

Massachusetts State Police



Cadet Manual

Massachusetts State Police

Cadet Training Program Manual

Index

<u>CODE</u>	<u>TITLE</u>	<u>DATE</u>
ADM-02	Department Mission Statement	05/05/2025
CDT-01	Training Values	05/05/2025
CDT-02	Fire Regulations	05/05/2025
CDT-03	Alcohol / Controlled Substances / Tobacco	05/05/2025
19-SM-16	Superintendent's Memo / Marijuana Laws	05/05/2025
CDT-04	Harassment and Discrimination	05/05/2025
ADM-18	Unlawful Harassment, Sexual Harassment and Discrimination	05/05/2025
CDT-05	Hazing/Causing Serious Bodily Injury	05/05/2025
CDT-06	Dissemination of Information	05/05/2025
ADM-34A	Social Media Networking	05/05/2025
CDT-07	Restricted Areas	05/05/2025
CDT-08	Courtesies	05/05/2025
CDT-10	Weather Regulations/Weather Placards	05/05/2025
CDT-11	Injury and Illness Guidelines	05/05/2025
CDT-12	Department Vehicles/Issued Gear	05/05/2025
ADM-19	Vehicle Management	10/02/2024
ADM-19A	Vehicle Use and Maintenance	10/02/2024
CDT-13	Code of Conduct/Disciplinary Procedures	05/05/2025
CDT-14	Internal Review Board	05/05/2025
CDT-15	Resigning from The Cadet Training Program	05/05/2025
CDT-16	Dismissal from The Cadet Training Program	05/05/2025
CDT-17	Attendance / Duty Hours / End of Training Day Dismissal / Participation Standards	05/05/2025
CDT-18	Outside Contact	05/05/2025
CDT-19	Performance Assessment and Testing Examinations	05/05/2025
CDT-20	Personal Appearance	05/05/2025
CDT-21	Room Regulations	05/05/2025
CDT-22	Inspections	05/05/2025
CDT-23	Classroom Etiquette	05/05/2025
CDT-24	Notebooks	05/05/2025
CDT-25	Food and Beverage(s) / Chow Hall	05/05/2025
CDT-26	Color Guard Detail	05/05/2025
CDT-27	Cadet Training Program Bulletin Board	05/05/2025
CDT-28	Peer Evaluations	05/05/2025



Department of State Police

General Order

Effective Date: October 2, 2024	Number: ADM-02
Subject: State Police Mission and Policy	

Mission

As the principal state-wide law enforcement agency in the Commonwealth, the Massachusetts State Police, in partnership with local communities, shall provide for the public safety by providing quality policing directed at achieving safer roadways and reducing crime through investigations, education and patrol services, and by providing leadership and resources during natural disasters, civil disorders and critical incidents.

Policy

The Department of State Police, in cooperation with the Executive, Legislative, and Judicial branches of government, shall ensure that justice in a free society is perpetually prevalent.

Organizational Values

The value statements of the Massachusetts State Police are:

- Maintenance of the highest standard of integrity and ethics;
- Excellence and teamwork in the performance of duty;
- Protection of Constitutional Rights;
- Problem solving for continuous improvement;
- Continuous planning for the future; and
- Performing public service and law enforcement tasks so as to provide leadership to the police profession.

References: Rules and Regulations 2.0;
MPAC: 11.1.0.

Promulgated By: John E. Mawn Jr., Colonel/Superintendent

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-01
Section: TRAINING VALUES	

Fundamental Training Values

The Massachusetts State Police Academy utilizes the fundamental training values of Public Service, Respect, Integrity, Discipline and Equality. The PRIDE model is integrated into all training programs at the State Police Academy.

- Public Service - The Massachusetts State Police Cadet Training Program is designed to instill a “spirit of public service” in Cadets. Cadets must understand that they are training to become public servants responsible for addressing the public safety needs of those they serve. Training will focus on problem-solving skills and preparedness, in order to identify and develop solutions to public safety issues, in concert with those impacted by their decisions.
- Respect - Cadets will exhibit and reinforce behavior that demonstrates a sense of respect towards all individuals.
- Integrity - Cadets will conduct themselves in a manner that exhibits “excellence in character” and an adherence to a strict ethical code. Cadets will conduct themselves in a polite, courteous, and professional manner at all times.
- Discipline - Training will reinforce the importance of “attention to detail.” The necessity for self-control and incident-specific demeanor will be an integral part of all instruction and all interactions throughout the Cadet Training Program.
- Equality - Cadets will model and reinforce an attitude that fosters uniformity, impartiality, and equality.

State Police Academy Honor Code

“STATE POLICE CADETS ARE PERSONS OF INTEGRITY. THEY DO NOT LIE, CHEAT, or STEAL, nor TOLERATE THOSE THAT DO.”

- The Honor Code is a statement that embodies the essential qualities of integrity, which are required of State Police Cadets. Cadets are expected to adhere to the Honor Code in all aspects of the program as part of the training and educational process to become a Massachusetts State Police Cadet.
- The purpose of the Honor Code is to develop and reinforce the fundamental qualities necessary to serve the citizens of the Commonwealth as Massachusetts State Police Cadets.

These qualities include:

Discipline, Honor, Integrity, Truthfulness, Leadership, Dedication to Duty, Commitment to Ethical Conduct, Respect for Constitutional Rights, Professionalism, Self-motivation, Pride, Courage, and Fairness.

**State Police
Academy Honor
Code
(continued)**

- One of the key objectives of the educational process at the State Police Academy is to instill the ideals of honor, integrity, and courage in all Cadets. The State Police Academy strives to offer a challenging environment where Cadets develop the highest standards of law enforcement professionalism.
- **Honor** describes the state of an individual's character whereby the highest level of integrity has been achieved and is deserving of the respect and confidence of one's peers.
- **Integrity** is defined as "wholeness" and an excellence in character that encompasses these fundamental qualities, combined with the ability to maintain these attributes in the face of adversity or temptation.
- **Courage** is found when an individual is confronted with a difficult problem and makes the right decision, despite potentially adverse personal or professional consequences. Courage is the ethical strength that will assist a person in making the correct decision, rather than the easy decision.

Violations of the Honor Code and failure to take appropriate action regarding known violations of the Honor Code are considered serious offenses under the State Police Academy Code of Conduct and may result in dismissal from the Cadet Training Program.

**State Police
Customs and
Courtesies**

- As a paramilitary organization, the Massachusetts State Police observe courtesies and traditions that differ from civilian life. These practices are necessary for the preservation of the morale, esprit de corps, discipline, and training. State Police customs and courtesies are practiced between superiors and subordinates to express respect for each other.

**MSP Mission
Statement**

- Cadets shall familiarize themselves with ADM-02 of Massachusetts State Police Policy and Procedure. (See attached.)

**Academy
Mission
Statement**

- The Massachusetts State Police bears the responsibility of responding to and effectively managing statewide emergencies. Historically, these emergencies have included natural disasters, civil disturbances, and unrest at correctional facilities. An effective response to these incidents is contingent upon the Department's ability to promptly deploy a sufficient number of personnel from across the Commonwealth to act in unison. The Cadet Training Program will condition Cadets to report and assemble in a timely and organized manner, recognize commanding officers, carry out orders effectively, and deal with day-to-day activities and stressors. Cadets will be introduced to the non-predictable nature of police work.
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Philosophy of Training	<ul style="list-style-type: none"> • Leadership development is a priority of the Cadet Program and is essential to ensure a healthy, professional, and effective training environment. Academy staff and instructors shall exhibit the highest values and standards of the Massachusetts State Police. • Training methods that conflict with the training philosophy of the Massachusetts State Police Academy will not be tolerated. Any act that demonstrates a lack of respect for human dignity is strictly forbidden. • The preferred method of influencing Cadet performance and behavior is through the use of positive reinforcement. When necessary, Academy staff instructors will instill corrective action through the application of an appropriate progressive discipline system. All other methods of discipline are forbidden. • Individual efforts alone will not ensure success in the Cadet Program. Teamwork is an essential element. Cadets shall learn to recognize rank and follow orders. Cadets will maintain composure and control their emotions during the performance of their duties.
Police Powers	<ul style="list-style-type: none"> • Cadets have no police powers.
Profanity	<ul style="list-style-type: none"> • The use of vulgar, obscene, or profane language by Cadets is strictly prohibited.
Emergencies	<ul style="list-style-type: none"> • If at any time an emergency arises and an Academy staff member is not present, Cadets will immediately contact the desk officer from any phone at the Academy, by dialing (508) 867-1000. • If unable to reach the desk officer at the above number, the dispatch center can be contacted at (508) 867-1170.
Fraternization	<ul style="list-style-type: none"> • During the Cadet Training Program, Cadets are prohibited from having social contact, either on or off-duty, including social media, with members of the Academy staff. Any exception to this fraternization rule must receive prior approval from the Unit Commander.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-02
Section:	FIRE REGULATIONS

Fire Regulations

Cadets are responsible for fire safety. Fire extinguishers are provided at strategic locations throughout the Academy. Cadets will familiarize themselves with the locations and operating instructions of fire suppression equipment.

In the event of a fire alarm while in class, Cadets will follow the directions of the instructor. In the absence of an instructor, Cadets will report in an orderly manner to the Rear Company Street and take accountability.

In the event a fire alarm sounds while in a residential or other area of the Academy, Cadets will proceed by the safest and most direct route to the Rear Company Street, take accountability, and report the name(s) of missing Cadets to Academy staff.

Cadets that become aware of an actual fire will activate one of the alarm boxes located throughout the Academy. If safe to do so, the Cadet(s) will alert all occupants of the building and contact a member of the Academy staff.

Department of State Police

State Police Academy

Cadet Training Program

Training Class: Cadet Training Program	Policy: CDT-03
Section: ALCOHOL / CONTROLLED SUBSTANCES / TOBACCO	

Alcoholic Beverages	<ul style="list-style-type: none"> • Cadets will not possess, consume, store, or bring any alcoholic beverage onto the State Police Academy complex. • Cadets will not be under the influence of an alcoholic beverage, nor have an odor of any alcoholic beverage on his/her breath while on Academy grounds or at any Cadet Training Program training site. • Cadets are strongly encouraged to limit the consumption of alcoholic beverages while on weekend leave.
Controlled Substances	<ul style="list-style-type: none"> • Cadets will not possess, use, or have in their system any controlled substance, except those prescribed by a licensed medical practitioner for a legitimate medical purpose. • Cadets will list all prescription and over-the-counter (OTC) medications on the Medical Status Questionnaire maintained by the Health and Fitness Unit. • Cadets permitted to use prescription and over-the-counter medications shall comply with the dosage and frequency prescribed or provided for in the directions by the manufacturer of the OTC medication. • Cadets who are issued prescription medication not previously documented on the Medical Questionnaire Form shall submit a To/From Letter to the supervisor of the Health and Fitness Unit advising of the new medication, dosage, and frequency. • Cadets will maintain prescription and OTC medications on their person or in a locked receptacle in their assigned room. Prescribed medication must be in a labeled prescription bottle.
Use of Tobacco or Vaporizing Device	<p>Cadets will not smoke, vaporize (nicotine or non-nicotine product), chew, use, store, or possess any tobacco/nicotine product, to include any vaping device.</p> <p>No Cadet shall smoke any tobacco products. Any Cadet in violation of this article shall not continue employment with the Massachusetts State Police.</p>
Performance Enhancing Supplements	<p>Cadets will not possess, consume, store, or bring any performance enhancing supplements onto the State Police Academy complex.</p> <p>Performance enhancing supplements include, but are not limited to:</p> <ul style="list-style-type: none"> • Steroids / Human Growth Hormone (HGH) • Pre-workout supplements • Creatine Monohydrate • Nitrous Oxide • Beta Alanine • Or any other supplement intended for the purpose of enhancing physical capabilities.

Department of State Police

Superintendent's Memo

Effective Date December 11, 2019	Number 19-SM-16
Subject Massachusetts Marijuana Laws	

This Superintendent's Memo hereby supersedes and replaces Superintendent's Memo 17-SM-02.

The Department is issuing this directive as a reminder to all employees that possession, sale, cultivation, distribution and/or use of marijuana, marijuana oils, and marijuana infused products remain violations of federal law and are strictly prohibited by the Department.

Marijuana Use and Possession

Notwithstanding the November 8, 2016 approval of ballot "Question 4," also known as the Massachusetts Marijuana Legalization Initiative, marijuana and marijuana products, including Cannabidiol (CBD) remain Schedule I controlled substances under the federal Control Substances Act, 21 U.S.C. §812(b)(1). Consequently, employee use, cultivation, sale, distribution, and possession of marijuana, marijuana oils, and marijuana infused products remain federal crimes and serious violations of Department rules, regulations, policies, procedures, orders, directives, collective bargaining agreements, and/or codes of conduct. The Massachusetts

Marijuana Legalization Initiative does not affect Department policy or insulate Department employees from disciplinary, corrective, and/or administrative action(s) for such violation(s). *See*, M.G.L. c. 94G, §2(d)(2) and (e).

