

ST. LOUIS COUNTY POLICE DEPARTMENT



LAW ENFORCEMENT EXPLORER MANUAL

RULES AND PROCEDURES

BOARD OF POLICE COMMISSIONERS
ST. LOUIS COUNTY POLICE DEPARTMENT

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STATEMENT OF POLICY

Recognizing the need for citizen understanding of the procedures and processes of law enforcement, the St. Louis County Police Department sponsors Law Enforcement Explorer Posts.

The Department sincerely believes that young adults will provide the future foundation on which a safer community can be built. The Law Enforcement Exploring Program also provides leadership experiences and lends itself to the development of good citizenship.

The Law Enforcement Exploring Program permits young adults the opportunity to examine law enforcement as a career through training and working with police officers. In return the program provides the Department with a trained staff of enthusiastic young adults to assist in many essential Department operations. Members of the Law Enforcement Explorer Program are not commissioned with sworn officer status but are considered volunteers for the Department.

This Law Enforcement Explorer Manual shall be effective on September 2, 1998, and will be issued to each member as well as commissioned officers addressed herein.

By order of:


COLONEL RONALD A. BATTELLE
Chief of Police

Approved at the regular Board meeting on September 2, 1998


ROBERT W. FLAGG
Chairman


PATRICK TWARDOWSKI
Secretary

Distribution
Supervisors and Explorers

CALEA Reference
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Acknowledgement of Receipt

_____ Initial Here _____ Date Here

Initials acknowledge receipt of this written directive, responsibility for knowledge of its contents and duty to address any need for clarification to a supervisor.

I. GENERAL ORGANIZATION

A. Organization

The basic unit of the Law Enforcement Explorer Program is the Post. Each precinct may sponsor an Explorer Post. Any major unit of the Department may also sponsor an Explorer Post. Within a Post there may exist platoons. There may exist as many platoons within a Post as is deemed necessary. Platoons will be composed of from five to ten members, and be listed as "A" Platoon, "B" Platoon, etc.

B. Post Command

Within each Law Enforcement Post there shall be the following designated ranks:

1. Post President - Explorer Captain
2. Post Vice President - Explorer Lieutenant
3. 2nd Vice President, Secretary, Treasurer and Platoon Leaders - Explorer Sergeants
4. Senior Explorer - An active Explorer in good standing with at least two years membership and at least 18 years of age.
5. Explorers - Any member in good standing.
6. Probationary Explorers - Persons not having completed the prescribed course of training and a six-month probation period.

Additional Explorers may be promoted to the rank of Lieutenant or Sergeant and given Platoon Leader assignments or specific special assignments as approved by the Post Committee. The additional supervisors should only be considered when there is full membership and to ensure proper supervision.

C. Authority of Rank

The authority of rank delegated or granted to those Explorer Post members is not confined to their respective Post, but shall include supervision over any subordinate members of the program when necessary for effective administration, or when the conduct of subordinate members is contrary to Department policy and/or regulations.

D. Line of Control

In those situations where more than one Post is involved, the command of the operation will be the responsibility of the Precinct-Post wherein the event occurs. The Coordinator has the discretion to delegate assignments at events involving more than one Post. Explorers will be supervised by a police officer of this Department at any public event or service detail. The officer need not be a Post Advisor but shall have the same authority at the event.

E. Responsibility of Explorer Supervisors

Supervisors shall investigate any report of laxity in the performance of duty or violations of Department rules. After determining the facts, the supervisor shall report the findings in writing to the immediate supervisor or Post Advisor.

F. Chain of Command

The chain of command shall be respected in all matters. Information and communications shall move up and down through channels. It shall be the responsibility of each level to forward information and communications to the next higher or lower level, together with approval/disapproval, and/or recommendations.

