

DUTCHESS COUNTY DEPUTY SHERIFF'S PBA
EXPLORER POST 108

CADET
POLICY & PROCEDURE
HANDBOOK



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SECTION 1 - OVERVIEW

THE PRESENCE OF A LAW ENFORCEMENT EXPLORER POST WITHIN ANY AGENCY CAN BE A POSITIVE FACTOR IN INFLUENCING MEMBER'S ATTITUDES. POST MEMBERS ARE AFFORDED AN OPPORTUNITY TO SEE FIRST HAND THE EFFORTS OF SWORN PERSONNEL. THEY CAN LATER DISCUSS THEIR OBSERVATIONS WITH MEMBERS OF THEIR PEER GROUP. BECAUSE THE AGE OF EXPLORERS COMPRISES THE MORE IMPRESSIONABLE YEARS OF YOUTH, IT IS HERE THAT THE BASIC TENETS OF CIVIC RESPONSIBILITY CAN BE INSTILLED; ADDITIONALLY, SWORN PERSONNEL NORMALLY EXPOSED TO YOUTH INVOLVED WITH CRIMINAL OFFENSES CAN INSTEAD RELATE TO THE POSITIVE SIDE OF YOUNG AMERICA. EXPLORING PROVIDES THE LAW ENFORCEMENT COMMUNITY AN OPPORTUNITY TO FURTHER AN INVESTMENT IN ITS OWN FUTURE THROUGH THE RELATIONSHIPS WITH ALREADY HEALTHY AND SECURE YOUNG ADULTS. ALL REFERENCES IN THE BYLAWS AND/OR THE POST RULES AND REGULATIONS TO EITHER THE MASCULINE OR FEMININE GENDER SHALL IN ALL INSTANCES BE CONSIDERED TO MEAN BOTH SEXES. THERE SHALL BE NO DISCRIMINATION ON ACCOUNT OF RACE, RELIGION, NATIONAL ORIGIN OR SEX IN THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADET EXPLORER PROGRAM.

SECTION 2 – STRUCTURE

TO ENSURE THE SMOOTH AND HARMONIOUS OPERATION OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADET PROGRAM AS A LAW ENFORCEMENT EXPLORING POST WITHIN THE DUTCHESS COUNTY SHERIFF'S OFFICE, THE FOLLOWING ADMINISTRATIVE AND OPERATIONAL STRUCTURE IS CREATED:

- THE EXECUTIVE OFFICERS

THE TERM PBA PRESIDENT SHALL MEAN THE DULY ELECTED OR APPOINTED PRESIDENT OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION. THE PBA PRESIDENT IS THE EXECUTIVE OFFICER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM. THE TERM SHERIFF SHALL MEAN THE DULY ELECTED OR APPOINTED SHERIFF OF DUTCHESS COUNTY NY.

- THE EXECUTIVE COMMITTEE

THE EXECUTIVE COMMITTEE SHALL CONSIST OF AT LEAST THREE MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION, WITH ONE MEMBER ACTING AS THE COMMITTEE CHAIRPERSON. THE EXECUTIVE COMMITTEE SHALL ACT AS A STEERING COMMITTEE FOR THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM. THE COMMITTEE SHALL ESTABLISH POLICY AND PROCEDURES FOR THE SMOOTH AND HARMONIOUS OPERATION OF THE CADET PROGRAM WITH THE ASSISTANCE OF THE DUTCHESS COUNTY SHERIFF'S OFFICE. THE COMMITTEE SHALL INSTRUCT THE POST ADVISOR TO CARRY OUT ANY AND ALL

POLICY AND PROCEDURE CHANGES THAT IT DEEMS NECESSARY, WITH THE APPROVAL OF THE PBA PRESIDENT AND THE DUTCHESS COUNTY SHERIFF. THE COMMITTEE CHAIRPERSON SHALL ANSWER DIRECTLY TO THE PBA PRESIDENT AND THE SHERIFF (OR HIS DESIGNEE) ON MATTERS RELATING TO THE POLICY OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM. THE EXECUTIVE COMMITTEE SHALL MEET FROM TIME TO TIME AS THEY DEEM NECESSARY TO REVIEW POLICY AND PROCEDURE OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS, OR SHALL MEET AT THE REQUEST OF THE PBA PRESIDENT.

