

**Cadet Regulation 1-2**

**Commandant  
Personnel  
Code of  
Conduct and  
Ethics**

State of California-Military Department  
Office of The Adjutant General  
Sacramento, California  
30 June 2006

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 1-2

Commandant Personnel Code of Conduct and Ethics

\*This regulation substantially rewrites a 1982 regulation (CR 1-8) which provided a Commandant Code of Ethics and Conduct.

# CADET REGULATION NUMBER 1-2

Effective 30 June 2006

## COMMANDANT CODE OF CONDUCT AND ETHICS

This regulation provides a Code of Conduct and Ethics for all adult personnel of the California Cadet Corps.

BY ORDER OF THE GOVERNOR

OFFICIAL:

William H. Wade II  
Major General  
Adjutant General

LARRY VANZANT  
COL, CACC  
EXECUTIVE OFFICER

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# Chapter 1

## General

### 1-1 Purpose

This regulation provides standards of conduct and a code of ethics to which officer personnel of the California Cadet Corps are expected to adhere.

### 1-2 References

- a. Title 18, United States Code
- b. California Education Code
- c. California Military and Veterans Code Sections 500 through 520.1 and 530 through 531
- d. Cadet Regulation 1-3, Uniforms and Insignia
- e. Cadet Regulation 1-4, Officer Personnel Management

### 1-3 Definitions

For the purposes of this regulation, the term “officers” shall refer to all persons appointed in the California Cadet Corps and assigned as commandants, assistant commandants, special projects officers, and members of the M-day staff of the Headquarters, California Cadet Corps.

### 1-4. Policy

- a. All officers of the California Cadet Corps are commissioned by the Governor and their status is defined in the Military and Veterans Code. All officers so commissioned are bound by the provisions of this regulation.
- b. Violation of any of the provisions of this regulation may lead to disciplinary action up to and including withdrawal of commission in the California Cadet Corps.
- c. The establishment of standards of conduct are designed to ensure that California Cadet Corps officer not appear to represent themselves as anything other than what they are – members of a highly professional group of individuals dedicated to education and the achievement of the goals of the California Cadet Corps program.
- d. Officers of the California Cadet Corps shall not act, nor give the appearance of acting, in any manner which may bring discredit or criticism upon the California Cadet Corps or the California National Guard.

### 1-5. Code of Conduct and Ethics

Commandants serve as role models for their cadets and the communities they serve. Cadets in the elementary, middle and high schools are at a very impressionable age and are very likely to imitate the behaviors, attitudes, and beliefs of adults they admire. Given this special position of trust, commandant personnel must use extraordinary discretion in the behaviors they model, the words they use, the beliefs and attitudes they exhibit. To that end, the following principles shall guide the conduct of all California Cadet Corps officers.

Principle #1: Commandants will comply with all regulations of the California Cadet Corps, all laws of the State of California, and the School District Code of Conduct for Certificated Personnel for their respective school districts. In the spirit of this principle, commandants will

- ❖ Be familiar with and comply with Cadet Corps regulations
- ❖ Wear the regulation Commandant Uniform as directed by CR 1-3
- ❖ Maintain high standards for cadet promotions outlined in CR 1-5
- ❖ Implement fully the Cadet Awards program outlined in CR 1-1
- ❖ Comply with the directives of the Executive Officer of the California Cadet Corps, the Brigade Advisor and school administrators
- ❖ Not commit any offenses involving moral turpitude

Principle #2: Commandants will protect the physical, psychological, and emotional well-being of all cadets under their care and provide extraordinary levels of supervision of cadet activities. In the spirit of this principle, commandants will

- ❖ Not use corporal punishment in any form; this includes any hitting, slapping, or physical touching of cadets in anger. It also includes assigning excessive mandatory physical exercises to an individual cadet.

“Excessive” is defined as more than 20 pushups, sit-ups, curl-ups, or more than a mile of running in a two-hour period. Individual school district policies may prohibit any physical exercise assigned to an individual cadet.