Article 5.4.1 of the Department's Rules & Regulations requires that "*Members shall obey all laws of the United States and of any country, state, or local jurisdiction in which the members are present.*" Similarly, the various collective bargaining agreements and codes of conduct applicable to the Department's civilian employees require conformance not only to Massachusetts law, but to all the laws of the United States. Accordingly, no Department employee, uniformed member or civilian, may possess, cultivate, sell, distribute, or otherwise use marijuana, marijuana oils, and marijuana infused products, even if otherwise permitted by Massachusetts law, without also violating federal law and Department rules, regulations, policies, procedures, orders, directives, collective bargaining agreements, and/or codes of conduct.

Drug Testing

Pursuant to GEN-06 of the Department's Policies and Procedures and applicable provisions of relevant collective bargaining agreements, employees subject to drug testing **shall continue to be tested for the presence of marijuana and its metabolites**

Firearms Licensing

All uniformed members and other employees required to maintain a license to carry firearms as a condition of employment should be aware that, in addition to implicating general concerns about substance abuse and suitability for firearms licensing, the cultivation, use, sale, distribution, and/or possession of marijuana, marijuana oils, and marijuana infused products, directly impacts their ability to receive/maintain a license. Both federal and state laws regulate and restrict who may purchase or possess firearms and ammunition. Specifically, 18 U.S.C. §922(g)(3) prohibits an unlawful user of a controlled substance (as defined by the federal

Controlled Substances Act) from possessing any firearms or ammunition. Similarly, an individual who has been convicted, in any jurisdiction, of a law regulating the use of a controlled substance is, pursuant to M.G.L. c. 140, §131 (d)(i)(E) and §131 (d) (ii)(E), a "prohibited person" under Massachusetts law and cannot be licensed.

Medical Marijuana

"Medical use" of marijuana pursuant to Chapter 369 of the Acts of 2012 (An Act for the Humanitarian Use of Marijuana) also violates federal law. Consequently, "medical use" of marijuana, as a "qualified patient," "personal caregiver" or in any other capacity, similarly remains a federal crime and a serious violation of Department rules, regulations, policies, procedures, orders, directives, collective bargaining agreements, and/or codes of conduct.

Marijuana Oils and Marijuana infused Products

Many CBD oils and other marijuana-derived products are sold over the internet or at dispensaries. These products are not regulated by the Food and Drug Administration for content and may be contaminated by a host of cannabinoid chemicals, including tetrahydrocannabinol (THC) and CBD. CBD is chemically distinguishable from THC and is a Schedule I controlled substance.

Similarly, the use of these products remains a federal crime and a serious violation of Department rules, regulations, policies, procedures, orders, directives, collective bargaining agreements, and/or codes of conduct.

OFFICIAL:

Christopher S. Mason Colonel/Superintendent

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-04
Section:	HARASSMENT AND DISCRIMINATION

Harassment and Discrimination

The Massachusetts State Police Academy promotes and maintains a training environment free from harassment, sexual harassment, and discrimination.

Any Cadet who feels that they are being subjected to discrimination, harassment, physically abusive/dangerous and/or degrading treatment, illegal treatment, or sexual harassment, or who observes or become aware of such conduct will immediately report the incident to a sworn member of the Academy staff.

Cadets will familiarize themselves with ADM-18 of Massachusetts State Police Policy and Procedure. (See attached.)



Department of State Police

General Order

Effective Date: September 27, 2023	Number: ADM-18
Subject: Unlawful Harassment, Sexual Harassment and Discrimination	

Policy

The Department shall promote and maintain a working environment free from unlawful harassment, sexual harassment and discrimination.

This policy is applicable to all employees of the Department.

Purpose

This policy addresses all forms of sexual harassment and addresses discrimination and unlawful harassment based on race, color, religious creed, national origin, age (40 or older), sex (including pregnancy), gender identity or expression, sexual orientation, genetic information, ancestry, handicap (disability), protected veteran status, participation in discrimination complaint-related activities or other protected class under law.

Note: The definitions found in 804 CMR 3.00, et seq., as amended (the MCAD's *Employment Discrimination Guidelines*), shall be applicable to, and are hereby incorporated into, this policy.

This policy does not address conduct, conflicts, or disagreements otherwise addressed through the chain of command or within Department Policy and Procedures. Internal complaints or concerns, which do not relate to an identified protected class or sexual harassment, will not be addressed under this policy. Such complaints may have another course of action such as in ADM-14 Internal Department Investigations or SUP-12 Office of the Ombudsman.

Harassment Investigation Unit (HIU)

The Sexual Harassment Officer for the Department is the Division Commander of Standards and Training.

Harassment Investigation Officer(s) shall be Commissioned Officer(s) assigned by the Colonel/Superintendent and shall report to the Division of Standards and Training.

All Complaint Forms of unlawful harassment, sexual harassment or discrimination shall be forwarded to the Harassment Investigation Unit (HIU). Upon receipt of such complaint form, the HIU shall perform an intake and may make recommendations for various avenues of resolutions. If the HIU determines an investigation is required, the complaint shall be forwarded to the Commonwealth's Human Resources Division's Investigations Center of Expertise (COE) for investigation and findings. All HIU investigations shall remain confidential to the extent practicable.

All Supervisors (except for Supervisors assigned to the Office of the Ombudsman and/or Employee Assistance Unit) shall immediately report incidents of unlawful harassment, sexual harassment, or discrimination to the Harassment Investigation Unit.

Discrimination Defined	Discrimination is the unequal and unlawful treatment of persons <i>in employment related decisions</i> because of race, color, religious creed, national origin, age (40 or older), sex (including pregnancy), gender identity or expression, sexual orientation, genetic information, ancestry, handicap (disability), protected veteran status, participation in discrimination complaint-related activities and/or other protected class under law.
Discrimination Examples	<p>Conduct may include, but is not limited to, when the Department:</p> <ul style="list-style-type: none"> • Bases employment decisions solely on the race of an applicant; or • Makes assignments solely on the age of an employee.
Unlawful Harassment Defined	<p>Unlawful harassment is unwelcome conduct that is based on race, color, religious creed, national origin, age (40 or older), sex (including pregnancy), gender identity or expression, sexual orientation, genetic information, ancestry, handicap (disability), protected veteran status, participation in discrimination complaint-related activities and/or other protected class under law.</p> <p>Harassment becomes unlawful when:</p> <ul style="list-style-type: none"> • Enduring the offensive conduct becomes a condition of continued employment; or • The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
Unlawful Harassment Examples	<p>Conduct may include, but is not limited to:</p> <ul style="list-style-type: none"> • Offensive jokes, slurs, epithets or name calling, or other derogatory comments; • Physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, or other verbal or physical conduct that denigrates or shows hostility or aversion; or • Objects, photographs, images, or demeaning gestures connected to an individual's membership in a protected class.
Sexual Harassment Defined	<p>Sexual harassment is unwelcome sexual conduct such as: sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, when:</p> <ul style="list-style-type: none"> • Submission to or rejection of such advances, requests or conduct is explicitly or implicitly made a term or condition of employment or as a basis for employment decisions;
Sexual Harassment Defined, continued	<ul style="list-style-type: none"> • Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance; or • Such advances, requests or conduct have the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive work environment. <p>It is not necessary to meet the threshold of sexual harassment as defined by law to be considered a violation of this policy.</p>
Sexual Harassment Examples	<p>Examples of sexual harassment, may include but are not limited to:</p> <ul style="list-style-type: none"> • Direct sexual advances or assaults; • Sexual inquiries, jokes, and epithets; • Derogatory comments about a person's sex, sexual orientation or gender identity or expression; • Other forms of verbal abuse of a sexual nature, such as whistling or catcalling; • Offensive or unnecessary touching, pinching, patting, etc.; • The display of sexually suggestive posters, photographs, or objects; or • An employee receiving job benefits contingent on sexual favors (quid pro quo).

**Sexual Harassment
Victims**

Victims of sexual harassment may be...	The harasser may be...
Of the same or different gender as the harasser.	Of either gender.
A third person who is not the intended target of the sexual harassment or conduct.	Any employee or in certain circumstances someone who is not an employee (vendors, contractors).

**Liability and
Sanctions**

Employees may be personally liable if they engage in unlawful harassment, sexual harassment, or discrimination.

Any employee found to have engaged in unlawful harassment, sexual harassment, or discrimination in violation of this policy is subject to disciplinary action up to and including termination.

Supervisors may potentially be personally liable if they knew or should have known about incidents of sexual harassment and did not take appropriate corrective action.

The Department may not be held responsible in cases of unlawful harassment, sexual harassment, and/or discrimination, if it can show that it took prompt and appropriate corrective action.

**Complaint
Procedure**

Step	Action
1	<p>Process for reporting incidents of unlawful harassment, sexual harassment, discrimination, and/or retaliation:</p> <ul style="list-style-type: none">• Notify a supervisor, who shall assist in reporting the complaint to the Harassment Investigation Unit (HIU);• Fax a copy of the SP 387 <i>Unlawful Harassment, Sexual Harassment and Discrimination Complaint</i> Form directly to the HIU at (508) 820-2149, or email to MSPHIU@pol.state.ma.us ;• Forward the original SP 387 to the HIU 470 Worcester Road, Framingham, MA 01702;• Report Complaint to the Director of Human Resources at GHQ, who shall forward to the HIU;• Report Complaint to the Diversity Office of the Office of Diversity and Equal Opportunity, who shall forward to the HIU; and• Report Complaint to the Chief Legal Counsel, who shall forward to the HIU.
2	<p>The HIU shall promptly:</p> <ul style="list-style-type: none">• Respond to the complainant;• Review all available information pertaining to the complaint;• Determine if the aggrieved individual(s) is/are a member of a class protected under the law and this policy;• Determine if the alleged conduct meets the definition of unlawful harassment, sexual harassment or discrimination as defined in this policy;• Perform an intake and may make recommendations for various avenues of resolutions where appropriate;• If the HIU determines an investigation is required, the complaint shall be forwarded to the Commonwealth's Human Resources Division's Center of Expertise for investigation and findings;• To the extent practicable, ensure that all interviews by HIU are digitally recorded;

**Complaint
Procedure,
continued**

	<ul style="list-style-type: none"> • Consult procedures included within the Department’s Resolution Process as outlined within the Affirmative Action Plan; and • Make a report of findings and forward report to the Commander of the Division of Standards and Training. <p>Consistent with Commonwealth and Department Policy/Rules and Regulations, and in a manner determined by the Division Commander of Standards and Training, HIU completed confidential reports will be made available for inspection to complainants and persons alleged to have committed unlawful harassment, sexual harassment, discrimination and/or retaliation upon request.</p>
3	<p>An employee may also file a complaint with:</p> <p>Human Resources Division’s Investigations Center of Expertise (COE) www.mass.gov/service-details/investigations-center-of-expertise Phone: 833-778-7270 E-mail: HRDInvestigations@mass.gov</p> <p>Massachusetts Commission Against Discrimination (MCAD) www.mass.gov/mcad <u>Main Office:</u> One Ashburton Place, Room 601, Boston, MA 02108 Phone 617-994-6000 TTY: 617-994-6196</p> <p><u>Regional Offices</u> New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740 Phone: 508-990-2390</p> <p>Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103 Phone 413-739-2145</p> <p>Worcester Office: 484 Main Street, Room 320 Worcester, MA 01608 Phone 508-453-9630</p> <p>Office of Diversity and Equal Opportunity One Ashburton Place, Room 213 Boston, MA 02108-1516 Telephone 617-727-7441 (<u>Note</u>: this office takes only Discrimination complaints.)</p> <p>US Equal Employment Opportunity Commission (EEOC) www.eeoc.gov John F. Kennedy Federal Building</p>

	475 Government Center, Boston, MA 02203 Phone: 1-800-669-4000 TTY: 1-800-669-6820
4	The Harassment Investigation Unit shall notify the Department's Office of Diversity and Equal Opportunity of complaints of unlawful harassment or discrimination.

Responsibilities

Position	Duties
Supervisors	<ul style="list-style-type: none"> Aggressively monitor the workplace to prevent and detect unlawful harassment, sexual harassment, and discrimination; Take appropriate corrective action to stop all types of unlawful harassment, sexual harassment, and discrimination; Immediately report incidents of unlawful harassment, sexual harassment, or discrimination to the Harassment Investigation Unit; Assist any employee in filing a complaint, or obtaining information on the Commonwealth's Sexual Harassment Policy; and Contact the HIU for information and guidance pertaining to unlawful harassment, sexual harassment and/or discrimination.
All Employees	<ul style="list-style-type: none"> Shall not engage in any harassment, sexual harassment, or discrimination; Shall cooperate in investigations of any harassment, sexual harassment, and discrimination; Shall actively participate in the Department's efforts to prevent and eliminate any harassment, sexual harassment, and discrimination; and May contact the HIU for information and guidance pertaining to any harassment, sexual harassment and/or discrimination.