- POST ADVISOR

THE POST ADVISOR SHALL BE IN CHARGE OF THE DAILY OPERATION OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM. HE/SHE SHALL COORDINATE ALL POST MEETINGS AND TRAINING ACTIVITIES, MAINTAIN THE FINANCIAL RECORDS OF THE POST, MAINTAIN RECORDS OF ALL POST MEMBERS AND THEIR ISSUED EQUIPMENT, DIRECTLY SUPERVISE THE ASSOCIATE ADVISORS AND ANSWER TO THE PBA PRESIDENT AND EXECUTIVE COMMITTEE ON ANY MATTERS RELATING TO THE DEPUTY SHERIFF'S EXPLORER POST. THE POST ADVISOR SHALL ALSO PERFORM ANY OTHER DUTIES AS DIRECTED BY THE PBA PRESIDENT OR EXECUTIVE COMMITTEE. THE POST ADVISOR SHALL REVIEW ALL APPLICATIONS FOR THE DEPUTY SHERIFF'S EXPLORER POST. THE POST ADVISOR SHALL BE AN APPOINTED MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION.

- ASSOCIATE ADVISOR

THERE SHALL BE ATLEAST ONE ASSOCIATE ADVISOR TO THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER POST. THE ASSOCIATE ADVISOR SHALL ACT ON BEHALF OF THE POST ADVISOR IN HIS/HER ABSENCE. THE ASSOCIATE ADVISOR WILL ASSIST THE POST ADVISOR IN COORDINATING POST MEETINGS AND TRAINING. ASSOCIATE ADVISORS SHOULD BE APPOINTED MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION.

SECTION 3 – MEMBERSHIP:

TO BE ELIGIBLE FOR MEMBERSHIP IN THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM, A CANDIDATE MUST BE:

-A RESIDENT OF DUTCHESS COUNTY OR STUDENT ENROLLED IN A DUTCHESS COUNTY SCHOOL OR SCHOOL DISTRICT

-A MINIMUM AGE OF 14 OR IN THE 9TH GRADE

-ABLE TO COMPLETE A 6 MONTH PROBATION PERIOD

-ABLE TO COMPLETE CADET PHASE ONE TRAINING

-ENROLLED IN A PUBLIC OR PRIVATE SCHOOL

-A MINIMUM "C" AVERAGE STUDENT IN SCHOOL

-ABLE TO MAINTAIN A PHYSICAL FITNESS STANDARD

-COMPLETE A D.C.D.S.P.B.A. EXPLORER APPLICATION AND BACKGROUND CHECK

-PROVIDE ANNUAL MEMBERSHIP DUES/FEES

-PROVIDE A COMPLETED LEARNING FOR LIFE MEDICAL FORM INCLUDING A DOCTOR'S PHYSICAL EXAM SHOWING THE APPLICANT IS ACAPABLE OF PARTICIPATION IN THE PROGRAM.

SECTION 4 - CHAIN OF COMMAND:

THE CHAIN OF COMMAND IS ESTABLISHED FOR THE EFFICIENT OPERATION OF THE POST. IT IS SIMILAR TO THE ORGANIZATIONAL STRUCTURE OF THE DUTCHESS COUNTY SHERIFF'S OFFICE.

1. THE PBA PRESIDENT OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION IS THE EXECUTIVE DIRECTOR OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM.
2. THE EXECUTIVE COMMITTEE ARE THREE MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION WHO ARE APPOINTED BY THE PBA PRESIDENT OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION TO OVERSEE THE POLICIES AND PROCEDURES OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM.
3. THE POST ADVISOR IS IN OVERALL COMMAND OF THE DAILY OPERATION OF THE POST, AND IS AN APPOINTED MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION.
4. AN ASSOCIATE ADVISOR ACTS TO ASSIST THE POST ADVISOR IN THE OPERATION OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM. AN ASSOCIATE ADVISOR IS AN APPOINTED MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S POLICE BENEVOLENT ASSOCIATION.
5. THE POST OFFICERS ARE THE CADET LEADERS OF THE POST. THEIR DUTIES ARE DESCRIBED IN THE BYLAWS.

