

**VILLAGE OF ALLOUEZ  
NEIGHBORHOOD SERVICES CADET  
INTERN**



**OPERATIONS AND TRAINING  
MANUAL**

## **TABLE OF CONTENTS**

Chapter 1—Program Overview

Chapter 2—Contact Information

Chapter 3—Chain of Command

Chapter 4—General Expectations

Chapter 5—Code Enforcement

Chapter 6—Business/House Checks

Chapter 7—Sex Offenders

Chapter 8—Parking Enforcement

Chapter 9—Park Patrols

Chapter 10—Warrants

Chapter 11—School Monitoring

Chapter 12—Special Activities

Back of Book

Report Example

Ticket Example

Cadet Phone Numbers

Patrol Notes

Violation Sheet

# **Chapter 1—Program Overview**

## **1.1 Description of Program**

The Village of Allouez Cadet Program is designed to provide a higher quality of life for all residents and guests in the Village of Allouez, through the use of Northeast Wisconsin Technical College Students.

## **1.2 Program Importance**

Cadets are to utilize an adult attitude while working for or speaking of any aspect of the internship. It is required that cadets are a positive influence while on duty, as you may have to interact with residents. We want to leave them with an impression of loyalty and trust in what we are doing within the community. Every member of the community should be able to rely on cadets for safety and security.

## **1.3 Primary Objective**

The primary objective of the cadets is to learn basic skills of the criminal justice system while working with residents of the village. Cadets will work closely with law enforcement officials and other members of the community and surrounding area.

## **1.4 Operations**

Each Neighborhood Services Cadet is a paid intern. Cadets will be authorized to work a total of 72 hours to complete the required hours for college credits. Upon reaching the maximum hours allowed the cadet will be released from the program. Cadets will be allowed to work two to four hours each week for a total 72 hours or 18 weeks, whichever comes first. This will also include a mandatory ride-along with an Allouez patrol for one shift. If a cadet reaches his or her 72 hours before the 18 week point, they may continue with the program as a non-paid volunteer until the 18<sup>th</sup> week mark or graduation.

## Chapter 2—Contact Information

The cadet internship has several different contact methods that are readily available to the cadets and members of the community. A listing of the current cadets and coordinators will accompany this chapter.

Village Address: 1900 Libal Street  
Green Bay, WI 54301

Village Phone #: (920) 448-2800 Cadet Ext: 121



## **Chapter 3—Chain of Command**

### **3.1 Primary Command**

CSEC Mark S. Roberts will have direct supervision over the entire cadet operation. Meetings, training sessions and special activities will be scheduled by the CSEC.

### **3.2 Secondary Command**

In the absence of CSEC Roberts and the inability to contact the coordinators, the DEO and Allouez officers will be the direct source of information for the cadets in emergency-type situations.

### **3.3 Supervisor Command**

The intern supervisors will operate directly under the CSEC. They will relay information to the cadets and will answer daily operation questions.

#### **Office Personnel**

The office personnel are great assets to use for information; however they each have their own job functions to perform. With this in mind, please try to keep the contact with the office personnel at a minimum.

### **3.4 Cadet Interns**

The cadet intern primary function is to perform the assigned tasks at a day to day or week to week basis. All questions, comments and concerns from the cadets should be directed to the coordinators for the best possible outcome and most accurate information.

## **Chapter 4—General Expectations**

### **4.1 Uniforms**

Cadets are required to be in uniform whenever in the Village Hall or performing in any way related to the cadet intern program.

#### **4.1(a) Exceptions to Uniform Requirements**

The only time a cadet shall be out of uniform is when the cadet has been directly informed by the CSEC. During adverse weather, warmer clothing can be worn in place of uniform. A cadet jacket will be worn over any cold weather attire. Jackets are located in the hallway closet in the Public Works section of the Village Hall.

#### **4.1(b) Acceptable Uniforms**

Teal Village of Allouez Cadet Program Polo or black NWTC Criminal Justice t-shirt, black BDU pants, black shoes or boots, and a black belt. NWTC ID visible above the waist.

Black shorts may be worn when on bicycle patrol (no biker shorts) during warmer weather.

