

# LAW ENFORCEMENT EXPLORER POST #655 RULES AND REGULATIONS MANUAL

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### **Definitions:**

*Shall, Will, Must* - These are required actions.

*Should, Can, May* - These are suggested actions, not required.

*Manual* – refers to the document containing policies whether in electronic or hardcopy form.

**Highlighted** words represent most recent changes.

*Last revision date listed above table of contents.*

## **Chapter 1.00.00 Introduction to the Manual**

### **1.00.00 THE MANUAL**

This manual is the official publication of the Law Enforcement Explorer Post 655, sponsored by the Edmond Police Department. It contains the policies, procedures, and regulations related to Explorer Post 655. These policies, procedures, and regulations are established to direct all Explorers and Post Advisors in carrying out their duties and responsibilities. Nothing in the manual shall conflict in any way with policies of the Edmond Police Department, Oklahoma Law, or regulations of the Learning for Life/Exploring Division of the Boy Scouts of America.

### **1.01.00 KNOWLEDGE OF MANUAL CONTENTS**

It will be the responsibility of every Explorer to have knowledge of all policies, procedures and regulations contained in the manual.

### **1.02.00 ISSUING THE MANUAL**

Each Explorer and Post Advisor will be issued a copy of the manual by e-mail attachment or website posting (<http://edmondok.com/explorers>). If special circumstances exist an Explorer may request a hardcopy of the manual. The Post Advisor will direct an e-mail or other acknowledgement of receipt from each Explorer and each Explorer is responsible for knowledge of the manual's content to include recent updates. Post leadership should maintain a hard copy when possible for immediate reference.

### **1.03.00 MAINTENANCE OF THE MANUAL**

Explorers will maintain an electronic version of the manual at all times or have access and will refer to it when needed. It is the responsibility of each Explorer to request manual updates or clarifications if needed.

### **1.04.00 USE OF THE MANUAL**

Explorers will consult the manual if they have any questions as to their responsibilities or proper procedures. If upon consulting the manual the Explorer's question is still not resolved, a Post Advisor should be consulted.

## **1.05.00 MECHANICS OF THE MANUAL**

The manual has been organized to assist Explorers in consulting its material easily and quickly. To find a general subject area, consult the table of contents at the beginning of the manual for the correct chapter and section.

## **1.06.00 OTHER PUBLICATIONS**

In addition to the manual, Explorers are expected to familiarize themselves with other publications, as directed by the Post Advisor. This may include law enforcement training aids, Learning for Life/Exploring publications or Edmond Police Department policy. A number of training aids and ideas on Law Enforcement Exploring can be found at <http://www.learning-for-life.org/exploring/lawenforcement/>.

## **Chapter 2.00.00 Purpose and Mission for Exploring**

### **2.00.00 EDMOND POLICE DEPARTMENT PURPOSE AND MISSION FOR EXPLORING**

Law Enforcement Explorer Post 655 was first chartered in 2014. The purpose of Law Enforcement Exploring is to educate and involve youth in police operations in order to interest them in possible law enforcement/criminal justice careers. Through their involvement, youth in the Law Enforcement Explorer program develop an awareness of the complexities of police service and learn valuable lessons about the criminal justice system, public service, citizenship and volunteerism and most importantly, leadership.

#### **2.00.01 EDMOND POLICE MISSION STATEMENT**

“Trustworthy Service”

#### **2.00.02 LAW ENFORCEMENT CODE OF ETHICS**

The Edmond Police Department requires its officers to adhere to the Law Enforcement Code of Ethics. Explorers should familiarize themselves with these standards as well. A copy of the Code of Ethics is found at the end of this manual.

## **Chapter 3.00.00 Goals, Objectives and Special Policies**

### **3.00.00 PURPOSE AND GOALS AND OBJECTIVES**

All goals and objectives of the Law Enforcement Exploring Program must seek:

- a. To further the Explorers' education;
- b. To encourage the Explorers' participation in a rewarding and productive service activity;
- c. To enhance the Explorers' preparation for future roles as citizens, community members, leaders and future law enforcement and criminal justice careers.

### **3.01.00 TO SERVE AS A POTENTIAL RECRUITMENT TOOL FOR FUTURE MEN AND WOMEN IN LAW ENFORCEMENT**

The Law Enforcement Explorer Program will further the Explorer's education by providing the Explorer with a basic knowledge of law enforcement and the criminal justice system. Explorers must receive instruction in various phases of law enforcement, including criminal law, traffic law, investigative techniques, crime prevention, traffic control, accident investigation, court procedures and other related fields which are an integral part of law enforcement.

### **3.02.00 TO SERVE AS A COMMUNITY RELATIONS EFFORT BETWEEN POLICE AND YOUTH AND BETWEEN YOUTH AND THE COMMUNITY**

The Law Enforcement Explorer program brings the Explorer into direct contact with police officers on a one-to-one basis through its meetings, details, social functions and ride-along program. Explorers are given the responsibility and respect they earn.

### **3.03.00 TO BE UTILIZED AS A SERVICE GROUP WITHIN THE COMMUNITY**

Frequently community organizations call upon the Explorers to assist with security, crowd control, traffic direction and education programs. Community service is strongly encouraged. Explorers are not to be used in assignments requiring police authority, but are used to assist the community under the direction and supervision of police officers.

### **3.04.00 POTENTIAL USE AS SUPPLEMENTAL MANPOWER**

Although Explorers are not used in place of law enforcement personnel, they can supplement them. Explorers can free officers to concentrate on more important aspects of

their job in some circumstances. Utilizing Explorers to their full potential can bring savings in manpower to the police department. Explorers can work alongside other volunteers who assist the police department in a variety of functions. It is expected that the members of post 655 will foster a positive and productive relationship with other civic organizations, such as the Edmond Police Citizen's Police Academy Alumni Association.

### **3.05.00 LAW ENFORCEMENT EXPLORING BASIC OBJECTIVES:**

#### **CHARACTER BUILDING**

Although character development is a primary responsibility of parents, it is also contributed to by law enforcement. The Explorer who wears the uniform or insignia, which identifies him/her as being associated with the Edmond Police Department, is subject to a far more rigid standard of conduct than his or her peers. Explorers are judged by the police officers and learn quickly that only the highest standards of conduct are acceptable.

#### **LEADERSHIP DEVELOPMENT**

Through their experiences Explorers learn and practice leadership skills similar to police officers. Those Explorers in leadership positions within the explorer post learn the realities of being responsible for all of their subordinates' achievements and shortfalls.

#### **AN APPRECIATION FOR COMMUNITY SERVICES AND GOOD CITIZENSHIP**

Explorers contribute many hours of their personal lives to the service of others during their participation in the explorer program. When they leave the post they can reflect back and take pride in the fact that they have made a significant contribution to the welfare of their community.

### **3.06.00 SPECIAL REGULATIONS**

The National Law Enforcement Exploring Committee has enacted special regulations on which chartered posts must comply.

#### **3.06.01 USE OF EXPLORERS IN COVERT OPERATIONS**

Explorers are prohibited from performing covert acts or actions which may undermine the role of Law Enforcement Exploring in the community. The Edmond Police Department will not utilize Explorers in undercover roles of any sort and Explorers will not perform such roles for other law enforcement agencies while a member of Law Enforcement Explorer Post 655.

### **3.07.00 FRATERNIZATION**

The Edmond Police Department does not condone, and will not permit fraternization between Explorers and Post Advisors or other affiliated adults. This applies to all youth members regardless of local or state laws related to age of consent. Fraternization is not morally appropriate, nor is it in keeping with the relationship between youth members and adult leaders. Fraternization is defined as the development of a close, friendly, relationship outside of one's professional duties.

