

# Reading Police Youth Academy Handbook 2021-2022



**OLIVET  
BOYS & GIRLS CLUB**  
OF READING & BERKS COUNTY

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## CHAPTER 1 PROGRAM OVERVIEW

### 1.1 Mission and Purpose

**Mission:**

Guide young adults to a better path for the future through training, leadership, teamwork, and discipline and to assist others through community service.

**Purpose:**

Increase awareness in public safety and crime prevention

Educate students in the cost and consequences of crime and their ability to bring about meaningful change within the community

Foster better relationships between the community and the police force

Introduce opportunities for careers in law enforcement

### 1.2 Reading Police Youth Academy Code of Honor

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I am a Cadet in the Reading Police Youth Academy.

On my honor, I will never betray my integrity or my character.

I have respect for myself, my fellow Cadets, and my instructors.

I will always have the courage to hold myself and  
others accountable for our actions.

I will always maintain the highest ethical standards and  
uphold the values of my community and the Youth Academy.

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## CHAPTER 2 RECRUITMENT

### 2.1 Application Requirements

Applicants for the Reading Police Youth Academy must be at least in either 8<sup>th</sup> or 9<sup>th</sup> grade and be either enrolled in the Reading School District or attend a school within the City of Reading. All applicants must complete an application in full and submit to a background investigation. Misdemeanor or Felony charges may disqualify applicants from moving forward in the cadet selection process.

Applicants must also demonstrate a willingness to participate, learn, and exercise leadership skills. No prospective member shall be disqualified because of race, color, creed, gender, sexual orientation, religion, ethnic background, disability, or citizenship.

#### 2.1.A. Misdemeanor Charges

If an applicant has any prior Misdemeanor charges that are dated to have occurred within **the past six (6) months** from the time the application was submitted, that applicant must re-apply the following year of recruitment to be considered for the youth academy.

If an applicant has any prior Misdemeanor charges that are dated to have occurred **beyond six (6) months** from the time the application was submitted, that applicant can still be accepted in the youth academy.

#### 2.1.B. Felony Charges

If an applicant has any prior or current Felony charges, their acceptance into the program will be determined by the Program Coordinator, Chief of Police, or Designee on a case-by-case basis.

### 2.2 Interview Procedures

After submitting a complete application and upon the completion of a background investigation, the prospective Cadet will be contacted for an interview. The applicant shall appear for an interview with his/her parents or guardians. The interviewers will consist of, but not limited to, Chief of Police, and other instructors/officers within the program.

#### 2.2.A. Requirements

Applicants must bring their student ID as well as a copy of their most recent report card. This will either be from the end of the previous school year or the from the end of the first quarter of the current school year, depending on when the interview is to take place.

#### 2.2.B. Dress Code

Applicants are reminded that this is a formal interview and prospective Cadets are asked to dress as they would for a job interview.

## CHAPTER 3 PROGRAM ADMINISTRATION

### 3.1 Personnel Files

All documentation pertaining to a Cadet's performance (i.e., applications, evaluations, commendations, etc.), shall be filed with the Reading Police Youth Academy Program by the Program Coordinator. The file will track training, evaluations, report cards, commendations, disciplines, attendance, etc.

The Cadet files are considered confidential in nature and are accessible to the individual Cadet and parents upon request to the Program Coordinator, Chief of Police, or Designee.

## CHAPTER 4 CHAIN OF COMMAND

### 4.1 Purpose

A Chain of Command is established to introduce the Cadet to a structured environment that will interact at the lowest possible level to solve any problems that may rise.

### 4.2 Ranking

#### Command Staff – Officers



Position: Academy Cadet Commander

Rank: Cadet Captain (C/Capt.) Captain is the highest rank in the program organization.

Reports to: Program Coordinator/Chief of Police/Designee

- Responsible for the administration of the program.
- Conduct the Cadet Program meetings and functions under the guidance and direction of the Program Coordinator.
- Work as a liaison between the Program Coordinator, Instructors, and other Cadets.
- Participate in the planning and development of course curriculum and provide input on other decisions as they arise.
- Manage Cadets holding rank or additional duties to ensure the successful operation of the Program and mentor all Cadets below them.

