

**Hey everyone reviewing this- please use the following conventions when commenting/editing.**

*Comments should be in italics with the initials of the commenter at the end- JHG*

If you need to make any alterations **changes**, please strikethrough what you think needs to be removed and **bold the additions**.

It should be obvious from the previous, but please **bold any additions for things that I completely missed**.

## Cadet/ Training Mission Security Protocol

### 1 Purpose and Definitions Used

1.1 The purpose of this policy is to ensure the safe participation of Cadets in educational activities

1.1.1 Each chapter conducting Cadet Training Missions shall provide adequate security for all Cadets participating in Training Missions (TM).

1.2.1 Each chapter will complete and maintain records that demonstrate the provision of said security.

1.2 For the purpose of this document, the following terms and abbreviations are used.

1.2.1 AM: Away Mission- An Away Mission is any mission conducted for the primary benefit of all members of the Chapter. An Away Mission may or may not include a significant Cadet presence; this policy is only intended to address Away Missions with a significant Cadet presence and will be considered Training Missions for the Cadets.

1.2.2 AMR: After Mission Report- a report to be completed by the designated STL and submitted to the SC.

1.2.3 Cadet: Any member of the chapter under the age of 16.

1.2.4 Crewmember: Any member of the Chapter aged 16 and over.

1.2.5 CC: Cadet Commander- The Officer having responsibility for Cadet training in the Chapter.

1.2.6 COO: Chief Operations Officer- The Senior Officer having jurisdiction over the Security and Tactical Departments.

1.2.7 CS: Chief of Security- The officer in charge of the Security Department for the Chapter.

1.2.8 SP: Security Personnel- the Crew assigned to provide security on a given TM.

1.2.9 STL: Security Team Leader- the Crewmember in command of all SPs for a given TM. While not in operational charge of the TM, the STL does have authority over security issues for the duration of the mission.

1.2.10 T-OpOrd: Training Operational Order- A Description of an intended Training Mission. It should include the minimum of the following: date, starting time, location, number of Crewmembers, number of Cadets, expected duration, ending time.

1.2.11 TM: Training Mission- Any mission conducted for the primary benefit of the education of the Cadets of the Chapter.

### 2 Responsibilities

#### 2.1 Primary: Chief of Security

2.1.1 The organization of the security for TM shall be the responsibility of the CS who will coordinate with the CC to ensure that adequate security precautions are taken.

- 2.1.2 If the CS is unable to fulfill the responsibility, the COO will designate either the TO or another officer within the Operations division to fulfill these responsibilities
- 2.2 Secondary: Cadet Commander
  - 2.2.1 The CC is responsible for notifying the CS of any upcoming TM and the number of cadets expected.
  - 2.2.2 The CC is responsible for coordinating with the CS to ensure that adequate Security can be provided for a given TM.
  - 2.2.3 The CC is responsible for ensuring that any needed waivers/permissions are completed and on file.
- 2.3 Tertiary: COO & JAG
  - 2.3.1 The COO holds authority over the Security Department and is responsible for reviewing all AARs regarding TMs to ensure that this procedure is followed.
  - 2.3.2 JAG Officer is responsible for ensuring that the procedure here conforms to all other Federation policies and public laws.

### 3 Pre-Mission Planning and Procedure

- 3.1 A minimum of (30) days prior to any TM, the CC will notify the CS of the upcoming TM in writing via preliminary T-OpOrd.
- 3.2 Upon receipt of the preliminary T-OpOrd, the CS will coordinate the following:
  - 3.2.1 Ensuring that Security personnel ratios will be met.
    - 3.2.1.1 Security personnel ratio is 2 SP per the first 8 Cadets, with 1 additional SP per 8 additional Cadets.
    - 3.2.1.2 Junior Crewmembers (ages 16-17) may not be counted for purposes of establishing Security ratios.
  - 3.2.2 Ensuring that all Security Personnel are issued with appropriate equipment for the TM.
  - 3.2.3 Designating a Security Team Leader to carry out Security for the TM. The CS may choose to act as STL for a given TM or may designate a Security Officer as STL for the TM.
  - 3.2.4 Communication with the CC to advise if the required security personnel can not be provided.
  - 3.2.5 Completion of the T-OpOrd.
- 3.3 If Security personnel can be provided, the CS will forward the completed T-OpOrd to the CO/XO for final approval at least (10) days prior to the TM.
- 3.4 The CO/XO will review the T-OpOrd and approve or disapprove it at least (7) days prior to the planned TM.

### 4 Mission Procedures

- 4.1 On the Stardate of the Mission, the STL will be at the designated RP 15 minutes prior to the time designated in the T-OpOrd.
- 4.2 The STL will call roll to ensure that all SP and Cadets are present and in proper uniform.
  - 4.2.1 Uniform
    - 4.2.1.1 All SP are to be attired as follows  
Shirt, Yellow, Polo  
Communicator Badge

Rank Insignia on Right Collar

Photo Identification Badge on Left Collar

4.2.1.2 All Cadets are to be attired as follows:

T-Shirt, Cadet Gray

Photo Identification Badge on upper Torso

4.3 All Personnel, Crew and Cadets, are expected to meet at the designated RP at the time designated in the T-OpOrd for final mission briefing.

4.4 The STL will distribute rosters and training agenda in hardcopy to all SP at the RP. Any changes to the final OpOrd will be explained.

4.5 SPs will take command of their Cadet contingents. These contingents will remain constant throughout the day unless changes are approved by the STL.

4.6 Security Ratios

4.6.1 Security ratio will be maintained at all times if Cadets are divided into multiple mission groups, with the following exceptions.

4.6.1.1 Cadets aged 13-16 may be permitted to undertake separate mission objectives if they:

1. Observe the Buddy system at all times (Two or more Cadets [of the same gender], maintain line of sight at all times except in restrooms).
2. Check in with a designated SP in increments of not more than two hours and at all designated TM activities.

4.6.1.2 If the Cadet contingent consists of a single Family unit (i.e., 1 SP who is the parent of all Cadets in their contingent), the Security ratio can be waived.

4.7 At the end of the mission, all Crew and Cadets will meet at the designated RP for debriefing.

4.8 STL will again call roll.

4.8.1 If any Crewmembers are not present, it is the responsibility of the STL to attempt to establish contact and determine their location and condition.

4.8.2 If any Cadets are not present, and their location and condition cannot be established, it is the responsibility of the STL to notify the authorities at the venue of the absence of the Cadet.

4.8.3 The STL is responsible to remain at the RP until all Crew and Cadets are accounted for. (Not indefinitely, we're not actually in the military- what's a reasonable practice in a worst-case scenario?)

4.8.4 Once all Crew and Cadets are accounted for, the STL will conduct a TM debriefing.

4.8.5 Following debriefing, Crew and Cadets are dismissed- the TM is completed.

5 After Mission Procedures

5.1 Within (10) days following the TM, the STL will submit an AAR to the SC and the CC.