### **3.08.00 YOUTH PROTECTION GUIDELINES**

Post Advisors of Explorer Post 655 will practice Youth Protection Guidelines as directed by Learning for Life/Exploring which include:

- There must be two-deep leadership on all trips and on all activities; which means there must be at least two adults (one male and one female) at every post event and activity.
- There must be no one-on-one contact with Explorers. Other Explorers or Post Advisors must be present (exception is certified law enforcement ride-along).
- Respect the privacy of Explorers.
- Provide separate accommodations for advisors and Explorers, and for males and females on overnight trips.
- Ensure proper preparation for activities, especially those with safety risks.
- Secret organizations are not permitted.
- Appropriate standards for attire should be upheld.
- Proper training, supervision, and monitoring of officers and youth is necessary.

## **Chapter 4.00.00 Post Organization and Command Structure**

### **4.00.00 LEADERSHIP STRUCTURE**

Leadership of Explorer Post 655 will be provided by volunteer adults and appointed post officers (from the youth members). Sworn and non-sworn department personnel and approved department volunteers may provide adult leadership for the post.

#### **4.00.01 POST ADVISOR**

The Post Advisor shall be a sworn member of the Edmond Police Department. The Post Advisor will be the executive officer of Explorer Post 655 and will have full authority to make all operational and administrative decisions for the organization. The Post Advisor may consult with members of the advisory committee on personnel, long-term planning or fundraising matters. The Post Advisor may also seek advice and consent from individual police department commanders as needed. The Post Advisor will be appointed by the Chief of Police.

#### **4.00.02 ASSOCIATE ADVISORS/ADULT VOLUNTEERS**

Sworn, non-sworn and department volunteers may assist the Post Advisor in providing adult leadership to Explorer Post 655. Personnel interested in serving in this capacity should contact the Post Advisor who will consult with members of the advisory committee before making such appointments. Adult leaders appointed to assist the Post Advisor will be designated as Associate Advisors. Before taking up position, all appointed adult leaders will undergo a background investigation.

#### **4.00.03 ADVISORY COMMITTEE**

A standing advisory committee will be formed to guide the Post Advisor and Associate Advisors in their efforts to operate the explorer post. At least one member of the committee must hold management rank (**Lieutenant** or above). Post Advisors shall consult with the committee members as needed. The committee should be made up of former Explorers, former Advisors and other department members with youth leadership experience. The Chief of Police will approve all adult leaders and advisory committee members each year with his/her approval of the annual post charter.

#### **4.00.04 POST OFFICERS (YOUTH MEMBERS)**

Active participation by youth members as leaders in the post is essential to teaching responsibility and leadership skills. Youth members should be selected to fill leadership positions within the organization.



## **4.02.01 SELECTION OF POST OFFICERS**

At times designated by the Post Advisor, a selection process may be established to fill post officer positions. The Post Advisor shall develop a system that recognizes the skills and accomplishments of individual members while facilitating leadership training for the youth members.

## **4.03.00 DUTIES OF POST OFFICER**

Post Officers will fulfill their duties as directed by the manual and the Post Advisor.

### **4.03.01 POST MAJOR**

- Serves as youth leader of the post
- Conducts regular meetings of the post
- Implements the post programs in cooperation with the Post Advisor
- Represents the post at conferences and various police department functions
- Helps to guide other post officers in their leadership positions
- Encourages and motivates all members to participate fully in post functions

### **4.03.02 POST ADMINISTRATIVE SERVICES CAPTAIN**

- Performs all duties in the absence of the Post Major
- Leads in recruitment, admission and welcoming of new members
- Responsible for recognizing achievements of Explorers
- Assists the Post Major and Post Advisor with ensuring the policies and procedures are being followed
- Conducts uniform inspections when directed by the Post Advisor
- Encourages and motivates all members to participate fully in post functions

### **4.03.03 POST OPERATIONS CAPTAIN**

- Serves as the program officer of the post and assists the Post Advisor in arranging meetings and other activities
- Determines the interest of the members through dialogue and surveys and relays this information to adult leaders and other post officers
- Maintains up to date calendar of post meetings and activities
- Encourages and motivates all members to participate fully in post functions

### **4.03.04 ADMINISTRATIVE LIEUTENANT**

- Maintains post attendance and participation records
- Maintains and files applications, waiver forms and other post correspondence
- Organizes post storage closet and files

- Facilitates communication through e-mail, letters or phone calls to notify Explorers of upcoming meetings and events.
- Assists fellow post officers in conducting meetings and organizing activities as directed
- Encourages and motivates all members to participate fully in post functions

#### **4.04.00 SHIFT LIEUTENANT**

Should the size of the post membership make it necessary for an expanded command structure, the Post Major will have the authority to divide the post into squads or “shifts” and appoint Shift Lieutenants. Shift Lieutenants will only have the authority to carry out orders and assignments as directed by Post Officers or Post Advisors.

#### **4.05.00 SERGEANT**

Should the need arise; the Post Major will have the authority to assign Sergeants. Sergeants will act as subject matter experts such as Post Treasurer, Quarter Master, or leaders of special units that are designated by the Post Advisor. Sergeants will only have the authority to carry out orders and assignments as directed by Post Officers or Post Advisors. The Post Major should conduct regular performance reviews of his Sergeant’s job performance and efficiency. Reassignment of this position is at the discretion of the Post Major but should be presented to the Post Advisor for counsel before the final decision is made.

#### **4.06.00 SENIOR MEMBERS**

At any event or activity where there is no Post Officer present, the Explorer with the most seniority will be in charge and is responsible for carrying out the directives set forth in the manual or other directives given by adult leaders. Seniority is determined by the date the Explorer was accepted into membership.

## **Chapter 5.00.00 Personnel**

### **5.00.00 MEMBERSHIP REQUIREMENTS**

Due to the sensitive nature of law enforcement operations, the Edmond Police Department has established eligibility standards for prospective Explorers. Additionally, it is a fact that the ability of our Post to maintain the support of the agency, and to be effective, is dependent upon attracting well-qualified members. Candidates for Explorer Post 655 must meet the following requirements:

1. 14 to 20 years of age and a U.S. citizen or legal resident. If the Explorer is 14 years of age, they must have completed the 8th grade.
  2. The Explorer may remain in the program until they have reached their twenty-first (21) birthday.
  3. Have a high school diploma (or GED equivalent), or be currently enrolled and attending school. Once an Explorer graduates from high school, he/she must enroll in at least two (2) courses per fall and spring semester at an accredited college or university. **An exception may be granted by the committee if a member in good standing has a break in school attendance due to financial or personal hardship. However, the member is expected to return to classes in the following academic semester.**
  4. Must maintain at least a 2.0 overall grade point average.
  5. The Explorer must be of sound mental and physical health and possess no deficiency, which would deter them from a law enforcement career. Explorers also must be in excellent physical condition, with weight proportion to height and body frame.
  6. Pass a physician's or licensed health-care practitioner's medical evaluation and be documented on a Explorer Medical Evaluation form. This is required to be able to participate in activities and the Ride-Along program throughout the year. This evaluation should include a standard hearing test. The medical evaluation form must be updated yearly and returned to the Post Advisor before January 1st of each new calendar year.
- Note: The Explorer Medical Evaluation form is considered confidential information and will be reviewed only by the Post Advisor, Associate Advisors or the Committee Members. The form will be kept on file to be used in the event of a serious medical emergency for informational purposes for the responding medical units.
7. Have no record of arrest or conviction for criminal offenses or crimes of moral turpitude.