To become a Cadet Captain, a Cadet must meet the following requirements:

1. In the academy for at least 3 years
2. Achieved the rank of Cadet Lieutenant
3. Pass a written exam and interview for advancement
4. Have a yearly attendance of at least 80%
5. No more than 3 unexcused absences within the current year



Position: Platoon Commander

Rank: Cadet Lieutenant (C/Lt.)

Reports to: Academy Cadet Commander

- The Lieutenant will assume command in the absence of the Cadet Commander.
- Responsible for accountability of and information flow to all Cadets underneath them.
- Perform other tasks as assigned by the Cadet Commander.
- Oversee Two Squads each.
- Performs Platoon Inspections.

To become a Cadet Lieutenant, a Cadet must meet the following requirements:

1. In the academy for at least 2 years
2. Achieved the rank of Sergeant
3. Pass a written exam and interview for advancement
4. Have a yearly attendance of at least 80%
5. No more than 3 unexcused absences within the current year



Position: Squad Commander

Rank: Sergeant (C/Sgt.)

Reports to: Platoon Commander

- The Sergeant and his Lieutenant must work cohesively as a team.
- Responsible for ensuring their Cadets receive all information needed prior to an event (i.e. uniform, time, place, etc.).
- Responsible for upholding the high standards of the Cadet Program (i.e. ensuring uniforms are being worn in compliance with policy, rules are being followed, etc.).
- Sergeants are expected to tactfully make on-the-spot corrections if an infraction is noticed.

To become a Sergeant, a Cadet must meet the following requirements:

1. In the academy for at least 1 year
2. Achieved the rank of at least a Cadet First Class
3. Pass a written exam and interview for advancement
4. Have a yearly attendance of at least 80%
5. No more than 3 unexcused absences within the current year

### **Written Exams and Interviews for Advancement**

For a Cadet to be considered for either the rank of Sergeant, Lieutenant, or Captain they must pass a written exam as well as go through an interview before receiving that rank.

The written exam consists of 20 Multiple Choice Questions that are pertaining to the responsibilities, duties, and expectations of the rank being test for.

The Interview process will consist of the cadet reciting the Youth Academy Code Of Honor, answering scenario questions, and explaining why he or she feels they are a good fit for the rank they are trying to obtain.

## Cadet Rankings

The following ranks are designed to give every Cadet the ability to move up in rank as they progress throughout the academy. Each position is responsible for mentoring the Cadets ranked below them in areas of basic Cadet duties, training topics being discussed, physical training, and/or drill.

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Position: Cadet Mentor  
 Rank: Senior Cadet (C-S)  
 Reports to: Platoon Sgt.

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To become a Senior Cadet, a Cadet must meet the following requirements:

1. In the academy for at least 4 years
2. Achieved the rank of Cadet Third Class
3. Have a yearly attendance of at least 80%
4. No more than 3 unexcused absences

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Position: Cadet Mentor  
 Rank: Cadet Third Class (C-3)  
 Reports to: Platoon Sgt.

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To become a Cadet Third Class, a Cadet must meet the following requirements:

1. In the academy for at least 3 years
2. Achieved the rank of Cadet Second Class
3. Have a yearly attendance of at least 80%
4. No more than 3 unexcused absences

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Position: Cadet Mentor  
 Rank: Cadet Second Class (C-2)  
 Reports to: Platoon Sgt.

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To become a Cadet Second Class, a Cadet must meet the following requirements:

1. In the academy for at least 2 years
2. Achieved the rank of Cadet First Class
3. Have a yearly attendance of at least 80%
4. No more than 3 unexcused absences

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Position: Cadet Mentor  
 Rank: Cadet First Class (C-1)  
 Reports to: Platoon Sgt.

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To become a Cadet First Class, a Cadet must meet the following requirements:

1. In the academy for at least 1 year
2. Have a yearly attendance of at least 80%
3. No more than 3 unexcused absences

**Support Staff (as needed)**

**\*Must Complete Cadet First Class requirements before eligible for any support staff position\***

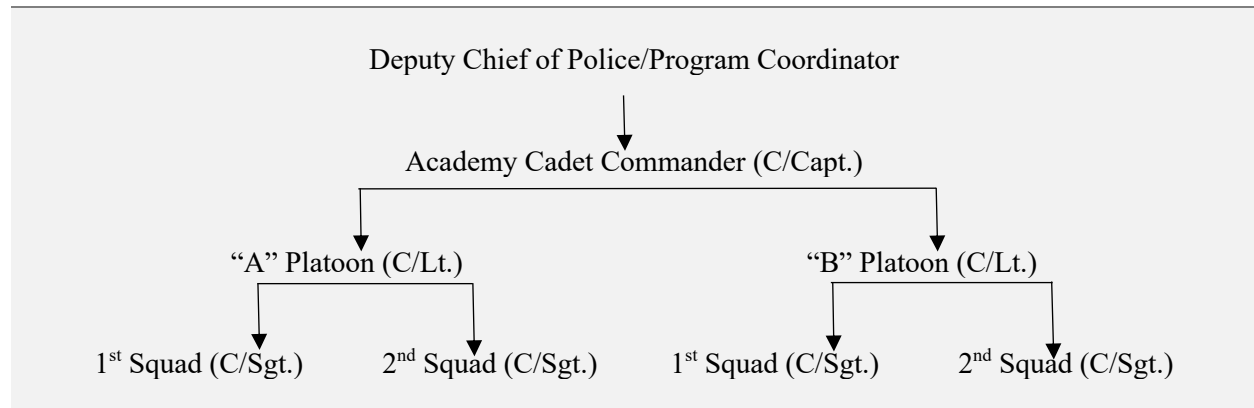
Position: Safety Assistant  
 Rank: C-1 through C-S  
 Reports to: Academy Cadet Commander

- Assist Program Coordinator in instructing quarterly safety briefings.
- Assist Program Coordinator in creating quarterly safety briefings and selecting topics.

Position: Administrative Assistant  
 Rank: C1 through C-S  
 Reports to: Academy Cadet Commander

- Take attendance at meetings and events.
- Take notes during Platoon and Academy Inspections.
- Write notes on whiteboard when requested by Class Instructor.

4.3 Command Structure



- Each Platoon will consist of approximately 30 cadets
- Each Squad will consist of approximately 15 cadets
- This model is based off the total enrollment within the academy being 60 cadets. In the event there are more cadets, “C” and “D” Platoons can be added.

4.4 Evaluations

Cadets holding the rank of Sergeant or above shall receive a Cadet Evaluation Report (CER) at least once a year by the Program Coordinator, Chief of Police, or Designee. The CER shall be completed, in full, and the Cadet individually counseled on their performance during the rating period by their rater.

The completed CER shall be permanently stored in the Cadet’s personnel file.



## CHAPTER 5 UNIFORMS

### 5.1 Overview

To have a Cadet appear to be a regularly sworn officer can be hazardous to the Cadet and confusing to the public. Unless the Cadet is clearly distinguishable from the sworn officer, members of the community may expect assistance in situations for which the Cadet is not trained or empowered to act. Any Cadet intentionally posing or impersonating a real police officer will be immediately dismissed from the program.

### 5.2 Uniform

All uniforms are the property of the Reading Police Youth Academy, even after being issued to the Cadet. Should a Cadet no longer be enrolled in the academy, it is the responsibility of that Cadet to return their uniform to either the Program Coordinator, Chief of Police, or Designee at City Hall. Any name tags, awards, or commendations that the Cadet received throughout their participation in the program, are theirs to keep.

### 5.3 Standard

Cadets are not authorized to wear their uniform when not involved in Cadet activities unless they obtain specific expressed permission from the Program Coordinator, Chief of Police, or Designee. Uniforms are to be kept clean and serviceable. If a Cadet fails to maintain their uniform, their privilege of wearing it will be revoked and the Youth Academy will re-take possession of it.

Cadets are permitted to wear the Utility Uniform to school (if the school allows) on the day of a meeting or event.

### 5.4 Inspections

Cadets will be subject to uniform inspections at any time to ensure the uniform is being worn in accordance with policy. Cadet Sergeants shall conduct brief inspections prior to each Cadet meeting and event. Academy uniforms inspections will be held at least twice per year.

### 5.5 Class “A” Uniform (Utility Uniform)

The Class “A” Uniform is comprised of a Royal Blue Polo (#537 Jerzees Polo), Navy Blue Cargo Pants (#WP595 Dickies), black shoes, black belt, and a 2 ¼” x ½” name plate on the front right chest of the polo. The polo, pants, belt, and name plate are provided by the Youth Academy.