- ❖ Maintain appropriate relationships with students and avoid sexual relationships with students and occasions which might give the appearance of inappropriate sexual conduct
- ❖ Ensure that humiliating, degrading, or stigmatizing behaviors are not tolerated by or of cadets
- ❖ Only consume alcohol outside the presence of cadets and only after duty hours when no supervision of cadets is or may be required within four hours of alcohol consumption; absolutely no alcohol may be consumed at Cadet Corps events.
- ❖ Avoid illegal drugs
- ❖ Ensure the safety of cadets at all times when charged with direct supervision
- ❖ Provide close supervision of cadets
- ❖ Allow cadets to experience the “leadership laboratory” of cadet command, NCO, and staff functions, and take advantage of mistakes as learning opportunities for the cadets

Principle #3: Commandants will set an example for cadets who strive to meet the ideals of the Cadet Code and show respect for the dignity of all persons. In the spirit of this principle, commandants will

- ❖ Avoid obscene language in the presence of cadets or at any cadet activity
- ❖ Not threaten, demean, intimidate, degrade, or purposely offend others
- ❖ Promote respect and appreciation for all others regardless of race, religion, gender, sexual orientation, national origin, religion, or disability
- ❖ Show mutual respect for other commandant personnel and adult chaperons
- ❖ Treat cadets fairly
- ❖ Respect different opinions and points of view

Principle #4: Commandants will act with personal and professional integrity and shall properly handle public funds and state and school district property. In the spirit of this principle, commandants will

- ❖ Attend all required events
- ❖ Report absences from required cadet events in a timely manner to the Brigade Advisor
- ❖ Submit accurate reports of records, information, experience, qualifications, reasons for absence, or information required on forms
- ❖ Not make false or malicious statements about others
- ❖ Issue receipts for all monies collected above \$5 and maintain accurate records for monies collected in lesser amounts
- ❖ Properly account for all funds collected
- ❖ Not co-mingle funds
- ❖ Use school equipment for personal use only with permission of appropriate school officials
- ❖ Not accept gifts from parents, cadets, or other parties in exchange for favors or special considerations
- ❖ Care and safeguard all state and school district property
- ❖ Use equipment safely and properly
- ❖ Not steal money or property from the Cadet Corps or school district
- ❖ Maintain an accurate inventory and property book of all state property
- ❖ Not use titles, the Cadet Corps officer uniform, or the Cadet Corps identification card for purposes outside the scope of their job duties nor for any benefits reserved for members of the active, reserve, or retired members of Federal forces. Neither shall officers use any of these, with or without intent to mislead, in such a manner as to give rise to the appearance of sponsorship, sanction, endorsement, or approval by the State of California or the Military Department of any commercial enterprise.
- ❖ Not use the Cadet Corps title or uniform in public at any political activity, including testimony before any legislative body, which supports the officer or a political candidate or in support/opposition of any political issue or bill or proposal. The exception shall be when asked by the Adjutant General or his designee to perform a duty in support of the mission of the California National Guard or California Cadet Corps.

Principle #5: Commandants will maintain professional confidences and the confidentiality of student information as well as keep accurate records and submit required reports and information in a timely manner. In the spirit of this principle, commandants will

- ❖ Protect student information from inappropriate dissemination
- ❖ Use discretion in matters involving cadet personnel
- ❖ Maintain personal confidences of colleagues
- ❖ Respect the confidentiality of cadet medical information
- ❖ Submit monthly strength reports, and copies of unit orders and permanent orders in a timely manner
- ❖ Respond to requests for information from colleagues or the Brigade Advisor within 24 hours of their receipt
- ❖ Maintain accurate cadet service records, training schedules, clothing records, and other documents required by Cadet regulations
- ❖ Report industrial accidents IAW School Board policy
- ❖ Report all incidents of suspected child abuse as required by State Law

Principle #6: Commandants will maintain open lines of communication with subordinates, colleagues, and superiors and respect the Chain of Command. In the spirit of this principle, commandants will

- ❖ Use email for the communication of factual information rather than emotionally charged communications
- ❖ Attempt to resolve and mediate conflicts with the individuals involved
- ❖ Take all matters to the Brigade Advisor which cannot be resolved with conflict mediation
- ❖ Communicate regularly with parents and respond within 24 hours to all parent requests for information
- ❖ Attempt to resolve problems “at the lowest level possible”
- ❖ Keep the Brigade Advisor informed of their successes and challenges
- ❖ Adhere to the Chain of Command and go through the Brigade Advisor prior to bringing requests or problems to the Headquarters, California Cadet Corps; all communication to any element of the Office of the Adjutant General shall first be channeled through the Executive Officer of the California Cadet Corps
- ❖ Not commit acts of insubordination