SECTION 5 - RULES & REGULATIONS / STANDARD OPERATING PROCEDURES:

THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM WAS ESTABLISHED TO GIVE YOUNG ADULTS AN INSIGHT INTO THE FIELD OF LAW ENFORCEMENT. AT THE SAME TIME, THE POST MEMBERS PROVIDE HELPFUL SERVICES TO THE SHERIFF'S OFFICE, THE D.C.D.S.P.B.A. AND THE COMMUNITY. THESE RULES AND REGULATIONS ARE ESTABLISHED TO MAINTAIN ORDER WITHIN THE POST. CADETS MUST ABIDE BY THESE RULES AND REGULATIONS IF THE PROGRAM IS TO BE SUCCESSFUL. ALL CADETS ARE BOUND BY THESE DIRECTIVES AND THEIR AUTHORITY MAY NOT BE SUPERSEDED EXCEPT BY THE SHERIFF OF DUTCHESS COUNTY (OR HIS DISIGNEE), THE PBA PRESIDENT OR IN AN UNUSUAL EVENT, THE POST ADVISOR. FOR THIS REASON THE CADET MUST FULLY UNDERSTAND THESE RULES AND REGULATIONS.

MEETING FORMAT:

THE BI-WEEKLY POST MEETING WILL BEGIN AT 6:00PM WITH AN INSPECTION OF ALL PERSONNEL.

1. THE BUSINESS PORTION OF THE MEETING WILL FOLLOW IMMEDIATELY AFTER THE INSPECTION.
2. THE TRAINING PORTION OF THE MEETING WILL FOLLOW THE BUSINESS PORTION OF THE MEETING.
3. NO MEMBER WILL BE EXCUSED FROM THE TRAINING PORTION OF THE MEETING EXCEPT FOR WHEN PROPERLY EXCUSED IN ACCORDANCE TO POLICY AND PROCEDURE.

RULES OF ORDER:

1. ROBERTS RULES OF ORDER WILL BE USED TO RUN AN ORDERLY MEETING.
2. ANY MEMBER WISHING TO SPEAK SHALL RAISE HIS HAND AND WAIT TO BE RECOGNIZED.
3. THE RANKING POST OFFICER WILL RECOGNIZE ALL SPEAKERS

DUES:

ALL DUES MUST BE TURNED IN DURING THE OPEN ENROLLMENT PERIOD AND NO LATER THAN THE CADETS FIRST MEETING. ANY CADET WHO HAS NOT PAID

THEIR DUES IN FULL BY SUCH TIME WILL BE REMOVED FROM THE ROSTER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S PBA EXPLORER PROGRAM.

POST PROPERTY:

ALL PROPERTY ISSUED TO MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS SHALL REMAIN THE PROPERTY OF THE DUTCHESS COUNTY SHERIFF'S EXPLORER PROGRAM.

ANY DAMAGE DONE TO POST PROPERTY ISSUED TO A MEMBER SHALL BE REPORTED IN WRITING BY THAT MEMBER TO THE POST ADVISOR. REPORT WILL INCLUDE THE CIRCUMSTANCES WHICH RESULTED IN THE DAMAGE.

CADET MEMORANDUM:

EACH CADET IS REQUIRED TO COMPLETE A MEMORANDUM FOR ANY VIOLATIONS OF THE RULES AND REGULATIONS. MEMOS MUST BE SUBMIT TO THE POST ADVISOR AS SOON AS POSSIBLE BUT NO LATER THEN THE FOLLOWING POST MEETING. ALL NEGATIVE INCIDENTS INVOLVING SAID CADET REQUIRE A MEMO (I.E.: SCHOOL DISCIPLINE, FAILING GRADES, ANY POLICE CONTACT, ETC).

ALSO, IF UNABLE TO ATTEND A POST MEETING FOR ANY REASON, THE CADET IS REQUIRED TO SUBMIT THE MEMORANDUM TO THE POST ADVISOR VIA EMAIL PRIOR TO THE MEETING DATE. THE MEMORANDUM WILL ADDITIONALLY INCLUDE WHY THE CADET WAS UNABLE TO ATTEND SAID MEETING.

FAILURE TO DISCLOSE ANY NEGATIVE INCIDENTS INVOLVING A CADET OR FAILURE TO SUBMIT MEMORANDUM CAN RESULT IN DISPLINARY ACTIONS.