#### **4.1(c) Uniform Wear Requirements**

Cadets will wear the designated uniform shirt tucked into the pants at all times. The ID lanyard will be worn at all times and visible to the public.

### **4.2 Conduct**

While performing functions of the Allouez Cadet Program, the Cadet will be expected to act in a professional manner. The cadet will treat all persons (other cadets, Allouez staff, business owners and employees, and community members) with the utmost respect regardless of gender, age, race, sexual orientation, religion, education level, or economic status.

#### **4.2(a) Conduct with Vehicles**

While in a Village Vehicle, the cadet will obey all traffic laws and refrain from operating in any manner that may pose a negative connotation on the Village and/or program. The radio system shall not be operated at levels higher than audible within five (5) feet of the exterior of the vehicle, while door and windows are closed. Cadets cannot take the Village vehicles outside of the geographical jurisdiction of

the Village of Allouez without permission or unless following a suspect vehicle while attempting to contact the officer in charge.

4.2(a)1 Vehicle appearance

Each time after a cadet uses a vehicle, said cadet shall clean the inside of the vehicle of all debris and garbage whether from said cadet or not.

4.2(a)2 Following/Responding to Officer

All traffic laws must be kept in regard while responding to a situation or following an officer, even if the officer fails to obey the traffic laws you are required to. You are required to follow the command of the OIC at all times, failure to listen to and follow command while operating a vehicle will result in possible suspension.

4.2(b) Personal Conduct

Each cadet is a representative of the Village of Allouez, the Cadet Program and NWTC, and therefore is expected to act accordingly. Cadets are expected to act professional and as adults regardless of the attitude of the other party(s).

Adverse personal conduct will result in an internal investigation into the allegations.

4.2(b)1 Adverse Personal Conduct

Adverse personal conduct includes but is not limited to swearing, derogative terms or any form of derogative gestures.

4.3 Attendance

The Cadet Program is considered to be half educational and half work related experience. Therefore each cadet is required to conduct his or her attendance in a manner equivalent to a work or education environment.

4.3(a) Duty Hours

Cadets will be assigned days and hours to work with a minimum of one two hour shift once a week. Cadets may work up to four hours a week if requested by either working one four hour shift or dividing it into two, two hour shifts.

#### 4.3(b) Number of Cadets Per Shift

Upon completion of training, cadets may work solo or a two person patrol each shift. This is subject to review by the CSEC.

#### 4.3(c) Excused Absence

An excused absence is considered as any absence that a cadet must make for one reason or another. The cadet must inform the CSEC with as much advance notice as possible. Failure to do so may result in: 1<sup>st</sup> offense, counselling; 2<sup>nd</sup> offense, reprimand; 3<sup>rd</sup> offense, termination of cadet.

#### 4.3(d) Un-excused Absence

Any absence in which the cadet fails to inform the CSEC of the absence and reason for the absence or the reasoning for the absence is deemed unacceptable. For example, planning a date during a scheduled activity and not informing the CSEC is unacceptable. Failure to do so will result in: 1<sup>st</sup> offense, counselling; 2<sup>nd</sup> offense, reprimand; 3<sup>rd</sup> offense, termination of cadet.

#### 4.4 Reports

Upon any negative interaction while performing under the breadth of the program, the cadet is required to write a full report based upon the incident within 48 hours. There is a report template available for usage in the back of this book.

#### 4.5 Privacy Policy

All information, verbal, written or otherwise obtained while performing duties under the breadth of the cadet program is to be considered confidential unless otherwise instructed by supervising member.

#### 4.6 Village Hall Security

The Village of Allouez takes pride in the security system in and around the properties owned by the Village of Allouez. Part of being a cadet is to keep these properties safe and secure at all times.

##### 4.6(a) Door Code

The door code is for personnel use only, and shall not be given out to any person outside of the cadet program. To better monitor the usage of the door code, there are sign in



logs for each activity. In the event that the cadet releases the door code to a non-Allouez staff member, the cadet will be immediately terminated from the program. The door code can be obtained from a supervisor or CSEC or at last resort, the officer on duty.

#### 4.6(b) Garage Doors

Each vehicle is equipped with a garage door opener that opens the three main exterior doors to the building. While operating a Village vehicle, the cadet is responsible for the safe operation of the doors and confirmation of the secure closing of door(s).