G. Department Coordinator

The Department Coordinator shall be the Commander of the Reserve Police Unit assisted by a commissioned officer of the Department approved by the Chief of Police. The Coordinator will report to the Commander of the Bureau of Special Operations or the Commanding Officer of the Division of Patrol. The Coordinator will act as the liaison for the activities of the Explorer Posts and Explorer Program with the St. Louis Area Council of the Boy Scouts of America. The Department Coordinator will be designated as the Chartered Representative of the Department on Post charters. The Coordinator shall meet with all Post Advisors at least twice a year to evaluate any program changes and progress. The Coordinator will also evaluate this Manual every three years to ensure that it conforms with Department rules and standards.

H. Post Committee

The Post Committee members must be at least 21 years of age and must be interested in the welfare of the Post, Explorer members and the Department. Parents of Explorers should be actively recruited for Committee positions. The Precinct Commander will be Chairman of the Post Committee. The Post Committee shall consist of a Chairman and at least two other members. They shall hold bi-annual meetings to review the Post Program, Treasurer's records, and the annual report. They shall appoint new Advisors and Associate Advisors and ensure that they receive the prescribed training of leaders by The St. Louis Area Council of the Boy Scouts of America. The Committee will ensure that the Post is rechartered on-time and will assist Advisors with the Program.

I. Post Advisors

Post Advisors must be St. Louis County police officers or Department employees and be approved by the Post Committee. When possible, one male and one female should be appointed as Post Advisors. No more than two police officers will be designated as Post Advisors. All others will serve as Associate Advisors. Post Advisors assure that Post members are aware of and comply with, the Post and Department rules, regulations, and policies. The Advisor will provide assistance in Post activities and will ensure events are properly supervised by a police officer in necessary situations. The Advisor shall attend Post meetings, coach elected Post Officers, arbitrate in Post disputes, and approve all new members. Post Advisors will be evaluated every year by the Precinct Commander. Evaluation should also be made on the police officer's Performance Evaluation under "Additional Performance Factors". Advisors will be compensated for Post meetings and for assignments where it is necessary for the Advisor to attend for supervision. The Advisor will submit the appropriate form for compensation. Precinct Police Supervisors will attempt to assist the Advisor with assignments to minimize overtime for the officer. Advisors may be detached from

duty to attend the St. Louis Area Cluster Explorer Training Academy (odd numbered years, one week long). They may also be detached to attend the National Law Enforcement Explorer Conference (even numbered years, one week long). Detachments for these events will be at the discretion of the Commanding Officer of the Division of Patrol.

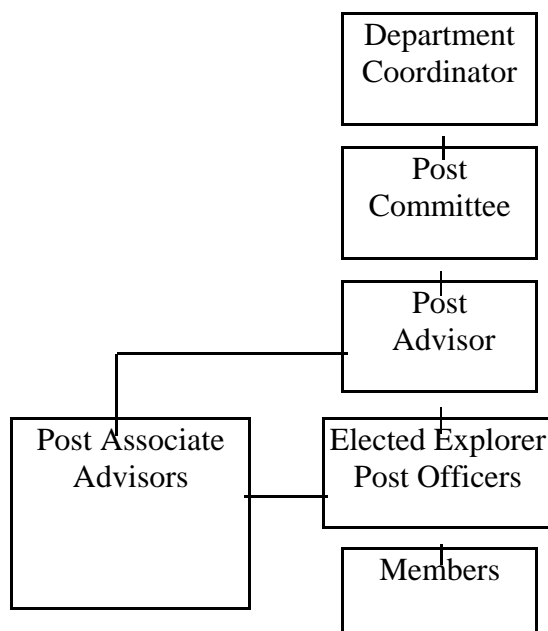
J. Post Associate Advisors

All Post Associate Advisors must be approved by the Post Advisor, Post Committee Chairman and the Department Coordinator. Associate Advisors must be at least 21 years of age and may have previously served as Explorers. Associate Advisors must be capable of assuming the duties of the Post Advisor if needed. Every Post shall have an Associate Advisor.