SECTION 6 - UNIFORMS:

THE CADET UNIFORM SHALL ONLY BE WORN BY AUTHORIZED CADETS AND WILL ONLY BE WORN FOR AUTHORIZED CADET ACTIVITIES. WHENEVER THE UNIFORM IS REQUIRED, A COMPLETE UNIFORM SHALL BE WORN.

- UNIFORMED MEMBERS SHALL WEAR BLACK SHOES/BOOTS AND BLACK SOCKS, UNLESS MEDICAL REASONS ARE FORWARDED TO THE POST ADVISOR EXPLAINING WHY THE CADET CANNOT WEAR BLACK SOCKS.
- WHEN IN UNIFORM, CADETS SHALL WEAR THE UNIFORM HAT AT ALL TIMES EXCEPT:
WHEN IN THE CAR
WHEN IN A BUILDING (PRECLUDING UNIFORM INSPECTION)
WHEN DIRECTED TO DO OTHERWISE BY A MEMBER OF THE SHERIFF'S OFFICE
- CADET WILL ONLY WEAR A BLACK UNIFORM BELT. SAM BROWN TYPE OR GUN BELTS SHALL NOT BE WORN UNLESS DIRECTED.
- MACE, NIGHTSTICKS, BLACKJACKS, STUN GUNS, FIREARMS OR ANY OTHER TYPE OF WEAPON MAY NOT BE CARRIED BY CADETS.
- CADETS WILL WEAR AN AUTHORIZED TRAFFIC SAFETY VEST WHEN IT BECOMES NECESSARY FOR THEM TO DIRECT TRAFFIC OR OTHERWISE AS DIRECTED.
- NO CADET MAY ALTER OR CHANGE HIS/HER ISSUED UNIFORM IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE POST ADVISOR.

POST UNIFORM SPECIFICATIONS:

BELT – CLASS A UNIFORM

1. 1 ½ INCH WIDE PLAIN BLACK LEATHER BELT WITH SILVER, SQUARE STYLE BUCKLE WILL BE WORN WITH CLASS A UNIFORM PANTS. (THE END OF THE BELT WILL BE POINTING TO THE WEARERS LEFT SIDE)

SHIRTS – CLASS A UNIFORM

THE CLASS A SUMMER SHIRTS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S PBA CADETS SHALL BE GREY IN COLOR AND BEAR THE SHERIFF'S CADET PATCH ON THE LEFT SHOULDER AND AN AMERICAN FLAG PATCH ON THE RIGHT SHOULDER.

(SUMMER SHIRTS SHALL BE WORN WITH A WHITE CREW NECK SHIRT AT ALL TIMES)

THE CLASS A WINTER SHIRTS (LONG SLEEVE) OF THE DUTCHESS COUNTY SHERIFF'S PBA CADETS SHALL BE GREY IN COLOR AND BEAR THE SHERIFF'S CADET PATCH OF THE LEFT SHOULDER AND AN AMERICAN FLAG PATCH ON THE RIGHT SHOULDER.

PANTS –

THE UNIFORM PANTS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS SHALL BE BLACK UNIFORM PANTS.

UNIFORM HAT –

THE UNIFORM HAT OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS WILL BE A BLACK BASEBALL CAP EMBROIDERED WITH “EXPLORER STAR” ACROSS THE FRONT

PT UNIFORM –

PT UNIFORM WILL VARY DEPENDING ON THE DESIGNATION OF THE CADET.

PT UNIFORM WILL ALWAYS INCLUDE:

-SNEAKERS

-SHORTS OR SWEATPANTS – BLACK

UNDERSHIRT OR SWEATSHIRT (AS A BASE LAYER) – BLACK OR WHITE

CODE OF CONDUCT

CADETS COMING TO OFFICIAL POST ACTIVITIES, WHETHER THEY ARE ON DUTY OR NOT, SHALL BE GOVERNED BY THE POST RULES AND REGULATIONS.

2. CONDUCT OF ALL CADETS AT POST ACTIVITIES AND WHILE VOLUNTEERING AT THE SHERIFF'S OFFICE OR PBA EVENTS SHALL BE OF THE HIGHEST STANDARDS. CONDUCT WHICH IS DISORDERLY SHALL NOT BE TOLERATED. NO CADET SHALL ENGAGE IN ANY COURSE OF CONDUCT WHICH MAY BRING DISCREDIT OR EMBARRASSMENT ON THE DUTCHESS COUNTY DEPUTY SHERIFF'S PBA OR THE DUTCHESS COUNTY SHERIFF'S OFFICE.

