

# New York Law Enforcement Cadet Stations Day Conference

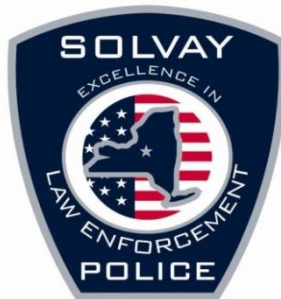


**2015**

**October 3, 2015**

New York State Fairgrounds  
Youth Building (4H)  
State Fair Boulevard  
Syracuse, New York 13209

Sponsored by:



Village of Solvay Police Department

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New York Law Enforcement Cadet Stations Day Conference	<b>Section 01</b> INTRODUCTION TO THE EVENT	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Definition**

- a. To introduce the New York Law Enforcement Cadet Stations Day Conference (hereafter referred to as EVENT), and describe what the purpose and goals are of the event.

**2. Purpose**

- a. To let those who participate in the event know where the event will be located this year and what the time frame will be for the event.
- b. To let all participants know how to contact event staff, should they have any questions or concerns about this year's event.
- c. To inform those who participate know what it will cost to participate in this year's event.
- d. To inform adult leaders and agency heads what the deposit policy is in order to reserve a place for this year's event.
- e. To let adult leaders and agency heads know what their responsibility is for housing the day before and during the event will be.
- f. To inform and assure that those participating know the Cancellation and Refund Policy for those that will be participating in this year's event.
- g. To inform adult leaders and agency heads what adult leadership will be needed for participation in this year's event.

**3. Goal**

- a. The New York Law Enforcement Cadet Stations Day Conference is designed to teach and ready young adults that are interested in police work or a career in the Criminal Justice field, through controlled scenarios.
- b. To give young adults a chance to learn from their mistakes and take what they have learned from the New York Law Enforcement Cadet Stations day Conference experience and apply it to the career they have chosen to pursue in the Law Enforcement or Criminal Justice field.

**4. History**

- a. The event originated in the State of Connecticut and was brought to the State of New York in 1988 for junior police or police explorer programs from agencies as far west as Buffalo, NY, east as Colonie, NY, south as Mount Vernon, NY and was also opened to the State of Connecticut law enforcement programs as well.

**5. Location**

- a. This year's event will be held at:
- b. New York State Fairgrounds, Youth (4H) Building, Syracuse New York 13209

**6. Date**

- a. This year's event will be held on:
  - i. October 3, 2015

**7. Hours**

- a. This year's event will run from:
  - i. 0700 – 1600 hours (approximately)

**8. Eligibility**

- a. This year's event is open to Law Enforcement Explorer Posts, Junior Police Programs and other "Junior Police" type programs sponsored by a Law Enforcement Police Agency.
- b. This year's event is also open to Vocational Programs (BOCES) in the State's of New York, Connecticut, Pennsylvania, Massachusetts and other New England State as well.

## 9. Cost

- a. Cadets, Explorers and Students participating in competition stations will pay a fee of:
  - i. \$35.00
    1. This includes a 2014 Challenge Coin, and one (1) door prize raffle ticket.
- b. Observers will pay a fee of:
  - i. \$30.00
    1. This includes a 2014 Challenge Coin, and one (1) door prize raffle ticket.
- c. Helpers, Role Players and Assistants to Staff will not have to pay for the cost of the event, but are asked to pay for lunch (if they wish to eat at the event) at the price of:
  - i. \$5.00

## 10. Deposit

- a. \$50 non-refundable deposit per participating agency or youth program is needed in order to hold a position of participation in this year's event.
- b. Deposits will need to be submitted by the week of **09/18/2015**, with the Organization Registration Form
  - i. Refer Appendix B
- c. Deposits can be paid by check or money order, made payable to:
  - i. Scott Griffo
- d. A receipt will be mailed, faxed or emailed back to the adult leader of the participating agency or youth program.

## 11. Final Payment

- a. Final payment for the event will be due the date of event, October 3, 2015.
- b. Payments can be made over time, up until the day of the event.
  - i. Refer to the Organization Registration Form for more information, or contact Scott Griffo
- c. Final payments can be made by check, money order or credit card on the day of the event.
  - i. Credit Card payments will have to pay a small processing fee of \$3

## 12. Cancellation/Refund Policy

- a. Prior to **09/18/2015** the event, if the agency has to cancel for any reason, all fees paid will be refunded with the EXCEPTION of the \$50 non-refundable deposit.
- b. After **09/23/2015** all cancellations will have to result in the loss of any fees paid.
- c. Participating agencies or youth groups arriving with fewer participants will forfeit all fees for those not in attendances.
- d. Reason for policy
  - i. Prior to participants arriving, food services and supplies have already been calculated, finalized and purchased from the information on the Organization Registration Form.
- e. Exceptions to policy
  - i. Those wishing to make an exception to the policy are asked to contact the Director of the event, Scott Griffo to explain and appeal the Cancellation/Refund Policy.

## 13. Meals

- a. Lunch will be provided for those that are interested in having lunch during the event.
  - i. Cost for the lunch will be \$8.00 per person.
- b. Organizations, Participants, and Observers are more than welcome to bring their own lunch if they wish.

## 14. Housing

- a. Housing for this year's event will be left to the responsibility of the agency adult leader or agency head.

- b. A list of hotels located in the area of the event will be included in this packet (see Appendix B).

**15. Adult Leadership**

- a. All adult leaders must be 21 years of age or older and a member of the agency or youth group.
  - i. Parents can be considered Adult Leaders with a written letter from the agencies or youth group's agency head.
- b. Agencies or youth groups sending both male and female participants are encouraged but not necessary to send both a male and female adult leader for the event.
- c. Adult leaders are responsible for the safety, health and conduct of those participating in this year's event at all times.

**16. Communication During Event**

- a. Emergency communication during the event.
  - i. Adult leaders are asked that should a medical emergency happen:
    - 1. Notify any staff member right away or if an extreme emergency to notify 911 and then contact staff so that they will be able to direct the emergency services that will be responding.
  - ii. A police report will need to be taken concerning the incident that caused the emergency.
- b. Suggested communication devices.
  - i. Adult leaders are encouraged to carry FRS (Family Radio Service, or "short range") radios if possible.
    - 1. Event staff will try to provide FRS radios to all station FTO's is supplies allow it.
  - ii. Cell phone numbers will be given out at the event to adult leaders incase FRS radios are not available.

**17. Contact Information**

- a. Scott Griffio, PSDA
- b. Director, NYLECSDC
- c. Village of Solvay Police Department, 507 Charles Avenue, Solvay, New York 13209
- d. Police Department.....315.468.2510
- e. Home Phone.....315.638.7511
- f. Cell Phone.....315.857.4091
- g. Work Email.....sgriffo@solvaypd.com
- h. Event Email.....nylecsdc@verizon.net
- i. Personal Email .....srgriffo@verison.net

New York Law Enforcement Cadet Stations Day Conference	<b>Section 02</b> AGENCY/YOUTH GROUP PARTICIPATION	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To advise both adult leaders and cadets what the requirements are in order to participate in the event.

**2. Hold Harmless Agreement**

- a. Adult Leaders must sign the Hold Harmless Agreement in order for their Organization to participate in this year’s event.
  - i. The adult leader will be signing on behalf of the organization/post/program.
    - 1. Refer to Appendix C
- b. A separate Hold Harmless Agreement is also attached for the adult leader to have their youth parent/guardian sign and keep with them during the event.
  - i. Refer to Appendix D

**3. Agency/Youth Group Responsibility**

- a. Participating agencies/youth groups are responsible to sponsor a Station (either Random or Pre-Assigned, see requirements for Oral Board Interview Station in Section 11).
  - i. Sponsorship for the stations is based on a first come first serve bases (refer to the Organization Station Sponsor Form in Appendix section of this packet).
- b. Sponsoring agencies are responsible coming up with a scenario and role-players for the station they are assigned to sponsor.
  - i. If a scenario is not made up, FTO’s can notify staff and a scenario and role-players will be done and assigned for the FTO on the day of the event.

**4. Maximum Participation**

- a. Each participating agency/youth group is allowed to enroll a total of 13 cadets/students in this year’s event.

**5. Random Stations:**

- a. Each agency/youth group is allowed to have a maximum of six (6) cadets/students (three (3) teams of two (2) participate (see Random Stations in this section for more information).

**6. Pre-Assigned Stations:**

- a. Each agency/youth group is allowed to have a maximum of seven (7) cadets/students participate (see Pre-Assigned Stations in this section for more information)

**7. Minimum Participation**

- a. Each agency/youth group is allowed to have any of their cadets participate at a minimum level as long as it doesn’t exceed the Maximum Participation rule.
- b. A minimum of six (6) cadets/students are needed in order to qualify for the BEST OVERALL SCORE portion of the event.