Office of the Ombudsman/ Employee Assistance Unit

All employees should be aware that conversations with the Office of the Ombudsman and/or Employee Assistance Unit are considered confidential and are not the proper venue to notify the Department of unlawful harassment, sexual harassment and/or discrimination complaints. Supervisors assigned to the Office of the Ombudsman or the Employee Assistance Unit are not required to report such complaints through the official chain of command.

Retaliation

Any retaliation against an individual who has complained about unlawful harassment, sexual harassment, discrimination or for cooperating with a complaint and/or investigation of harassment, sexual harassment, or discrimination is unlawful and shall not be tolerated. Any such retaliation shall be a violation of this policy. Incidents of such retaliation shall be reported to the HIU in To/From format.

Distribution of Policy

This policy shall be issued to each employee upon hiring and to all employees annually thereafter. This policy shall be continuously posted and available on PowerDMS.

Statewide Policy

The Department shall adhere to the Commonwealth of Massachusetts Human Resources Division Sexual Harassment Policy.

Findings

In the event that an investigation is conducted regarding unlawful harassment, sexual harassment, discrimination, and/or retaliation, the findings shall be classified as one of the following:

- **Unfounded** - Complaint or incident is false and not factual;
- **Exonerated** - Incident occurred, but employee's action was lawful and proper;
- **Not Sustained** - Insufficient evidence to prove or disprove the complaint; or
- **Sustained** - Complaint or incident is supported by sufficient evidence to prove employee misconduct.

Cases in which the complainant has withdrawn the complaint shall be classified as Withdrawn. Cases that are approved for an alternate resolution shall be classified as Referred. In all cases, a record shall be made in the case file. All findings, withdrawals and referrals shall be reviewed and approved by the Division Commander of Standards and Training.

Any complaint which is sustained shall be deemed a violation of ADM-18 and/or the Rules and Regulations of this Department and shall be handled in accordance with Rules and Regulations of the Department, as applicable. Whether found to be a violation of ADM-18 or not, any inappropriate employee conduct, including but not limited to making or providing false claims, reports, information, statements and/or testimony, may be deemed a violation of Department Policy/Rules and Regulations and is subject to investigation under ADM-14 Internal Department Investigations. All investigations shall be conducted in accordance with ADM-14 Internal Department Investigations.

NOTE: Nothing in this policy should prevent members from taking appropriate and timely action for any allegations of criminal activity or

References: ADM-14 Internal Department Investigations;
ADM-36 Diversity and Equal Opportunity;
SUP-04 Employee Assistance Unit;
SUP-12 Office of the Ombudsman;
MGL c.151B, §3, 3a, and 4;
MGL c.214, §1c;
804 CMR 3.00 Employment Discrimination Guidelines;
MCAD Model Sexual Harassment Policy;
US Equal Employment Opportunity Commission Regulations and Guidance;
Department Rules and Regulations;
Department of State Police Affirmative Action Plan;
Executive Order 526- Order Regarding Non-Discrimination, Diversity, Equal Opportunity, and Affirmative Action;
Commonwealth of Massachusetts HRD Sexual Harassment Policy;
Title VII of the Civil Rights Act of 1964;
Collective Bargaining Agreement Unit 5A SPAM Article 27;
SP 387 Unlawful Harassment, Sexual Harassment and Discrimination Complaint form;
MPAC 26.1.3.

Promulgated By: John E. Mawn Jr., Colonel/Superintendent

Department of State Police

State Police Academy

Cadet Training Program

Training Class: Cadet Training Program	Policy: CDT-05
Section: HAZING / CAUSING SERIOUS BODILY INJURY	

Hazing

Massachusetts General Laws Chapter 269, § 17. Hazing; Organizing or Participating; Hazing Defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000.00 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “**hazing**,” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. **Although Massachusetts General Laws Chapter 269, §§ 17, 18, and 19 do not apply to Academy training (see *Perkins v. Commonwealth*, 52 Mass. App. Ct. 175 2001), the Massachusetts State Police does not, as a matter of general practice, tolerate or permit Massachusetts State Police personnel to engage in any hazing activities.**

Causing Serious Bodily Injury

Under Massachusetts General Laws Chapter 265, § 40, it is a criminal offense to “willfully, wantonly and recklessly” cause “serious bodily injury” as “part of a course of study or training program at any public or private institution.”

Violation of the statute is punishable by a fine of not more than \$5,000 and/or by imprisonment in a jail or house of correction for not more than two and one-half years.

Serious bodily injury is defined as “bodily injury which creates a substantial risk of death, or which involves either total disability or the loss or substantial impairment of some bodily function for a substantial period of time.”

Any Cadet who has knowledge of or reason to believe an incident involving serious bodily injury has occurred or may occur, shall report the information forthwith to any Cadet Program staff member.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-06
Section: DISSEMINATION OF INFORMATION	

Social Media Cadets shall familiarize themselves with ADM-34A of the Massachusetts State Police Policies and Procedures. (See attached.)

MSP Rules and Regulations - Article 5 Rules of Conduct **Massachusetts State Police Rules and Regulations - Article 5 Rules of Conduct - 5.23 Dissemination of Information:**

5.23.2 Members shall treat official business of the State Police as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Procedures.

5.23.5 Members shall not make known any proposed action or movement of the State Police or the contents of any Directive or Order to persons not immediately concerned with its execution.

5.23.6 Members shall not comment for publication, nor be interviewed, nor make public speeches on police business, except by permission of the Colonel / Superintendent. Requests for talks, interviews and public speeches shall be directed to the Colonel / Superintendent through the Public Information Section.

5.23.9 Members shall not, directly, or indirectly, publicly criticize or ridicule any official action of the Massachusetts State Police or any member.

5.23.10 Members shall not directly or indirectly represent the Massachusetts State Police, nor identify themselves as a member of the Massachusetts State Police, when expressing opinions on matters outside the scope of their employment.

MSP Policy & Procedure - SUP-03 Media Relations

Dissemination of Information

Employees shall treat official business of the Department as confidential. Information shall only be disseminated according to established procedures.

Employees **shall not**:

- Disseminate information in violation of Rules and Regulations; or
 - Disseminate information prohibited by this policy
-

**Cadet
Responsibility**

State Police Cadets shall:

- Treat all aspects of the training process and law enforcement information as confidential in accordance with Department Policies and Procedures and Rules and Regulations.
- Not divulge through any social media site any training procedures or confidential information; and
- Not publicly criticize or ridicule, directly or indirectly, any official action of the Massachusetts State Police or any member, which would be detrimental to the Department's mission and its functions.

Cadets who violate the confidentiality clause of Policy and Procedure as well as Rules and Regulations shall be disciplined up to and including termination.

**Camera &
Video Policy**

Recording

No audio, video, or photographic recording of any type shall be allowed by Cadets at any time, unless specifically authorized Cadet Program Unit Commander. This includes, but is not limited to, State Police facilities (including all satellite facilities), grounds, buildings, and personnel.

This includes all training exercises taking place at non-State Police locations.

Any violations of this policy may result in disciplinary action up to and including a recommendation for dismissal from the Cadet Program.

**Media
Documentation**

Cadets attending the Massachusetts State Police Academy will be photographed and video recorded for documentation and training purposes including audio recording, video recording, and still photography. Photos and videos may be posted on State Police websites and social media pages.



Department of State Police

General Order

Effective Date: October 2, 2024	Number: ADM-34A
Subject: Social Media/Networking	

Policy

The purpose of this policy is to establish guidelines for the appropriate use of social media and networking platforms by Massachusetts State Police personnel. This policy aims to ensure that online activities uphold the integrity of the Massachusetts State Police, protect confidential information, and maintain public trust.

When using social media/networking, Department employees (sworn and civilian) should be mindful that their speech becomes part of the worldwide electronic domain.

Department employees should also be mindful to treat Department of State Police business as confidential per Rules and Regulations Article 5.

Definitions

The below definitions are evolving as social media, networking, and internet usage and capabilities continue to evolve.

Networking: An exchange of information or services among individuals, groups, or institutions that may include, but are not limited to: the cultivation of productive relationships for employment or business, networking sites, podcasts, as well as comments posted on a site, message or discussion boards, LinkedIn, Plaxo, Jobster, Craigslist, and MyWorkster.

Post: Content an individual shares on a social media/network site or the act of publishing the content on a site.

Social Media: A form of electronic communication through which users create online communities to share information that may include, but are not limited to: personal messages, videos, photo and video sharing sites, blogs, micro blogging sites, including sites such as Facebook, Twitter, YouTube, Pinterest, Instagram, and Snapchat.

Social Media and Networking: Categories of internet-based resources that integrate user-generated content and user participation. They are online platforms where users can create profiles, share information, and socialize with others professionally, personally, or informally. The interface is conducted through posts or speech via a range of personal devices such as computers, cellular phones, and tablets to name a few.

Speech: Expression or communication of thoughts or opinions via spoken word, writing, photographs, video footage, or related forms of expressive conduct or communication.

**Supervisor
Responsibilities**

Supervisors are responsible for ensuring that employees under their command comply with the provisions of this policy and address violations as soon as possible.

**Responsibilities
of Employees**

In accordance with Department Rules and Regulations and Policies and Procedures, Department employees using social media/networking applications shall:

- Use appropriate discretion in their reference to the Department and not discredit themselves or the Department.
- Be aware that speech and/or related activities on social media/networking sites may reflect upon them in their official capacities and/or upon the Department, and act accordingly.
- Be cautioned that speech, on or off-duty, may form the basis for disciplinary action under current law;
- Be aware that privacy settings and social media/networking sites are constantly in flux, and they should never assume that personal information posted on such sites is protected or private;
- Expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice;
- Not divulge information gained due to their authority; and
- Not make any statements, speeches, appearances, or endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Department without express authorization.

Department Employees should use common sense in all communications, particularly on any social media/networking site. An examination of the facts could potentially result in an internal personnel investigation.

Employees are responsible for anything you write or present online. Some examples of prohibited action may include, but not be limited to:

- Speech containing obscene or sexually explicit language, images, or acts and statements, or other forms of speech that ridicule regardless of the intent to malign, disparage, threaten harm or otherwise express bias against any race, religion, or protected class of individuals; and
- Speech involving themselves or other Department personnel reflecting behavior that would reasonably be considered reckless, irresponsible, or unprofessional.

Creation of Media Application

Colonel/Superintendent shall approve in writing before the creation of any:

- Website, page, fan group or other application of social media using the Department as the basis of such application. Examples may include, but are not limited to:
- Creating a website or fan group dedicated to the Massachusetts State Police;
- Creating an identity using a username such as Massachusetts State Police, MSP, or any term associated with the Department.

Department employees shall:

- Not publish Commonwealth or Department intellectual property- protected images using social media without prior approval from the Colonel/Superintendent (e.g., photos of sworn personnel in uniform; marked agency vehicles; videos of training or operations exercises; compilation videos of personnel, vehicles, or equipment; electronic artwork of the State Police patch or seal); and
- Not create an identity, website, page, fan group or other application of social media using the Massachusetts State Police as the basis of such a creation without prior approval from the Colonel/Superintendent (e.g., creating a website or fan group dedicated to Massachusetts State Police, using "Massachusetts State Police" or "MSP" in a username).

Department employees shall notify their immediate supervisor when they become aware of:

- Any personal identifying information of themselves on the internet in violation of this policy; or
- A posting and/or website in violation of the provisions of this policy.

Any sites deemed inappropriate, bringing discredit to the Department and or employees, and promoting misconduct whether on or off duty shall be:

- Investigated either through a criminal or administrative investigation.

Department employees shall:

- Not conduct any activity related to ongoing investigations through their personal social networking accounts.
-

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-07
Section: RESTRICTED AREAS	

Restricted Areas

The following areas are restricted without permission from an Academy Staff member:

- **"A" Building, 1st Deck** -All Academy staff offices.
 - **Supply Section** – Cadets will not enter the Supply Section in B-Building or any other gear storage area unless directed by a member of the Academy Staff.
 - **Living Quarters (Vacant rooms)**-Cadets may only enter vacant rooms that are not assigned to another Cadet, for the purposes of cleaning and making beds.
 - **Living Quarters (Occupied rooms)** - Cadets will not enter the room of another Cadet. Cadets will sleep only in their assigned room and bed.
 - **Living Quarters (Decks occupied by Cadets of the opposite gender)** - Cadets will not enter decks occupied by Cadets of the opposite gender. Any violation of this restriction may result in dismissal from the Academy.
 - **Kitchen** - Cadets will not enter the kitchen area of the Chow Hall except for designated meals and assigned work details.
 - **Drill Instructor Quarters** - Cadets will not enter the Drill Instructor living quarters located in C Building or E Building.
 - **Maintenance Areas** - "J" Building, Wastewater Treatment Facility, Maintenance Garage, Boiler Plant.
 - **C-8 Dispatch Center**
-

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-08
Section: COURTESIES	

Addressing Personnel

Cadets will preface and conclude all verbal interactions with Academy staff, academic instructors, and all other personnel associated with the Academy with **“Sir”** or **Ma’am.**”

If a Cadet desires to speak with any member of the Academy staff outside of the classroom, the Cadet will approach the staff member, come to the position of Attention and state, **“Sir/Ma’am, Cadet _____ requests permission to speak to Trooper _____, Sir/Ma’am.”**

If a Cadet is outside of the classroom and is addressed by an Academy staff member, academic instructor, or any other personnel associated with the Academy:

- The Cadet will stop whatever he/she is doing and will snap to the position of Attention.
- The Cadet will respond, **“Sir/Ma’am, yes, Sir/Ma’am.”**
- The Cadet will remain at the position of Attention, until issued an alternative command or dismissed by the staff member.