K. Post Consultant/Training Assistant

A person whose special skills or talent is needed for a Post activity, project or training. They serve as needed at the discretion of the Post Advisor.

ORGANIZATIONAL CHART



II. DEPARTMENT STANDARDS

A. Recruitment

Applicants for the position of Explorer should be students who have completed the 8th grade, aged 14 to 20, and comply with the following conditions:

1. Have the recommendation from the applicant's school principal (grades, character).
2. Have at least a "C" grade average on the last school report card.
3. Have no serious arrests and no convictions.
4. Have parental approval if under the age of 17.

B. Application Procedure

When candidates express interest in the Explorer Program, they shall complete the application which will be typewritten or neatly printed in black ink. The completed application will then be presented to the Post Advisor for review. A preliminary investigation will be conducted by telephone to ascertain if the candidate meets the minimum requirements. If they meet these requirements, they will be directed to report for an oral interview and a more complete background investigation will be conducted. The oral interview shall be conducted by an Advisor and two Explorers.

C. Pre-Investigation of Applicants

An investigation to determine suitability shall be conducted by the Post Advisor to determine character and background of each candidate for the Law Enforcement Explorer Program. Candidates with criminal records and questionable loyalty or morals shall be rejected.

D. Selection of Applicants

All applicants must pass an oral interview and a background investigation by the Post Advisor. Any applicant disapproved by the oral interview board will not be accepted. It will be the responsibility of the applicant to provide a letter from their physician on their health condition. Final results of the application process will be made to the applicant by letter.

E. Conflicting Occupations

Explorers may not be employed or associated in the following occupations:

1. Bill Collectors
2. Bail Bondsman
3. Employment where alcoholic beverages are the principal business (i.e., liquor store).
4. Any occupation not covered above which may be considered a conflict of interest, shall be referred to the Precinct Commander or Coordinator for final decisions.
5. Membership in another Explorer Post which conflicts with duties.

F. Educational Standards

All Explorers enrolled in school must maintain a "C" average or have graduated from high school or possess the equivalent. The Post Advisor will review each Explorer's school grades periodically to ascertain if these standards are being maintained. A copy of the latest report card shall be provided by each Explorer upon request.

G. Explorer Training

All new members of the Explorer Program will be required to satisfactorily complete a basic training course of instruction conducted by each Post Advisor and his staff. Each Explorer will receive 24 hours of training in the following areas:

1. Police conduct and discipline, to include Department rules and regulations.
2. Basic criminal law.
3. Traffic direction.
4. Police radio communications.
1. Search techniques (pertaining to missing persons or non-hazardous evidence).
5. Fingerprinting.
6. Precinct Operations and Ride-On-Patrol procedures.
7. Any specialized skills pertaining to community service functions or assistance to other Divisions or Units within the Department.

Training shall be conducted during the six-month probation period and prior to participation in duties requiring training. Training will be documented on a Post Training Log Form which will be maintained in each Explorer's personnel file. Explorers should participate in the St. Louis Area Law Enforcement Explorer Cluster Training Academy if possible. The Training Academy will fulfill the required curriculum and Explorers will receive a certificate of training upon successful completion. Explorers may be tested to demonstrate knowledge of basic materials such as ten-codes and traffic procedures. Completed tests should be maintained in the Explorer's personnel file. See Appendix 1 for training information.

H. Department Duty/Special Training Assignments

Explorers may request assignment or assist as needed in the following areas:

1. Division of Patrol
 - a. Neighborhood Policing Assignments
 - b. School Resource/D.A.R.E. Unit Assignments
 - c. Bureau of Special Operations
 - d. Precinct Desk Duty
 - e. Other appropriate Precinct Assignments
2. Division of Criminal Investigation
 - a. Bureau of Criminal Identification
 - b. Appropriate non-hazardous support assignments
3. Division of Operational Support
 - a. Bureau of Communications
 - b. County and Municipal Police Academy
 - c. Bureau of Central Police Records
 - d. Other tasks related to the Division

Requests for manpower assistance from any Division, Unit or outside organization should be made to the Post Advisor or Department Coordinator.