**8. Random Stations**

- a. There will be nine (9) Random Stations for this year’s event (see Section 10: Random Stations for description of each station).
- b. Each team will be randomly assigned three (3) stations to participate in.
- c. Adult leaders will be responsible for assigning two (2) cadets/students for each team.
- d. Cadets/students are only allowed on one (1) random team and not allowed to participate in no more than three (3) Random Stations.
- e. Cadets/students are allowed to participate in the Pre-Assigned Stations as long as it doesn’t interfere with their Pre-Assigned Station (see below for more information).

- f. Once a team has been assigned at Registration, that team cannot be switched out with another cadet, unless extenuating circumstances occur and must be approved by event staff.
- g. If a cadet/student or team does not participate or they show up five minutes late, that team will be disqualified from that station and a score of ZERO will be issued for a score.
- h. Team awards will be handed out for each station for First Place, Second Place and Third Place.

**9. Pre-Assigned Stations:**

- a. There will be four (4) Pre-Assigned Stations for this year's event (see Section 11: Pre-Assigned Stations for description of each station).
- b. Adult leaders will assign cadets/students to participate in the Pre-Assigned Stations.
- c. Cadets/students can be with different cadets/students for the Pre-Assigned Stations.
  - i. Example: Cadet/student A is assigned to a station with cadet/student B; they can also be assigned to another station with cadet/student C or D and vice versa for all Pre-Assigned teams.
- d. A cadet/student is allowed to participate in a maximum of three (3) Pre-Assigned Station teams.
- e. Cadets/students are allowed to participate in the Random Station teams, as long as it doesn't interfere with the Pre-Assigned Station they are assigned to.
  - i. Example: Cadet/student A is assigned to a Random Station, but has been assigned to a Pre-Assigned Station at the same time as the Random Station, the Pre-Assigned Station takes priority of the Random Station.
- f. Once a team has been assigned at Registration, that team cannot be switched out with another cadet, unless extenuating circumstances occur and must be approved by event staff.
- g. If a cadet/student or team does not participate or they show up five minutes late, that team will be disqualified from that station and a score of ZERO will be issued for a score.
- h. Team awards will be handed out for each station for First Place, Second Place and Third Place.



New York Law Enforcement Cadet Stations Day Conference	<b>Section 03</b> CADET/STUDENT PARTICIPATION IN EVENT	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To advise both adult leaders and participating cadets/students of both the requirements and expectations required to participate in this year’s event.

**2. Photography/Video Release Waiver**

- a. All Cadets/Students seventeen (17) years of age and younger must have a parent/guardian read and sign the Photography/Video Waiver in order to participate in the event.
- b. The adult leader may sign the waiver for the whole organization, as long as all parents are in agreement with the stipulations of the waiver.
  - i. Refer to Appendix B

**3. Dress Code**

- a. Adult Leader:
  - i. Adult leaders are allowed to dress in casual cloths and do not have to wear a “duty uniform” for this event.
- b. Cadet/Student:
  - i. Cadets/students participating in the competition portion of this event will be dressed in their sponsoring agency/youth group uniform, with a duty belt and appropriate gear for the weather at the time of the event.
- c. Observer:
  - i. Observers will be dressed in appropriate casual clothing.
  - ii. No short shorts, tank tops, half cut shirts and short mini type skirts will be allowed by either male and female observers during the event.
  - iii. Clothing must be appropriately secured to observes’ body (no pants or shorts will be allowed to be worn below the waist line) during the event.

**4. Uniform Equipment**

- a. Adult Leader:
  - i. Adult leaders that are certified law enforcement officer are allowed to carry their duty weapon or required equipment during the event.
- b. Cadets/students:
  - i. Cadets/students are the only people allowed to carry personal props during the event.
  - ii. Cadets/students personal props are allowed to be carried as long as they are standard red, blue or yellow rubber guns, knives, etc.
  - iii. No other types of simulated weapons will be allowed on the cadets/students uniform.
  - iv. Cadets/students personal handcuffs are allowed to be carried, but must have the standard handcuff key and chained linked.
  - v. No hinged handcuffs are allowed or be used during the event because of potential injury to participants.
  - vi. No OC, Pepper or any type of chemical spray will be allowed on cadets/students uniform, including collapsible batons, knives, etc.

**5. Physical Contact**

- a. Males (both adult and cadet/student) are not allowed to search any female at anytime during scenarios and vice versa for females.
  - i. If searched need to be done to those of the opposite sex, the cadet/student is to verbally describe to the FTO what they would be doing in order to search that person for any type of contraband.

- b. No major physical contact will be allowed between cadet/student and role-players and vice versa for role-players.
  - i. Any excessive force could result in disqualification after review by event staff, FTO and adult leader of the participating cadet/student.

**6. Observation of Stations**

- a. Observation of all stations is allowed with the exception of the following:
  - i. It is off limits for safety reason given by the FTO of that station.
  - ii. The cadet/student is scheduled to participate in that station prior to their observation.
    - 1. Once a cadet/student has participated in a station, they are allowed to observe at any time after their participation.

**7. Restrictions to Observing Stations**

- a. No adult leader, cadet/student, observer is allowed to give information about the station to those participating in that station prior to their scheduled time.
- b. Penalty for divulging such information will result in the participating agency/youth group losing points from their overall score.
- c. Disruption or interference of a station while it is in play will not be tolerated unless it is an emergency or approved by the stations FTO or event staff.
- d. All cadets/students and observers will remain behind any taped off or boundaries of any station.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 04</b>  DEFINITION OF TERMS	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To inform those participating on the event what the meanings of some words and terms mean as to eliminate any type of confusion.

**2. Terms**

- a. Event
  - i. New York Law Enforcement Cadet Stations Day Conference.
- b. Staff
  - i. Any adult leader or member that is in charge or assisting in the operation of the event.
- c. Agency Head
  - i. The person in charge of a Law Enforcement Agency or Youth group participating in the event.
- d. Adult Leader
  - i. Any adult over 21 years of age, which is in charge of a participating agency/youth group assigned by that agency/youth group head.
- e. Lead Field Training Officer (Lead FTO)
  - i. A law enforcement official trained or certified to teach and instruct the cadet/student during the event and in charge of control and operation of the station they are assigned to.
  - ii. FTO could be teachers from any type of educational institute as well for event participation as well and in charge of control and operation of the station they are assigned to.
- f. Field Training Officer (FTO)
  - i. A law enforcement official trained or certified to teach and instruct the cadet/student during the event.
  - ii. FTO could be teachers from any type of educational institute as well for event participation as well.
- g. Cadet/Student
  - i. Any youth that is participating in the competition part of the event.
- h. Observer
  - i. Any person, youth or adult that at the event to watch the stations and during the event, but is allowed to participate in any type of training and seminars that happen during the event.
- i. Role-Player
  - i. A person that is acting during any station scenario during the event.
- j. Seminar
  - i. A learning session that is offered and open to anyone in attendance during the event.
- k. Exhibitor
  - i. Any agency, company, instructor, recruiter, cadet/student program that has come to the event to show, demonstrate or talk about their particular profession or program.
- l. Props
  - i. Referred to any type of weapon that is colored Red, Blue and yellow and used for the sole purpose of training individuals.
- m. Weapons

- i. Referred to any type of weapon such as but not limited to handguns, tasers, chemical sprays, batons of any type and knives.
- ii. Also included as weapons can those that have been handmade or re-manufactured to look and act like those weapons but not limited to those mentioned above.
- iii. The staff and adult leaders have a right to determine what is and what isn't considered a weapon at anytime during the event.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 05</b>  CHAIN OF COMMAND	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To inform those attending and participating in the event of the proper Chain of Command that is expected to be followed should anyone have any questions or concerns concerning the event.

**2. Event Chain of Command**

- a. Cadet/Student and Role-Player
  - i. Assistant FTO
    - 1. Lead FTO
      - a. Assistant Directors of the event
        - i. Director of the event

**3. Cadet/Student Chain of Command**

- a. The cadet/student, observer and other participants from a participating agency/youth group will follow their own Chain of Command.
- b. All participants are asked to follow the proper Chain of Command to help eliminate any problems or concerns before is should get out of hand or control or need correcting.
- c. Participants are allowed to over ride the Chain of Command, but asked and encouraged to respect The Event Chain of Command.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 06</b> LEAD AND FIELD TRAINING OFFICER	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To advise or inform the adult leaders what the requirements and responsibilities to be a Lead Field Training Officer and or Field Training Officer (FTO) for the event.

**2. Title**

- a. Lead Field Training Officer, Field Training Officer (FTO)

**3. Minimum Requirements**

- a. Must be a Certified Police/Peace Officer; and/or
- b. Certified Instructor, certified to teach at an educational institution in the field of Criminal Justice.
- c. Must have been employed longer than three (3) years with the above mentioned credentials.

