1. Overall Leadership of Cadets
2. Inspects Squad Leaders
3. Takes Roll Call from Squad Leaders, Completes and Forwards to Director
4. Ensures Squad Leader’s Needs are Met
5. Reports to Academy Director on Cadet Actions and Needs
6. Reviews the Academy Schedule with Cadets on a Daily Basis
7. Other Duties as Assigned

SQUAD LEADERS

1. Overall Leadership of Squads
2. Inspects Squads
3. Takes Roll Call of Squads
4. Ensures Squad Needs are Met
5. Reports to 1st SGT on Squad Actions and Needs
6. Ensures Squad Members are in seats and prepared to learn before class, after breaks, during class
7. Ensures Squad Members have Completed the Required Learning and Homework
8. Other Duties as Assigned

SQUAD MEMBERS

1. Be Ready to Learn
2. Uniform: Clean, Neat, and Orderly
3. On Time, At the Right Spot, with the Right Equipment
4. Advises Squad Leader when a Specific Need Arises

** Uniforms worn only at Academy Classes, to and from classes, not out on the streets!!!

CADETS WILL BE IN FORMATION AT 18:00 HRS
READY FOR INSPECTION AND ROLL CALL BY SQUAD LEADERS
<table>
<thead>
<tr>
<th>DATE</th>
<th>SQUAD # ___</th>
<th>ABSENT BY NAME</th>
<th>INSPECTION GIG – NAME AND GIG Example: (J. Jones—boots not shined)</th>
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SQUAD LEADER’S PRINTED NAME:____________________________

SQUAD LEADER’S SIGNATURE:____________________________