#### 4.6(c) Vehicle Refueling/Maintenance

Maintenance and refueling of the vehicle are the responsibility of the cadets. Inform the Allouez staff if the vehicle is due for maintenance or is not running properly. In the event that the vehicles need to be refueled, follow the refueling guidelines.

#### 4.7 Log Sheets

Each activity within the cadet program has a cadet log sheet. Each time a cadet performs duties under said activities, the log sheets must be filled out completely. Failure to do so will result in an investigation. Lying on log sheets will result in an internal investigation.

#### 4.8 Non-Cadets

Non-cadets or staff members are allowed only in the public areas of the Village Hall, and are not allowed to accompany cadets while said cadets are performing assigned tasks, unless approved by the CSEC.

#### 4.9 Telephone Usage

The telephone system within the Village Hall is available for usage by the cadets for purposes of the cadet program. Cellular telephones are available for contact to other cadets and officers while on duty within the Village, but not to be used for personal business.

#### 4.10 Eligibility

In order for a cadet to be eligible must be a student at NWTC, enrolled in the Criminal Justice-Law Enforcement or Criminal

Justice-Corrections programs and must be enrolled in a minimum of nine (9) credits or three (3) courses.

4.11(a) Graduation

Upon graduation students are released from duties as a cadet with the Village of Allouez.

## **Chapter 5—Code Enforcement**

### **5.1 Overview**

Code Enforcement is the division of the cadet program that the program was founded for. It is the backbone of the operation and the required activity for any member that is utilizing the program for the internship credits within NWTC.

### **5.2 Zones**

Code Enforcement covering the Village of Allouez is divided into nine (9) almost equal zones, covering the entirety of the residential areas of the village and the majority of the commercial areas of the village. These zones are divided based upon the more highly traveled roads within the community, to make the code Enforcement easier and more effective.

#### **5.2(a) Zone 1**

Zone 1's jurisdiction is the area south of the City of Green Bay. This area will cover the entire geographical area between the two rivers; however will be limited to the area north of the railroad bridge at Riverside Drive and the area north of and including both sides of East Beaupre Street from Webster Avenue to east of Libal Street.

#### **5.2(b) Zone 2**

Zone 2's jurisdiction is the area south of East Beaupre Street from Webster Avenue to east of Libal Street. This doesn't include any house on East Beaupre Street. It is also the area south of the railroad bridge on Riverside Drive. This area continues south to include both sides of Dauphin Street, from Webster to east of East River Drive and the area south to West Allouez Avenue on Riverside Drive.

#### **5.2(c) Zone 3**

Zone 3's jurisdiction is the area east of the Fox River, south of and including West Allouez Avenue, west of and including Webster Avenue and north of Highway 172.

#### **5.2(d) Zone 4**

Zone 4's jurisdiction is the area south of and including East Allouez Avenue, west of and including Libal Street, north of Highway 172 and east of and not including Webster Avenue.



5.2(e) Zone 5

Zone 5's jurisdiction is the area south of and including East Allouez Avenue, west of East River, north of Highway 172 and east of and not including Libal Street.

5.2(f) Zone 6

Zone 6's jurisdiction is the area south Highway 172, east of Fox River, north of City of De Pere and west of and not including Webster Avenue.

5.2(g) Zone 7

Zone 7's jurisdiction is the area south of Highway 172, west of the East River, north of and including East Hoffman Road as well as the 8 cult-a-sacks just south of East Hoffman Road and east of and including Webster Avenue.

5.2(h) Zone 8

Zone 8's jurisdiction is the area south of and not including Hoffman Road, west of and including Libal Street, north of East Lebrun Road, and east of and including Webster Avenue.

5.2(i) Zone 9

Zone 9's jurisdiction is the area south of and not including East Hoffman Road, west of the East River, north of East Lebrun Road, and east of and not including Libal Street.

5.3 Code Enforcement Operation

The cadet will come into the Village on his or her primary day and time to conduct code enforcement. The cadet will then take a Village Vehicle and drive through the zone at a slow rate of speed. The cadet will take note of ordinance violation in the zone and will create a note sheet on a notepad. The cadet will return to the village and will fill out a code enforcement violation sheet for each violation and turn it into the CSEC. If possible, attempt to make contact with the resident and explain the violation to them in a professional and friendly manner. Let the resident know they have a time limit on complying and note it on the form.