**4. Duties and Responsibilities of Lead FTO/FTO**

- a. Prior to scenarios beginning
  - i. Relay information to cadets/students and role-player prior to the beginning of the station scenario.
  - ii. Relay any safety issues or concerns to the cadet/student prior to the beginning of the station scenario.
  - iii. Answer any questions that either the cadet/student or role-player may have prior to the beginning of the station scenario.
- b. During scenarios
  - i. Act as the dispatcher during the station scenario.
  - ii. Maintain a running score or tally for the competing cadet/student assigned to the station.
    - 1. Tie breakers
      - a. The FTO should have a tie breaking question for the situation should a tie occur for their assigned station.
        - i. In the event that a tie cannot be broken the FTO will bring it to the attention of event staff.
          - 1. FTO's must maintain notes of observations of the cadets/students in order for event staff to determine weight of their decision.
            - a. Event staff and another random FTO will ask the station FTO questions concerning the cadets/students actions and performance to determine the winner of that tie breaker.
- c. Termination of scenario
  - i. The FTO may terminate the scenario at any time for the following reasons:
  - ii. Insubordination;
  - iii. Poor conduct;
  - iv. Safety concerns;
  - v. Unnecessary physical contact;
  - vi. Any other reason the FTO feels it necessary to terminate the station scenario; and
  - vii. Once the time limit of the station scenario has been reached.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 07</b> CADET/STUDENT & OBSERVER CODE OF CONDUCT	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. The code of conduct is a set of rules outlining the responsibilities and expectations for cadets/student and observers who are attending the event.

**2. Manner**

- a. All cadets/students and observers are to conduct themselves in a mature, respectful manner at all times to both event staff, participants and anyone at the event.
- b. All adults, police officers, dignitaries will be addressed properly according to their gender
  - i. Example: Staff Male = Sir, Staff Female = Ma'am, Rank = Chief, Captain, Officer, etc.

**3. Profanity**

- a. No cadet/student and observer will use any type of profanity that would offend any type of sex, way of life or ethnic culture at any time during the event.

**4. Expressions**

- a. No cadet/student and observer will use any type of expression at any time whether it is hand jesters, jokes of any kind that would offend any type of sex, way of life or ethnic culture during the event.
- b. No cadet/student will talk, touch or show any type of romantic type of expression during the event.

**5. Fighting**

- a. No cadet/student and observer will engage in any type of fighting whether it is verbal or physical in any way during the event.

**6. Horse-Play**

- a. No cadet/student and observer will engage in any type of horse-play that will cause injury or has the potential of causing injury in any way during the event.

**7. Off Limits/Restricted Areas**

- a. No cadet/student and observer will enter any area that is marked RESTRICTED or OFF LIMITS areas not assigned to the event.
  - i. RESTRICTED, OFF LIMITS and OUT OF BOUNDS areas will also be mentioned during the briefing portion of the event and will be clearly posted.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 08</b> <b>ROLE PLAYER CODE OF CONDUCT</b>	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. The code of conduct is a set of rules outlining the responsibilities and expectations for the role players who are participating in the event.

**2. Qualifications**

- a. Role players must be at least older than 16 years of age.
- b. Role players must be able to understand verbal commands and be able to act accordingly with the given scenario.
- c. Role players must be able to follow the rules and commands; whether verbal or written given by the Lead FTO of that station they are assigned to.

**3. Conduct**

- a. Role players must not get physical or “rough” with cadets/students during the scenario they are assigned, at anytime during the event.
- b. Role players must follow the rules and script given by the Lead FTO and FTO of that station they are assigned to.
- c. Role players are not allowed to touch another role player or cadet/student in any inappropriate way at any time during the scenario.
- d. Profanity and other jesters are allowed only during the scenario; but
- e. Will be kept to a minimum and a respectful manner at all times during the scenario they are assigned to.

**4. Guidelines**

- a. Role players will follow the guidelines and rules set by the Lead FTO or FTO of the station they are assigned to.
- b. Role players will and must stop performing when the Lead FTO or FTO inform both the role player and cadet/student that the scenario is over.
- c. Any questions concerning the scenario should be brought to the attention of the Lead FTO or FTO during the event.
  - i. If the role player feels their concerns have not been addressed, then the role player will bring their concerns to the event staff for review.



New York Law Enforcement Cadet Stations Day Conference	<b>Section 09</b>  WEAPONS	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To identify what types of weapons, of any kind are and are not allowed to be possessed by staff, FTO and cadets/students, role players and observers during the event.

**2. Firearms**

- a. Only sworn Police/Peace Officers and/or Law Enforcement Officials are allowed to carry firearms during the event.
- b. Cadets/students, role player’s and observers are not allowed to carry, possess or handle any type of real firearm, whether it is loaded, unloaded or made “safe” at anytime during the event.
  - i. Cadets/students, role players are allowed to carry RED, Blue or TRAINING types of firearms during the event.
- c. Observers should not for any reason carry any type of RED, BLUE or TRAINING type of firearm during the event.

**3. Knives**

- a. Only sworn Police/Peace Officers and/or Law Enforcement Officials are allowed to carry knives during the event.
- b. Cadets/students, role players and observers are not allowed to carry, possess or handle any type of real knife at anytime during the event.
  - i. Cadets/students, role players are allowed to carry RED, Blue or TRAINING types of knives during the event.
- c. Observers should not for any reason carry any type of RED, BLUE or TRAINING type of knife during the event.

**4. Tasers**

- a. Only sworn Police/Peace Officers and/or Law Enforcement Officials are allowed to carry Tasers during the event.
- b. Cadets/students, role players and observers are not allowed to carry, possess or handle any type of real Taser, whether it is loaded, unloaded or made “safe” at anytime during the event.
  - i. Cadets/students, role players are allowed to carry RED, Blue or TRAINING types of Tasers during the event.
- c. Observers should not for any reason carry any type of RED, BLUE or TRAINING type of Taser during the event.

**5. Other weapons**

- a. No cadet/student and observer will carry or handle any other type of dangerous weapon at anytime during the event.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 10</b>  RANDOM STATIONS	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To show and describe what Random Stations will be presented in the event.
- b. To describe how many teams an agency can have for the event and how many stations they are allowed to participate in.

**2. Team Participation**

- a. Cadets are allowed to participate or be part of one (1) team only.
- b. Agencies may have a maximum of three (3) teams.
  - i. Two Cadets per team.
- c. Teams will participate in a maximum of three (3) stations.

**3. Minimum and Maximum Station Participation**

- a. If an agency has only one (1) team.
  - i. That team will be assigned to two (2) Random Stations.
- b. If an agency has only two (2) teams.
  - i. These teams will be assigned to three (3) Random Stations.
- c. If an agency has the maximum teams, three (3).
  - i. These teams will be assigned to three (3) Random Stations.

**4. Random Stations**

- a. Scenarios that have been used in the past may include, but not limited to:
  - i. DOMESTIC DISPUTE (DOMV)
    - 1. One (1) or two (2) room apartment or simulated residence, family situation. Cadets are dispatched to respond to an unknown domestic disturbance, unknown weapons, and unknown intoxication. Upon arrival the Cadets are faced with a domestic confrontation. If suspects are handled properly, the actors will calm and allow Cadets to effect reconciliation. If handled improperly the event will escalate, forcing an arrest of the actor(s).
  - ii. BUILDING/ROOM SEARCH (TRES)
    - 1. One (1) or two (2) suspects that have got into an accident with a stolen vehicle have just been seen entering into a small office building area. Upon arrival, back-up officers have been placed and assigned to areas outside of the office building, should suspects decide to flee the area. Cadets have entered the office building and determined that the suspects are in a certain area and are ready to conduct the search for the suspects.
  - iii. ARREST & SEARCH TECHNIQUES of a Person (WARR)
    - 1. Cadets have formed a two (2) man detail to search an office occupied by one (1) or two (2) suspects suspected in narcotics dealing. Arrest and Search Warrants will be provided.
  - iv. SUSPICIOUS PERSON (SUSP)
    - 1. Cadets have been dispatched to check out an area were suspicious people have been gathering. Upon arrival the Cadets find suspects and have to determine why the suspects have been there and if they are doing anything illegal.
  - v. MOTOR VEHICLE COLLISION INVESTIGATION (MVAI)
    - 1. Cadets have responded to a motor vehicle accident involving two (2) vehicles at an intersection. One (1) vehicle has run a STOP sign, colliding with another vehicle attempting to go straight. The suspects have started a

verbal confrontation upon arrival of the Cadets. Cadets will clam situation and determine how the collision occurred. Cadets will be given information and a blank Accident Report to be filled out and given to their adult leader for evaluation.

vi. **HIGH RISK STOP (STOP)**

1. Cadets will have pulled a vehicle over with two (2) suspects in the vehicle accused of robbery. Upon stopping the vehicle, the suspects have seen through the windows, moving around and yelling at each other. At that time the Cadets will initiate the traffic stop and perform a High Risk Traffic Stop.

vii. **DRIVING WHILE INTOXICATION ENFORCEMENT (DWI)**

1. Cadets have pulled a vehicle over after spotting the vehicle traveling in the opposite lane they were traveling, coming straight toward the police vehicle, causing them to swerve harshly to avoid getting hit by the vehicle. Cadets have turned around and pursued the vehicle. While trying to catch up to the vehicle they observe the vehicle hit a curb and cross into the opposite lane of traffic. The Cadets have pulled the vehicle over and have begun their investigation.

viii. **EMOTIONALLY DISTURBED PERSON (MENT)**

1. Cadets have to respond to a call of a possible person threatening suicide. The person calling it in is from a local hospital and says they have not seen an individual today and was going to admit themselves to the hospital. When the person tried to admit them to the hospital, they were denied and the subject said that they “could not do this anymore”. Subject is addicted to prescription drugs and has been on medication since they were 15 years old. Subject is not aware that police were called to check on them. Caller believes the person can and will be verbally resistant to the police.