8. Must not have more than three moving violations and/or at fault accidents during the past 24 months.

9. Applicants under the age of eighteen (18) must have written permission from both parents and legal guardians to participate in the Explorer Program.

A hold-harmless and release waiver of liability form shall be completed by both parents or legal guardians and witnessed by a licensed notary public if the Explorer is under 18 years of age or 18 years of age or older but still living at home. An Explorer who is 18 years of age and not living at home may sign the form for themselves witnessed by a licensed notary public.

Note: If one parent has complete child custody due to divorce decree/ child custody agreement, then court documentation will be required to prove the one parent having full legal parental rights. Step-fathers or step-mothers cannot sign in lieu of the biological father/mother unless documentation is provided proving they have the legal right. Photocopies of original court documents are acceptable.

10. Explorer applicants are required to pass an extensive background investigation. The investigation includes but not limited to, contact with school officials, neighbors, and personal references, prior to acceptance into Post 655.

11. No illegal use, past or present, of drugs.

12. No dismissal from any Explorer Post for dishonorable reasons.

13. Termination from any employment for any type of theft or deception.

14. The Explorer must provide any personal social networking websites for review, such as Facebook or Twitter. Any material found in such sites that is considered offensive, vulgar, or reflects poorly on the character and moral of any such potential Explorer may be cause for rejection of the Explorer application.

15. Must meet all membership requirements of Learning for Life. Color, race, religion, gender, sexual orientation, ethnic background, economic status, and citizenship are NOT criteria for membership in Learning for Life.

### **5.01.00 AGE**

Explorers must have completed the eighth grade and are 14 years of age, or are 15 years of age but have not yet reached their 21st birthday.

## **5.02.00 RESIDENCY**

Explorers do not have to be residents of The City of Edmond. However; it is encouraged that Explorers that have an Explorer program in their city of residence participate in that respective program.

### **5.02.01 ADDRESS / TELEPHONE NUMBER**

All Explorers are responsible for providing their current address and phone number to the post. Explorers will promptly inform the post of any change in address or phone number. This information will be submitted to the post Administrative Officer or a Post Advisor. E-mail addresses are optional, but are an essential method of facilitating post communication.

## **5.03.00 BEHAVIORAL STANDARDS**

### **5.03.01 CRIMINAL ACTIVITY**

- A. No member shall violate any city, county, state, or federal law or ordinance.
- B. Any member who comes under investigation for any criminal offense shall report such to an advisor and Youth Services Coordinator.
  - 1. Failure to notify the Post Advisor may result in termination.
- C. If an Explorer is suspected of any criminal offense, they will be suspended from the program pending an investigation and/or criminal proceedings. Suspension incorporates any or all of the following restrictions:
  - 1. Wearing of uniforms may not be permitted.
  - 2. Privileges may be suspended.
  - 3. Attendance at any community service project or special detail may be restricted.
  - 4. Any position of rank or position of leadership may be temporarily reassigned.
  - 5. Attendance to post meetings may be restricted by advisors.

### **5.03.02 STANDARDS OF CONDUCT**

- A. No member shall violate the Standard Operational Procedures or direct orders or instructions from advisors or post officers or civilian employees.
- B. Members will obey and respect all peace officers, advisors, civilian employees and post officers at all time. Such respect will be extended to any member of another post or agency.
  - 1. "Sir" and "ma'am" (or appropriate rank titles) shall be used when addressing a peace officer, advisor, post officer, peer, or civilian.
- C. Explorers are not permitted to date advisors, associate advisors, or police officers from the City of Edmond while a member of the Edmond Police Explorer Program. Explorers will not engage in any activity that may be interpreted or misconstrued as fraternization with an advisor, associate advisor, or police officer from the City of

Edmond. Further, Explorers shall not make public displays of affection with anyone while at an Explorer event or while in uniform.

- D. No member will represent himself or herself in a manner that could be embarrassing to the program or its members.
- E. No member shall use any profane and/or abusive language or gesture(s) while on a ride-in, community service project, special detail, or while at any Explorer event or while in uniform.
- F. Members shall remain truthful at all times.
- G. No member shall knowingly or intentionally engage in spreading false or unverifiable information about a member, advisor, the post, the department or any of its employees or any citizen.
- H. No member shall interrupt a class in session without first obtaining the floor.
- I. Members arriving late to a class already in session will report to their cadet supervisor during break or at the end of class.
- J. No member shall report for a ride-in, community service project, special detail, competition, or approved function in an unclean state.
- K. No member shall play video games use mp3 or iPods or cell phones for gaming while in a uniform.
- L. No member shall read any material not related to law enforcement while in a uniform during ride-alongs.
- M. Explorers will not directly, or indirectly, solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value in connection with or resulting from their official position without permission of the department.
  - 1. Awards, trophies or monetary winnings (except scholarships) while competing as a member of the Explorer Program shall become property of the Edmond Police Department.
- N. Explorers shall not discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or handicap.
- O. Explorers will immediately notify the Post Advisor if contacted for any reason by Law Enforcement acting in an official capacity. This includes traffic stops, investigative detentions and field interviews.
- P. Explorers will not have in their possession any controlled substances, narcotics or hallucinogens, except when legally prescribed by a physician or dentist.
  - 1. When an Explorer is taking prescribed medication and when such medication could affect their performance, the Explorer will notify their post advisor or associate advisor prior to attending any Exploring event.
- Q. No member shall represent themselves, directly or indirectly, as a peace officer or an agent of the Edmond Police Department.
- R. No member shall be a part of any gang.
  - 1. "Gang" as defined by the department's Gang Unit.
- S. No member shall associate with known criminal offenders.

## **5.04.00 EDUCATION**

All Explorers must be currently enrolled in high school **or** be enrolled in a higher education program (University, Junior College, Vo-tech etc.) **or** have already obtained a college degree.

### **5.04.01 ACADEMIC PERFORMANCE**

It will be the responsibility of Cadet Officers to collect progress reports or copies of report cards and turn copies in to the Post Advisor at the conclusion of each academic semester. If it is brought to the attention of a Post Advisor that explorer activities are interfering with an Explorer's educational performance, the Explorer's participation in post functions may be reduced during a probationary period until academic performance improves. The Post Advisor or Advisory committee will counsel with the Explorer to determine a satisfactory plan of action to help the Explorer reach the required academic standard. The Post Advisor reserves the right to request review of an Explorer's most current report card at any time.

### **5.04.02 ACADEMIC PROBATION**

If an Explorer fails to meet academic standards they may be placed on an Academic Probation as directed by the Post Advisor or Post Committee. The Explorer will be required to turn in regular progress reports to the Post Advisor and Post Committee for review. If the Explorer does not improve his/her academic performance during the next academic quarter they may be subject to disciplinary action as outlined in section 8.02.00 of this manual.

### **5.04.03 HIGHER EDUCATION**

The Edmond Police Department and Explorer Post 655 strongly encourage Explorers to seek higher education in order to improve chances for career success and life opportunities.

## **5.05.00 HEALTH / PHYSICAL FITNESS**

Explorers should maintain a level of physical fitness which will allow them to perform explorer functions effectively. Advisors shall be notified of any health problems an Explorer might have that would limit his/her activities in the post. Physical disabilities will not be cause for denial of membership to any applicant, but safety concerns may dictate restricting certain activities such as ride-along. Such restrictions will be at the discretion of the Post Advisor and/or the Advisory Committee.