5.4 Code Enforcement Violations:

The following is a list of violations cadets will look for. Each violation shall be placed on the code enforcement violation sheet for CSEC review.

Yard Waste/Debris/Brush in the Street  
Address on Building  
Refuse Carts/Garbage Cans in Sight from Road  
Overgrown Grass  
Trailer(s) in Yard  
Seasonal Trailer(s) on Property off Season  
Overgrown Brush on Sidewalks  
Overgrown Trees on Sidewalks or Streets  
Snow on Sidewalks  
Abandoned Vehicles  
Storage of Personalty  
Animal-License-Loose  
Damaged Fence

5.5 Reports:

Cadet will fill out a report for contact made with a resident that entails them in violation of an ordinance or if a resident contacts them with a complaint. The report will have the street address, name of resident, date, time, ordinance violation, a summary of what transpired, action taken at the scene and after leaving. If the contact involves a compliance correction a follow up date is required and when and how compliance was met. The CSEC will either follow up himself or assign a cadet to follow up.

5.6 Patrol Notes:

Cadets will fill out a "Patrol Notes" sheet each shift with a brief summary of their shift activities. The patrol notes will be left in a binder in the office and each cadet upon the beginning of their shift will review the binder for possible information needed for their tour.

5.7 Violation Sheets:

Cadets will fill out a "Violation Sheet" during their shift listing each ordinance violation they find. This information will be left with the CSEC who will follow up on the status of the violation. Even if a report for contact form is filled out and it concerns ordinance violations, the information shall be transferred to the violation sheet with a note that contact had been made with a resident.

## **Chapter 6—Business and House Checks**

### **6.1 Overview**

The business and house checks division is designed to provide extra security to businesses and residents within the village. Cadets are responsible for checking their assigned houses/businesses with professional conduct.

### **6.2 Uniforms**

The teal polo shirt or winter jacket is required for this division due to the fact that the cadet(s) will be highly visible within the community, and also because of the way the House Checks are conducted.

### **6.3 Suspicious Activity**

While on patrol if a cadet suspect or witnesses suspicious activity, said cadet shall move to a safe location where they can continue to keep surveillance on the house or business until police assistance arrives.

### **6.4 Business Checks**

For Business checks no less than two (2) cadets shall go to their assigned businesses during operating hours.

#### **6.4(a) Communication**

At all times at least one (1) cadet will have a cellular telephone to stay in contact with the on duty deputy or dispatch and for emergencies.

#### **6.4(b) Reports**

A crime report form (example in back of book) will be properly completed for each individual report from businesses and promptly submitted to CSEC Roberts.

##### **6.4(b) 1 Crime Report**

A crime report form is a form designed for cadets to take and file all concerns that businesses have.

### **6.5 House Checks**

For House Checks a cadet will utilize a village vehicle to visually confirm the safety of resident's dwellings and properties while they are absent.

6.5(a) Visually Confirm

In order to Visually Confirm the safety of the resident's dwellings and properties, a cadet must exit the vehicle and walk around the properties. If the cadet reasonably believes that there is something suspicious going on, the cadet will watch the house, contact dispatch and wait for the deputy to investigate further.

## **Chapter 7—Sex Offenders**

### **7.1 Overview**

The sex offender section is designed to provide extra security for the village from the sex offenders living within the village. It is also to help the probation agency as well as other agencies with the aspect of where the sex offenders have been and/or continue to go within the community.

### **7.2 Surveillance**

Surveillance will take place as determined by the DEO. Surveillance will be in a private, cadet vehicle. The cadets will be in uniform; however will maintain a distance and will watch to make sure that the offender is operating in ways that he or she says. Surveillance will require a report to be filled out for any unusual aspects and given directly to the DEO.

### **7.3 DEO Request**

The DEO will make a determination when to use cadets for surveillance. Only upon his/her request through the CSEC will a cadet conduct any type of surveillance.



## **Chapter 8—Parking Enforcement**

### **8.1 Overview**

Parking is the responsibility of every cadet whenever the cadet is in the village working.