3. CADETS WILL NOT BE INSUBORDINATE. INSUBORDINATION IS BEING DISRESPECTFUL OR DISOBEDIENT TO A SUPERIOR ACCORDING TO THE DESIGNATED CHAIN OF COMMAND FOR THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM AND THE DUTCHESS COUNTY SHERIFF'S OFFICE.

4. CADETS WILL NOT SMOKE OR ENGAGE IN THE USE OF TOBACCO IN ANY FORM (INCLUDING VAPING) WHILE ON DUTY OR IN ANY EXPLORER POST UNIFORM OR GEAR.

5. A CADET VOLUNTEERING TO WORK A DUTY ASSIGNMENT OR ACTIVITY MUST REPORT FOR THAT ACTIVITY UNLESS EXCUSED BY THE POST ADVISOR OR HIS DESIGNEES. EVEN IF EXCUSED, THE CADET MUST MAKE ALL EFFORTS TO FIND A REPLACEMENT FOR HIMSELF.

6. CADETS WILL AT ALL TIMES BE COURTEOUS AND RESPECTFUL TO FELLOW CADETS, ADVISORS AND OTHER MEMBERS OF THE SHERIFF'S OFFICE AND, ESPECIALLY, THE GENERAL PUBLIC.

7. CADETS WILL KEEP CONFIDENTIAL ALL INFORMATION THEY RECEIVE OR COME IN CONTACT WITH WHILE WORKING WITH THE SHERIFF'S OFFICE.

8. THE USE OF DRUGS OR ALCOHOL IS STRICTLY PROHIBITED WHILE A REGISTERED MEMBER/CADET OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM (UNLESS FOR RELIGIOUS OR EDUCATION PURPOSES AS DESCRIBED IN NYS ABC LAWS).

9. CADETS WILL OBEY ALL SCHOOL CODE OF CONDUCTS REGULATIONS FOR THE SCHOOL IN WHICH THEY ARE ENROLLED AND ARE TO AVOID DISCIPLINARY ACTIONS AGAINST THEM. CADETS ARE REQUIRED TO MAINTAIN A "C" AVERAGE IN SCHOOL.

DISCIPLINARY ACTIONS

VIOLATIONS OF THESE RULES AND REGULATIONS WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST THE VIOLATOR. A DISCIPLINARY ACTION AGAINST A CADET COULD RESULT IN A VERBAL REPRIMAND, SUSPENSION, REDUCTION IN RANK, PROBATION OR DISMISSAL FROM PROGRAM WITHOUT REFUND.

2. IF A CADET IS CHARGED WITH VIOLATION OF THE RULES AND REGULATIONS OF THE DEPUTY SHERIFF'S EXPLORER PROGRAM, HE MAY HAVE A HEARING TO DETERMINE THE FACTS. PRIOR TO THE FORMAL HEARING, HE MAY PLEAD GUILTY TO THE CHARGES AND HAVE THE MATTER ADJUDICATED BY THE POST ADVISOR. IN SUCH A CASE, THE POST ADVISOR MAY;

- a. GIVE A VERBAL OR WRITTEN REPRIMAND
- b. SUSPEND THE CADET FOR UP TO 30 DAYS
- c. PLACE THE CADET ON PROBATION FOR A PERIOD NOT TO EXCEED 60 DAYS

3. IF A CADET IS CHARGED WITH A VIOLATION OF THE RULES & REGULATIONS OF THE DEPUTY SHERIFF'S EXPLORER PROGRAM, HE MAY REQUEST A FORMAL HEARING OF THE CHARGES. IN SUCH A CASE, A HEARING BOARD WOULD BE HELD CONSISTING OF; a. THE POST ADVISOR

- b. THE POST CAPTAIN OR RANKING CADET (IF ONE HAS BEEN ASSIGNED)
- c. ANY OTHER CADET OF THE ACCUSED CADET'S CHOICE

IF AT THE CONCLUSION OF THE HEARING THE ACCUSED CADET IS FOUND TO HAVE COMMITTED A VIOLATION OF THE RULES AND REGULATIONS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM, THE HEARING BOARD MAY IMPOSE ANY OF THE SANCTIONS AS DESCRIBED ABOVE IN SECTION 1. A CADET MAY APPEAL TO THE EXECUTIVE COMMITTEE, ANY CONVICTION OR SANCTIONS IMPOSED BY THE HEARING BOARD.