I. Transfers

An Explorer in good standing may transfer voluntarily from one Precinct Post to another upon written request to the current Post Advisor and acceptance by the future Post Advisor. The Explorer shall retain all uniforms and equipment issued to him, however, the items remain the property of the Post or Department and will be returned upon request. Explorers may not be transferred as a disciplinary action.

J. Inactive Members

Explorers may be listed as an Inactive Member for reasons approved by the Post Advisor for up to one year without loss of membership status. After one year, the Inactive Member will have to re-apply for membership. An Inactive Member will not retain any rank.

III. POST ACTIVITIES

A. Activities

Post activities are divided into the following areas:

1. Job oriented
2. Educational
3. Social and Recreational

Job-oriented activities are to familiarize Explorers with the nature and complexity of law enforcement. These activities are to be non-hazardous in nature and may include, but may not be limited to the following:

1. Fingerprinting (Explorer applicants, Child-I-dent).
2. Assisting with crowd and traffic control at parades and festivals.
3. Assisting officers with filing, vehicle maintenance and supply.
4. Participating as observers in the Ride-On-Patrol Program.
5. Assisting with Community Service projects.

B. Ride-On-Patrol

Explorers may be eligible to participate in the Ride-On-Patrol Program with the expressed permission of the Post Advisor and only after the Indemnification Release Form (F-60) has been signed by a parent or guardian. The Release Form will be updated every year in accordance with General Order Section Q-2.

The Post Advisor will maintain a file of all Ride-On-Patrol Release Forms. The Ride-On-Patrol Program is a privilege and subject to revocation by the Post Advisor if the situation merits such action. **Explorers shall only ride with police officers of the same gender.** Even though the Explorers have received some training, they are not commissioned with sworn officer status and have no police authority. They must consider themselves as observers and not participants. Explorers shall take no police action in the field unless an emergency situation exists. If action is required, it shall be no more than by the authority granted to all citizens under state law. In any situation, the Explorer's primary obligation is to summon assistance for the officer.

Advisors will assist in coordinating and scheduling ride-alongs. Explorers should notify the Precinct Desk Officer a day prior to a ride-along, but at least two hours before arriving at a station for a ride-along. The Explorer's name will be placed on the Duty Roster in the appropriate assignment. Explorers under the age of 18 must terminate the ride-along by 11:00 PM. Senior Explorers may participate in a ride-along in an overlay car and must terminate by 3:00 AM. Explorers will utilize an Explorer Sign-In Log and an Explorer Log Sheet. The On-Duty Watch Commander must be advised that an Explorer is participating on a ride-along. Explorers may Ride-On-Patrol in another Precinct provided that it is coordinated by the Post Advisors.

C. Social Activities

These activities will be developed and carried out by the Explorers with the knowledge and permission of the Post Advisor. The activities need not be law enforcement related.

D. Explorer/Department Related Trips

Trips within St. Louis County and St. Louis City are permitted with the approval of the Precinct Commander or designated Watch Commander. Department transportation may be used by a police officer when available, again with the above stated approval. Notification of trips outside the Metropolitan Area must be made to the Coordinator prior to their occurrence. Transportation for out of the Metropolitan Area must be arranged through private carriers, or by private auto. All arrangements for lodging, transportation and activities must be made prior to departure. All Explorer activities outside the scope of on-duty police functions must be paid for through Post funds. If Explorers of both genders are included, responsible adults of both genders, who are not Explorers, must accompany the trip. In any case, two Advisors must be present for appropriate supervision. The necessary Tour Permit from the Boy Scouts of America must also be obtained if required.