## **5.05.01 INJURIES**

Any injury suffered by an Explorer during a post related activity, regardless of its severity, will be reported immediately to the Post Advisor or other adult leader.

## **5.06.00 MEMBERSHIP PROCESS**

**Step 1:** Persons who meet the requirements for membership may fill out the Post approved applications. The applications are to be fully completed and all the information in the application is to be factual. Any falsification or misrepresentation of any information in the application is immediate grounds for disqualification or termination from the Post.

**Step 2:** Once the application are completed and notarized they will be turned in at the Edmond Police Department. The applications will be left with Records Clerks at the front desk in a 9” x 12” manila envelope addressed to the Committee Chair. Once an application has been received by the Post Advisor, the applicant will receive a full background investigation to determine if the applicant meets the membership qualifications. The Post Committee has 30 days to approve or reject the application and make such reasonable notification to the applicant. Incomplete applications will not be accepted.

**Step 3:** Explorer applicants will be required to participate in an oral interview by a selection board. The Board will be made up of the Post Associate Advisors, Committee Members, and youth leaders. This board will make recommendations to the Post Advisor. The Post Advisor will be responsible for making the final decision on the acceptance or rejection of the applicant. The oral review board will consist of at a minimum, three members, two of which must be Post Associate Advisors, and or, Committee Members.

**Step 4:** All Post dues must be paid in full prior to final approval for “Probationary Cadet Status” Scholarships will be available for potential members that can prove financial hardship. If the probationary member decides within 60 days that they do not wish to remain in the program, \$50 of the dues may be refunded. Dues will be collected in January of each calendar year.

**Step 5:** Upon final approval from the Exploring Program Coordinator, the Explorer applicant will enter into their probationary period as a “Probationary Explorer.”

## **5.06.01 APPLICATION FORMS**

A. The following are the approved Post Explorer application and renewal forms:

The following are the approved Post Explorer application and renewal forms:

1. [Edmond Police Department Explorer Application](#)
2. [The Annual Health and Medical Form](#)
3. [The Youth Learning for Life Application](#)



#### 4. Hepatitis “B” Vaccine Declination (Completed for Ride Along Certification)

B. All signatures must be witnessed by a licensed notary public where documented as such. The notary public’s seal and signature must appear on all the approved locations of the Post forms.

C. The Annual Health and Medical Form MUST be completed yearly.

### 5.06.02 PROBATION PERIOD

A. Upon acceptance of an application by the Post Advisor, the potential Explorer will be placed on a six-month probation period from the date of acceptance.

B. The Explorer will be issued a Post Identification Card and will adhere to the rules governing the Post Identification Card found in this manual.

C. During the probationary period, the potential Explorer will be permitted to:

1. Attend Post meetings, and
2. Attend Post activities such as campouts, special functions, etc.
3. May be measured and sized for the Post Class “A” uniforms and equipment, and may be issued a Class “B” uniform at the discretion of the Post Advisor.

D. During the probationary period, the probationary Explorer may not Ride-Along in any division of the Edmond Police Department. This is to ensure the Explorer is knowledgeable in what they are to do during a Ride-Along. Special permission may be granted by the Post Advisor.

E. At the conclusion of the six month probationary period, the candidate will have a second review of a committee made up of Post Associate Advisors, Adult Committee Members, and youth leaders. The committee will consist of at a minimum, three members, two of which must be Post Associate Advisors, and or, Committee Members.

F. After the final review of the committee the recommendation will be sent to the Post Advisor as to whether the candidate has successfully completed their probationary status.

### 5.06.03 BACKGROUND CHECK

The Post Advisor or his designee will conduct a background check of each prospective Explorer. The Post Advisor will utilize information contained in the application and obtained during the interview. The background check will consist of, but is not limited to, Police Records Management System check, DMV record search, and phone calls to reference(s). School Resource Officers will be contacted at the prospective Explorer's high school. All information obtained during the background check will be kept confidential. Untruthfulness or omissions of relevant fact on the application will be grounds for denial of membership.

## **5.07.00 VOLUNTEER SERVICE**

Explorers will be advised to complete hours of community service to the police department or other designated community organizations. Failure to perform volunteer hours will result in loss of privileges for that Explorer. Explorers are responsible for notifying the post Committee Chair of any volunteer hours worked so the number of hours can be properly recorded.

### **5.08.01.1 DUES**

Explorers may be required to pay dues annually. The Post Advisor will decide on the amount of dues to be paid based on the financial needs of the Post.

## **Chapter 6.00.00 Uniforms and Equipment**

### **6.00.00 Uniforms and Equipment**

The official uniform of Explorer Post 655 will be issued by the Edmond Police Department and will consist of the following:

#### **CLASS “A” UNIFORM:**

**SHIRT:** White dress uniform shirt with gold “655” collar brass, black clip on tie, Explorer Shoulder patches and Left chest patch. Gold whistle chain and Gold “P” buttons on pocket flaps. Gold name tag and post approved awards (see awards section). Black rank specific shoulder boards if assigned to a leadership position. A white undershirt will be worn with the Class “A” Shirt.

**TROUSERS:** Black dress uniform pant.

**BELT:** Black nylon belt with gold buckle.

**SHOES/BOOTS:** Black leather toed boots and will be highly shined (Cadet Purchased)

**SOCKS:** Black (Cadet Purchased)

#### **CLASS “B” UNIFORM:**

**SHIRT:** Tan “Polo” Style Shirt and white “crew neck” undershirt (undershirt is cadet purchased) with Explorer Post 655 emblem embroidered on the left chest. Rank will be worn pinned center chest on the button flap.

**TROUSERS:** OD Green tactical pants will be pressed and serviceable

**BELT:** OD green nylon belt with black buckle

**SHOES/BOOTS:** Black leather toed boots (must be able to hold a shine) and will be highly shined (Cadet Purchased)

**SOCKS:** Black (Cadet Purchased)

## **CLASS “C” UNIFORM:**

The Class “C” uniform can be any Physical Fitness uniform or utility style uniform approved for special events or activities. The Post Advisor is able to approve alternate uniforms to fit special circumstances to meet the needs of the post.

### **6.00.01 POST OFFICER RANK INSIGNIA**

**MAJOR:** Gold Oak Leaf Cluster

**ADMINISTRATIVE CAPTAIN:** 2 black or silver bars

**OPERATIONS CAPTAIN:** 2 black or silver bars

**ADMIN. LIEUTENANT:** 1 black/gold bar

**SHIFT LIEUTENANT:** 1 black/gold bar

**SERGEANT:** 3 black/gold chevrons

### **6.01.00 UNIFORM USE**

Explorers are responsible for purchasing portions of their own uniforms as listed in section 6.00.00 of the manual. Explorers will wear the proper and complete uniform in the prescribed manner. Explorers will not wear their official post uniform except as part of official post activities. Any exceptions must be approved by the Post Advisor.

#### **6.01.01 UNIFORM OF THE DAY**

The Post Advisor will decide on the uniform of the day. This will direct whether the Explorer can wear the **class “C”, class “B” or class “A”**, or casual clothes. The uniform of the day changes according to the event or assignment.

#### **6.01.02 WEAR AND APPEARANCE GUIDE**

A wear and appearance guide is attached to this manual in order to serve as a visual reference for proper wear of the Post Uniforms. (Will be completed in the next update)

## 6.01.02 POST APPROVED AWARDS

### Edmond Police Department Explorer Post 655 Awards and Commendations



**Explorer of the Year:** This is awarded annually to an Explorer on the basis of dependability, attitude, attendance, and contributions to the Post, the Department, and the community. They are recognized for their outstanding performance and personal attributes. They are selected by the Advisor(s) and Advisory Committee Members. The recognition is a solid navy blue commendation bar.



