staff.

1. Lead P.T. stretching exercises.

1. Turn the lights off and close the doors whenever the class is gone for longer than a break.

1. Ensure that student lounge and locker rooms are picked up daily. The staff routinely inspects these areas.

1. Responsible for guide on.

**XIII. LUNCH**

1. The length of the lunchtime is schedule for 1/2 hour but could vary depending on schedule demands. You must remain on the academy grounds.

1. Cadets / Explorers must bring their lunch. Everyone will eat lunch.

**XIV. FLAG RAISING**

1. Cadets / Explorers will be in position to start the academy day at the flag pole located on the west of the building at 0800 hours. If someone is missing, leave the position open.

1. The class Sergeant will conduct morning ceremonies daily.

1. Cadets / Explorers who arrive during flag raising will stop, salute the flag, and proceed upon conclusion of the morning ceremony.

**XV. ASSIGNMENTS**

1. Cadets / Explorers will complete and turn in all assignments on time, as directed. Cadets / Explorers are required to complete their own work and will seek assistance only with Class Sergeants approval.

1. All the previous academy day’s assignments, homework, or discipline will be completed and turned into the monitor’s box prior to 0800 hours, unless otherwise specified.

1. All work must be turned in even if it is late.

1. Discipline;

1. An advisor administers all discipline.

2. Unless otherwise specified, all discipline is due by 0800 hours the

following academy day.

1. Essays, writing assignments, memorandums

1. Essays will be printed in black medium ballpoint ink and must be in the Cadets / Explorers own writing. No erasable ink pens.

1. No more than three small applications of white out per page.

1. Essays and writing assignments must be written on lined notebook paper with no frayed edges or tops.

1. Memorandums must be on a memo form.

**XVI. PENALTIES AND DISCIPLINARY ACTION**

1. Penalties or disciplinary action may be imposed on Cadets / Explorers for failure to comply with rules, requirements, regulation, or standards set forth herein, and such other rules as may be established by the staff or other authority.
2. Penalties may include reading and writing assignments, research reports, physical training assignments or other discipline as prescribed by the advisor.
3. Disciplinary action may include, but is not limited to, counseling, written reprimand, suspension, and dismissal.