### 5.6 Class “B” Uniform

The Class “B” Uniform is comprised of a Navy Blue T-Shirt (#29 Jerzees 50/50 T-Shirt), Navy Blue Cargo Pants (#WP595 Dickies), black shoes, black belt, and a 2 1/4” x 1/2” name plate of the front right chest of the T-Shirt. The t-shirt, pants, belt, and name plate are provided by the Youth Academy.

### 5.7 Physical Training Uniform (PTU)

The Physical Training Uniform (PTU) is comprised of a Navy Blue T-Shirt (#29 Jerzees 50/50 T-Shirt), Sport Dark Navy Shorts (#46530 Gildan Shorts), and black shoes. The t-shirt and shorts are provided by the Youth Academy.

### 5.8 Rank

For Cadets who have achieved a rank of Sergeant, Lieutenant, or Captain as described in section 4.2, they will receive an iron-on patch of their equivalent insignia to be worn on the PTU Uniform and Class “B” Uniform t-shirt.

They will also receive two (2) pins of their equivalent insignia to be worn on the collar the Class “A” Uniform polo.

### 5.9 Awards/Ribbons/Name Plates

Cadets are permitted to wear awards/ribbons listed in Section 6 on Class “A” Uniform for formal events when instructed or when permission is given by Program Coordinator, Chief of Police, or Designee.

#### Name Plates:

Silver: Cadet, Cadet First Class, Cadet Second Class, Cadet Third Class, and Senior Cadet

Gold: Sergeant, Lieutenant, and Captain

### 5.10 General Hair Requirements

Will be clean, well-groomed, present a professional appearance. Will not contain excessive amounts of grooming aids (gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member’s complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

5.11 Body Piercing/Ornamentation

All Cadets are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part visible while in uniform. If the piercing cannot be removed it must be covered with skin colored tape.

**CHAPTER 6 COMMENDATIONS AND AWARDS**

6.1 Letters of Commendation

Letters of Commendation may be awarded to reward and recognize exemplary service. Letter of Commendation shall be presented to the Cadet and a copy will be placed in their personnel file.

6.2 Awards

The awards listed below are authorized for wear on the Class “A” uniform shirt. Unless otherwise stated by the Program Coordinator, Chief of Police, or Designee, awards will be worn in the order shown below. Awards shall not exceed three across in a row and shall be displayed 1/8 inch above the name plate. The highest awards shall be displayed on the left (if looking at the uniform). Should another row of awards be displayed, the highest award shall be on top.

Cadets are no eligible for Awards or Commendations until they have completed the required six (6) month probationary period.

6.2.A. Example of Award Placement



**Parade Participation**



Acknowledges that a Cadet has successfully participated in at least one (1) parade in which the Youth Academy has been invited to attend. This includes but is not limited to Memorial Day, Veterans Day, or any other Holiday Parade.

**Cadet Of The Year**



Each year a Cadet will be selected for “Cadet of the Year” based on their dependability, attitude, attendance, and contributions to the program, department, and community. Cadets of the Year are recognized for their outstanding performance and personal attitude.

**Law Enforcement Training**



Acknowledges 25 hours of in classroom instruction and/or hands on training during a Cadet’s tenure in the Youth Academy.

**Crime Prevention**



Acknowledges proficiency in crime prevention training and service with 25 hours in at least two different crime prevention projects. Examples of these projects include but are no limited to Coffee with a Cop, National Night Out, and/or Junior Youth Academy.

**Drug Abuse Prevention**



Acknowledges proficiency in drug abuse prevention training and service with 25 hours of service in at least two different drug abuse prevention projects. Examples of these projects include but are not limited to prescription drug drop-off locations and/or the Youth Academy’s Drug Prevention Program.

**Law Enforcement Service**



Acknowledges 25 hours or assistance to the department in areas such as records management, communications, support, property control/inventory, facility tours, etc.

**Community Service**



Acknowledges 25 hours of community service, including crowd or traffic control, parking service, community events support, etc. Service must be pre-approved and logged by the Program Coordinator.

**Emergency Preparedness**



Certifies that the Cadet has been certified in first aid, CPR, and AED. Cadets must also complete an emergency plan for their home and complete IS-100b, Introduction to Incident Command System (see <http://training.fema.gov/IS/NIMS.asp>)

**NRA Pistol or Rifle Qualification**



Cadets who are within their Junior or Senior Year as a Cadet will be given the opportunity to earn the NRA Marksmanship Ribbon. Cadets must meet the requirement of the Winchester/NRA Marksmanship Qualification Program. Documentation in the Cadet’s personnel file in accordance with the published NRA guidelines, is authority for wear.