**5. Station Schedule**

- a. It is the responsibility of the Adult Leader to assign their own cadets to a team.
- b. Cadets are scheduled so that there should not be any conflict with the Cadets other scheduled stations they are assigned to.
- c. Failure to arrive on time to an assigned station without a good reason will cause the team to be disqualified from that assigned station.
  - i. If a team is disqualified from a station, they will receive a zero (0) for that station which will be averaged in to the agencies or units overall score.

**6. Changing of the Station Scenarios**

- a. Only the Field Training Officer (FTO) will be allowed to make alterations to the stations with input from the Event Staff.
- b. Event Staff and FTO have the right to change the scenario of a station for cadets that may have been caught observing or receiving information about the station prior to participating in that particular station.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 11</b>  PRE-ASSIGNED STATIONS	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To show and describe what Individual Stations will be presented in the event.
- b. To describe how many teams an agency can have for the event and how many stations they are allowed to participate in.

**2. Team Participation**

- a. Cadets are allowed to participate in one (1) Individual Station.
  - i. Cadets are allowed to participate in Random Stations as long as it does not interfere with the Individual Station they plan to participate in.
  - ii. Sign up time will be done at registration to prevent interference.
- b. Agencies may have a maximum of four (4) teams.
  - i. Each Individual Station is allowed two (2) Cadets per team, except;
  - ii. Only one (1) Cadet is allowed to participate in the Oral Board Interview.
    - 1. Suggest that the cadet chosen for this station be close to the age of 21 and has definite goals of becoming a police officer or work in the field of law enforcement.

**3. Pre-Assigned Stations**

- a. ORAL BOARD INTERVIEW (INTV)
  - i. One (1) Cadet will be allowed to participate in this individual station.
  - ii. The Cadet will be given an interview as if they were actually interviewing for the position of police officer with an agency.
    - 1. Some questions for the cadet to prepare for could be;
      - a. Neighborhood Watch
      - b. 9-1-1 System
      - c. And other questions could be asked
  - iii. Cadet will be required to write a two (2) page paper briefly explaining why they want to become a police officer or work in the field of law enforcement.
    - 1. The paper will be double spaced and typed, using TIMES NEW ROMAN font.
      - a. The paper will be graded on proper punctuation, grammar and understanding of the content or subject.
      - b. The cadet is to do this on; their own merit or get help from a parent and is to be reviewed by a parent only.
        - i. Adult leaders can prep the cadet on subject and content, but is not allowed correct or assist with the writing of the paper.
      - c. The paper will be emailed back to the event staff prior to the event to the Director or their designee, so that it may be copied and given to the FTO performing the interviews.
  - iv. Cadet will dress in their respectful uniforms or they will be allowed to change into professional attire for the interview.
  - v. Further information is located in Appendix A
- b. FIRST AID (INJY)
  - i. Cadets have been dispatched to a call of that involves a major injury. Upon arrival cadets will assess the situation and administer the proper first aid that will be needed for the injuries that are presented to them.
- c. ROBBERY RESPONSE (ROBB)

- i. Cadets will respond to a crime in progress. They will be responsible for identification of basic evidence, collection of evidence and deal with witnesses, victims and possible suspects.
- d. HOSTAGE NEGOTIATION (HOSS)
  - i. Cadets will be responding to a hostage situation in progress and will have to attempt a safe and incident free ending to the situation.

#### **4. Station Schedule**

- a. It is the responsibility of the Adult Leader to assign their own cadets to a team.
- b. Cadets are scheduled so that there should not be any conflict with the Cadets other scheduled stations they are assigned to.
- c. Failure to arrive on time to an assigned station without a good reason will cause the team to be disqualified from that assigned station.
  - i. If a team is disqualified from a station, they will receive a zero (0) for that station and will be averaged in to the agencies or units overall score.

#### **5. Changing of the Station Scenarios**

- a. Only the Lead Field Training Officer (FTO) will be allowed to make alterations to the stations with input from the Event Staff.
- b. Event Staff and FTO have the right to change the scenario of a station for cadets that may have been caught observing the station prior to participating in that particular station.

New York Law Enforcement Cadet Stations Day Conference	<b>Section 12</b> VIOLATION OF RULES & PROCEDURES	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1. Purpose**

- a. To inform participants of the event what the consequences could be for violating any of the fore mentioned rules and regulations that govern the event.

**2. Section 03: Cadet/Student Participation in Event**

- a. If any cadet or observer is found violating the policy or procedure noted in Section 03 of these Rules and Procedures, they will be brought before their respected adult leader and explained the violation of the rules and procedures.

**3. Section 07: Cadet/Student & Observer Code of Conduct**

- a. If any cadet or observer is found violating the policy or procedure noted in Section 07 of these Rules and Procedures, they will be brought before their respected adult leader and explained the violation of the rules and procedures.
- b. If any cadet or observer is found in violation of Section 7, they COULD be disqualified from any participation in the event, depending on the severity of the violation
- c. Disqualification will be decided between event staff and agency adult leader

**4. Section 08: Role Player Code of Conduct**

- a. If any actor or role player is found violating the policy and procedure noted in Section 08 of these Rules and Procedures, they will be brought before their respectful adult leader and explained the violation of the rules and procedures.
- b. If any actor or role player is found in violation Section 08, they COULD be asked to leave the station and possibly asked to leave the event and not be eligible to participate in the rest of the event.

**5. Section 09: Weapons**

- a. If any cadet, observer or role player is found violating the policy or procedures noted in Section 09 of these Rules and Procedures, they will be brought before their respectful adult leader and explained the violation of the rules and procedure.
- b. If any cadet, observer or role player is found in violation of Section 09, they WILL be asked to leave the station and not be eligible to participate in the rest of the event.

# **Appendix A**

## Station Preparation Information

New York Law Enforcement Cadet Stations Day Conference	<b>STATION PREPARATION</b>  Oral Board Interview#1	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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**1) Introduction:**

- a. The Cadet should introduce them as “Cadet (rank if any)...”
- b. The Cadet should acknowledge what Police Agency they belong to.
- c. The Cadet should let you know what they are there for, or you are allowed to ask them why they are there.
- d. The Cadet should be evaluated on their appearance for the interview (the Cadet is allowed to wear their respectful uniforms or they are allowed to change before the interview into professional attire).

**2) Personality:**

- a. What’s the best feature about you?
- b. What’s the worst feature is about you?
- c. Sum up in a few words or phrase about yourself or how people would describe you.
- d. What would you change about yourself and why?

**3) Knowledge:**

- a. What is the Neighborhood Watch Program?
  - i. The Cadet should be familiar with the mechanics of the Neighborhood Watch Program and how to encourage participation.
  - ii. The Cadet should be able to identify who belongs in the neighborhood.
  - iii. The Cadet should know that the program is for Neighbors that watch out for each other.
  - iv. The Cadet should be able to know that Residence/Police Department exchange information in order to prevent crime in their neighborhood.
  - v. The Cadet should know that residents learn how to Report “Suspicious Activity” to police.
  - vi. The Cadet should know that residence of Neighborhoods get together to solve non-crime related problems.
- b. Explain when and how to use 9-1-1.
  - i. The Cadet should be able to describe how the 9-1-1 system works in their jurisdiction.
  - ii. The Cadet should be able to outline briefly the features of enhanced 9-1-1 systems.
  - iii. The Cadet should be able to identify how 9-1-1 operates from cell phones.
- c. Can you Give Examples of “Suspicious Activity”?
  - i. The Cadet should be able to correctly identify types of reportable suspicious activity.
  - ii. The Cadet should be able to articulate the necessary information that residents should be watching for in suspicious activity or persons.
  - iii. Physical Descriptions.
  - iv. Direction of travel of persons or vehicles.
  - v. Vehicle descriptions.
- d. What other Crime Prevention Programs are available to a community such as theirs (the Cadets Jurisdiction)
  - i. The Cadet should demonstrate a good working knowledge of programs offered through their agency.
  - ii. The Cadet should be able to recognize and have some knowledge of other community service programs available to law enforcement and communities.



1. Watch Your Car, DARE, School Resource Officers, Business Crime Prevention, VIPS, Child Safety, Senior Fraud Awareness

**4) Interest In Law Enforcement**

- a. What is the job of a Law Enforcement Officer (Police Officer)?
- b. Why do you want to be a Law Enforcement Officer (Police Officer)?
- c. Why do you think you would be a good Law Enforcement Officer (Police Officer)?
- d. What qualities do you think a Law Enforcement Officer (Police Officer) should have?