Cadets will not initiate or engage in conversation with any persons not associated with the Academy staff or Cadet Program. This includes uniformed officers who are attending other training programs at the Academy. If a person whom they do not recognize as associated with the Academy staff or the Cadet Program approaches a Cadet, he/she will come to the position of Attention and answer the question posed to them. If the non-staff person persists in conversation with the Cadet, the Cadet should politely state that they are prohibited from engaging in conversation with non-Academy personnel.

The greeting of the day shall be given at the position of Attention.

Courtesies to Academy Staff

Whenever a Cadet comes within six paces of an Academy staff member, sworn or civilian, while walking or double-timing:

- The Cadet will stop and render the greeting of the day, **“Sir/Ma’am, good morning/afternoon/evening, Sir/Ma’am.”** The greeting will be time sensitive. (For example, at 0900 hours, the Cadet will say, **“Sir/Ma’am, good morning, Sir/Ma’am.”**
 - ▶ “Morning” is 0000 hours to 1200 hours
 - ▶ “Afternoon” is 1200 hours to 1800 hours
 - ▶ “Evening” is 1800 hours until 0000 hours

**Courtesies to
Academy Staff
continued**

If Cadets are moving in a file, the file will stop and come to the position of Attention. Only the first Cadet will render the greeting of the day. Once acknowledged, all Cadets in the file will carry on. If the Cadet is not acknowledged, the file will carry on once the staff member is six paces from the first Cadet.

Whenever a Cadet, while walking or double-timing, approaches within six paces of an Academy staff member, sworn or civilian whose back is to the approaching Cadet, the Cadet will:

- Stop, salute (if applicable – see “Salutes” in CDT-08) and render the proper greeting of the day, **“Sir/Ma’am, by your leave, Sir/Ma’am.”**

When a Cadet is in a stationary position (e.g., filling a canteen at the water cooler or holding a hatch), the Cadet will come to the position of attention and give the greeting of the day to the staff member, sworn or civilian, that approaches or is passing by.

Whenever an Academy staff member enters an indoor area where Cadets are congregated:

- The first Cadet to observe the staff member will clearly announce, **“Attention on deck”**, unless there is already an Academy staff member present in the immediate area.
- All Cadets in the area will come to the position of attention and await instructions.
- While topside, all Cadets will turn off room lights and fall outside of their rooms and stand on either side of the hatch at the position of Attention.
- Cadets that are in the head/shower area will finish their business prior to falling out. The entering staff member may address the Cadets or may render the command, **“carry on,”** at which time, the Cadets may go about their duties. If a staff member is already in the area and a second staff member enters, Cadets need not announce the presence of the second staff member, unless he/she is senior in rank to the first staff member.
- **“Attention on deck,”** will not be announced, at any time, between Taps and Reveille.

If an Academy staff member is already on deck when a Cadet enters, the Cadet will still come to the position of attention and call, **“Attention on deck.”**

General: Salutes are courtesies expressed by uniformed personnel. They are used as a greeting between uniformed personnel, and as a gesture of respect between subordinate and superior. Salutes are rendered by the subordinate approximately six paces from the senior officer and are held until acknowledged. A salute is acknowledged when the senior officer renders and drops their salute. Cadets will salute only outdoors, in uniform and covered, unless instructed otherwise.

Saluting Commissioned Officers: In accordance with Massachusetts State Police Policy and Procedure, all enlisted members of the Massachusetts State Police and State Police Cadets shall salute all uniformed commissioned officers. The salute will be promptly acknowledged by the commissioned officer. Those officers holding the rank of Colonel/Superintendent, Deputy Superintendent, Lieutenant Colonel, Major, Detective Captain, Captain, Detective Lieutenant, First Lieutenant and Lieutenant are commissioned officers. Salutes are also rendered to the President of the United States, Vice President of the United States, and the Governor of the Commonwealth. Additionally, this policy applies when meeting with commissioned officers of other police agencies and the Armed Forces.

Saluting Outdoors: Salutes are exchanged outdoors between personnel when both are in uniform and covered. If a Cadet recognizes a commissioned officer that is not in uniform, the Cadet will come to the position of attention and render the appropriate greeting of the day (i.e., **“Sir/Ma’am, good morning, Sir/Ma’am.”**).

**Courtesies to
Academy Staff
(continued)**

Saluting Indoors: Salutes are exchanged indoors between personnel engaged in Drill and Ceremony.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-10
Section: WEATHER REGULATIONS / WEATHER PLACARDS	

Weather Regulations / Weather Placards

The State Police Academy recognizes that training may be affected by the weather conditions. High temperatures and humidity in the summer or extreme cold during winter months may create a reason to modify the amount of time that outdoor training is conducted. For this reason, a system of weather advisory placards will be displayed.

Color-coded placards are used as a warning system to help prevent heat and cold-related injuries. These placards will be prominently displayed on the Rear Company Street by a member of the Health and Fitness Unit or person designated by the Health and Fitness Unit Supervisor. The remaining placards will be securely stored in the Health and Fitness Unit.

The Wet Bulb Globe Temperature (WBGT) will be taken, and the **Warm Weather Placard System** will be used when the WBGT reading is 82 degrees or above. Otherwise, the ambient air temperature Fahrenheit (F) will be taken, and the wind velocity will be calculated into the reading, and the **Cold Weather Placard System** will be used.

Temperature readings will be taken regularly during training hours, by a member of the Health and Fitness Unit or person designated by the Supervisor of the Health and Fitness Unit.

Warm Weather System (Green - Black Placards)

Heat conditions are determined by the Wet Bulb Globe Temperature (WBGT) or a local reporting by the National Weather Service (www.weather.gov). WBGT uses heat conditions to determine required water intake and work/rest cycles.

The WBGT considers air temperature, relative humidity, and solar radiation by measuring three temperatures:

- Air temperature is measured by a standard dry bulb (DB) thermometer.
- Relative humidity is measured with a wet bulb (WB) thermometer.
- Solar radiation is indicated by the globe (G) temperature, which is measured with a thermometer positioned inside a black metal sphere. The heat stress index is calculated as $WBGT = (0.1 \times \text{DB temperature}) + (0.7 \times \text{WB temperature}) + (0.2 \times \text{G temperature})$.

When the WBGT index reaches the temperature indicated, the corresponding placard will be posted. (For example: A WBGT index reading of 86 degrees F requires that a yellow placard be posted. **Note: If wearing body armor, add 5 degrees F to WBGT in humid conditions.**)

**Warm Weather
System
(Green - Black
Placards)
(continued)**

Green Placard - Low Risk

WBGT index of 82 degrees F to 84.9 degrees F

- All activities will proceed as usual; however, instructors will monitor Cadets as to their physical conditions. Heavy exercises for Cadets will be conducted with caution and under constant supervision. Heat cramps and heat exhaustion are possible with continued exposure.

Yellow Placard - Medium Risk

WBGT index of 85 degrees F to 87.9 degrees F

- Intense physical activities, such as endurance running (1/2 mile or longer), intense callisthenic conditioning, aerobic conditioning, fitness testing, and similar activities are to be modified to reduce sun exposure and should be strictly supervised. Heat cramps are likely. Heat stroke and heat exhaustion are also possible with continued exposure.

Red Placard - High Risk

WBGT index of 88 degrees F to 89.9 degrees F

- All heavy outdoor physical training will be minimized. Moderate outdoor physical activity will be limited to 15 minutes of activity per hour. The intense physical activities as noted under the yellow placard are to be conducted inside or reduced in intensity and constantly supervised. Heat cramps are likely. Heat stroke and heat exhaustion are also possible with continued exposure.

Black Placard - Danger

WBGT index of 90 degrees F and above

- All outdoor physical training will be minimized for all Cadets. All physical training activities will be conducted indoors. Driver Training and Firearms will increase the frequency for rest and fluid replacement. All outdoor work is to be limited to critical missions only. Use a buddy system and have platoons monitor each other's condition. Heat stroke is likely with continued exposure at higher temperatures.

**Cold Weather
System
(Yellow - Black
Placards)**

Four factors contribute to cold stress:

- Cold air temperatures
- High velocity air movement
- Dampness of the air
- Contact with cold water or surfaces.

A cold environment forces the body to work harder to maintain its temperature. Cold air, water, snow, and excessive body sweating all draw heat from the body. Wind chill is the combination of air temperature and wind speed. (For example, when the air temperature is 40 degrees F and the wind speed is 35 mph, your exposed skin receives conditions equivalent to the air temperature being 11 degrees F.)

While it is obvious that below freezing conditions combined with inadequate clothing could bring about cold stress, it is also important to understand that it can also be brought about by temperatures in the 50s, coupled with some rain and wind.

Cold Weather System (Yellow - Black Placards)
(continued)

When the ambient temperature is 32 degrees or below, the **Cold Weather Placard System** will be used. To determine recommended exposure times, the proper placard for the Cold Weather Placard System will be determined by the ambient air temperature Fahrenheit (F), and the wind velocity will be calculated into the reading.

Yellow Placard - Medium Risk
32 degrees F to 15 degrees F

- All activities will proceed as usual; however, instructors will monitor Cadets as to their physical conditions. Prolonged (> 30 min) exercises for Cadets will be conducted with caution and under constant supervision. Caution will be taken.
- Drink 1 quart of water per hour.
- Use 100% work and 0% warm-up for outdoor work. (Example: 60 minutes work and zero minute warm-up.)

Red Placard - High Risk
15 degrees F to 0 degrees F

- Clothing will be moderate dress to include winter coat, gloves and hat or activity appropriate. Exposure time will be limited to no longer than one hour, weather permitting. Instructors will monitor Cadets as to their physical conditions. Prolonged (> 30 min) exercises for Cadets will be conducted with caution and under constant supervision. Frostbite is possible with continued exposure at cooler temps.
- Drink 1 quart of water per hour.
- Use 75% work and 25% warm-up for outdoor work. (Example: 45 minutes work and 15 minutes warm-up.)

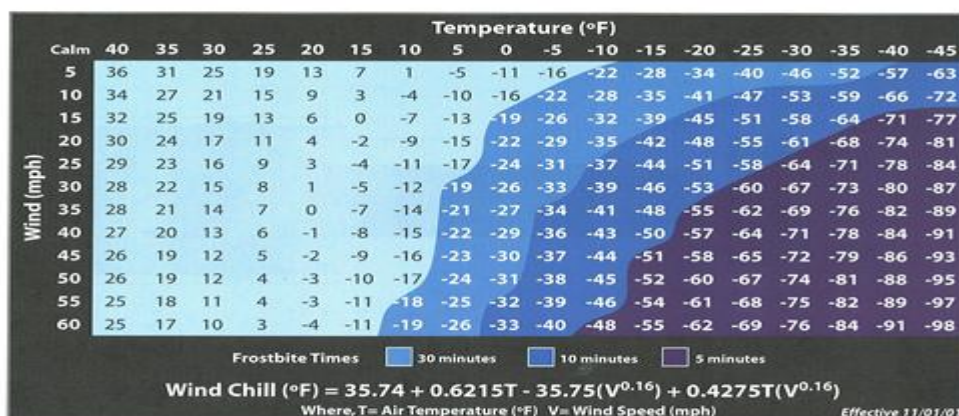
Black Placard - Danger
0 degrees F and below

- All outdoor physical training will be halted for all Cadets. All physical training activities will be conducted indoors. All outdoor training already occurring will immediately move indoors, except for Driver Training. **All outdoor work is to be limited to critical missions only.** If critical missions exist, clothing will include thermal underwear, winter coat, boots, thermal socks, wool cap, and gloves. Use a buddy system and have platoons monitor each other's condition. Frostbite is likely with continued exposure at colder temps.

The Commandant or his designee may modify training due to the temperature when appropriate.



Wind Chill Chart



Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-11
Section: INJURY AND ILLNESS GUIDELINES	

Injury and Illness Guidelines

At the Massachusetts State Police Academy, the well-being and safety of all cadets is paramount. It is imperative that everyone takes an active role in maintaining a safe and supportive environment.

All sworn members of the State Police Academy Staff are Department of Public Health First Responders. The Academy staff also includes personnel with advanced medical certifications.