**Explorer Leadership Excellence Award:** This is awarded in recognition of specific contribution to improving and growing the Explorer Post through leadership. The Award recognizes long term and lasting contributions such as; development of policies and procedures, operations and training manuals, doctrine, and recruiting efforts, training programs and fundraisers for the post. Awardees are selected by the Advisor(s) and Advisory Committee Members. The recognition is a red, white and blue commendation bar with a gold boarder.



**Eagle Award:** This is awarded to an Explorer who has achieved the Boy Scouts of America's highest achievement; that of Eagle Scout. The recognition is a red, white and blue commendation bar.



**Academic Achievement Award:** This is awarded for achieving and maintaining a 4.0 grade point average during an entire academic year or two (2) full academic semesters; while maintaining good standing and active status with the Explorer Post. The recognition is a yellow, blue and red commendation bar.



**NLEEA Award:** This is awarded to an Explorer who has completed a recognized National Law Enforcement Explorer Academy (FBI, DEA, U.S. Marshals, U.S. Army). The recognition is a solid black commendation bar.



**NLEEC Award:** This is awarded to an Explorer who attends a National Law Enforcement Explorer Conference. The recognition is a solid green commendation bar.



**BLEEA Award:** This is awarded to an Explorer who has completed a recognized state, local, or county Basic Law Enforcement Explorer Basic

Academy. The academy must have prior recognition and approval from the Post Advisor and Advisory Committee. The recognition is a green and blue commendation bar.



**Firearms Award:** This is awarded to an Explorer who has successfully completed the Learning for Life and NRA firearms program and qualification course for “Marksman”. The training must be conducted by an approved post affiliate or Edmond Police Department firearms instructor. The recognition is a gray commendation bar inscribed “Marksman”.



**Ride-A-Long Certification Award:** This is awarded for successful completion of the Edmond Police Department Ride-a-long Certification Course. The recognition is a tan commendation bar with a gold star.



**Community Service Award:** To acknowledge one hundred (100) hours of community service including crowd and traffic control, parking service, community events, etc. Service must be pre-approved and logged by the Advisor. The recognition is a blue and yellow commendation bar.



**Law Enforcement Service Award:** This includes assistance to the department in areas such as: Records, Communications, Data Processing, etc. It recognizes an accumulation of one hundred hours of service. The recognition is a red and gold commendation bar.



**Crime Prevention Award:** Awarded for completing the basic eight hours of crime prevention instructions as well as an additional eight hours of training in such areas as Neighborhood Watch, Home Security Surveys, and Bicycle Registration. The award is presented to Explorers who participate in at least three departmental Crime Prevention projects with a total of twenty-five hours of activity. The recognition is a green and gold commendation bar.



**Emergency Preparedness Award:** Certifies that the Explorer has received Advanced First Aid, CPR, and training in how the Post would assist in a disaster such as flood, tornado, hurricane, etc., and has participated in at least one Civil Defense or community-wide disaster training exercise. The recognition is a red and white commendation bar.



**Drug Abuse Prevention Award:** Acknowledges proficiency in Drug Abuse Prevention Training and Service. Requires the six hours of advanced training as outlined in the Explorer Drug Abuse Prevention Guide, and fifty hours of

service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar.



**Law Enforcement Training Award:** To recognize the accumulation of sixty (class room) hours of training in the following areas:

- History of Law Enforcement (1 hour)
  - Contemporary Law Enforcement role (2 hours)
  - Criminal Justice System (2 hours)
  - Radio Procedures (2 hours)
  - Basic Patrol Procedures (3 hours)
  - Report writing (4 hours)
  - Criminal Law (6 hours)
  - Juvenile Law (2 hours)
  - Traffic Law (2 hours)
  - Procedures of Investigation (6 hours)
  - Human Relations (4 hours)
  - Crime Prevention (8 hours)
  - Fingerprinting and Classification (4 hours)
  - Arrest and Search (4 hours)
- The recognition is a red and blue commendation bar.



**Perfect Attendance Award:** This recognizes 100% attendance at each scheduled meeting of the Post during the preceding year. The recognition is a yellow and white commendation bar.



**Tenure:** Awarded to those Explorers who complete one year of satisfactory service to the Post. The recognition is a red commendation bar.



**Criminal Justice Career-Tech Award:** This is awarded to Explorers who complete a recognized two year High School Criminal Justice Career-Tech program; while maintaining a simultaneous membership and good standing with the Edmond Police Department Explorer Post. The Explorer must have completed one year of satisfactory simultaneous service to the Post. The recognition is a red, white and blue commendation bar.



**JROTC and ROTC Award:** This is awarded to Explorers who complete two (2) years of a recognized JROTC or ROTC program; while maintaining a simultaneous membership and good standing with the Edmond Police Department Explorer Post. The Explorer must have completed one year of satisfactory simultaneous service to the Post. The recognition is a red, white and blue commendation bar with a gold eagle.



**Distinguished Physical Fitness Award:** This is awarded to Explorers who meet the requirements/criterion established by Learning for Life for the Law Enforcement Explorer Physical Fitness Proficiency Test. The recognition is a red, white and blue commendation bar with a gold “running man” bordered by two gold stars.



**Physical Fitness Award:** This is awarded to Explorers who meet the requirements/criterion established by Learning for Life for the Law Enforcement Explorer Physical Fitness Proficiency Test. The recognition is a red, white and blue commendation bar with a gold “running man”.



**The Police Communications Award:** This is awarded to an Explorer who achieves the National Academy of Emergency Dispatch E911 Emergency Telecommunication Certification. The recognition is a red and white bar with a gold radio antenna.



**The Law Enforcement Corrections Award:** This is awarded to an Explorer who achieves the Oklahoma Detention Officer /Jailer Certification. The recognition is a red, white and blue bar with a gold jail key.



**The Emergency First Responder Award:** This is awarded to an Explorer who achieves the American Red Cross **or American Heart Association** Professional Rescuer First Aid/CPR/AED certification. The recognition is a red, white and blue bar with a red cross.



**Color Guard Award:** This is awarded to Explorers that are selected to be members of the Edmond Police Explorer Post 655 Color Guard. The award can be worn by both past and present members. The recognition is a red bar with “Color Guard” inscribed in gold.



**Explorer Program Completion Award:** This is awarded to an Explorer who has completed a minimum of 1 year of satisfactory service with the Edmond Police Department Explorer Post; and has reached his/her twenty-first (21) birthday. This award *may* be approved for wear by the Chief of Police if the Explorer is hired as a sworn Police Officer, Jailer, or uniformed employee of the Edmond Police Department. The recognition is a black, red and white bar with a gold star and oak leaf cluster.





**Explorer Advisor Training Certification Award:** This is awarded to Explorer Post Advisors who complete recognized 24 hour training on Law Enforcement Explorer Advising and program coordination. This award *may* be approved by the Chief of Police for wear with the Class “A” or Class “B” uniform. The recognition is a blue and gold bar with a gold LE Exploring Seal.

**President’s Volunteer Service Award:** Any individual, family or group that meets the program’s criteria can receive Presidential recognition for volunteer hours served over a 12-month period or over the course of a lifetime. Criteria for recognition are:

Recipients must be United States citizens or lawfully admitted permanent residents of the United States.