4. A CADET MAY BE RELIEVED OF DUTY BY THE POST ADVISOR OR HIS DESIGNEE FOR A VIOLATION OF THE RULES AND REGULATIONS OF THE CADET POST. IN SUCH A CASE, FORMAL CHARGES MUST BE FILED WITHIN 5 DAYS. IN A CASE WHERE THE POST ADVISOR PREFERS CHARGES AGAINST A CADET, THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE SHALL ACT IN PLACE OF THE POST ADVISOR IN ANY DISCIPLINARY ACTION.

PROBATIONARY PERIODS

NEW MEMBER PROBATION – EVERY MEMBER OF THE POST MUST SUCCESSFULLY COMPLETE THE ACADEMY PORTION (PHASE/YEAR 1) OF THE DUTCHESS COUNTY DEPUTY SHERIFF’S CADETS PROGRAM. DURING THE TIME IN WHICH A MEMBER IS COMPLETING THE ACADEMY PORTION OF THE PROGRAM, A MEMBER MAY BE DISMISSED FROM THE POST AT ANY TIME, WITHOUT FORMAL PROCESS OR REFUND.

2. DISCIPLINARY PROBATION PERIOD – A PERIOD OF PROBATION GIVEN TO MEMBER AS A DISCIPLINARY MEASURE. VIOLATION OF ANY OF THE RULES AND REGULATIONS WHILE THE MEMBER IS ON DISCIPLINARY PROBATION IS JUST CAUSE TO DISMISS THE MEMBER FROM THE POST.

3. ACADEMIC PROBATION – ANY MEMBER WHO DROPS BELOW A “C” AVERAGE IN SCHOOL SHALL BE PLACED ON ACADEMIC PROBATION. THIS MEANS THAT THE MEMBER WILL NOT BE ALLOWED TO PARTICIPATE IN ANY CADET ACTIVITIES WITH THE EXCEPTION OF ATTENDING POST MEETINGS. A MEMBER WILL REMAIN ON ACADEMIC PROBATION UNTIL HE CAN PROVE BY OFFICIAL SCHOOL RECORDS THAT HE HAS REGAINED A “C” AVERAGE OR BETTER. IF IN THE EVENT A CADET FAILS TO MAINTAIN A “C” AVERAGE FOR TWO GRADING PERIODS CONSECUTIVELY, A CONFERENCE BETWEEN THE CADET, HIS PARENTS, AND THE POST ADVISOR SHALL BE HELD TO DETERMINE IF IT IS IN THE BEST INTEREST OF THE CADET TO REMAIN IN THE PROGRAM. IF IT IS DETERMINED THAT IT IS IN THE BEST INTEREST OF THE CADET TO LEAVE THE PROGRAM, THAT CADET MAY REAPPLY AFTER HIS GRADE AVERAGE IS ACCEPTABLE AND WITH PARENTAL PERMISSION.

4. ACADEMIC LEAVE OF ABSENCE – A CADET MAY REQUEST TO BE PLACED ON ACADEMIC LEAVE OF ABSENCE IF HE FEELS HIS SCHOOL WORK IS GOING TO BEGIN TO SUFFER DUE TO HIS CADET ACTIVITIES. SUCH LEAVE SHALL BE GRANTED BY THE POST ADVISOR FOR A PERIOD NOT TO EXCEED 6 MONTHS. AN EXTENSION OF THAT PERIOD MAY BE GRANTED FOR JUST CAUSE SHOWN BY THE CADET. MEMBERSHIP DUES MUST STILL BE PAID DURING THE 6 MONTH PERIOD.

GENERAL REGULATIONS

IT SHALL BE THE DUTY OF EACH MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM TO EXERCISE PROPER CARE AND GIVE PROPER ATTENTION TO HIS PERSON, CLOTHING AND EQUIPMENT TO ENSURE THAT HE PRESENTS A NEAT, CLEAN AND BUSINESSLIKE APPEARANCE AT ALL TIMES.