To prevent further injury or illness to cadets or others involved in training, cadets shall **immediately** report any injury or illness to a member of the Academy staff. The staff member will assess the injury or illness and will render the necessary first aid. The cadet may be sent to the Health and Fitness Unit (HFU) for further medical assessment. Once the injury or illness is addressed by the Health and Fitness Unit, the cadet shall continuously report to the Health and Fitness Unit with all follow-up information, unless directed otherwise.

Ignoring or concealing injuries and illnesses can lead to serious health concerns, jeopardize the well-being of cadets, academy staff, and negatively impact the training environment. If a cadet observes another trainee displaying signs of illness or injury, they shall intervene by notifying an academy staff member. Cadets who knowingly fail to report the illness or injury of another cadet shall be subject to the disciplinary process outlined in CDT-13. There will not be any negative consequences for notifying a staff member. Cadets who report concerns about their own health or the well-being of others will be treated with professionalism and confidentiality.

All injuries and illnesses incurred during weekend leave shall be **immediately** reported to a member of the Cadet Program Staff upon returning to the Academy complex. Cadets shall also submit a To/From to the Health and Fitness Unit supervisor and Cadet Program Unit Commander. Any injury/illness of an incapacitating nature, occurring during weekend leave, shall be reported via phone to a member of the Cadet Program Staff.

In the event a cadet receives medical attention at an off-site facility, they shall provide copies of all documentation from the visit and have completed the "Notice to Examining Physician". This documentation shall be provided to HFU Staff and Cadet Program Staff upon return.

With the exception of emergency medical transportation, cadets shall sign out with the Academy desk officer prior to departing for any medical appointments. Cadets shall make notification to the Academy desk officer, via phone call, at the time of

**Injury and
Illness
Guidelines
(continued)**

their arrival and departure from the medical facility. Upon returning to the Massachusetts State Police Academy, the cadet shall sign-in with the Academy desk officer. The cadet shall check in with the Health & Fitness Unit with all documentation prior to returning to training.

Failure to immediately report any injury, illness, medication(s), or medical condition(s) is a violation of the Academy Code of Conduct.

Cadets **are not** covered by Commonwealth health insurance coverage during the first 60 days of employment or two calendar months, whichever comes first. Cadets employed by the Commonwealth prior to entering recruit training and who have insurance through the Group Insurance Commission, will not have a lapse in coverage. All other trainees must comply with M.G.L. regarding healthcare insurance coverage, until covered by the Commonwealth.

In the event of injury or illness, a cadet may be transported to a medical facility for further examination and/or treatment. All approved trainee injuries sustained while in training at the Academy will be reported as a job-related injury. Costs of treatment for these injuries will be the responsibility of the Commonwealth. All costs resulting from the treatment of injuries or illnesses that are not sustained while in training are the responsibility of the individual cadet. Cadets may be required to submit to an examination by the State Police Surgeon. Failure to immediately report an injury sustained while in training may preclude coverage for the cost of treatment(s).

Health and Fitness Unit personnel may place injured or ill cadets on a restricted duty status appropriate for their condition. The cadet will be advised of his/her restricted duty status and the applicable training restrictions. The Health and Fitness Unit will issue the cadet a Restricted Duty Form, indicating training restrictions, and a reflective safety vest. Restricted Duty Forms must be carried on the cadet's person and a yellow wristband shall be worn on the left wrist, indicating to the Academy staff their restricted duty status. If the form becomes lost or illegible, the cadet must report to the Health and Fitness Unit at the next available opportunity to obtain a copy. If a cadet believes that their restricted duty status is in error, they may appeal to the Academy Executive Officer.

Sick Call

The Health and Fitness Unit will document all interactions with trainees regarding injuries and illnesses. These interactions, along with the trainee's progression, will be documented in the trainee's health file.

All injury reporting will comply with Massachusetts State Police Policy and Procedure ADM - 11B.

Refer to ADM -11B

**Medical Review
Board**

Sick call will be conducted daily by the Health and Fitness Unit, at a time designated by the Supervisor of the Health and Fitness Unit. During sick call, cadets shall be able to access over-the-counter medications and treatments or speak with HFU Staff.

Cadets may be directed by a member of the Health and Fitness Unit to report to sick call. Cadets who have been directed to report to sick call will verbally notify their chain of command, prior to reporting.

Whenever a cadet feels a need to speak with a member of the Health and Fitness Unit outside the normal sick call period, the cadet will notify a member of the Academy staff.

When a cadet is on any restricted duty status for five or more days in any five-week training period, the Health and Fitness Unit shall notify the Cadet Program Unit Commander. The Unit Commander may issue a letter of counseling or convene a Medical Review Board to inquire into the cadet's ability to continue with recruit training. The Board shall be appointed by the Unit Commander and consist of one commissioned officer, as the Board President, and at least one other member holding the rank of either Lieutenant or Sergeant. The Board may call persons who have knowledge of the cadet's injury, illness, training performance and/or current training ability. Some of the issues that the Board may consider include the:

- Nature and severity of the injury or illness
- Medical diagnosis and prognosis of the injury or illness
- The cadet's ability to meet Academy performance standards

Recommendations of the Medical Review Board will be forwarded to the Cadet Program Unit Commander for consideration.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-12
Section: DEPARTMENT VEHICLES / ISSUED GEAR	

Department Vehicles

Throughout training, Department of State Police vehicles may be utilized by Cadets. Cadets are responsible for checking fluids and general upkeep of the vehicles each time they are used.

Any damage will be reported to their assignment supervisor and a member of the cadet staff immediately.

Cadets will familiarize themselves with ADM-19 and ADM-19A of Massachusetts State Police Policy and Procedure. (See attached.)

Issued Gear

Cadets will be held accountable for all issued Department of State Police gear. Gear will be maintained to the highest standards. Any damage to issued equipment will be reported to an Academy staff member immediately.

Issued equipment will be stored according to Academy room regulations.

No issued gear will leave the training assignments without the Cadet receiving prior authorization.

Issued gear must be returned to the Cadet Program upon resignation or dismissal from the training program.



Department of State Police

General Order

Effective Date:	October 2, 2024	Number:	ADM-19
Subject:	Vehicle Management		

Policy To establish a central management system for all vehicles owned or controlled by the Department to maintain a state of operational readiness.

Procurement The Fleet Administrator shall authorize and be responsible for the procurement of all Department vehicles including:

- Vehicle specifications;
- Bidding processes; and
- Equipment, parts and materials necessary for vehicle maintenance.

Fleet Administrator The Fleet Administrator shall:

- Maintain a master vehicle inventory for computer/cruiser number, operator, operator assignment, vehicle model year, mileage, registration number, and condition;
- Ensure the annual reconciliation of the master inventory during the month of June;
- Maintain a sufficient inventory of parts, materials, and equipment at Fleet and Troop/Section garages, subject to available funding;
- Issue parts and materials to Troop/Section garages according to need and availability;
- Maintain detailed vehicle maintenance records; and
- Notify Department personnel of manufacturer vehicle recalls.

Fleet Coordinator Troop/Section Commander or designee shall act as the Fleet Coordinator.

Specialty Vehicles Requests for specialized vehicles shall be forwarded through the respective Division Commander to the Fleet Administrator.

Specialty vehicles shall:

- Be purchased based on needs of the Department;
- Be assigned to personnel within the specialized sections/units;
- Follow the operational guidelines set forth in ADM-19A Vehicle Use and Maintenance; and
- Remain within the assigned section/unit unless otherwise authorized by the Fleet Administrator.

Vehicle Status

Designation	Meaning
Active	Assigned and in-use
Down*	Inoperable, requires repairs
Out of Service*	Permanently disabled

Spare	Unassigned and available for use
*Vehicles designated “Down” or “Out of Service” <u>shall not be operated.</u>	

Vehicle Assignment

The Fleet Administrator or designee shall:

- Maintain control over vehicle assignment and re-assignment;
- Assign vehicles based on the year, condition, and mileage;
- Assign vehicles to individual personnel based upon availability and particular assignment; and
- Prior to the assignment or replacement of a vehicle:
 - Analyze inventory reports of affected vehicle(s);
 - Notify member(s) of scheduled vehicle assignments or appointments; and
 - Inspect and verify vehicles being turned in for mileage, damage, operational status, cleanliness, and/or issued equipment.

Note: Personnel failing to report with their assigned vehicle and/or issued vehicle equipment shall not be issued a new or replacement vehicle.

Transfers

If members are...	Then members shall...
Transferred or promoted to a function requiring the same vehicle	Retain currently assigned vehicle.
Transferred or promoted to a function requiring an alternate vehicle, i.e., marked, unmarked or specialty vehicle	Contact the Fleet Section for vehicle re-assignment.

Vehicle Disposal

The Fleet Administrator shall:

- Maintain standards and criteria for determining when a vehicle is suitable for disposal;
- Ensure all usable equipment and parts are removed and the vehicle is appropriately prepared for disposal; and
- Provide the Commonwealth of Massachusetts Operational Services Division with the vehicle identification number of disposed vehicles.

Extended Leave

Position	Responsibilities
Member	Shall return the following issued equipment to their Troop/Section/Unit Commander when on extended leave in excess of thirty (30) days: <ul style="list-style-type: none"> • Assigned vehicle along with issued vehicle equipment; and • Department issued fuel card, transponder and snow gate access cards.
Troop/Section Commander	<ul style="list-style-type: none"> • Shall notify the Fleet Administrator when issued vehicles and equipment are returned due to extended leaves; and • Advise the location of the vehicle and equipment.
Fleet Administrator	<ul style="list-style-type: none"> • Re-assign vehicle based upon the needs of the Department; and • If practicable, members returning to full duty should be re-assigned the same vehicle.

**Forfeited/ Donated
Vehicles**

The Fleet Administrator has the authority to accept or reject vehicles on behalf of the Department.

Any vehicle accepted by the Department, shall be:

- Delivered to the Fleet Section with appropriate documentation (e.g. order of forfeiture, certificate of title);
- Inspected for mechanical and/or physical safety defects prior to acceptance and registration;
- Assigned a Fleet vehicle computer number; and
- Assigned by the Fleet Administrator based on the needs of the Department.

References:

ADM-19A Vehicle Use and Maintenance;
MPAC 41.1.3.

Promulgated By:

John E. Mawn Jr., Colonel/Superintendent



Department of State Police

General Order

Effective Date:	October 2, 2024	Number:	ADM-19A
Subject:	Vehicle Use and Maintenance		

Policy

Department vehicles shall be maintained in a safe, clean and serviceable condition for reasons of safety, operational readiness, and to enhance the Department's public image. For the purposes of this policy, members shall include sworn and civilian employees of the Department.

Members assigned vehicles belonging to other authorities or governmental agencies shall adhere to the vehicle use and maintenance policies of the owning agency.

Required Equipment

Vehicles used for patrol purposes shall be equipped with, at a minimum, the following:

- Emergency lights and siren;
- Medical kit;
- Fire extinguisher;
- Radios;
- Detainee safety barrier (marked, semi marked, low profile vehicles);
- Conspicuous markings (marked, semi marked vehicles, low profile vehicles), including, but not limited to reflective chevrons/pinstriping configured as determined by the Fleet Administrator; and
- All other equipment issued with, or made part of the vehicle according to Department specifications.

Vehicle Inspection

Vehicles and equipment shall be inspected:

- At the beginning of each shift by the vehicle operator;
- For damage, contraband, and/or evidence before and after transporting detainees;
- Quarterly by Station/Unit Commanders and documented according to Department procedures;
- In preparation for line or staff inspections; and
- Upon request by the Fleet Administrator

Equipment in need of replacement/replenishment shall be coordinated through the member's Station/Section/Unit Commander.

The member shall immediately report, in writing, to their immediate supervisor and the Fleet Administrator, any damage or vandalism to Department vehicles.

Any damage to a Department vehicle caused by a non-Department employee shall be immediately reported to the Fleet Section to collect restitution. The Fleet Coordinator shall arrange for repairs through the Fleet Section.

Installation of Non-Issued Equipment, Adding or Removing Window Tint or Vehicle Alteration

Members shall not install non-issued equipment and/or add or remove window tint in any Department vehicle without prior written authorization from the Fleet Administrator.

Issued Department vehicle equipment shall not be altered without prior written authorization from the Fleet Administrator.

Members requesting to install non-issued equipment and/or add or remove window tint in Department vehicles shall:

- Make written requests through the appropriate channels to the Troop/Section/Unit Commander;
- Agree in writing to assume all responsibility for the loss or theft of the equipment, and any damage caused to the vehicle associated with the installation or removal of the equipment;
- Assume all costs associated with the purchase, installation, and service and/or maintenance fees associated with the installed equipment;
- Notify the Fleet Administrator of the location where the professional installation of the equipment shall occur; and
- Immediately remove any equipment as directed by the Fleet Administrator or proper authority.

The Troop/Section/Unit Commander shall review all requests and forward approved requests to the Fleet Administrator or the proper authority.

The Fleet Administrator shall:

- Approve or deny all written requests; and
- Forward the written approval or denial to the appropriate Troop/Section Commander.