**5) Situational Scenarios**

- a. The Cadet should be able to explain how they would handle a Bar Fight where a 250 pound man is involved.
- b. The Cadet should explain how they would handle pulling over a fellow police officer and finds out that they are intoxicated.
- c. The Cadet should explain how they will handle a situation when they are offered free or discounted meals or favors.

New York Law Enforcement Cadet Stations Day Conference	<b>STATION PREPARATION</b>  Oral Board Interview#2	<b>Date Issued:</b> <i>April 2013</i> <b>Date Updated:</b> <i>June 2015</i>
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1. PREPARATION FOR THE ORAL INTERVIEW

a. *COPY OF APPLICATION*

i. *KEEP A COPY OF YOUR APPLICATION AND REVIEW IT CAREFULLY BEFORE THE INTERVIEW. THIS MAY BE THE ONLY DOCUMENT BEFORE THE ORAL BOARD, AND THE STARTING POINT OF THE INTERVIEW. KNOW WHAT OUR EXPERIENCE AND EDUCATION YOU HAVE LISTED THERE, AND THE SEQUENCE AND DATES OF IT. SOMETIMES THE BOARD WILL ASK YOU TO REVIEW THE HIGHLIGHTS OF YOUR EXPERIENCE OF THEM; YOU SHOULD NOT HAVE TO HEM AND HAW DOING IT.*

b. *STUDY CLASS SPECIFICATION*

i. *USUALLY THE ORAL BOARD HAS ONE OR BOTH OF THESE TO GUIDE THEM. THE QUALITIES, CHARACTERISTICS, OR KNOWLEDGE'S REQUIRED BY THE POSITION SOUGHT ARE STATED IN THESE DOCUMENTS. THEY OFFER VALUABLE CLUES AS TO THE NATURE OF THE ORAL INTERVIEW. FOR EXAMPLE, IF THE JOB INVOLVES SUPERVISORY RESPONSIBILITIES, THE ANNOUNCEMENT WILL USUALLY INDICATE THAT KNOWLEDGE OF MODERN SUPERVISORY METHODS AND THE QUALIFICATIONS OF THE CANDIDATE AS A SUPERVISOR WILL BE TESTED.*

ii. *IF SO, YOU CAN EXPECT SUCH QUESTIONS FREQUENTLY IN THE FORM OF A HYPOTHETICAL SITUATION WHICH YOU ARE EXPECTED TO SOLVE. NEVER GO INTO AN ORAL WITHOUT KNOWLEDGE OF THE DUTIES AND RESPONSIBILITIES OF THE JOB YOU SEEK.*

c. *REQUIRED QUALIFICATIONS*

i. *TRY TO VISUALIZE THE KIND OF QUESTIONS YOU WOULD ASK IF YOU WERE A BOARD MEMBER. HOW WELL COULD YOU ANSWER THEM? TRY ESPECIALLY TO APPRAISE YOUR OWN KNOWLEDGE AND BACKGROUND IN EACH AREA. MEASURE AGAINST THE JOB SOUGHT, AND IDENTIFY ANY AREAS IN WHICH YOU ARE WEAK. BE CRITICAL AND REALISTIC – DON'T FLATTER YOURSELF.*

2. BEST FOOT FORWARD

a. *BE NATURAL*

i. *KEEP YOUR ATTITUDE CONFIDENT, BUT NOT COCKY. IF YOU ARE NOT CONFIDENT THAT YOU CAN DO THE JOB, DON'T EXPECT THE BOARD TO BE. DON'T APOLOGIZE FOR YOUR WEAKNESSES – TRY TO BRING OUT YOUR STRONG POINTS. THE BOARD IS INTERESTED IN A POSITIVE, NOT A NEGATIVE PRESENTATION. COCKINESS WILL ANTAGONIZE ANY BOARD MEMBER, AND MAKE HIM WONDER IF YOU ARE COVERING UP A WEAKNESS BY A FALSE SHOW OF STRENGTH.*

b. *GET COMFORTABLE*

i. *SIT ERECTLY, BUT NOT STIFFLY. A CARELESS POSTURE MAY LEAD THE BOARD TO CONCLUDE YOU ARE CARELESS IN OTHER THINGS, OR AT LEAST THAT YOU ARE NOT IMPRESSED BY THE IMPORTANCE OF THE OCCASION. EITHER CONCLUSION IS NATURAL EVEN IF INCORRECT. DON'T FUSS WITH YOUR CLOTHING OR WITH A PENCIL*

*OR AN ASH TRAY. YOUR HANDS MAY OCCASIONALLY BE USEFUL TO EMPHASIZE A POINT; BUT, DON'T LET THEM DIRECT FROM YOUR PRESENTATION BY BECOMING A POINT OF DISTRACTION.*

- c. DON'T WISECRACK OR MAKE SMALL TALK*
  - i. THIS IS A SERIOUS SITUATION, AND YOUR ATTITUDE SHOULD SHOW THAT YOU CONSIDER IT AS SUCH. FURTHER, THE TIME OF THE BOARD IS LIMITED; THEY DON'T WANT TO WASTE IT, AND NEITHER SHOULD YOU.*
- d. DON'T EXAGGERATE YOUR EXPERIENCES OR ABILITIES*
  - i. IN THE FIRST PLACE, FROM INFORMATION IN THE APPLICATION, FROM OTHER INTERVIEWS AND OTHER SOURCES THE BOARD MAY KNOW MORE ABOUT YOU THAN YOU THINK. SECONDLY, YOU PROBABLY WON'T GET AWAY WITH IT. AN EXPERIENCED BOARD IS RATHER ADEPT AT SPOTTING SUCH A SITUATION. DON'T TAKE A CHANCE.*
- e. ACQUAINTANCE WITH BOARD MEMBER*
  - i. IF YOU KNOW A MEMBER OF THE BOARD, DON'T MAKE A POINT OF IT, YET DON'T HIDE IT. CERTAINLY YOU'RE NOT FOOLING HIM, AND PROBABLY NOT THE OTHER MEMBERS OF THE BOARD. DON'T TRY TO TAKE ADVANTAGE OF YOUR ACQUAINTANCESHIP – IT WILL PROBABLY BOUNCE BACK TO YOU.*
- f. DON'T DOMINATE THE INTERVIEW*
  - i. LET THE BOARD DO THAT. THEY WILL GIVE YOU THE CLUES – DON'T ASSUME THAT YOU HAVE TO DO ALL THE TALKING. REALIZE THAT THE BOARD HAS A NUMBER OF QUESTIONS TO ASK YOU AND DON'T TRY TO TAKE UP ALL OF THE INTERVIEW TIME BY SHOWING OFF YOUR EXTENSIVE KNOWLEDGE OF THE ANSWER TO THE FIRST ONE.*
- g. BE ATTENTIVE*
  - i. YOU ONLY HAVE TWENTY MINUTES OR SO, AND YOU SHOULD KEEP YOUR ATTENTION AT ITS SHARPEST THROUGHOUT. WHEN A MEMBER IS ADDRESSING A PROBLEM OR A QUESTION TO YOU, GIVE HIM YOUR UNDIVIDED ATTENTION. ADDRESS YOUR REPLY PRINCIPALLY TO HIM/HER BUT DON'T EXCLUDE THE OTHER MEMBERS OF THE BOARD.*
- h. DON'T INTERRUPT*
  - i. A BOARD MEMBER MAY BE STATING A PROBLEM FOR YOU TO ANALYZE. HE WILL ASK YOU A QUESTION WHEN THE TIME COMES. LET HIM STATE THE PROBLEM AND WAIT FOR THE QUESTION.*
- i. UNDERSTAND THE QUESTION*
  - i. DON'T TRY TO ANSWER UNTIL YOU ARE SURE WHAT THE QUESTION IS. IF IT'S NOT CLEAR, RESTATE IT IN YOUR OWN WORDS OR ASK THE BOARD MEMBER TO CLARIFY IT FOR YOU. BUT, DON'T HAGGLE ABOUT MINOR ELEMENTS.*
- j. PROMPT NOT HASTILY REPLY*
  - i. A COMMON ENTRY ON ORAL BOARD RATING SHEETS IS "CANDIDATE RESPONDED READILY" OR "CANDIDATE HESITATED IN REPLIES." RESPOND AS PROMPTLY AND QUICKLY AS YOU CAN, BUT DON'T JUMP TO A HASTY, ILL CONSIDERED ANSWER.*
  - ii. DON'T BE PREEMPTORY IN REPLIES*
  - iii. A BRIEF ANSWER IS PROPER – BUT DON'T FIRE YOUR ANSWER BACK. THIS IS A LOSING GAME FROM YOUR POINT OF VIEW. THE BOARD*