### **8.2 Citations**

Ticketing can be for a variety of different violations. Parking during restricted hours, no parking zone, parking in restricted zone, parking on sidewalk, 24 hour parking limit, improper parking, parking within 10 feet of a fire hydrant, parking within 4 feet of a driveway or alley, handicap parking zone, abandoned vehicle, and other violations. To cite a vehicle, the cadet must properly fill out all of the information on the citation for each violation (separate citations for separate violations). The cadet then places the yellow copy under the vehicle windshield wipers and places the white copy in the mailbox of the village clerk.

### **8.3 Overnight Parking Enforcement**

For overnight Parking Enforcement a cadet(s) will start their patrol after 2:00 AM and be able to patrol for a minimum of two hours for their Parking Enforcement shift. During the cadet's shift, the cadet will utilize a village vehicle to patrol all of the Village of Allouez streets. When the cadet finds a vehicle that is parked in violation of any Village ordinance the cadet will issue a ticket(s) as described in chapter 8.2 for said violation unless otherwise instructed by the CSEC or a deputy. At the end of the shift the cadet will take the white copy of the citation(s) out of the citation book and place them on the Village of Allouez Court Clerks desk located in the Village Hall.

### **8.4 Handicap Parking Enforcement**

When enforcing for Handicapped Parking, cadets will ensure the vehicle is in violation prior to issuing a citation. Cadets will walk completely around the vehicle and look for any signs of a Disabled Parking placard. The driver may have forgotten to hang the placard on the mirror and it could be on the dash, center console or laying on the floor. Look at the license plate to ensure the disable logo is not located there. Look thoroughly before issuing a citation.

## **Chapter 9—Park Patrols**

### **9.1 Overview**

Park Patrols are designed to ensure the safety and security of park visitors, Village and State property. A park is defined as any village, county or state property located in the village of Allouez that is for public use with the exception of Heritage Hill State Park.

### **9.2 Cadet Park Patrols**

A cadet who is assigned to park patrols will utilize either a vehicle, bike, or his or her own feet to patrol all parts of the parks including but not limited to; parking areas, trails, fields, woods, to include the East River Trail and Fox River Trail. Any suspicious activity or violation shall be reported to the on duty Deputy.

### **9.3 Scheduling**

Cadets performing Park Patrols will be required if possible to conduct patrols throughout day including hours in which parks are closed.



## **Chapter 10—Warrants**

### **10.1 Overview**

The Warrants division is responsible for locating outstanding warrants with in the Village court system.

### **10.2 Searching for Persons**

Cadets will utilize all possible sources of information including but not limited to; Internet, phone records, tax records, neighbors, relatives, and surveillance.

#### **10.2(a) Surveillance**

Surveillance is where no less then two (2) cadets watch a unit where a warrant suspect is believed to be residing.

#### **10.2(b) Contact**

Under no circumstances shall a cadet contact a wanted member of the community.

### **10.3 Forwarding Warrant Information**

All information on found persons with warrants shall be written into a detailed report and passed on to DEO Vogel for eventual arrest of the wanted person. Along with reports will be all your notes that were taken throughout the search for the wanted person.

## **Chapter 11—School Monitoring**

### **11.1 Overview**

School monitoring is the process of the cadets engaging themselves in good way for the betterment of the children within the schools and the community. Cadets must have approval from CSEC or DEO as far as times and when they can visit the schools.

### **11.2 Conduct within Schools**

Conduct is extremely important while in the school environment. Any usage of extreme language or gestures will be means of immediate termination from the cadet program. Also, please be aware that you need to be quiet and not disturb classes while in session.

## Chapter 12—Special Assignments

### 12.1 Overview

Special Assignments are instances where the officers use the cadets to perform a variety of tasks.

### 12.2 Dress Code

All cadets will be informed of what to wear for the special event beforehand. The cadets will wear what they are instructed to. If the cadet is unsure of a possible Dress Code of a Special Event then the cadet will wear their uniform defined in chapter 4.1(a).