**Physical Training**



Acknowledges Cadets who are able to meet the physical test requirements for entrance into the Reading Police Academy. Cadets must pass every aspect of the test with a qualified instructor. Tests will be held twice a year for Cadets who wish to participate.

**Perfect Attendance**



Acknowledges Cadets who have had a perfect attendance at each scheduled program meeting or activity during the preceding year.

**Recruitment**



Acknowledges a Cadets ability to promote and recruit a Cadet into the Youth Academy. In order to earn this recognition, a Cadet must recruit two (2) Cadets who have stayed with the program for at least six (6) months.

6.2.B. Ribbon Attachments

In the event that a Cadet is able to achieve an award more than once, supplement ribbon attachments will be provided. Prior attachments must be returned to the Program Coordinator or Designee, in order for the Cadet to receive the next level of stars.

**Silver Stars**

For the awards that acknowledge a set of hours, additional hours will earn a silver star that can be attached to the ribbon. The qualifications are as follows:



One (1) Star: 75 Hours  
Two (2) Stars: 150 Hours

Three (3) Stars: 225 Hours  
Four (4) Stars: 300 Hours



In the case of the Recruitment Award, additional Cadets successfully recruited will earn a silver star that can be attached to the ribbon. The qualifications are as follows:

One (1) Star: 5 Cadets  
Two (2) Stars: 10 Cadets

Three (3) Stars: 15 Cadets  
Four (4) Stars: 20 Cadets

(Note: The picture depicted shows bronze stars, not the silver stars that would be awarded)

**Crossed Pistols**



The NRA ribbon also has an attachment in which will be awarded to the top Male and top Female Cadet who has met the NRA met or exceeded the qualifications to receive this award.

## CHAPTER 7 PROGRAM

### 7.1 Curriculum

The curriculum that is utilized within the academy is based off the curriculum that is being taught at the Reading Police Academy. While it is not the exact same lesson, the basics of what is taught in both trainings (the Youth Academy and the Academy) are based on the same principals.

Cadets will have an opportunity to expand on knowledge learned in previous years as well as be able to mentor and help other Cadets who are new to the topic at hand.

Along with classroom instruction, Cadets will be exposed to various branches within Law Enforcement and the Criminal Justice Field, some of which will be offering in person demonstration.

### 7.2 Field Trips

Field trips are necessary for Cadets to grow in their experiences. Special instructions will be given when a field trip is scheduled (dress attire, etc.). The Cadet's parent or guardian must give written permission to attend on a field trip (if under 18). Failure to produce written permission or follow special instructions may result in a Cadet's inability to participate.

Cadets must also have an attendance record of at least 80% and have no more than 3 unexcused absences in order to participate in the field trip.

### 7.3 Events, Activities, and Community Service

Cadets will wear ONLY the approved Cadet uniform at Youth Academy events.

Cadets must be supervised at all Program functions by an Instructor(s), police officer(s). Cadets are not to be accompanied by non-Program members when working an event. In the event that there is not a ranking Cadet at an activity or event, the Program Coordinator or Cadet Academy Commander will assign a Cadet to be acting squad leader for that activity. Injuries and illnesses at Program functions shall be immediately reported to an instructor.

When the US flag passes in a parade or event, Cadets will stand at attention and place their right hand over their heart, unless this would interfere with the Cadet's duties.

### 7.4 Program Survey

At the end of each year all Cadets are required to complete a program survey. This information will help in enhancing the Youth Academy Program.

## CHAPTER 8 MEETINGS AND EVENTS

### 8.1 Meetings

Cadets are required to attend weekly meetings. This is extremely important as training is the cornerstone of the program. Vital program information and guidance pertinent to the Cadet will be distributed at these training classes. Lack of attendance may affect the Cadet's ability to participate in all aspects of the Program. If a Cadet cannot attend an event for any reason, it is their responsibility to notify their chain of command. Cadets should notify their chain of command no less than four (4) hours prior to the event they are missing.

Cadet Staff meetings will be held monthly on the first Tuesday of the month, or a time/date determined by the Program Coordinator or Deputy Chief of Police. Any Cadet holding a specialty position or the rank of Sergeant or above is required to attend.