*MEMBER CAN PROBABLY ASK QUESTIONS FASTER THAN YOU CAN ANSWER THEM.*

- k. DON'T CREATE ANSWERS*
  - i. DON'T TRY TO ANSWER THE WAY YOU THINK THE BOARD MEMBER WANTS. HE IS INTERESTED IN WHAT KIND OF A MIND YOU HAVE AND HOW IT WORKS ... NOT IN PLAYING GAMES. FURTHERMORE, HE CAN USUALLY SPOT THIS PRACTICE AND WILL USUALLY GRADE YOU DOWN FOR IT.*
- l. DON'T SWITCH SIDES TO AGREE WITH BOARD*
  - i. FREQUENTLY, A MEMBER WILL TAKE A CONTRARY POSITION MERELY TO DRAW YOU OUT AND TO SEE IF YOU ARE WILLING AND ABLE TO DEFEND YOUR POINT OF VIEW. DON'T START A DEBATE, YET DON'T SURRENDER A GOOD POSITION. IF A POSITION IS WORTH TAKING, IT IS WORTH DEFENDING.*
- m. ADMIT ERROR IN JUDGMENT*
  - i. DON'T BE AFRAID TO ADMIT AN ERROR IN JUDGMENT IF YOU ARE SHOWN TO BE WRONG. THE BOARD KNOWS THAT YOU ARE FORCED TO REPLY WITHOUT ANY OPPORTUNITY FOR CAREFUL CONSIDERATION. YOUR ANSWER MAY BE DEMONSTRABLY WRONG. IF SO, ADMIT IT AND GET ON WITH THE INTERVIEW.*
- n. DON'T DWELL ON PRESENT JOB*
  - i. THE OPENING QUESTION MAY RELATE TO YOUR PRESENT ASSIGNMENT. ANSWER THE QUESTION, BUT DON'T GO INTO AN EXTENDED DISCUSSION. YOU ARE BEING EXAMINED FOR A NEW JOB, NOT YOUR PRESENT ONE. AS A MATTER-OF-FACT, TRY TO PHRASE ALL YOUR ANSWERS IN TERMS OF THE JOB FOR WHICH YOU ARE BEING EXAMINED.*
- o. EXTRANEIOUS COMMENTS*
  - i. KEEP YOUR REPLIES TO THE POINT. IF YOU FEEL THE NEED FOR AN ILLUSTRATION FROM YOUR PERSONAL EXPERIENCE, KEEP IT SHORT. LEAVE OUT THE MINOR DETAILS. MAKE SURE THE INCIDENT IS REAL AND NOT IMAGINARY.*
- p. DON'T BE TECHNICAL OR PONDEROUS*
  - i. KEEP AGENCY GOBBLEDYGOOK OUT OF YOUR REPLIES FOR TWO REASONS: (1) SOME MEMBERS OF THE BOARD PROBABLY WILL NOT UNDER YOU: (2) IF THEY DO, THEY WILL CHARGE YOU WITH AN INBRED VOCABULARY. THEY ARE NOT INTERESTED IN A PLAY-BACK OF THE AGENCY MANUALS.*
- q. SLANG TERMS*
  - i. MANY A GOOD REPLY HAS BEEN WEAKENED BY THE INJECTION OF SLANG TERMS OR OTHER LANGUAGE FAULTS. FREQUENTLY, THE BOARD WILL NOT APPLY ANY SLIPS OF THE GRAMMAR OR OTHER EVIDENCE OF CARELESSNESS IN YOUR SPEECH HABITS.*
  - ii. LEAVE EXHIBITS AT HOME*
  - iii. THE BOARD IS NOT INTERESTED IN PICTURES OF YOUR FAMILY, YOUR LETTERS OF REFERENCE, CLIPPINGS ABOUT YOUR OFFICE OR NEW PROCEDURES YOU HAVE DEvised, OR THE DEBATING MEDALS YOU WON IN HIGH SCHOOL.*
- r. INGRATIATING*

- s. *DON'T BE INGRATIATING. THE "SOFT SOAP ROUTINE" SELDOM WORKS WITH AN ORAL BOARD. BE PLEASANT AND SMILE OCCASIONALLY, BUT DO IT NATURALLY AND DON'T OVERDO IT.*

# **Appendix B**

## Pre-Event Forms

## Adult Leader Checklist

- Organization Interest  
**DEADLINE:** *As Soon As Possible*
- Organization Registration  
**DEADLINE:** *September 18, 2015*
- \$50 Organization Registration Deposit  
**DEADLINE:** *September 18, 2015*  
Non-refundable after: *September 23, 2015*
- Individual (Adult/Youth) Registration  
**DEADLINE:** *September 23, 2015*
- Organization Station Sponsor  
**DEADLINE:** *September 23, 2015*
- Team Competition Assignments  
**DEADLINE:** *October 3, 2015*
- Exhibit Request  
**DEADLINE:** *September 23, 2015*
- Seminar Request  
**DEADLINE:** *September 23, 2015*
- Photography/Video Release Waiver  
**DEADLINE:** *October 3, 2015*
- Organization Holds Harmless Release  
**DEADLINE:** *October 3, 2015*
- Adult Critique  
**DEADLINE:** *November 1, 2015*
- Youth Critique  
**DEADLINE:** *November 1, 2015*

## Organization Interest Form

(Please Print or Type LEGABLY, below each heading)

<p><b>BACKGROUND:</b></p> <p>This event, formally called New York Law Enforcement Explorer Stations Day, started in May of 1996 with about six (6) law enforcement explorer posts in Onondaga County, 40 law enforcement explorers and staff of 13 police officers. Over the next six (6) years the event grew at almost 12 law enforcement explorer posts, over 100 law enforcement explorers and 20 police officers and 12 civilians. In 2000, the event was open to any New York Junior Police Program and interested agencies in the State of Connecticut. In 2013 the original Director brought the event back to the explorers or cadets of New York State, all under a new name.</p> <p>Now in 2015, we are continuing with the event and offering it to all agencies, including BOCES Criminal Justice programs students in New York State that are interested along with agencies from the New England States as well.</p> <p><b>DATE:</b></p> <p><i>Saturday, October 3, 2015</i></p> <p>0600 – 1800</p> <p><b>LOCATION:</b></p> <p>New York State Fairgrounds Youth (4H) Building Syracuse, New York 13209</p> <p><b>PROGRAM</b></p> <p>The program is a day filled with Events or Stations which may include:</p> <p style="padding-left: 20px;"><i>RANDOM EVENT'S</i></p> <p style="padding-left: 40px;">Domestic Intervention (Dispute), Building/Room Search, Arrest &amp; Search Techniques (person), Suspicious Person, Motor Vehicle Collision Investigation, High Risk Traffic Stop, Driving While Intoxicated Investigation, Emotionally Disturbed Person</p> <p style="padding-left: 20px;"><i>PRE-ASSIGNED EVENT'S</i></p> <p style="padding-left: 40px;">First Aid, Robbery Response, Oral Board Interview, Hostage Negotiation</p> <p style="padding-left: 20px;">Seminars</p> <p style="padding-left: 20px;">Exhibits</p>	Organization Name				
	Type of Program				
	<input type="checkbox"/> Explorer/Cadet <input type="checkbox"/> BOCES <input type="checkbox"/> Other: _____				
	Advisor/Adult Leader				
	Address				
	City, State Zip Code				
	Phone Number				
	Fax Number				
	(    )    -                         (    )    -				
	Email Address				
	@				
	Number of Participants				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; background-color: #cccccc; text-align: center; font-weight: bold;">Adults</td> <td style="width: 50%; background-color: #cccccc; text-align: center; font-weight: bold;">Youth</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table>	Adults	Youth		
	Adults	Youth			
Participation Interest					
<input type="checkbox"/> YES, we are interested <input type="checkbox"/> NO, we are not interested					
<input type="checkbox"/> NO, we are not interested, but would be interested in next year's event					
<input type="checkbox"/> Our agency is interested in starting a youth program and would like more information on how to start a Explorer/Cadet program					
<input type="checkbox"/> Our agency is interested in starting a youth program, and would like to attend as an OBSERVER to learn more					
<input type="checkbox"/> We are interested in joining a NY Statewide Information program to help better our own program and join in statewide training opportunities and competitions					
Notes/Comments:					