E. Post Meetings

Each Post will hold regular meetings to accomplish the following purposes. The meeting shall be conducted by the members with the Post President presiding. The Advisor attends as the Department representative. The Advisor's participation in Post meetings should be limited. He or she functions as a consultant on matters involving Department policies and regulations, but ordinarily refrains from expressing his/her opinion on matters of business.

The order of business shall be:

1. Pledge of Allegiance to the American Flag.
2. Reading of the minutes and Treasurer's report.
3. Reading of bills and communications.
4. Report of sickness or distress.
5. Report of committees.
6. Unfinished (old) business.
7. New business.

8. Open forum - this time will be used for open discussion on any subject pertaining to the Post.
9. Training.
10. Social activities.

Minutes will be kept of all meetings. Copies of the minutes will be distributed to the Precinct Commander/Post Committee. A copy of the minutes will be provided to the Department Coordinator upon request. A monthly report of Post activity shall be prepared by the Post President and approved by the Post Advisor. A copy of the report will be forwarded through the following chain: Advisor, Precinct Commander, Department Coordinator, Commanding Officer Division of Patrol.

IV. ELECTIONS

A. General

The officers of each Post shall consist of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Officers will be elected by a majority vote and by secret ballot at the first Post meeting in January. Failure to perform assigned duties of any given office shall be sufficient reason for removal upon a motion seconded, approved by a majority of the Post members present, and approved by the Post Advisor. Duties of two offices may be assigned to one Explorer if necessary.

B. Nominating Committee

A nominating committee shall be appointed by the Post President at least three months prior to the election. The committee shall interview members indicating an interest in each office. The Post may elect to use a test prepared by the Post Advisor for post members to demonstrate their knowledge of rules and procedures related to the Explorer Program. The test results may then be taken into account by the committee for office nominations. Nominees shall be presented by the committee on the night of the elections. Following this presentation, nominations may also be made from the floor. The candidate receiving the majority of the votes shall be declared the winner. No proxies will be accepted. The new officers shall assume their duties at the next regular Post meeting. Special elections may be held to fill any position vacated by an officer. The Post Advisor may appoint a qualified member to a Post officer position with the approval of the Post Committee. The appointment may occur under unusual circumstances and when necessary to ensure appropriate Post leadership.

C. Duties of the Post President

The duties of the Post President shall be to prepare for and preside over all Post meetings, work closely with the Advisors and help coordinate the work of the Post Officers. The President will appoint members to special committees, submit a monthly and yearly report of the Post's accomplishments to the Post Committee and Department Coordinator. The President should attend all required meetings.

D. Duties of the First Vice-President

The duties of the First Vice-President shall be to assume the duties of the President in his/her absence, act as the Chairman of the Membership Committee, direct the recruiting of new members, and direct Post publicity with the Communications Committee. The Vice-President will ensure that individual and Post achievements are recognized.

E. Duties of the Second Vice-President

The duties of the Second Vice-President shall be to collect activity ideas, keep the annual activities schedule current, keep the membership informed of Council and National activities, and act as Chairman of the Uniform/Equipment Committee. The Second Vice-President will maintain uniform accounting and ensure that all Cluster Meetings are attended by a Post representative.

F. Duties of the Secretary

Duties of the Post Secretary shall be to keep the minutes of all meetings, to act as Chairman of the Communications Committee, keep the official record of attendance and submit lists of delinquent members to the Membership Committee. The Secretary will handle all correspondence and maintain a current telephone listing of all members. Post files should be maintained in a secure location designated by the Post Advisor. The location should be accessible to Explorers at the Precinct station or meeting location.

G. Duties of the Treasurer

The Treasurer shall keep accurate financial records and make monthly financial reports. Each Post will maintain a bank account for all Post funds. All funds will be deposited as soon as possible. Receipts should be obtained for expenditures. At the end of his/her term, the Treasurer will prepare an annual report. A copy of this report will be provided to the Post Committee and Department Coordinator. The Post monthly report will contain the balance of the Post's bank account. The Post Advisor will sign checks and authorize the disbursement of funds designated by the Post membership.