### 8.2 Attendance and Punctuality

Cadets are required to attend all meetings, unless otherwise excused by the Program Coordinator, with a minimum of four (4) hours notice. Although missing meetings is extremely discouraged, Cadets are allowed to miss meetings as long as prior notice is given in accordance with the handbook. Missing more than three (3) meetings, without appropriate notice, can result in disciplinary action, dismissal and/or suspension from the program.

Attendance and participation at meetings is restricted to Cadets, instructors, guest instructors and police officers who are assisting in training exercises. Exception: parents/guardians are welcome at any meeting and will be seated so that they are non-participants in the meeting.

### 8.3 Leave of Absence

Any Cadet that is unable to participate in Program activities for an extended period of time may request a leave of absence. All leaves of absence will be requested to the Program Coordinator and approved by the Chief of Police. Absence documentation will be maintained in the individual file. All leaves of absence may be granted for a minimum of one month and a maximum of six months; extensions are possible and will be addressed on a case-by-case basis by the Program Coordinator and Chief of Police.

Example reasons for a leave of absence are, but are not limited to, military training, participation in organized sporting events, demanding coursework and/or classes which conflict with meeting times, and prolonged illness. Supporting documentation must be submitted with a Cadet's request for a leave of absence from the Program.

#### 8.4 Advancement and Point System

Cadets in good standing will be considered for advancement to fill vacancies and new positions as they arise.

Cadets will be given one (1) point for every meeting and special event they attend. These points will assist the Program Coordinator and staff officers in selecting Cadets for advancement or other special opportunities.

Cadets will be given two (2) points for every award earned from Chapter 6.

Attendance will be maintained by the Cadet Sergeants and supervised by the Program Coordinator or their designee (Cadet Chain of Command).

### **CHAPTER 9 INTERNAL PROGRAM DISCIPLINE**

#### 9.1 Agreement of Understanding

The Reading Police Youth Academy is a volunteer commitment for youth interested in receiving training in various law enforcement & criminal justice procedures. The program may also include fire, medical, emergency management, leadership and military related training.

Any cadet who violates any of the program rules and regulations may be subject to discipline, suspension, or expulsion.

Any cadet who is arrested may be subject to discipline, suspension, or expulsion.

Any cadet who has contact with law enforcement and does not report it to the program may face disciplinary action, suspension, or expulsion.

Cadets must maintain the required uniforms and will be worn only on approved details, meetings, or training days. Any cadet violating this policy may face disciplinary action, suspension, or expulsion.

Threatening, stalking, harassing, intimidating another cadet or supervisor of any kind while during program hours or outside of program hours will not be tolerated. Any cadet who breaks the law, in any way, will be subject to disciplinary action, suspension, or expulsion. This may include any comments or pictures posted on internet sites i.e.; Facebook, Instagram, Twitter, Snapchat, etc.

Posting any pictures, videos, or comments of academy activities, or training, without the consent from an advisor, on any website/chat forums, or social site on the internet, is strictly prohibited. Any cadet violating this policy may face disciplinary action, suspension, or expulsion.

Any cadet who has any discipline problems in school or is failing any subject may face disciplinary action, suspension, or expulsion.



## **Courtesy and Conduct**

1. The conduct of all Cadets shall be courteous and proper. Respect shall be shown to all (i.e. Instructors, to all visiting officials, and each other.
2. Abusive language is not permitted. Use of intoxicating beverages and/ or controlled substances is strictly prohibited and shall be cause for dismissal from the Youth Academy. Hazing, ethnic intimidation, sexual harassment, or any form of harassment whatsoever will not be tolerated. It is the responsibility of every cadet to report harassment to an Instructor of the Program Coordinator.

### 9.2 Disciplinary Scale

1<sup>st</sup> Action: Verbal Warning

2<sup>nd</sup> Written Reprimand

3<sup>rd</sup> Suspension from next special event.

4<sup>th</sup> Suspension from the Program determined by the Program Coordinator, Chief of Police, or Designee.