## Organization Registration Form

IMPORTANT INFORMATION		ORGANIZATION INFORMATION
Sponsoring agencies must please fill out this reservation form completely. Include this form. Please include the sponsoring agency (Chief of Police, Superintendent, etc.)	<b>Box 1</b>	
		Name
		Address
		City, State Zip+4 (   )   -
		Phone Number
<b>WHAT PROGRAM DO YOU HAVE</b>		Department Head/Chief of Police/Sheriff
Please let the event staff know what type of program you are involved in, Explorer, Cadet, Student, etc.	<b>Box 2</b>	<b>PROGRAM INFORMATION</b>
		<input type="checkbox"/> Law Enforcement <input type="checkbox"/> BOCES <input type="checkbox"/> Other:
Spaces that you would like to reserve for this year's program. All attending have to fill out an INDIVIDUAL REGISTRATION FORM if they wish to be on the campus during the event.	<b>Box 3</b>	<b>ATTENDANCE</b>
		Fees   Amount   Total Balance Due
		Participants':   \$35 <input type="text"/>
		Observers:   \$30 <input type="text"/>
		Adults:   NC <input type="text"/>
	Volunteers:   NC <input type="text"/>	
	Meals   \$8 <input type="text"/>	
	<i>Individual Adult Leaders must fill out separate forms.</i>	
<b>ADULT LEADER INFORMATION</b>		<b>ADULT LEADER RESPONSIBLE FOR GROUP</b>
List the Adult that will be responsible for the supervision of those attending the event from your organization.	<b>Box 4</b>	
		Name
		Position
		Address
		City, State Zip+4 @ Email
<b>PAYMENT</b>		<b>ADDRESS TO MAIL INFORMATION BACK TOO</b>
Payment will need to be made out to "Scott Griffo". Checks and money orders will be accepted, please try not to send cash. Any remaining or balance that will be due can be paid at the time of the REGISTRATIO. A \$50 non refundable deposit will be needed to ensure you spot for the event (see Rules and Procedures concerning this deposit request).	<b>Box 5</b>	
		Name
		Address
<b>CANCELLATIONS</b>		<b>ADDRESS TO MAIL NYLECDC PACKET BACK TO</b>
All cancellations must be in writing. All requests for refunds must be received by <b>09/18/2015</b> . No refunds will be issued after <b>09/23/2015</b>	<b>Box 6</b>	Same as <input type="checkbox"/> Box 1 <input type="checkbox"/> Box 5
		<b>AFFIRMATION</b>
<b>AFFIRMATION</b>	<b>Box 7</b>	
		Leader Signature
		Print Name /   /   2015
		Date Signed



# Team Competition Form

(Please Print LEGABLY)

Agency/Organization:				<b>AMENDED FORM</b>		
Adult Leader:				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Phone Number:	(    )	-	Email:	@		
<b>Please Print LEGABLY or Type</b>						
<b>RANDON STATION – TEAM ASSIGNMENTS</b>						
<p>Please place each team members on the form below. Each participant cannot be in more than one team, with the exception of the Pre-assigned Stations.</p> <p>If a conflict arises, it will be the responsibility of either the Adult Leader to re-arrange individuals, or the cadet/explorer/student can speak with the Lead FTO in-charge to make arrangements to help with the conflict. All attempts will be made to try and prevent any type of conflict from happening.</p> <p>Each agency/organization can have a total of three (3) teams of two (2) (6 cadets/explorers/students) for the Random Stations, and a total of seven (7) cadets/explorers/students for the Pre-assigned Stations. A cadet/explorer/student may participate in more than one Pre-assigned Station.</p>	<b>Team #1</b>	<b>Last Name</b>	<b>First Name</b>	<b>Pre-Assigned Station</b>		
	<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>B</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>Team #2</b>	<b>Last Name</b>	<b>First Name</b>	<b>Pre-Assigned Station</b>		
	<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>B</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>Team #3</b>	<b>Last Name</b>	<b>First Name</b>	<b>Pre-Assigned Station</b>		
	<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>B</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>PRE-ASSIGNED STATION – TEAM ASSIGNMENTS</b>					
	<b>Oral Board Interview</b>					
		<b>Last Name</b>	<b>First Name</b>	<b>Random Station</b>		
	<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>First Aid</b>					
		<b>Last Name</b>	<b>First Name</b>	<b>Random Station</b>		
	<b>M</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>F</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N	
	<b>Robbery Response</b>					
	<b>Last Name</b>	<b>First Name</b>	<b>Random Station</b>			
<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N		
<b>B</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N		
<b>Hostage Negotiation</b>						
	<b>Last Name</b>	<b>First Name</b>	<b>Random Station</b>			
<b>A</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N		
<b>B</b>			<input type="checkbox"/> Y	<input type="checkbox"/> N		

## Organization Station Sponsor Sheet

<p>Please place your preference of what station your organization would like to sponsor.</p> <p>All organizations are asked to Sponsor (FTO) a station with a scenario and possible ROLE PLAYER(s).</p> <p>All preferences will be based on a first come, first serve bases.</p>	Station Number	Station	Sponsor Preferences
	ST – 1	Domestic Intervention (Dispute) ( <b>DOMV</b> ) <i>RANDOM STATION</i>	
	ST – 2	Building/Room Search ( <b>TRES</b> ) <i>RANDOM STATION</i>	
	ST – 3	Arrest & Search Techniques ( <b>WARR</b> ) <i>RANDOM STATION</i>	
	ST – 4	Suspicious Person(s) ( <b>SUSP</b> ) <i>RANDOM STATION</i>	
	ST – 5	Motor Vehicle Accident Investigation ( <b>MVAI</b> ) <i>RANDOM STATION</i>	
	ST – 6	High Risk Traffic Stop ( <b>STOP</b> ) <i>RANDOM STATION</i>	
	ST – 7	Driving While Intoxicated Investigation ( <b>DWI</b> ) <i>RANDOM STATION</i>	
	ST – 8	Emotionally Disturbed Person ( <b>MENT</b> ) <i>RANDOM STATION</i>	
	ST – 9	First Aid ( <b>INJY</b> ) <i>PRE-ASSIGNED STATION</i>	
	ST – 10	Robbery Response ( <b>ROBB</b> ) <i>PRE-ASSIGNED STATION</i>	
	ST – 11	Oral Board Interview ( <b>INTV</b> ) <i>PRE-ASSIGNED STATION</i>	
ST – 12	Hostage Negotiation ( <b>HOSS</b> ) <i>PRE-ASSIGNED STATION</i>		

## Photography/Video Release Waiver

This **REQUIRED** for all **YOUTH (17 and younger)** Attending

*New York Law Enforcement Cadet Stations Day Conference.*

The staff and administration of the *New York Law Enforcement Cadet Stations Day Conference* (NYLECSDC) would like your permission to take both photographs and videos of your son/daughter while they are participating in this year's event.

These photographs and videos may be released to a television station, to the newspaper or used for educational purposes, including posts on the NYLECSDC Facebook page and future website and brochures.

Please check all that apply to this request, and then sign and give this form to your son/daughter's adult leader so that it can be given to NYLECSDC administration and kept on file (we encourage you to make a copy and keep for your records as well).

### **PLEASE CHECK ALL OF THAT APPLY:**

- . I do not give NYLECSDC permission to take photographs and videos of my son/daughter during this event.
- . I do understand that some pictures and videos may include my son/daughter in the background of those pictures and videos, and NYLECSDC will do their best to prevent those pictures or videos to be taken, but due to the amount of participants I/we will not hold NYLECSDC responsible for those pictures or media that they appear in by accident.
- . I understand that even if I don't allow my son/daughter to have their photograph or video taken, they are still allowed to participate in the event.
- . I give NYLECSDC permission to take photographs and videos of my son/daughter during this event (please continue and check all that apply below).
- . I understand that I/we will NOT receive any compensation for any photographs and videos that are taken.
- . I understand that this release must be signed and MUST be given to the adult leader and given to NYLECSDC staff on the day of the event.
- . I understand that any photography or video recording is the property of NYLECSDC and may be used in future events.

### ***PLEASE SIGN AND RETURN TO ADULT LEADER***

\_\_\_\_\_  
*Name of son/daughter (PLEASE PRINT legibly)*

Parent    Guardian    Other: \_\_\_\_\_

\_\_\_\_\_  
*Signature Parent/Guardian*

\_\_\_\_\_  
*PRINT name of Parent/Guardian*

\_\_\_\_\_  
*Signature of Adult Leader*

**DO NOT WRITE BELOW – FOR NYLECSDC STAFF ONLY**

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit Request

### AGENCY INFORMATION

<b>Agency</b>	<b>Type of Agency</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Other</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Name of Presenter</b>	<b>Title (Chief, Capt, Lt, Agent, etc)</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Phone Number</b>	<b>Work</b>	<b>Home</b>	<b>Cell</b>	<b>Hours You Work</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### EQUIPMENT INFORMATION

Will Audio-Visual Equipment Be Used At Your Presentation?  No  Yes

Type of Equipment \_\_\_\_\_

Needed (see below): \_\_\_\_\_

### BRIEF DESCRIPTION OF EXHIBIT

### EXHIBIT TERMS AND CONDITIONS

#### 1. Content

- a. All content of exhibit should be related to the Criminal Justice/Law Enforcement Field of work, but not limited to the theme of the event.
- b. Theme: TEAM WORK
- c. Exhibits shall be set up in such a way as not to distract from any station activity and other exhibits.

#### 2. Visual Aids

- a. Any work or exhibit visual aids are recommended, but should be kept in good taste to the age group of participants attending the event.
- b. 13-21 years of age.