Awards are issued for service hours served within a 12-month time period or over the course of a lifetime.

Awards are issued for volunteer service only. Additional levels of participation with the organization, i.e. charitable support, are not a factor considered for the award.

Court-ordered community service does not qualify for the award.

Awards are issued by approved [Certifying Organizations](#).

Service must be with an organization that is legally established in the United States, the Commonwealth of Puerto Rico or one of the territories.

**The Award**

Award recipients can choose among different options for award recognition:

The official President’s Volunteer Service Award pin

A personalized certificate of achievement

A congratulatory letter from the president of the United States

A combination of all three of the above



100-174 Service Hours



175-249 Service Hours



250+ Service Hours

**Note:** Explorers are not eligible for Awards or Commendations until they have completed the required 6 month probationary period. The transfer of awards and commendations from another Explorer post must be approved by the Post Advisor and Advisory Committee.

### **6.01.03 UNIFORM MAINTENANCE**

Explorers will maintain their uniforms in good condition (clean and pressed). If any part of the uniform becomes worn or damaged the Explorer is responsible for notifying an advisor and may be responsible for any repair/replacement costs depending on the circumstances.

### **6.02.00 EQUIPMENT**

Explorers shall carry only that equipment which is authorized to the explorer post. Explorers are forbidden to utilize or carry firearms, handcuffs, or non-lethal weapons of any kind while involved in any explorer activities. Discretely carried pocket knives may be approved by the Post Advisor for some activities.

#### **6.02.01 DEPARTMENT EQUIPMENT**

Explorers will utilize police department equipment only for its intended purpose, in accordance with established procedures, and under the supervision of police department personnel.

#### **6.02.02 DAMAGED, INOPERATIVE EQUIPMENT**

Explorers will immediately report any damage of equipment assigned to them to the appropriate person in the explorer post or the police department. In addition, Explorers will report any inoperative, defective or hazardous equipment which comes to their attention.

#### **6.02.03 LOSS OR DAMAGE**

Losing or damaging explorer post or police department equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. The Explorer responsible for such loss or damage may be charged for the property in question or face other disciplinary action.

#### **6.02.04 RETURN OF EQUIPMENT**

Upon leaving the program, or when otherwise directed, Explorers will return all explorer uniforms and equipment assigned to them. The uniforms should be cleaned and on a hanger.

### **6.03.00 IDENTIFICATION CARD**

Explorers may be issued an identification card at the discretion of the Post Advisor. The card will be attached to the Explorer's outer clothing when he/she is not in uniform, but

engaged in an explorer or other police related activity. The card must also be displayed when an Explorer is in a police facility, but not in uniform. Identification cards are not to be displayed openly in an Explorer's automobile, i.e., hanging from the rearview mirror or sun-visor.

## **Chapter 7.00.00 Rules of Conduct**

### **7.00.00 CONDUCT**

Explorers should remember they are at all times a reflection upon the Edmond Police Department, Law Enforcement Explorer Post 655, and the Law Enforcement profession. They should act accordingly so as not to bring discredit to any of these related organizations or themselves. Misconduct by Explorers will not be tolerated because it erodes public trust and can endanger members of the public, or members of the department.

### **7.01.00 ASSIGNED RESPONSIBILITIES**

As directed, Explorers will perform their assigned responsibilities to the best of their ability and in accordance with established directives in the manual.

#### **7.01.01 REPORTING FOR ASSIGNMENTS**

Explorers will report for assignments on time and will be physically and mentally fit to perform. They will be properly equipped and will make themselves aware of information necessary for proper performance.

#### **7.01.02 REPORTING LATE / ILLNESS**

If, due to an illness or other circumstances, an Explorer will be late or cannot attend a function at the assigned time, he/she will contact the post advisor through the chain of command in order to explain the reason so that other arrangements can be made.

### **7.02.00 PUBLIC CONTACT**

Explorers will at all times be courteous to the public. They will be orderly, attentive, and will exercise patience and discretion in dealing with the public. The explorer post will not tolerate any discourtesy toward the public by Explorers.

### **7.03.00 COMPLIANCE WITH ORDERS**

Explorers will promptly obey any lawful orders of a superior post officer, advisor or member of the police department. Any Explorer who refuses to obey a lawful order will be considered insubordinate and subject to disciplinary action.

### **7.03.01 CONFLICT OF ORDERS**

Any conflicting orders given to Explorers by their superiors should be brought to the attention of the Post Advisor, who will review the matter and make an appropriate decision. When such conflicts occur, the Explorer will follow the last order given until the conflict is resolved.

### **7.04.00 PUBLIC STATEMENTS**

Explorers will not make any statements on behalf of the Edmond Police Department, for publication or broadcast, concerning plans, philosophy or procedures, unless authorized to do so. Questions to Explorers from members of the public about police policies and procedures should be directed to the appropriate police personnel.

### **7.05.00 PERSONAL APPEARANCE**

Explorers will maintain a neat and clean appearance. They will keep their hair neat and clean cut. Proper hygiene will be practiced by Explorers. The Post Advisor will make the final decision as to whether or not a haircut is acceptable. Male cadets will have a short haircut with no hair touching the shirt collar or covering any portion of the ears. Sideburns will not extend below the ear lobe and will be no more than 1 ½ inches wide. Female cadets will maintain a neat hairstyle so that the hair on the back of the head does not extend past the bottom of the shirt collar, and the front does not extend lower than one inch above the eyebrows. The hairstyle shall not interfere with the wearing of authorized headgear.

#### **7.05.01 TATTOOS**

Tattoos must be covered at all times in accordance with the current EPD Tattoo Policy.

#### **7.05.02 FACIAL HAIR**

Male Explorers will be clean shaven when engaged in explorer related activities. Mustaches must be neatly trimmed and cannot extend over the top lip or out further than the corners of the mouth. Goatees and beards are not permissible.

#### **7.05.02 JEWELRY**

Male Explorers will not wear earrings while wearing the Explorer uniform. No Explorer will wear bracelets or an excessive number of rings while in uniform. Jewelry can take away from the professional appearance of a uniform and some jewelry can present a risk of injury in certain situations. Certain body piercings or excessive tattoos may be

regulated by the Post Advisor on an individual basis in accordance with Edmond Police Department guidelines.

### **7.06.00 GRATUITIES / PRIVILEGES**

Explorers will not directly or indirectly solicit or accept any gratuities. This does not apply to official fundraising efforts sponsored by the post. Explorers will not use their post membership or identification cards to obtain privileges not otherwise available to them. Explorers will not accept rewards or compensation resulting from performance of their assigned duties.

(Gratuity Defined: A gift or reward, usually of money, for services rendered.)

### **7.07.00 VERBAL ABUSE / HARASSMENT**

Explorers will not verbally abuse or otherwise harass their post officers, fellow Explorers, Advisors, or members of the community. Foul language by Explorers, while in public or engaged in post activities, will not be tolerated.

### **7.08.00 CRIMINAL CONDUCT**

Explorers will obey all laws of the United States, the State of Oklahoma, and local ordinances. Violation of any law will be grounds for disciplinary action against an Explorer, in addition to any penalties resulting from a legal proceeding.

#### **7.08.01 CRIMINAL / TRAFFIC CHARGES**

Any Explorer charged with a criminal violation of law will immediately notify the Post Advisor (a voice mail **or email** is acceptable). Explorers charged with traffic violations will notify the Post Advisor at the next regular post meeting, or other scheduled function.