V. UNIFORMS AND EQUIPMENT

A. Uniforms

The standard field uniform for Explorers will be khaki shirts and pants, brown tie, black plain toe shoes, black socks, name tag, gold/brown jacket and black belt. All shirts and coats must have the Department Explorer patch attached to both sleeves. The wearing of the short sleeve or long sleeve shirt with ties will be determined by Department procedure.

B. Department Issued Equipment

1. Brown tie.
2. Explorer identification card.
3. Department Explorer patches.
4. Name tag.

5. Gold/Brown jackets.
6. Rain coats (may be assigned to Post).
7. Service Star Bars.

The above items remain the property of the Department and shall be maintained in proper condition and returned to the Department upon request or separation. Explorers shall not give the appearance or imply that they are sworn law enforcement officials. Explorers will be responsible for reimbursement for damaged or lost Department property. Identification cards will expire on the Explorer's twenty-first birthday.

A. Items Required and Purchased at Post Member's Expense

1. Black shoes - uniform type - plain toe.
 8. Black socks.
 9. Khaki uniform - long and short sleeve shirts, pants.
 10. Black belt - 1½ inches wide, Velcro-type, no buckle.
- The items must be approved by the Uniform Committee.

C. Personal Optional Items

1. Authorized headgear, dark brown billed cap with the Department Explorer Patch affixed to the front of the cap.
2. Whistle with chain.
3. Black or brown gloves.
4. Flashlight (3-cell maximum).
5. Additional clothing or safety items or equipment (must be approved).

Items may be purchased by the individual or at Post expense with Post approval.

D. Patches and Awards

The approved Department shoulder patch shall be worn on each shoulder of all uniform clothing. The approved Department Exploring Patch will be worn over the left breast pocket of the shirt.

Explorer proficiency ribbons approved and supplied by the Boy Scouts of America may be worn. The ribbons should be centered over the right shirt pocket seam and the name tag moved to the pocket flap. The wearing of the ribbons is optional and they are not to be worn on ride-alongs. The ribbons should be purchased and presented by the Post. All other emblems or insignias shall have the approval of the Chief of Police prior to being worn.

E. Prohibited Items of Uniform and Equipment

1. Ammunition carriers.
2. Batons or baton rings.
3. Handcuffs or cases.
4. Slappers.
5. Any type of weapon.
6. Pepper spray.
7. Garrison type belts.

8. Any type of badge while on duty (a badge possessed for employment reasons should not be carried while on duty as an Explorer).
9. Emergency type vehicle lighting (unless authorized by proper authority).

Exceptions: Garrison belts, handcuffs, and other simulated equipment items may be utilized at Post meetings for role-playing purposes or for training for the National Conference competition events. Under no circumstances shall the items be worn while participating in the Ride-on-Patrol Program or any duty-assignment.

F. Explorer Service Stars

Explorers with two years of service will be permitted to wear a Department service star bar centered above the seam of the left shirt pocket. One star will be worn for every two years completed. Stars remain the property of the Department/Post.

G. Insignia of Rank

Explorers holding the rank of Sergeant, Lieutenant, and Captain will wear the appropriate gold collar brass, indicative of their position. The insignia of rank will be worn in conformance with Department standards, and will be removed when the Explorer is participating in the Ride-On-Patrol Program. The insignia will be supplied by the Post and remain the property of the Post. Insignia will not be worn on coats. Name tags with gold frames will be issued to Explorers with rank.

An Explorer Captain or Lieutenant who is elected to the St. Louis Area Law Enforcement Explorer Cluster position of President or Vice-President or any National B.S.A. Explorer position, shall wear a white uniform shirt to Cluster or national Explorer events.

I. Separation from Program

When an Explorer is suspended, resigns or is separated from the Law Enforcement Explorer Program, all Department/Post property previously issued shall be returned to the Post Advisor within 10 days of separation.