Vehicle Ornamentation

Members shall not affix/install vehicle ornamentation on or in any Department vehicle, including vehicles assigned to various authorities or other governmental agencies, unless approved in advance, and in writing, by the Deputy Superintendent and the Fleet Administrator.

Vehicle Alteration

Members shall not:

- Remove, cover, or obscure the display of the issued registration plates; or
- Remove cruiser markings from Department vehicles without prior authorization from the Fleet Administrator or proper authority.

Recalls

Recalls issued by the Department or the manufacturer regarding Department vehicles shall be posted by the Fleet Administrator according to Department procedures.

Members who are assigned Department vehicles shall upon notification of a recall:

- Contact an authorized service facility to schedule an appointment for service;
 - Ensure the recall work is completed as ordered;
 - Forward the repair order to the Fleet Section; and
 - Retain a copy of the repair order.
-

Vehicle Use

Members shall operate Department vehicles in a cautious manner, and in conformance with Department Policies and Procedures, Rules and Regulations, and applicable Massachusetts General Laws.

Department vehicles shall be used for:

- Official use only;
- Commuting to and from home to assigned work location;
- Scheduled work assignments, callouts, or training; and
- Paid Details (undercover vehicles shall not be used at road construction sites.)
- Exceptions to authorized Department vehicle use shall be documented and authorized by the members immediate supervisor or Troop Duty Officer in the absence of the immediate supervisor

**Vehicle Use,
continued**

Supervisors shall:

- Only authorize a member to use a Department vehicle when the member is on time off or days off for official Department business; and
- Be responsible for documenting each request and authorization.

Maintenance

The operators of Department vehicles shall be responsible for:

- Maintaining a clean exterior and interior;
- Scheduling routine service and repairs with Fleet Section personnel, or at authorized service facilities;
- Reporting all malfunctions in Department vehicles to the Fleet Administrator;
- Ensuring the vehicle registration is current;
- Ensuring the state safety and emission inspection is current;
- Submitting monthly cruiser information according to Department procedures;
- Daily inspection checks; and
- The removal of snow and ice.

**Daily Inspection
Checks**

- All Department Members shall ensure that their assigned vehicle is in proper working order.

**Scheduled
Maintenance**

All Department Members are required:

- To have their currently assigned Department vehicle routinely serviced; and
- To have an oil change at a Department Fleet Facility every 9,000 miles or six (6) months, whichever occurs first.

Appointments shall be made with each individual Fleet Facility prior to mileage/month deadline. No member shall:

- Have their cruiser serviced at a third party commercial service facility, unless the service is specifically pre-approved by the Fleet Administrator.

Troop/Station/Section/Unit Commanders that have specialty, spare, and/or pool vehicles assigned under their command shall ensure compliance.

Fuel Cards

Fuel cards issued to Department members are restricted to the purchase of fuel for assigned Department vehicles. All purchases for items, other than fuel, shall result in the payment of restitution and/or disciplinary action. Members utilizing fuel cards shall:

- Sign a receipt when issued a fuel card;
- Enter Fleet vehicle computer number for PIN and current mileage when fueling;
- Immediately report lost or stolen cards in writing to the Fleet Section, through channels;
- Fuel vehicles at authorized facilities;
- Purchase regular unleaded fuel only, unless otherwise authorized;
- Use self-service facilities, whenever possible, to assist in controlling Department fuel expenditures;
- Ensure vehicle fuel tanks remain at least half full at all times; and
- Turn in fuel cards through channels to the Fleet Administrator upon any leave in excess of thirty (30) or more days.

Note: Members shall not leave their vehicles running while unattended, unless within the scope of their duties (e.g. motor vehicle stops pursuant to M.G.L. c. 90, § 13).

Transponders and Snow Gate Access Cards

Non-revenue Fast Lane Transponders and Snow Gate Access Cards shall only:

- Be utilized for official business in Department assigned vehicles within the Commonwealth of Massachusetts.

Members traveling outside of the Commonwealth shall:

- Disable their transponders;
- Pay tolls personally where facilities exist to do so and file for reimbursement through the standard member expense reimbursement process; and
- Drive through pay-by-plate lanes when cash options do not exist.

Electronic data associated with the use of these items shall be monitored to ensure compliance. Use of non-revenue Fast Lane Transponders and Snow Gate Access Cards constitutes express consent for the Department to monitor and/or inspect any data created in the course of such use.

Members assigned non-revenue Fast Lane Transponders and Snow Gate Access Cards shall:

- Use the Fast Lane;
 - Disable their transponders when traveling out of state;
 - Immediately report lost or stolen transponders or Snow Gate Access Cards in writing to the Fleet Administrator, through channels; and
 - Turn in non-revenue transponders and Snow Gate Access Cards through channels to the Fleet Administrator upon any leave in excess of thirty (30) or more days.
-

Specialty Vehicles

Operation of Specialty Vehicles assigned to Specialized Sections/Units shall adhere to the following:

- Use of Specialty Vehicles shall be dictated by circumstances requiring their deployment/use and shall be authorized by the Section/Unit Commander(s);
- Operated by trained, qualified and duly licensed operators assigned to the Section/Unit as approved by the Section/Unit Commander;
- Section/Unit Commander(s) shall ensure that proper training for members assigned is provided for the Specialty Vehicle(s) to be operated;
- Section/Unit Commander(s) shall maintain a file containing all training records and training certifications for their members operating Specialty Vehicle(s);
- Section/Unit Commander(s) shall assign one designee to be responsible for proper maintenance and related equipment associated with the Specialty Vehicle(s) assigned to the Section/Unit. All maintenance will be coordinated with the Fleet Section;

- Section/Unit Commander(s) will maintain updated Operating Manuals for the assigned Specialty Vehicle(s); and
- Section/Unit Commander(s) will determine the equipment to be maintained on assigned Specialty Vehicle(s), if any, and will maintain a record of said equipment and coordinate replacement/replenishment of specialized equipment.

Emergency Operation and Response

Members responding in emergency vehicles shall operate vehicles with due care and regard for the safety of all persons and property.

Members, in an emergency and while in the performance of duty:

- May drive in excess of the applicable speed limit, if exercising caution and due regard under the circumstances;
- May drive through an intersection, contrary to traffic signs or signals, **after coming to a full stop**, and then proceeding with caution; and
- **Shall never pass** a school bus with red lamps flashing that has stopped to allow pupils to alight or board.

Response	Action
Non-emergency/non-life threatening.	<ul style="list-style-type: none"> • Emergency lights and/or siren need not be used; and • Observe all traffic laws and regulations.
Emergency, but non-life threatening.	<ul style="list-style-type: none"> • Emergency lights and sirens may be utilized; and • May use discretion in approach.
Actual or potential life-threatening injuries or violent situations.	<ul style="list-style-type: none"> • Utilize emergency lights and sirens; • Expeditious response with due care and regard for public safety; and • May use discretion in approach.

Seatbelts

All occupants shall properly wear seatbelts while traveling in any state owned vehicles as mandated by Executive Order No. 241.

Airbags

No object shall be placed on or in the path of airbags for safety reasons. Airbag switches shall not be installed in any Department vehicle without the prior written approval of the Fleet Administrator.

References: ADM-19 Vehicle Management;
TRF-20 Department Vehicle Crashes;
Executive Order No. 241 Use Of Seat Belts By State Employees;
MGL c. 89, § 7B;
MGL c. 90, § 13;
MGL c. 90, § 14;
MPAC: 41.1.3, 41.2.1, 41.3.2, 41.3.3.

Promulgated By: John E. Mawn Jr., Colonel/Superintendent

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-13
Section: CODE OF CONDUCT / DISCIPLINARY PROCEDURES	

Academy Code of Conduct

The Massachusetts State Police Academy only accepts the highest standards of integrity, discipline, conduct, and personal appearance. Cadets shall conduct themselves at all times in a manner consistent with these standards along with the State Police Academy Training Values and Honor Code (CDT-01).

Disciplinary Process

Cadets attending the Cadet Training Program who violate the Academy Code of Conduct shall be subject to the disciplinary process outlined in this manual. This process utilizes a system of progressive discipline tools, which include:

- Verbal counseling and correction
- Work assignments
- Observation reports

Instances of Cadet misconduct, either on or off duty, are grounds for disciplinary action, up to and including dismissal from the Cadet Training Program.

Verbal Counseling and Correction

One method of influencing Cadet performance and behavior is through verbal correction. This correction is accomplished by providing verbal advice, guidance, or counseling to the Cadet.

Work Assignments

Work Assignments are in addition to the Cadet's daily responsibilities. Drill instructors may order a Cadet to perform a work assignment as a method of influencing behavior, as well as the routine maintenance at the Academy. These work assignments are in addition to the Cadet's daily responsibilities. Examples of work assignments include, but are not limited to:

- Writing an incident report
- Researching MSP Policy and Procedure, and Rules and Regulations
- Kitchen duty
- Cleaning gym equipment
- Washing and waxing Academy vehicles
- Cleaning the head and shower area
- Maintenance of catwalks, walkways, and parking areas

Cadets will report to the assigned drill instructor at the prescribed reporting time and will be prepared to commence his/her assignment. Any work assignment will be documented, by the issuing Academy staff member, in an Observation Report and a copy placed in the Cadet's academic file.

**Observation
Reports**

Cadets may be issued Observation Reports. Observation Reports can be issued for both positive and negative behaviors. Observation Reports will remain in the Cadet's academic file.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-14
Section:	
INTERNAL/CADET REVIEW BOARD	

Internal Review Board

The Unit Commander may convene an Internal Review Board to consider instances where a Cadet:

1. Is failing to meet acceptable training standards
2. has conducted himself or herself in a manner which has the potential to bring the Massachusetts State Police into disrepute; or
3. reflect discredit upon himself or herself, as a future member of the Massachusetts State Police.

The Internal Review Board will consist of at least one (1) Commissioned Officer and at least (1) Non-Commissioned Officer designated by the Unit Commander.

The Cadet shall receive written notification of the date, time, location and the reason(s) the Internal Review Board is being convened. The purpose of the Internal Review Board is to gather facts and to make recommendations to the Executive Officer and Deputy Division Commander of D.A.S regarding the need for a Cadet Review Board (CRB). This review is not intended to confer a right to a hearing on behalf of a Cadet or provide a forum for the Cadet to dispute any recommendation. The Internal Review Board will determine the extent of evidence or testimony necessary to render a final independent recommendation. The recommendation of the Internal Review Board will be forwarded to the Executive Officer of D.A.S. for review.

Internal Review Board findings will result in one of the following recommendations:

- **Letter of Counseling:** In the opinion of the Internal Review Board, the Cadet can make appropriate adjustments and successfully complete the Cadet Training Program. Cadets will be provided a letter of counseling.
- **Work Improvement Plan:** In the opinion of the Internal Review Board, the Cadet can make appropriate adjustments and continue with the Program.
- **Cadet Review Board:** In the opinion of the Internal Review Board, the Cadet Review Board should be convened to further review/consider and act on the Cadet's disciplinary or job performance issue(s).

Cadet Review Board

The Executive Officer will review the documentation and recommendations provided by the Internal Review Board and forward his/her recommendation to the Deputy Division Commander of D.A.S. The Executive Officer may request a Cadet Review Board if he/she determines further action is required.

The Executive Officer may request a Cadet Review Board to consider instances where Cadets are failing to meet the Cadet standards or has conducted themselves in a manner which has the potential to bring the Massachusetts State Police into disrepute and reflect discredit upon himself or herself, as a future member of the Massachusetts State Police. The Cadet Review Board will consist of five (5) members of the Department.

The five (5) member Board will meet on an as needed basis to consider and act on any Cadet disciplinary or job performance issues. The Board will make written

recommendations to the Division Commander of the Division of Administrative Services regarding any Cadet disciplinary or employment issues.

- Three (3) Commissioned Officers, one (1) of which will be the Department's Diversity Officer or designee
- One (1) Department Human Resources Section Representative
- One (1) Department Civilian Manager

The Board will be made up of appointed members, along with appointed alternates, in order to maintain member familiarity with the Cadet Program practices and precedent.

In addition to the five Board members, the Cadet Program Unit Commander or their designee shall act as the Board Facilitator. The Facilitator will be responsible for obtaining all needed documentation, and arranging testimony, when necessary, for the board to properly render a decision regarding business before it.

All meeting minutes and actions of the board will be maintained in ACISS by a Commissioned Officer member of the board assigned as Secretary for that particular meeting of the Board.

- **Retention**: In the opinion of the Internal Review Board, the Cadet can make appropriate adjustments and successfully complete the Cadet Training Program. A work improvement plan may be implemented, if needed.
- **Dismissal with Prejudice**: In the opinion of the Internal Review Board, the Cadet should be removed from the Cadet Training Program, without the privilege of re-admission.
- **Dismissal without Prejudice**: In the opinion of the Internal Review Board, the circumstances are of a temporary nature and would preclude successful completion of the current course of instruction. A recommendation for Dismissal without Prejudice does not provide the Cadet any guarantee or promise of appointment to a future Cadet training class. Any future consideration for appointment is subject to the Cadet's eligibility at such time under applicable Massachusetts State Police standards and eligibility under the law.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-15
Section: RESIGNATION FROM THE CADET TRAINING PROGRAM	

Voluntary Resignation from the Cadet Training Program

When a Cadet has made the decision to resign from the Cadet Training Program, he/she will immediately approach any member of the Academy staff and notify them of this decision. All training involving this Cadet will cease immediately, the Cadet will be removed from ongoing training and a Cadet supervisor will be notified.

