

# Memo

To: Village Board

Fr: Mark Roberts, Code and Safety Enforcement Coordinator

Re: Village of Allouez Neighborhood Service Cadet Program

Date: March 2, 2016

Since the re-implementation of the Village of Allouez Cadet program, June 2011, there have been numerous cadet volunteers enrolled in the program with many leaving for jobs, some dropping out of the program early and some being let go early. As of February 26, 2016 we are down to one.

The program is an opportunity for NWTC police academy students to learn their crafts as well as being representatives for the Village of Allouez, working for and with the residents in enforcing codes and ordinances while being a positive presence in the community.

Currently, with the help of DEO Vogel and the Brown County Sheriff's Department (BCSD), the cadet program is going through some changes. The cadet manual is being re-written, with some responsibilities being added and others removed and being reviewed by the BCSD. The DEO and the on duty officers will be taking a more active role in supervising the cadets during afterhours when the Code & Safety Enforcement Coordinator (CSEC) is not on duty. This will allow more interaction between the cadets and the sheriff's department personnel who can oversee the cadets and assist with any problems and answer questions. The on duty officers will be able to communicate with the cadets if assistance is needed for minor incidents, such as having a cadet conduct business or home checks or issue parking citations in a certain area. These minor tasks will free up the on duty officer who will be able to pursue other duties.

This is also a proposal to make the cadets paid interns. This will allow the CSEC more latitude when working with the cadets. As a paid intern they will be required to work a set amount of hours each week and a schedule will be in place assigning each cadet specific times and days to work. This will assist in providing the on duty officer the times and days when a cadet(s) will be working so they can plan their shift accordingly.

With the cadets being assigned shifts it will be beneficial to the Village during the "Winter Parking Hours" from November through March each year. A cadet will be assigned to work a shift during the no parking hours to enforce the no parking ordinance. Each cadet can be assigned a different day to work so a broader time frame will be covered for maximum coverage. They will also be assigned to school zones area to warn vehicle operators for illegal parking, as well as continued regular illegal parking patrols.

The cadets will be required to work bicycle patrol during the warmer season and assigned to patrol the Fox Rivers and East River trails, parks and events around the area. During events, such

as baseball/softball game, they will walk through the area observant for parking violations as well as any ordinance violation or criminal activity which will be reported to Brown County dispatch, and also assist with traffic control.

Cadets will be required to attend "Neighborhood Watch" and "Neighborhood Association" meetings and work one eight hour shift as a ride-along with a Village of Allouez deputy.

The number of cadets hired will be four. The cadets will be awarded college credits after they reach 72 hours. To reach this goal they will be allowed to work a maximum of four hours each week, making it an 18 week internship, at which time they will be released from the program. If the cadet reaches the 72 hours before the 18 week period is completed they can be released or may finish the full 18 weeks as a non-paid volunteer.

Each cadet will be required to be an NWTC police academy student in good standing.

Anticipated cost to the program is: 4 hours @ \$7.25 times 4 cadets times 18 weeks = \$2,088.00  
+SS @ 6.2% = \$129.46  
Med. @ 1.45% = \$30.28  
Total - \$2,247.75

Village Board is asked to make suggestions to allow for changes to the Village of Allouez Neighborhood Service Cadet Program.