\*Any infraction can result in immediate dismissal from the youth academy. Dismissal of a Cadet is addressed on case-by-case by the Program Coordinator, Chief of Police, or Designee. Any step can be changed/skipped if chosen by the Chief of Police.\*

## **CHAPTER 10 COMPLAINTS**

### 10.1 Process

Whenever a situation arises where a Cadet feels that a formal complaint is necessary, the Cadet must inform the Program Coordinator or any Instructor. All complaints will be reviewed and investigated by the Program Coordinator, Chief of Police, or Designee.

It is the Cadets responsibility to draft a written statement with a detailed description of the incident, including date and time, and those involved. The statement must be typed or neatly printed and provided to the Program Coordinator, Chief or Police, or Designee to investigate the complaint.

## **CHAPTER 11 INSURANCE, INJURIES, AND PROPERTY DAMAGE**

### 11.1 Insurance Policy and Liability

Prior to participation in any hands-on training exercise, Cadets must complete the Medical & Emergency Contact Form.

### 11.2 Injury to the Cadet

Any injuries which occur during a Cadet event shall be reported to the Program Coordinator immediately. Medical assets will be requested if needed and the Cadet's parent/guardian will be notified if they are under the age of 18.

### 11.3 Property Damage

Any property damage which occurs during a Cadet event shall be reported to a Program Coordinator immediately.

## CHAPTER 12 COMMUNICATIONS AND TECHNOLOGY

### 12.1 Electronic Devices

The use of cellular phones or other devices during classroom instruction and training is not authorized. Cell phones and any other electronic devices shall not be used during Cadet functions unless as part of the Cadet's official duties or permission from an Instructor is obtained.

### 12.2 Radio Use

Radio communication is the primary form of communication for law enforcement officers. In the event Cadets need to use the radio, they will be given instructions on how to use the radio and the proper etiquette to follow. Radio communication is for official use only!

## CHAPTER 13 COVID-19 PREVENTATIVE MEASURES

**(Subject to change, based on CDC guidelines)**

### 12.1 Preventative Measures

#### 12.1 A. Masks

All Cadets, Officers, and other Instructors must wear a mask within the facility/club regardless of vaccination status. In regards to any instruction that is being held outdoors, mask are optional and are not required.

Masks will be required while on the bus during transportation for any field trip and further use will be at the discretion of the facility or organization we are visiting.

### 12.1 B. Daily Screening and Cleaning

During the check in process, all Cadets, Officers, and Instructors must participate in temperature checks prior to continuing into the building. If any individual's temperature is higher than 100.4 F, they will be unable to participate in the training session scheduled for that day.

At the end of each training session, all hard surfaces within the program areas (i.e. desks, chairs, and door handles) must be wiped down and disinfected.

### 12.3 COVID Related Symptoms

As of February 2021, the Center for Disease Control and Prevention states the following:

Symptoms may appear 2-14 days after exposure to the virus. COVID-19 symptoms include but are not limited to:

- Fever or Chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

### 12.4 Quarantining and Testing

Any Cadet, Officer, or other Instructor who has been in contact with someone who has been diagnosed with or is suspected of having COVID-19, is required to self-quarantine for fourteen (14) days or produce a negative COVID-19 test prior to attending a training session.

Any Cadet, Officer, or other Instructor who has been diagnose with is or is suspected of having COVID-19, is required to self-quarantine for fourteen (14) days or produce a negative COIVD-19 test prior to attending a training session.

In both instances, self-quarantine starts after either the the last know contact with someone who was diagnosed or suspected of having COVID-19 or after producing a positive COVID-19 test. Cadets, Officers, or other Instructors must be symptom or fever free (below 100.4 F) for 72 hours prior to attending a training session.

If there is a known expose to COVID-19 within the Academy, everyone associated with the program will be notified and instructed to either get tested or self-isolate prior to returning to training.

### 12.5 Alternate Programming

In the event that the Reading School District makes a decision to return to virtual programming due to the increased number of COVID-19 cases within the district or county, the Youth Academy will switch to alternate programming. This will be at the discretion of the Program Coordinator, Chief of Police, or Designee.

**ACKNOWLEDGEMENT OF CADET HANDBOOK**

I \_\_\_\_\_ certify I have read and understand the rules and regulations of the Reading Police Youth Academy outlined in this handbook.

I agree to follow the rules and regulations outlined in this handbook, and understand a violation of the Academy policies will result in disciplinary action, to include termination from the Cadet Program.

**CADET APPLICANT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT/GUARDIAN**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Return this page, completed in full, to the Program Coordinator.**