Cadets who decide to resign during the weekend are required to contact a member of the Cadet Program via phone and send an email to: MSP.CadetProgram@pol.state.ma.us Cadets will be required to report to the State Police Cadet program office on Monday morning to turn in all issued gear and to complete the exit interview process.

Exit Interview Process

All Cadets who request to voluntarily resign from the Cadet Training Program will be directed through the exit interview process. The purpose of the exit interview is to gather information relative to the reason(s) the Cadet has chosen to resign and to obtain specific information which might be useful to future Cadet Training Programs.

A member of the Cadet Program Staff will be available to accept a Cadet resignation.

A staff member will conduct the exit interview and will document the process through the Cadet Voluntary Resignation form. The Cadet will complete and sign the exit interview form provided by the member conducting the interview.

All Massachusetts State Police issued equipment/ property will be inventoried and accounted for prior to leaving the facility.

A Cadet staff member will escort the Cadet to his/her vehicle or assist the Cadet in arranging for transportation

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-16
Section: DISMISSAL FROM THE CADET TRAINING PROGRAM	

Dismissal from the Cadet Training Program

The Unit Commander may recommend to the Deputy Division Commander of D.A.S. that a Cadet be dismissed from the Cadet Training Program. The reasons supporting a recommendation for dismissal include, but are not limited to:

- Possession of tobacco, vaping device (or related paraphernalia), alcoholic beverage(s), and/or non-prescription controlled substances.
- Being under the influence of alcohol or non-prescription controlled substances.
- Failure to maintain attendance standards.
- Violation of the Honor Code.
- Demonstrated lack of ability to perform in a manner consistent with the current phase of the Cadet Training Program.
- Conduct which has the potential for bringing the Massachusetts State Police into disrepute or reflects discredit upon the person as a future member of the Massachusetts State Police or that which has the potential to impair the operation, efficiency, and effectiveness of the Massachusetts State Police.

The Deputy Division Commander of D.A.S. may forward the recommendation for dismissal to the Colonel/Superintendent for final action.

The Colonel/Superintendent may independently act on the recommendation for dismissal or refer to the Cadet Review Board. The Cadet Review Board will conduct an independent examination of the evidence supporting the recommendation for dismissal.

The purpose of such a review is to gather facts regarding the recommendation for dismissal from the Cadet Training Program. It is not intended to confer a right to a hearing on behalf of a Cadet or to provide a forum for the Cadet to dispute the recommendation for dismissal. The Cadet Review Board will determine the extent of evidence or testimony necessary to render a final independent recommendation. The recommendation of the Cadet Review Board will be forwarded to the Colonel/Superintendent for final action.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-17
Section:	
ATTENDANCE / DUTY HOURS / END OF TRAINING DAY DISMISSAL / PARTICIPATION STANDARDS	

Attendance Policy

- Attendance throughout the entire Cadet Training Program is mandatory.
- In the event that a Cadet is ill or requires sick leave, it is the Cadet's responsibility to notify a member of the cadet staff and the Academy desk officer at (508) 867-1000. All notifications of absences shall be made **prior** to the start of that training day.

Duty Hours

- The training hours are at the discretion of the needs of the Cadet Program. Standardized shifts include: 0700 – 1530 hrs / 0800 – 1630 hrs / 0900-1730 hrs / 1500-2330 hrs, Monday through Friday. During certain specialized portions of the training, the Unit Commander or designee may modify the training schedule.
- The term "State Police Academy" incorporates other locations and facilities used to conduct Cadet training.
- All Cadets will enter the Academy via the main door entrance at the front desk area located in B Building to be logged in for duty. He/she will then report to his/her assigned room and change into the uniform of the day. All Cadets will be prepared for first formation at 0800 hours.

End of Training Day / Dismissal

- The training class will be dismissed by a staff member each day. Roll call will be taken and information and instructions will be passed on. Cadets will conduct themselves in a manner consistent with the standards of the Massachusetts State Police while on leave. Cadets will not bring the reputation of the State Police Academy or their agency into question in any manner.
- Military courtesies after dismissal from the training day will be suspended until the beginning of the next training day (i.e., "Attention on Deck," greeting of the day, etc.). Professional conduct is expected of Cadets at all times.
- Although Cadets are not required to stay on Academy grounds overnight, those that request overnight accommodations are subject to an Academy curfew of 1930 hours. Cadets will be mindful and considerate of others. Quiet time will be adhered to after 2100 hours and lights out no later than 2200 hours.
- Cadets leaving the Academy grounds during evening leave will sign out at the front desk and sign back in upon their return. All Cadets will enter and exit the facility only through the front desk area.
- Cadets electing to make use of overnight accommodations at the Academy are subject to all Rules, Regulations, Policies, and Procedures set forth in this manual at all times.

**End of
Training Day /
Dismissal
continued**

- Cadets are required to immediately report any incident involving police contact which occurs during the training program to the Unit Commander or designee. This will include any stop or detention by any police agency for any violation of criminal or civil law, including motor vehicle infractions and any detention or questioning relating to any civil or criminal matter, whether or not the Cadet has reason to believe he/she is under investigation. Contact is defined as any police contact not of a personal nature.

Failure to report these matters to the Unit Commander or designee immediately following the incident or immediately upon return to the Academy will be recognized as a violation of the Academy disciplinary policy

**Attendance
and
Participation**

Cadets are expected to attend, participate, and benefit in all aspects of the training program. One hundred percent effort is always expected of all Cadets. Cadets will be continually evaluated by the Academy staff. A Cadet will be credited with completion of an activity when there is both participation and benefit.

“Participation” is defined as the capability of executing a skill or activity at the required intensity level.

“Benefit” is defined as the achievement of the desired physical or conceptual skill, as a result of completing the activity.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-18
Section:	OUTSIDE CONTACT

Visitation Cadets are prohibited from having visitors while attending the Massachusetts State Police Cadet Training Program. In extenuating circumstances only, an exception may be authorized by the Unit Commander, Commandant, Executive Officer, or designee.

Telephone Use Cadets will be allowed the use of Academy telephones, when approved by Academy Staff. Emergency or urgent calls may be placed to the Desk Officer at (508) 867-1000.

Cellular phones shall remain secured in their vehicles, unless otherwise authorized. Cell phones located on or in a Cadet's possession(s), without prior authorization from the Commandant or designee, may result in dismissal from the Cadet Training Program.

Outside Employment Cadets are restricted from any outside employment without prior written authorization from the Colonel/Superintendent.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-20
Section: PERFORMANCE ASSESSMENT AND TESTING / EXAMINATIONS	

Examinations

The Cadet Training Program will be responsible for developing performance assessments and testing procedures to evaluate the attainment of course goals and objectives. As part of this process, a series of academic exams and performance assessments will be administered to test the comprehension level of Cadets. Academic exams and quizzes will be scheduled with sufficient notice provided. There will be multiple examinations given during the Cadet Training Program. Cadets must successfully complete these exams. Certain subject areas have mandatory passing requirements.

Exams, quizzes, practical exercises, or any other scored event must be completed to the satisfaction of the instructor. Cadets failing to successfully complete these events will be offered remediation and retested. Any Cadet's failure to successfully complete any retest is subject to the internal review board process (See CDT-14).

A Cadet will not graduate unless he/she has successfully passed all phases of training and testing.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-21
Section: PERSONAL APPEARANCE	

Personal Appearance - Inspection

At all times, Cadets will be prepared for inspection and will conform to the personal appearance standards.

Personal Appearance - Commuting

- While commuting to and from the Academy complex, all issued uniforms and equipment will be kept out of public view.
- Cadets will commute in suitable attire.
- Cadets will wear a collared shirt, trousers and appropriate footwear. (No jeans, shorts, athletic apparel, sneakers, or open-toed shoes.) Skirts, dresses, and high-heel shoes will not be worn.
- Cadets will be required to maintain their personal appearance in accordance with GEN-01.

Personal Appearance

At all times, Cadets will be prepared for inspection and will conform to the following personal appearance standards while at the Academy:

- Shower daily prior to lights out
- Maintain proper oral hygiene.
- Maintain proper body hygiene.
- Ensure fingernails and toenails are clean and trimmed.
- Makeup or cosmetics will not be worn.
- False eyelashes will not be worn.
- Fingernail polish and false nails will not be used.
- Hair will be groomed and maintained, as directed. Cadets will not alter their hair in any fashion without prior authorization.
- Male Cadets will be clean-shaven.
- Cadets will not color their hair.
- Jewelry, pins, necklaces and/or bracelets will not be worn, except for:
 - ~Conservative wristwatches at the approval of the Commandant.

(If authorized to wear a wristwatch, the watch will be set to silent.)

~Medical alert bracelets

~Wedding rings

~Religious necklaces and medals worn beneath the shirt and out of view.

Wristwatches that can send/ receive messaging or internet services will not be authorized. Issued uniforms will be worn during training. Uniforms will be clean and presentable.

Haircuts

Hair shall:

- Be clean, neat, and well groomed;
- Not touch the top of the uniform shirt collar, at the back, when standing with the head in a normal posture;
- Not interfere with the wearing of any issued headgear; or
- Not be dyed or tinted in an exaggerated or unnatural color.

Male Cadets: Hair shall be:

- Either tapered or blocked at the back of the neck; and
- Tapered or blocked at the sides but may not touch the ears

Sideburns shall be:

- Neatly trimmed and rectangular;
- Trimmed horizontally, at a right angle;
- Of even width; and
- No longer than the midpoint of the tragus of the ear.

Female Cadets will have their hair maintained in accordance with Massachusetts State Police Policy and Procedure General Order **GEN-01:**

- Hair may extend over, but not below, the bottom of the ear nor more than two inches forward of the ear.
- Conservative ponytails, braids, hair buns, etc., may be used if secured to the head; each braid will be of uniform dimension, have a diameter no greater than ½ inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the braids.

Each hairstyle must be worn against the scalp, secured inconspicuously. When multiple braids are worn, they must encompass the whole head. Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines. Only one distinctive style will be worn at a time. Hairstyles that distinctly protrude (up or out) from the head are not authorized. Inconspicuous hair aids that blend in with the hair may be used. Hair extensions are not authorized. Cadets will not alter their hair in any fashion, without prior authorization. No cadets will be allowed extra time to comply with CDT-20 or GEN-01.ii

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-22
Section: ROOM REGULATIONS	

Room Regulations

Cadets are responsible for the maintenance and upkeep of their assigned rooms and common areas. All issued and personal gear will be stowed in accordance with Standard Operating Procedure which are posted on their respective decks.

Beds will be made each morning prior to 0730 hours. No person will sit or lie on a bed during training hours. Cadets shall sleep under the covers of their assigned beds.

Doors and shades will remain open, except when changing clothes. Doors will be closed, and shades will be drawn whenever a Cadet is changing or is in a state of partial undress. Cadets will be fully clothed whenever moving between their assigned Room and the shower area. Fully clothed is defined as wearing footwear, undergarments, pants/shorts, and shirt/t-shirt.

Whenever female Cadets are changing clothes, the door at each end of the female deck will be closed and shades will be drawn.

The last Cadet to leave their assigned room is responsible for ensuring that all lights are off. All drawers will be closed, chairs will be pushed in, and there will be no dust or debris present in the room

Room Name Display

- Room cards shall be made by each Cadet, and a new room card shall be made if/when a new room assignment is designated.
- Every room will display a 3x5 index card containing the name of a residing Cadet and his/her respective platoon.
- Index cards will be affixed to the door of each room. The Cadet assigned the bed farthest from the door will affix their index card in the lower left corner of the door port. The Cadet assigned the bed closest to the door port will affix their index card in the lower right corner of the door port.
- When a room card becomes damaged, bent, or otherwise unserviceable, the Cadet shall make a replacement room card.

Beds

Each Cadet's bed will be made with the following items:

- Two (2) white sheets
- One (1) blanket
- One (1) white pillowcase

One (1) white sheet will be placed on the mattress with one end even with the foot portion of the mattress, with the excess pulled over the head portion. The head corners will be made with hospital corners. Corners will be crisp and tight. The sheet will be pulled, pressed, and tucked tight to the mattress to eliminate all wrinkles.

One (1) white sheet will be placed on the mattress with one end even with the head portion of the mattress and the excess pulled over the foot portion. The foot corners will be made with hospital corners. Corners will be crisp and tight. The sheet will be pulled, pressed, and tucked tight to the mattress to eliminate all wrinkles.