2. THE FOLLOWING SHALL APPLY TO MALE MEMBERS IN REGARDS TO GROOMING

A. HAIR WILL BE NEATLY GROOMED AND TAPERED AND WILL NOT FALL OVER THE EARS OR EYEBROWS OR TOUCH THE COLLAR EXCEPT FOR THE CLOSELY CUT HAIR ON THE BACK OF THE NECK. THE BULK OR LENGTH OF HAIR WILL NOT INTERFERE WITH THE NORMAL WEARING OF ISSUED HEADGEAR

B. SIDEBURNS WILL BE NEATLY TRIMMED AND NOT OF THE FLARED TYPE. THE BASE OF THE SIDEBURNS SHALL BE CLEAN-SHAVEN ON A HORIZONTAL LINE AND SHALL NOT EXTEND BELOW THE LOWEST PART OF THE EXTERNAL EAR OPENING.

C. THE FACE SHALL BE CLEAN-SHAVEN EXCEPT THAT MUSTACHES WILL BE PERMITTED. IF WORN, MUSTACHES WILL BE KEPT NEATLY TRIMMED AND SHALL NOT EXTEND BEYOND THE CORNERS OF THE MOUTH NOR FALL BELOW THE CENTERLINE OF THE MOUTH.

2A. NO CADET, WHILE IN UNIFORM, SHALL VISIBLY WEAR ANY CHAIN, NECKLACE, OR OTHER ADORNMENT. NO EARRINGS SHALL BE WORN BY MALE OR FEMALE CADETS WHILE IN UNIFORM.

3. THE FOLLOWING SHALL APPLY TO FEMALE CADETS WHILE IN UNIFORM;

A. FEMALE CADETS, WHILE IN UNIFORM, WILL HAVE THEIR HAIR NEATLY GROOMED, ARRANGED AND STYLED SO THE BULK OR LENGTH SHALL NOT INTERFERE WITH THE WEARING OF THE ISSUED HEADGEAR. THE HAIR SHALL BE WORN SO THAT IT DOES NOT EXTEND BELOW THE TOP OF THE UNIFORM COLLAR.

4. NO CADET SHALL WEAR EXTRAVAGANT HAIRSTYLES

5. IT SHALL BE THE DUTY OF EVERY MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM TO TAKE PROPER CARE OF HIS/HER UNIFORMS AND ALL OTHER ISSUED EQUIPMENT. NEGLIGENCE OR CARELESSNESS IN THE USE OF THE UNIFORM OR ISSUED EQUIPMENT SHALL BE CAUSE FOR DISCIPLINARY ACTION AND

FOR HOLDING THE CADET RESPONSIBLE FINANCIALLY FOR THE LOSS, DAMAGE OR DESTRUCTION OF HIS UNIFORM OR EQUIPMENT.

6. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL USE HABIT FORMING DRUGS OR NARCOTICS UNLESS PROPERLY PRESCRIBED BY A DENTIST OR PHYSICIAN.
7. LENDING OR BORROWING OF MONEY OR EQUIPMENT AS A PRACTICE OR ON A RECURRING BASIS BETWEEN MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS IS PROHIBITED.
8. A MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS SHALL NOT DISCUSS MATTERS CONCERNING THE OPERATION OF THE DUTCHESS COUNTY SHERIFF'S OFFICE WITH ANY PERSON WHEN THE DISCUSSION IS OR MAY BE DETRIMENTAL TO THE DEPARTMENT OR ANY MEMBER THEREOF. A CADET SHALL NOT DISCLOSE ANY INFORMATION RELATING TO ANY CASE UNDER INVESTIGATION.
9. A CADET SHALL NOT SPEAK DISRESPECTFULLY, PUBLICLY CRITICIZE OR RIDICULE ANY OFFICIAL ACTION OF ANY MEMBER OF THE DUTCHESS COUNTY SHERIFF'S OFFICE OR DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS.
10. A MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS SHALL NOT USE THE COMMUNICATIONS FACILITIES OF THE SHERIFF'S DEPARTMENT FOR PERSONAL, SOCIAL OR UNOFFICIAL PURPOSES.
11. ANY CADET WHO BECOMES A DEFENDANT IN A CRIMINAL ACTION MUST NOTIFY THE POST ADVISOR.
12. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL KNOWINGLY OR WILLFULLY VIOLATE ANY LAW OF THE UNITED STATES, THE STATE OF NEW YORK OR ORDINANCE OF A COMMUNITY WITHIN THE STATE OR ANY RULE, REGULATION OR INSTRUCTION OF THE DUTCHESS COUNTY SHERIFF'S CADETS.
13. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL KNOWINGLY MAKE A FALSE ENTRY IN OFFICIAL RECORDS OR MAINTAIN ANY FALSE RECORD OR CAUSE ANY FALSE ENTRY TO BE MADE IN OFFICIAL RECORDS OR CAUSE ANY FALSE RECORD TO BE MAINTAINED.
14. ANY CADET WHO IS SUMMONED TO COURT FOR ANY CIVIL OR CRIMINAL ACTION WHICH WAS WITNESSED DURING HIS OFFICIAL CAPACITY AS A DEPUTY SHERIFF'S CADET SHALL NOTIFY THE POST ADVISOR.