#### 3. Equipment

- a. Exhibit space is limited to one 6' table and 2 chairs
- b. Exhibiting agency must bring own visual aid equipment.
- c. Power outlets are given to Career Interest exhibits first then non-career interest exhibits
- d. Locations that need electrical outlets are given on a first come first serve bases.
- e. Any type of media storage devise (Thumb Drives, Scan Disks, etc.) is the responsibility of the exhibitor.

#### 4. Hand-outs

- a. The exhibitor is responsible for producing their own hand-outs for their exhibit.
- b. Hand-outs can be limited to the specific amount or at the discretion of the exhibitor.
- c. It is suggested that the exhibitor make a master copy and present it to the event staff for future reproduction or media access for those who would like more copies.

#### 5. Sales

- a. Cash sales of products can be made during the exhibit as long as it is appropriate or related to the Criminal Justice/Law Enforcement Field of work.

#### 6. Installation & Dismantling

- a. Installation of the exhibit can be done during event registration and after orientation of the event.
  - i. Career Interest Exhibits are excluded.
- b. Dismantling of exhibits must be done by the end of the event and before the awards ceremony begins.
  - i. Approximately 1700 hours.
- c. It is the responsibility of the exhibitor to see that all materials used are removed and the area of the exhibit is cleaned before leaving the event.

<<<< PLEASE RETURN TO THE BELOW ADDRESS NO LATER THAN: **SEPTEMBER 23, 2015**>>>>

MAIL / FAX / EMAIL All Completed Forms To:

Solvay Police Department – Attn: Scott Griffio – 507 Charles Av. – Solvay, NY 13209

Fax: 315.468.2511 – Emails: [sgriffo@solvaypd.com](mailto:sgriffo@solvaypd.com) or [nylecsdc@verizon.net](mailto:nylecsdc@verizon.net)

## Seminar Request

### AGENCY INFORMATION

<b>Agency</b>	Type of Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Other</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Name of Presenter</b>	<b>Title (Chief, Capt, Lt, Agent, etc)</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Phone Number</b>	<b>Work</b>	<b>Home</b>	<b>Cell</b>	<b>Hours You Work</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### EQUIPMENT INFORMATION

Will Audio-Visual Equipment Be Used At Your Presentation?  No  Yes

Type of Equipment Needed (see below):

### BRIEF DESCRIPTION OF PRESENTATION

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### SEMINAR TERMS AND CONDITIONS

- 1. Content**
  - a. All content of seminar should be related to the Criminal Justice/Law Enforcement Field of work, but not limited to the theme of the event.
  - b. Theme: **TEAM WORK**
- 2. Visual Aids**
  - a. Any work or seminar visual aids are recommended, but should be kept in good taste to the age group of participants attending the event.
- 3. Equipment**
  - a. It is strongly suggested that the presenter bring their own visual aid equipment.
  - b. Presenter can call or contact event staff to see if certain equipment will be present for them to use.
  - c. Any type of media storage devise (Thumb Drives, Scan Disks, etc.) is the responsibility of the presenter.
- 4. Hand-outs**
  - a. The presenter is responsible for producing their own hand-outs for their presentation.
  - b. Hand-outs can be limited to the specific amount or at the discretion of the presenter.
  - c. It is suggested that the presenter make a master copy and present it to the event staff for future reproduction or media access for those who would like more copies.
- 5. Time Constraints**
  - a. Presentation time is limited to 30 minutes.
  - b. The presenter is asked to limit their presentation to a maximum of 20 minutes.
  - c. The presenter should leave the remaining time for questions and answer session at the end of their presentation.

<<<<<Please Return To The Below Address No Later Than: September 23, 2015>>>>>

MAIL / FAX / EMAIL All Completed Forms To:  
Solvay Police Department – Attn: Scott Griffio – 507 Charles Av. – Solvay, NY 13209  
Fax: 315.468.2511 – Emails: [sgriffo@solvaypd.com](mailto:sgriffo@solvaypd.com) or [nylecsdc@verizon.net](mailto:nylecsdc@verizon.net)

**Hold Harmless Agreement**

**Organization Information**  
Please PRINT Clearly

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Organization Phone Number:** \_\_\_\_\_

**Secondary Phone Number:** \_\_\_\_\_

**Organization Head:** \_\_\_\_\_

**Adult Leader #1:** \_\_\_\_\_

**Hold Harmless Agreement**

We give permission for our organization to participate in the New York Cadet Stations Day Conference. We release Scott Griffo, New York State Fairgrounds, and individuals performing during the New York Cadet Stations Day Conference event from liability in case of accident during activities related to New York Cadet Stations Day Conference, as long as normal safety procedures have been taken.

**MUST BE SIGN IN FRONT OF A NOTARY REPUBLIC**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, ss:

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_ , before me the undersigned, personally appeared personally known to me or proved to me on the basis of satisfactory evidence, to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that (he) (she) (they) executed the same in (his) (her) (their) capacity(y)(ies), and that by (his) (her) (their) signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Stamp

\_\_\_\_\_  
Adult Leader Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature



**Emergency Contact and Medical Information**

Sex:  F  M

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

( ) ( )

( ) ( )

Home Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

**Alternative Emergency Contacts**

Primary Emergency Contact \_\_\_\_\_

Secondary Emergency Contact \_\_\_\_\_

( ) ( )

( ) ( )

Home Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

**Medical Information**

Hospital/Clinic Preference \_\_\_\_\_

Physician's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

**Allergies/Special Health Considerations or Concerns**

I authorize all medical and surgical treatment, x-rays, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent to treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of emergency.

**MUST BE SIGNED IN FRONT OF A NOTARY REPUBLIC**

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Hold Harmless Agreement**

I give permission for my child to participate in the New York Cadet Stations Day. I release Scott Griffo, New York State Fairgrounds, and individuals performing during the New York Cadet Stations Day event from liability in case of accident during activities related to New York Cadet Stations Day, as long as normal safety procedures have been taken.

**MUST BE SIGN IN FRONT OF A NOTARY REPUBLIC**

Parent's/Guardian's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Notary Signature \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, ss:

On the \_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_, before me the undersigned, personally appeared personally known to me or proved to me on the basis of satisfactory evidence, to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that (he) (she) (they) executed the same in (his) (her) (their) capacity(y)(ies), and that by (his) (her) (their) signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Stamp

# **Appendix C**

## Post-Event Forms



### Youth Event Critique

Please take a moment and as a Cadet Program, to complete this critique. This information will help to make the 2016 conference and future Stations Day events run better.

Please indicate your response by checking the box that most accurately describes your experience with this year's event (1 being WORST – 10 being BEST)

<b>A - Facility</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>	<b>2</b>	<input type="checkbox"/>	<b>3</b>	<input type="checkbox"/>	<b>4</b>	<input type="checkbox"/>	<b>5</b>	<input type="checkbox"/>	<b>6</b>	<input type="checkbox"/>	<b>7</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>9</b>	<input type="checkbox"/>	<b>10</b>
<b>B - 2015 Event</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>	<b>2</b>	<input type="checkbox"/>	<b>3</b>	<input type="checkbox"/>	<b>4</b>	<input type="checkbox"/>	<b>5</b>	<input type="checkbox"/>	<b>6</b>	<input type="checkbox"/>	<b>7</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>9</b>	<input type="checkbox"/>	<b>10</b>
<b>C - FTO's</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>	<b>2</b>	<input type="checkbox"/>	<b>3</b>	<input type="checkbox"/>	<b>4</b>	<input type="checkbox"/>	<b>5</b>	<input type="checkbox"/>	<b>6</b>	<input type="checkbox"/>	<b>7</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>9</b>	<input type="checkbox"/>	<b>10</b>
<b>D - Location</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>	<b>2</b>	<input type="checkbox"/>	<b>3</b>	<input type="checkbox"/>	<b>4</b>	<input type="checkbox"/>	<b>5</b>	<input type="checkbox"/>	<b>6</b>	<input type="checkbox"/>	<b>7</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>9</b>	<input type="checkbox"/>	<b>10</b>
<b>E - Cost</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>	<b>2</b>	<input type="checkbox"/>	<b>3</b>	<input type="checkbox"/>	<b>4</b>	<input type="checkbox"/>	<b>5</b>	<input type="checkbox"/>	<b>6</b>	<input type="checkbox"/>	<b>7</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>9</b>	<input type="checkbox"/>	<b>10</b>

Stations that were WELL LIKED:

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Stations that were NOT WELL LIKED:

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What did you like most about this year's event:

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What did you NOT like most about this year's event:

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Any suggestions, improvements or comments you would like to add for FUTURE events:

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<<<< PLEASE USE SEPARATE PIECE OF PAPER IF NEEDED >>>>

MAIL / FAX / EMAIL All completed forms to:  
 Solvay Police Department – Attn: Scott Griffo – 507 Charles Av. – Solvay, NY 13209  
 Fax: 315.468.2511 – Email: [sgriffo@solvaypd.com](mailto:sgriffo@solvaypd.com) or [nylecsdc@verizon.net](mailto:nylecsdc@verizon.net)

OPTIONAL INFORMATION:

Organization/City/Town, etc: \_\_\_\_\_