

# MANSFIELD POLICE CADET PROGRAM

An Internship Program For Aspiring Public Safety  
College Students

Ronald A. Sellon, Chief



## REGIONAL DISPATCH

Understanding How The Need For The Cadet  
Program Came About





## Regional Dispatch

- Goals for all participating communities:
  - Create a regional center with local communities to:
    - Improve services
    - Save money

**While Maintaining local control and accountability**

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## Job Task Analysis Conducted

- What duties matched
- What duties did not
- Development of Standard Operating Procedures

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## Areas of Highest Liability

- Monitor closed circuit video monitors (schools, parks, booking room, cell block, exchange locations)
- Monitor prisoners
- Assist lobby walk ins (Mansfield averages 1100 per year)
- Monitor drug drop box
- General Laws: CHAPTER 119, Section 391/2
- Public meeting room assistance & monitoring

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## Issues in Every Regionalizing Effort

- Bloating of tasks which grows the regional dispatch effort and budget
- Manning the station once dispatch leaves
- Collective bargaining concerns

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## Financial Impacts

- Would occur concurrently with Regional dispatch, not prior (2018 approx)
- IF the costs are not realized in regional dispatch then the town does not move forward
- IF the savings from regional dispatch can afford both the program AND added savings for the community then we move forward
- Town counsel has also voiced liability concerns

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## What We are Asking

- For the availability of the option in the future should regionalization of dispatch occur

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# Town of Mansfield Police Department

50 West Street, Mansfield, Massachusetts 02048

*Police Chief*  
Ronald A. Sellon

## Tasks Regional Dispatch Cannot Do as of May 3, 2016

- Front desk, Answer the business lines, \*
- CJIS related functions and run certifications
  - Enter Wanted/missing persons
  - Enter stolen vehicles/articles/guns
  - RMV notifications
  - BOP, III, checks
- Answer public requests/questions that are not law based (that an officer would need to answer)
- **Monitor closed circuit video monitors (schools, parks, booking room, cell block, exchange locations)**
- **Monitor prisoners**
- Transfer calls to the appropriate division (business line) or department (911 lines)\*
- **Assist lobby walk ins (Mansfield averages 1100 per year)**
- Release reports
- Schedule appointments for car seat installation
- Assist with accident reports
- Assist with fid paperwork
- Release motor vehicles that have been towed
- Keep files up to date (hard copies and on the computer)
- Restraining/harassment protection orders filing
- **Monitor drug drop box**
- Maintain Business address, name, and phone number
- Merge master name files/update computer assigned SSNs
- Update emergency numbers we use in dispatch (binders at each station)
- Take detail orders via phone or walk in and enter them
- Page out details, take calls in reference to details
- Receive repo orders and enter them into NLETS
- Call tow companies or AAA for motorists/officers
- Call deer list/DPW/Mass Highway for deer removal
- Update/refill forms in the lobby
- Drug drop off monitoring
- Part time dispatcher training (supplements staffing at RECC)
- Other duties as assigned
- Enter/Cancel No trespass orders
- Keep sites up to date in the computer
- Maintain alarm company numbers
- Maintain Key holder numbers
- **General Laws: CHAPTER 119, Section 391/2**
- **Public meeting room assistance monitoring**

Phone (508)261-7301 • Fax (508)339-1031



**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XX** PUBLIC SAFETY AND GOOD ORDER**CHAPTER 147** STATE AND OTHER POLICE, AND CERTAIN POWERS AND DUTIES OF THE DEPARTMENT OF PUBLIC SAFETY**Section 21A** Appointment; qualifications; compensation; duties; status; retirement and pensions

Section 21A. The board or officer in a city or town authorized to appoint police officers for such city or town may, when so authorized, in a city having a Plan E charter, by the affirmative vote of a majority of the city council, in any other city, by vote of the city council subject to the provisions of its charter, and in a town, by a majority vote at an annual town meeting, appoint as a police cadet, for a period of full-time "on the job" training, any citizen resident in such city or town who is not less than eighteen nor more than twenty-three years of age or in the city of Boston any citizen resident who is not less than eighteen nor more than twenty-five years of age who meets the physical qualifications required of applicants for appointment to the police force in such city or town, and who is determined by the appointing authority to be of good moral character. Such appointment shall not be subject to the civil service law or rules; nor shall a police cadet be entitled to any benefits of such law or rules. Such appointment may be terminated by the appointing authority at any time, and shall be terminated whenever a cadet fails to maintain a passing grade in any course of study the appointing authority determines he should undertake, and when he reaches the age of twenty-five or in the city of Boston whenever a cadet fails to maintain a passing grade in any course of study the appointing authority determines he should undertake, and when he reaches the age of twenty-seven. A police cadet shall receive such compensation and such leave with pay as the appointing authority shall determine.

A police cadet shall maintain and file records, operate office machines, answer telephones, receive complaints, enter and index official documents, prepare routine reports, prepare and tabulate facts and figures for statistical purposes, and have similar duties of an administrative rather than an enforcement type. He shall not carry arms, nor shall he have any power of arrest other than that of an ordinary citizen. He shall be considered an employee of the city or town for the purposes of workers' compensation.

A police cadet shall not be subject to or entitled to the benefits of any retirement or pension law nor shall any deduction be made from his compensation for the purpose thereof; but a police cadet who during the period of his "on the job training" passes a competitive civil service examination for appointment to the police force of such city or town, and is appointed a permanent full-time police officer, shall have his police cadet service considered as "creditable service" for purposes of retirement, provided he pays into the annuity savings fund of the retirement system such amount as the retirement board determines equal to that which he would have paid had he been a member of said retirement system during the period of his training as a police cadet.