### **7.09.00 DRUGS AND MEDICATIONS**

Explorers will not have in their possession any controlled substances except when legally prescribed by a physician. When an Explorer is taking medication, and when such medication could affect performance of an assignment, the Explorer will notify an Advisor.

### **7.10.00 USE OF TOBACCO**

Explorers over the age of 18 will not use smokeless tobacco or smoke cigars or cigarettes while in uniform or during official post functions.

## **7.11.00 CONFIDENTIALITY**

Explorers shall treat official business of the Edmond Police Department as confidential. Explorers who have knowledge of ongoing police investigations will not divulge such information. Explorers will not remove or copy any official record or report from a police facility. Explorers will protect the privacy of persons he/she comes in contact with during a ride-along or other police related assignments.

## **7.12.00 ON VIEW SITUATIONS**

Explorers may view crimes in progress while on a ride-along, while engaged in other Explorer activities, or while with friends and family. Explorers should only record details of an incident when this occurs and get to a safe location and call the proper authorities. The Explorer should remain where he/she is until contacted by an officer. Acting as a good witness is normally the best action to take.

### **7.12.01 LIMITATIONS**

Explorers should realize they have no police powers; they are volunteers and should never take any enforcement action. Explorers who in any way attempt to identify themselves as being a law enforcement officer will be expelled from the post and possibly face criminal charges.

## **7.13.00 IMPROPER ASSOCIATION**

Explorers shall avoid association with persons whom they know are under criminal investigation or who are known to that Explorer to have a reputation in the community or the police department for involvement in illegal or other inappropriate behavior. An exception to this is when association is unavoidable due to family relationships.

## **Chapter 8.00.00 Discipline**

### **8.00.00 DISCIPLINE**

Violation of the regulations in the manual or violation of other official police department directives may be grounds for initiating disciplinary procedures.

### **8.01.00 RECEIVING COMPLAINTS**

Complaints against Explorers by Post Officers, police personnel, or members of the public, should be forwarded to the Post Advisor for follow-up. Police department supervision, at their own discretion, may investigate the matter themselves depending on the nature of the complaint.

#### **8.01.01 COMPLAINT PROCESS**

1. Any post command officer may recommend that an explorer receive a formal complaint for a violation of the Post Rules and Regulations.
2. That recommendation shall be put in writing and forwarded to the Post Major.
3. The Post Major shall determine whether or not the complaint will be forwarded.
4. If the Post Major decides that the complaint is not warranted, then he/she will notify the recommending post command officer immediately.
5. If the Post Major decides that the complaint is warranted, then he/she shall notify the Post Advisor (or his/her designee) and the charged explorer at the next regularly scheduled post meeting. At that time the complaint will be issued to the charged explorer.
6. All complaints issued will be permanently filed in the explorer's personnel file, and kept on the explorer's record for a period of 12-months from the date of issue.
7. Any explorer receiving a complaint may request an appeal.
8. An explorer who receives four (4) substantiated complaints within a 12-month period may be placed on Disciplinary Probation.
9. An explorer who receives a fifth (5) substantiated complaint within a 12-month period may be placed on suspension or dismissed from the post.

Complaints against Explorers, regardless of their origin, will be thoroughly reviewed by the Post Advisor. Assuming the complaint does not involve illegal activity; the Explorer will be informed of the charges and given an opportunity for explanation or comment. Where possible illegal activity is involved the Explorer will be given every right due any other person in the context of a criminal investigation.



## **8.01.02 MEMBERSHIP STATUS OF EXPLORER**

At the discretion of the Post Advisor, Explorers may be suspended from post meetings and other activities pending the outcome of the complaint process.

## **8.01.03 DISPOSITION OF COMPLAINTS**

Upon completion of the review of charges in a complaint, the matter will be classified as:

a. *Sustained* – the allegation was supported by proper and sufficient evidence.

b. *Not sustained* – there was insufficient evidence to prove or disprove the allegation.

c. *Unfounded* – the complaint was false or unfounded.

d. *Exonerated* – committed the act, but was proper in doing so.

## **8.02.00 DISCIPLINARY ACTION**

If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved and the Explorer's past record, such action could include, but not necessarily be limited to:

1. Verbal reprimand.
2. Written reprimand – letter to parents possible.
3. Assignment of tasks – e.g., volunteer hours, essays, etc.
4. Loss of privileges.
5. Disciplinary Probation
6. Suspension.
7. Loss of rank or elected position.
8. Termination from the post.

Explorers will be promptly notified of any disciplinary action to be taken. Any disciplinary action taken will become a part of that Explorer's record.

### **8.03.00 DUTY TO COOPERATE**

Explorers will answer fully all questions an Advisor, committee member, investigating officer, or police supervisor may ask regarding the investigation of the complaint.

## **Chapter 9.00.00 Ride-Alongs**

### **9.00.00 RIDE-ALONGS**

Explorers may be given the opportunity to participate in the Ride-Along Program sponsored by the Edmond Police Department. The Ride-Along Program provides the Explorer with the opportunity to observe officers as they work in the field. It is but one element of the total Law Enforcement/Criminal Justice Explorer Program and will be strictly managed. Ride-Alongs are an earned privilege, not a right of post membership.

### **9.01.00 REQUIREMENTS**

Explorers must be 16 years of age (unless otherwise approved by the Chief of Police or his designee) to participate in the Ride-Along Program. They must have completed their six month probationary period. Each Explorer must maintain an acceptable level of volunteer service to the post, the Police Department, and the community. The Explorer earns 1 hour of ride-along time for every 1 hour of community service. The Explorer must also have completed the Edmond Police Department Ride-Along Certification Course. The Explorer must wear the post uniform while on a ride-along. All Explorers must have a liability waiver form on file with the post in order to participate in the Ride-Along Program.

### **9.02.00 TRAINING**

Each Explorer will complete the Edmond Police Department Ride-Along Certification Course. This class will consist of training in areas of:

1. Overview of Uniformed Operations and basic patrol functions
2. Equipment familiarization
3. Emergency procedures
4. Observation skills
5. Community relations
6. Use of police radio
7. Crime scene protection
8. Traffic direction
9. Blood borne pathogens
10. Cover and concealment

### **9.03.00 RIDE-ALONG ASSIGNMENTS**

Explorers will contact a Post Advisor to arrange a ride-along. The Post Advisor will contact the appropriate police shift supervisor to schedule the request. The police shift supervisors reserve the right to deny or alter the request at their discretion. Explorers may

express a desire to ride with a particular officer, but they will not arrange the ride-along through that officer. Advisors will strive to ensure that too many Explorers are not riding at any one time. Explorers will not be allowed to ride with **Officers or department personnel that are conducting covert operations**, or K-9 units. **Dispatch** should be notified any time an Explorer is riding with an officer.

### **9.03.01 RIDE-ALONG WAIVER**

Explorers are not required to participate in the Ride-Along Program. Parental consent is required for Explorers under the age of 18 who wish to participate. A liability waiver must be signed and on file for each Explorer who wishes to ride. An EPD ride along request form must be completed and the request will be submitted through the post chain of command.

### **9.03.02 FIRST RIDE-ALONG**

When assignment allows, an Explorer's first ride-along should be with the Post Advisor or an Associate Advisor so the Explorer's training, knowledge, and level of maturity can be evaluated by the Advisor and necessary retraining or corrections can be conducted.