15. A MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL NOT USE HIS POSITION IN THE DEPUTY SHERIFF'S CADETS TO PROMOTE THE BUSINESS OR PERSONAL INTEREST OF ANY PERSON OR ORGANIZATION DIRECTLY OR INDIRECTLY.
16. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL DELIVER ANY SPEECH OR ADDRESS ABOUT THE SHERIFF'S OFFICE OR CADET PROGRAM WITHOUT THE POST ADVISOR APPROVAL.
17. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL RECEIVE ANY GIFT OR GRATUITY IN ANY FORM FOR THE PERFORMANCE OF HIS DUTIES AS A CADET WITHOUT THE EXPRESSED PERMISSION OF THE POST ADVISOR.
18. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL OFFER HIMSELF/HERSELF AS A DEPUTY SHERIFF, POLICE OFFICER OR EMPLOYEE OF THE DUTCHESS COUNTY SHERIFF'S OFFICE.
19. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL USE A PERSONALLY-OWNED VEHICLE ON OFFICIAL BUSINESS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM
20. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL ATTEND ANY PUBLIC SOCIAL FUNCTION WHILE IN UNIFORM EXCEPT IN THE PERFORMANCE OF HIS DUTIES AS A CADET WITH THE POST ADVISOR'S APPROVAL.
21. ALL MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL SIGN IN THE SIGN IN LOG FOR EACH MEETING OR ACTIVITY THEY REPORT FOR.
22. ANY MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM WHO IS SUSPENDED FROM SCHOOL SHALL NOTIFY THE POST ADVISOR IMMEDIATELY OF THE LENGTH OF THE SUSPENSION AND THE REASON FOR THE SUSPENSION.
23. IF A MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM IS EXPELLED FROM SCHOOL, OR QUILTS SCHOOL, HE SHALL BE DEEMED INELIGIBLE TO CONTINUE AS A CADET.
24. MEMBERS OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL AT ALL TIMES OBEY THE ORDERS GIVEN TO THEM BY THEIR SUPERIORS.
25. ANY MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S CADETS PROGRAM WHO KNOWINGLY BECOMES THE SUSPECT OR TARGET OF AN INVESTIGATION BY

SCHOOL OFFICIALS SHALL NOTIFY THE POST ADVISOR OF THE NATURE OF THE INVESTIGATION IMMEDIATELY.

26. NO MEMBER OF THE DUTCHESS COUNTY DEPUTY SHERIFF'S EXPLORER PROGRAM SHALL UTILIZE OR OTHERWISE POSSESS ANY PROPERTY OF THE COUNTY OF DUTCHESS OR THE DUTCHESS COUNTY SHERIFF'S OFFICE WITHOUT THE PERMISSION OF THE SHERIFF OF DUTCHESS COUNTY OR HIS DESIGNEE.

27. ANY DAMAGE CAUSED TO PROPERTY OF THE COUNTY OF DUTCHESS OR THE DUTCHESS COUNTY SHERIFF'S OFFICE BY A CADET SHALL BE REPORTED IMMEDIATELY TO THE POST ADVISOR AND SHERIFF THROUGH HIS DESIGNEES.

28. CADETS, WHILE OUT OF DOORS AND IN UNIFORM, SHALL RENDER A HAND SALUTE TO ALL COMMISSIONED OFFICERS OF THE DUTCHESS COUNTY SHERIFF'S OFFICE OR OTHER POLICE AGENCY.