One (1) blanket will be placed on top of the sheets having one end even with the head portion of the mattress and the excess pulled over the foot portion. The foot corners of the blanket will be made with hospital corners. Corners will be crisp and tight. At the head, the blanket and top sheet will be folded back toward the foot to form a 6-inch fold exposing the sheet. The blanket will be pulled, pressed, and tucked tight to eliminate all wrinkles. If the blanket has the stripe stitching in the middle, the stripe will be placed running up the middle of the mattress. One (1) pillowcase will be put on the pillow and the excess pulled and tucked under the pillow. The pillow will be centered at the head of the bed. There will be nothing on the bed at any time, unless authorized.

Linen Turn In

On the first day of training, each Cadet will be issued the above-mentioned one (1) set of linens. Each set will be comprised of two (2) sheets, one (1) pillowcase, and one (1) blanket.

- Each Friday morning, all Cadets will remove their sheets and pillowcase from their bed and place them in their laundry bag.
 - Linens will be laundered by Cadets while on weekend leave and returned to the Academy on the following Monday morning.
 - Blankets will not leave the Academy complex unless Cadets are instructed otherwise. Blankets will be folded neatly and left for the weekend at the foot of the bed, even with the foot of the mattress and centered.
 - Beds will be made prior to the first formation on Monday morning.
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Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-23
Section: INSPECTIONS	

Inspections

At all times, Cadets are subject to inspections of their persons and both personal and issued equipment, while in the Cadet Program. The purpose of this inspection is to ensure a state of readiness and instill the importance of attention to detail. Inspections may be announced or unannounced.

- Room cards shall be made by each Cadet, and a new room card shall be made if/when a new room assignment is designated.
- Every room will display a 3x5 index card containing the name of a residing cadet and his/her respective platoon.
- Index cards will be affixed to the door of each room. The Cadet assigned the bed farthest from the door will affix their index card in the lower left corner of the window. The Cadet assigned the bed closest to the door will affix their index card in the lower right corner of the window.
- When a room card becomes damaged, bent, or otherwise unserviceable, the Cadet shall make a replacement room card.

Announced Inspections

The Unit Commander, or designee will advise the Cadet Training Troop of a formal inspection. The Unit Commander will determine the time and scope of the inspection. Cadets will ensure their uniforms, issued equipment, personal items, room and common areas are prepared for inspection.

At the designated time, the senior staff member of the inspecting party will enter the area to be inspected, followed by the assisting staff member(s). All Cadets will come to the position of attention, one on each side of their door. The Cadet assigned to the bed nearest the window will stand on the left side of the door, and the other Cadet will stand to the right side of the door.

When the inspection team is prepared to inspect a Cadet and his/her quarters, the senior staff member will stop and face the Cadet to be inspected. The Cadet will identify him/herself by stating, "Sir/Ma'am, Cadet _____, ready for inspection, Sir/Ma'am."

The staff member will visually inspect the uniform of the Cadet and may check any gear carried by the Cadet. The staff member may question the Cadet to test knowledge or to acquire personal history. While the Cadet is being inspected, the assisting member(s) will inspect the assigned room of the Cadet. The assisting member(s) will record any deficiencies noted during the inspection.

Cadets will be advised of any deficiencies and what corrective, disciplinary, or remedial action will be taken.

**Unannounced
Inspections**

Cadets and their gear are subject to inspection at any time. A supervisory staff member or drill instructor may call a Cadet aside whenever it is deemed appropriate to conduct an inspection. The inspection may include the Cadet's person, uniform, pocket notebook, assigned equipment, or an inquiry into a Cadet's knowledge of pertinent information. The Cadet will be advised of any deficiencies and what corrective, disciplinary, or remedial action will be taken.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Cadet Training Program	Policy:	CDT-24
Section:	CLASSROOM ETIQUETTE		

Classroom Etiquette

Cadets will file into the classroom in an orderly manner, filling in the front rows from left to right and standing at the position of Attention behind the chairs. When instructed, Cadets will place notebooks and other items on the desk in front of them. If wearing a jacket, it will be secured on the back of the chair, and Cadets will return to the position of attention. When instructed, Cadets will take their seats at the seated position of attention and wait for the instructor. When seated at the position of attention, Cadets will have both hands palms down on the desktop, feet placed flat with heels together on the floor, and head and eyes will be focused straight ahead.

Whenever Cadets enter a classroom and there is no drill instructor present, the Cadets will fill in the rows in the same manner as outlined above and will stand silent at the position of attention awaiting a staff member, unless other actions are approved by the Drill Sergeant.

The first Cadet to observe an instructor or Academy staff member enter the classroom will clearly announce, “**attention on deck.**” All Cadets will then assume the standing position of attention. The instructor will give the command, “**at ease.**” Cadets will take their seats and remain quiet.

Cadets will ensure there are no distractions or signs of disrespect exhibited towards the instructor. The disruptive sound of an hourly chirp from a wristwatch or the clicking of rings on a three-ring binder will not be tolerated. If a Cadet has a cough or similar problem, the Cadet will quietly walk to the back of the room and address the problem. If a Cadet feels sleepy, the Cadet will stand in the back of the room. Sleeping in class is a violation of the Academy Code of Conduct.

Outdoor Classroom

The class will fall into formation at the designated location under the direction of an Academy instructor or designee. Upon arrival of the academic instructor, the drill instructor will make the appropriate report to him/her and turn the class over at that time.

Demeanor

When a Cadet desires to speak or ask a question, the Cadet will raise his/her right hand with fingers extended and joined. When acknowledged by the instructor, the Cadet will remain seated and will identify him/herself by stating, “**Sir/Ma’am, Cadet _____, Sir/Ma’am.**” This identification need only be done the first time the Cadet asks a question of a specific instructor.

When a Cadet is called upon by an instructor to answer a question or give a recitation, the Cadet will remain seated and precede his/her response with, “**Sir/Ma’am.**” The presentation will be delivered clearly, in a voice loud enough to be heard by all members of the class. The Cadet will conclude his/her remarks with, “**Sir/Ma’am.**”

Cadets will always remain respectful of the instructor.

Cadets should be engaged in the class by asking questions of the instructor and participating in class discussions and activities.

If Cadets are on break outside the classroom and a staff member approaches, the first Cadet to observe the staff member will clearly announce, “**Attention on deck.**” Cadets will remain at the position of attention, until directed otherwise by the staff member.

Moving About the Academy Complex

Cadets will move about the State Police Academy complex in a military manner, adhering to the military standards set forth in this manual. When moving about the complex on a specific mission (i.e., going to Medical to retrieve non-prescription medication), Cadets will **never** travel alone.

Whenever moving indoors, accessing the tunnel system or corridors, Cadets will walk to the right side of the hallway, ensuring that all corners are “squared” in a military manner. There will be no talking while walking, standing, or waiting to enter a classroom or head area. The only talking allowed will be the greeting of the day.

Cadets will double-time whenever moving outdoors, with the following exceptions:

- When instructed not to do so,
- When on medical restriction prohibiting double-timing.

While on Rear Company Street, Cadets walking / double-timing north (from Alpha Building to Charlie Building) will do so approximately one (1) foot from the curb closest to the Academy buildings. Cadets will travel in a single file line, maintaining a six (6) foot interval with the Cadet in front of them. Talking is forbidden.

While on Rear Company Street, Cadets walking / double-timing south (from Charlie Building to Alpha Building) will do so approximately seven (7) feet from the curb that is closest to the Academy buildings. Cadets will travel in a single file line, maintaining a six (6) foot interval with the Cadet in front of them. Talking is forbidden.

Center stairwells will not be used, unless instructed otherwise.

Handrails will be utilized at all times while on stairwells.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-25
Section:	
NOTEBOOKS	

Pocket Notebooks

- Each Cadet will be required to maintain a pocket notebook. This pocket notebook will be carried in the Cadet's right rear trouser pocket with the binder side up and seal facing out.
- A black ink pen will be carried in the Cadet's right front trouser pocket, clipped to the pocket, with the clip perpendicular to the deck.
- The Cadet will maintain his/her pocket notebook in a manner consistent with the Daily Administrative Journal. The Cadet will make appropriate entries on the front side of the pocket notebook and paper and continue the reverse side of the same sheet.
- All entries will be neatly handwritten in black ink only.
- The pocket notebook will be used as a reference to the day's activities.
- The Cadet will be required to keep the pocket notebook up to date within two hours.
- The pocket notebook may be inspected at any time.
- When a Cadet's pocket notebook is full, he/she shall immediately request issue of a new one.
- All completed pocket notebooks will be kept.

The first entry Monday through Friday shall read: "0800: Start of day, journal open for *date*." The last entry in the pocket notebook will read: "1630: End of day, journal closed." Any remaining space left at the end of the page will have a diagonal line drawn through it, starting at the upper left-hand corner, and continuing down to the lower right-hand corner. The following is an example of the pocket notebook format for Monday:

0700	Start of day, journal open for 6/2/25. Arrive at SPA - topside preparing for formation
0740	Morning formation - RCS, DI staff present (i.e., Sgt. Rose)
0750	PT formation in gym. PT staff present, PT conducted: 1.5 hours of aerobics and weights. Lead Instructor – Sgt. Amadon
0930	Topside - showers-uniform of day and preparing for class
1000	A115 - Patrol Procedures with Tpr. Smith/MV stops. Learned about the principles of cover/concealment
1045	Head and water break
1100	A115 - Patrol Procedures resumes
1155	Troop formation - RCS - DI(s) present
1200	Chow hall - noontime meal: grilled chicken,

Academic Notebooks

Cadets are required to maintain an academic notebook. Academic notebooks will be inspected periodically for format and content. All class notes taken during the week shall be typed, placed in the academic notebook, and ready for inspection prior to the first formation on Monday. Academic notebooks may be in outline form.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-26
Section: FOOD AND BEVERAGE(S) / CHOW HALL	

Food and Beverage(s)

The health and physical fitness of each Cadet is monitored throughout the Cadet Training Program. Instruction on proper nutrition is provided during the early stages of training. Successfully completing the Cadet Program is contingent upon a well-balanced nutritional program.

Accordingly, cadets will not possess or consume any food or beverage that is not provided by the State Police Academy, unless directed otherwise by an Academy staff member.

Any special dietary needs and/or food allergies must be reported on a REQUEST FOR SPECIAL DIETARY NEEDS / FOOD ALLERGY INFORMATION form.

Chow Hall - Protocol

Prior to chow, Cadets will assemble in a formation on the Rear Company Street. Members of the Academy staff, drill instructors, or designated Cadet platoon leaders, depending on the current phase of training, will conduct roll call to ensure accountability and to pass on any necessary information to the Cadet Training Troop.

During times of inclement weather, Cadets will be advised to report directly to the chow hall via the tunnels. Cadets will file into the Chow Hall in an orderly manner. Chow Hall decorum will reflect the current phase of training and will be established by the Commandant.

Water Coolers It is the responsibility of the Cadets to keep the Academy water coolers functional. Cadets will be shown the locations of all water supply closets and will memorize same. If Cadets notice a shortage of water jugs at a particular water supply, they will immediately notify a drill instructor.

Every water cooler will have a water jug always feeding the cooler with water. Every water cooler at the Academy will always have a minimum of two (2) full water jugs next to the cooler, preferably side-by-side, if space allows.

The water cooler tray and area will be kept clean and free of any standing water.

Throughout the Academy complex, there are water fountains that were permanently installed during the construction of the buildings. These fountains distribute well water and will not be used. Only the bottled water coolers located in every classroom and in every hallway will be utilized by Cadets.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-27
Section: COLOR GUARD DETAIL	

Color Guard Detail

Colors will be posted as directed. A Color Guard Detail will be assigned to post the Colors. One member of the Color Guard Detail will be appointed as the Cadet Officer in Charge and will be responsible for directing the Color Guard Detail and making the appropriate reports to the desk officer. A formal striking of the Colors will be scheduled prior to dismissal on Friday afternoon.

Colors will be secured in the desk area as directed by the Desk Officer.

Department of State Police

State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-28
Section: CADET TRAINING PROGRAM BULLETIN BOARD	

Cadet Training Program Bulletin Board

The Cadet Training Program bulletin board is located inside the Chow Hall and contains information pertinent to the Cadet Training Program.

- Cadets will check the bulletin board at regular intervals and will place their initials next to their name each time it appears.

Unit Commander Orders / Personnel Orders

Memorandums and Orders from the Commandant will be posted on the Cadet Training Program bulletin board. Personnel Orders from General Headquarters that pertain to the Cadet Training Program will be posted in the same manner.

- Cadets will check these postings at regular intervals.
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State Police Academy

Cadet Training Program

Training Class:	Policy:
Cadet Training Program	CDT-29
Section:	PEER EVALUATIONS

Peer Evaluation System

The State Police Academy utilizes a peer evaluation system to assess and improve cadet performance and behavior.

The Cadet Program staff will administer the peer evaluation system. Peer evaluations will be conducted periodically throughout cadet training, as determined by the Cadet Program staff.

Cadet participation in the peer review system is mandatory.