### 12.2 Officer in Charge

The Officer in Charge or OIC is the deputy who is running the special assignment at that time. The OIC is in complete charge of ALL Cadets who are involved with the assignment unless another cadet is placed in charge by the OIC. A cadet placed in charge by the OIC has the same responsibilities and authority as the Deputy OIC over the cadets. During the course of the assignment the Cadets will obey all orders given to them by the OIC or any Sheriff's deputy involved with the assignment. Failure to obey an OIC can result in termination in the program.

### 12.3 Traffic Control

There may be times when you will be asked to assist with traffic control. A Yellow vest or yellow jacket will be worn during traffic control.

### 12.4 Paperwork

During a special assignment there may be multiple times where a cadet interacts with the public. It is up to the cadet to make sure that if any action was taken that they have a report written for each individual incident.

### 12.5 Ride-Along

Each cadet will conduct a minimum of one ride-along with an Allouez deputy during their time at Allouez. Cadets will notify the CSEC when they would like to conduct their ride-along and complete a ride-along form which will be turned into the DEO for processing. Once a cadet has been cleared the DEO will notify the CSEC and cadet when the ride-along is to occur. Ride-along shifts may vary.

#### 12.6 Neighborhood watch

Each cadet will be responsible for assisting in the neighborhood watch program. Cadets will periodically attend block meetings. Times and dates will be given to each cadet for when to attend. During meeting cadets will be required to keep notes of the meeting which will be turned into the DEO and CSEC. Cadets will interact with residents and help with any problems that arise within the cadet's ability.

#### 12.7 Neighborhood Association

At times the Neighborhood Association may ask for cadets to attend meetings. The Association consists of neighbors who work together to protect and ensure a better social, economic, and business climate in their neighborhood. They are not associated with the Neighborhood Watch program, but operate laterally or in conjunction.



Date \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Date of Follow Up (If Needed) \_\_\_\_\_

Cadet Name (*please print*): \_\_\_\_\_

Cadet Signature: \_\_\_\_\_

Cadet Name (*please print*): \_\_\_\_\_

Cadet Signature: \_\_\_\_\_



**Village of Allouez**  
**1900 Libal Street**  
**Green Bay, WI 54301**  
**920-448-2800**

7319

DATE 3/22/13 TIME 4:17 AM/PM

LICENSE # 123-ABC

MAKE OF VEHICLE FORD

LOCATION 1900 LIBAL STREET

OFFICER CADET NAME

**VIOLATION COMMITTED:**

- ☒ Parked 2:00 AM to 6:00 AM, 340.0012 ..... \$ 20.00
- ☐ No Parking Zone, 340.0011 ..... \$ 20.00
- ☐ Parking in Restricted Zone, 340.0011 ..... \$ 20.00
- ☐ Parking on Sidewalk, 340.0011B ..... \$ 20.00
- ☐ 24 Hour Parking Limit, 340.0013 ..... \$ 20.00
- ☐ Improper Parking, 346.50 - 346.55 ..... \$ 20.00
- ☐ Parking within 10 feet of a  
Fire Hydrant, 346.53(3) ..... \$ 20.00
- ☐ Parking within 4 feet of a  
driveway or alley, 346.53(4) ..... \$ 20.00
- ☐ Parking on Wrong Side of Street, 346.55 ..... \$ 20.00
- ☐ Handicap Parking Zone, 340.0011C ..... \$200.00
- ☐ Abandoned Vehicle, 7.05 ..... \$298.00
- ☐ Other Violations, 346.50 - 346.55 ..... \$ 20.00

A payment by check, money order or cash must be paid.

Within 1-5 days = \$20.00

Within 6-10 days = \$30.00

Within 11-30 days = \$40.00

After 30 days, the fee is \$50.00 and vehicle registration license plates shall be suspended and a forfeiture of \$50.00 (\$45.00 parking ticket plus a \$5.00 State Collection Fee) will be required for reinstatement as provided in Section 340.10G. All Handicap Parking Violations are \$200.00 per Section 340.011C.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
www.villageofallouez.com

## VIOLATION SHEET

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

Zone(s) Covered: \_\_\_\_\_

Violations:

Address

Violation Found

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cadet Name (*please print*): \_\_\_\_\_

Cadet Signature: \_\_\_\_\_

Cadet Name (*please print*): \_\_\_\_\_

Cadet Signature: \_\_\_\_\_

2000