### **9.03.03 RIDE-ALONG HOURS**

**Explorers under the age of 18 years of age may not participate in ride-alongs between the hours of Midnight and 6:00am.**

### **9.04.00 TERMINATION OF RIDE-ALONG**

A ride-along may be terminated by the ride-along officer or any police shift supervisor at any time. Should the ride be terminated for any reason, the Explorer is not to question the decision. The Explorer should notify the Post Advisor of the termination so appropriate inquiries can be made.

### **9.05.00 FIELD PROCEDURES**

Explorers on a ride-along are given this opportunity to learn and experience law enforcement field activity firsthand. This is a privilege and the procedures for a ride-along shall be as follows:

#### **9.05.01 TIME / DRESS / EQUIPMENT**

The Explorer shall be at the appropriate police facility at least 15 minutes prior to the start of roll call. He/she will be dressed in a clean, pressed, uniform with polished shoes. If he/she is unable to ride or will be late, he/she shall immediately call the shift supervisor and notify them.

## **9.05.02 RIDE-ALONG EQUIPMENT**

Explorers may bring any of the below listed items on their ride-along:

1. Winter coat or raincoat
2. Traffic vest
3. Rubber gloves
4. Flashlight/traffic wand
5. Cell phone for emergency drop-off procedure

Explorers will not carry any equipment not authorized by the Post Advisor. This includes cameras or other recording devices. Cell phones and pagers will be silenced during a ride-along. Explorers will not take cell phone pictures or other recordings during a ride-along.

## **9.05.03 TRAFFIC DIRECTING**

At the discretion of the ride-along officer, Explorers may assist with traffic direction on a limited basis. Explorers should not be placed in positions of limited visibility or in high volume traffic. Explorers will at all times wear a reflective safety vest when out of the patrol vehicle at any accident scene on traveled roadways. The vest will be worn regardless of whether or not the Explorer is engaged in traffic direction. Vests are available for loan from the Post and must be returned at the next regular meeting.

## **9.05.04 ASSISTING THE OFFICER**

The Explorer is to assist the ride-along officer by being an extra set of eyes and ears. The Explorer will follow all orders and directions given to him/her by the officer. Any questions the Explorer may have about field contacts, calls or procedures should be saved for the officer. These questions should be discussed in the privacy of the patrol car. The Explorer is never to argue with the ride-along officer.

## **9.05.05 DRIVING POLICY**

No Explorer should drive a marked patrol vehicle except in an extreme case of an emergency escape or other special circumstance as directed by the ride-along officer or police supervisor.

## **9.05.06 LEAVING THE PATROL VEHICLE**

Explorers will not leave the patrol vehicle or enter any enclosed business or residence without the permission of the ride-along officer.

### **9.05.07 PUBLIC CONTACT**

Explorers may identify themselves and briefly explain his or her presence if asked, but will not otherwise engage in conversation with suspects, witnesses, prisoners, victims, or complainants unless specifically instructed to do so by the ride-along officer.

### **9.05.08 USE OF EQUIPMENT**

The Explorer will never touch emergency equipment controls or operate this equipment unless otherwise ordered to do so by the ride-along officer. An Explorer should not perform any task unless requested to do so.

### **9.06.00 SPECIAL RULES**

Each ride-along officer has special ways of handling their patrol assignments. The Explorer should develop a rapport with the officer at the start of the ride-along and ask if any special rules exist. They should take care to show the officer that they appreciate the opportunity to ride and learn.

### **9.07.00 EMERGENCY DROP OFF**

Law enforcement by its very nature has moments of extreme danger. Situations may arise where the ride-along officer may at his/her discretion terminate the ride-along for the Explorer's own safety. Should this occur, the Explorer shall be dropped off at a safe public location, i.e., restaurant, convenience store, fire station, etc. The Explorer should immediately use a cell phone or nearest telephone to notify Emergency Communications of his/her location to arrange to be picked up.

### **9.08.00 EMERGENCY SITUATIONS**

Explorers are not expected to go to a distressed officer's aid. If the Explorer's own safety is in question he/she should seek a safe position and notify Emergency Communications of the emergency. The Explorer's only obligation in a serious situation is to get to safety and request aid for the officer.

## **Chapter 10.00.00 Post Meetings & Training**

### **10.00.00 POST MEETINGS AND TRAINING**

Explorer Post 655 will hold regular meeting at dates, times and at a location as directed by the Post Advisor. The Post Major or designee will conduct the meetings in an orderly manner and each meeting will begin with all Explorers reciting the Law Enforcement Explorer Code of Ethics. All Explorers will be given an equal opportunity to participate in the discussion of post business, and the Post Advisor will have the final authority over the content or agenda of the meetings.

### **10.01.00 ATTENDANCE**

Explorers who continuously fail to attend **or are habitually late** to post meetings, without acceptable reason will be subject to disciplinary action. The Post Administrative Lieutenant will conduct roll call at each meeting and notify an Advisor of habitually absent Explorers. **A review of the attendance records should be conducted by the Administrative Lieutenant every six months to determine which Explorers are habitually late or absent. These Explorers should be recommended to the Post Advisor and Committee for review and possible disciplinary action.**

### **10.01.01 LEAVE OF ABSENCE**

If any Explorer requires a leave of absence of more than two consecutive meetings, they should file a **written request** for a leave of absence with their post briefly stating the circumstance and the expected duration. Any Explorer who is absent for a period of more than four consecutive meetings without filing a request for a leave of absence will be subject to removal from the post roster. Any leave of absence must be approved by the Post Advisor and Post Committee within 30 days of the request. Post Officers who require a leave of absence of more than four consecutive meetings will be subject to loss of rank, regardless of circumstances.

### **10.02.00 USE OF CITY FACILITIES**

The use of Edmond Police Department facilities or city facilities as a meeting places are a unique privilege offered to Explorer Post 655. All Explorers will take special care of these facilities and will not enter any section of the building not authorized by an Advisor. Explorers will thoroughly clean the area prior to departure from each meeting. Explorers will also keep noise levels to a minimum due to others using the building.

### **10.03.00 TRAINING**

In addition to ride-along training Post Advisors may direct training in various subject matters necessary to attain the goals and objectives of Explorer Post 655.

#### **10.03.01 ADVISOR TRAINING**

In addition to any training that the Chief of Police directs all Post Advisors will receive training in “*Youth Protection Guidelines*” offered by Learning for Life.

### **10.04.00 EXPLORER POST WEBSITE**

To assist in the promotion of Law Enforcement Explorer Post 655 and to facilitate communications between post leadership and the members, the post has established a website at [edmondok.com/explorers](http://edmondok.com/explorers) . The page will contain links to post membership applications, contact information, a recruiting video, and a post calendar of events and meetings. Explorers are encouraged to check the website frequently for updated information about events.



## **LAW ENFORCEMENT EXPLORER CODE OF ETHICS**

I am a Law Enforcement Explorer. I have elected to explore a career in service to mankind: the protection of persons and property at the front line of criminal justice. I must understand all a law enforcement career can require. Voiding myself of all personal opinions, I will serve the will of the public. I will learn to temper service and discipline with justice, humanity and humility.

My personal and professional conduct is to have Officer bearing though I am not an Officer. My participation in any activity will question my ability to serve as an Officer. I will learn to set priorities and to count the cost of sacrifice.

Though I may not elect a career in law enforcement I am now obligated to every ethic the office holds. Still, what I learn may inspire within me to course for this career. The choice then will be mine. But by the same freedom of choice I now pledge to the ethics of the law enforcement profession, to the land it defends, and to the people it serves.

## **LAW ENFORCEMENT CODE OF ETHICS**

“As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner which does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will never engage in acts of bribery nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . LAW ENFORCEMENT.” (IACP 1991)