VI. CONDUCT AND DISCIPLINE

A. General Behavior

Explorers shall not act or behave privately or officially in such a manner as to bring discredit upon themselves or the Department. Members shall not willfully violate any Federal law, State statute, or local ordinance.

B. Conformance with Department Policy and Procedures

Every Explorer shall be familiar with, and conform to the policies and procedures of this Department as stipulated in this manual. Explorers who violate any rule, regulation, or policy of the Department, or Law Enforcement Explorer Program, shall be subject to disciplinary action.

C. Infractions

The following infractions may be recorded and result in disciplinary action upon repetition:

1. Unkept or improper use of the uniform.
2. Unsatisfactory personal grooming habits.
3. Poor attendance.
2. Low grades.
4. Unauthorized entrance into restricted areas.
5. Disobeying an order of any Post Officer or Police Officer.
6. Violations of any Explorer Post rules or regulations.
7. Violations of Department orders, rules or regulations.
8. Violations of any Federal law, State statute, or local ordinance.

D. Initiating Disciplinary Action

The Post Advisor, when advised, shall record any activity or action of any Explorer that is expressly prohibited as stated in this manual or the failure of an Explorer to act in any manner that is required by this manual. The Post Advisor shall have the authority to initiate disciplinary action as outlined in Section F.

E. Retention of Identification Card

If an Explorer is placed on probation or becomes Inactive, the Department I.D. card shall be retained by the Post Advisor until such time as the period of probation ends or reinstatement occurs. For official functions, the I.D. card may be returned for that function only.

F. Disciplinary Action

Discipline may be dispensed by the Post Advisor in the following manner:

1. Oral reprimand.
2. Written reprimand.
3. Imposing a probationary period during which any further violation shall result in dismissal.
4. Denial of Ride-On-Patrol privileges.
5. Extra duty assignments.
3. Suspension.
6. Reduction in rank.
7. Dismissal.

Disciplinary action may be appealed in writing within ten days to the Post Committee. The decision of the Post Committee may be appealed in writing to the Department Coordinator within ten days. The decision of the Department Coordinator shall be final.

VII. PERFORMANCE OF DUTY

A. Ethics

While on duty, all Law Enforcement Explorers shall be governed by the following rules and regulations:

Explorers shall devote their time and attention to the service of the County, and the Department, and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency.

Any rule, regulation, or policy governing the Department and not in this manual, shall be deemed a portion of the manual. Explorers will utilize the General Order Manual maintained in the Precinct/Bureau. Explorers shall be familiar with the Department Statement of Values.

B. Rewards/Loans/Favors

Explorers shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through their position with the Department's Law Enforcement Explorer Program.

C. Court Attendance

Explorers concerned in cases before the courts will be punctual in attendance. They will dress in civilian clothes of good taste and maintain a business-like appearance. Male Explorers should wear a tie and female Explorers should dress in appropriate attire.

D. Disorderly Conduct

Explorers shall not be disorderly or intoxicated at any time, either on or off duty.

E. Removal from Position

Explorers may be deemed incapable of duty and subject to suspension, reduction in rank, or dismissal for the following reasons:

1. Displaying reluctance to properly perform their assigned duties.
2. Acting in a manner tending to bring discredit to themselves or the Department.
3. Failing to assume responsibilities or exercise diligence, intelligence, and/or interest in the pursuit of their duties.
4. Violating Department policies, rules and/or regulations.

F. Punctuality

Explorers shall be punctual in reporting for duty at the time and place designated by their supervisor or Post Advisor. Habitual failure to report promptly at the specified time will be deemed neglect of duty. Explorers shall notify their supervisor or appropriate personnel if they are going to be late or unable to report for a duty assignment.

G. Personal Appearance

Explorers shall keep their persons clean and sanitary. Proper hairstyles and haircuts will be maintained as described by Department policy. Uniforms shall always be kept as neat and clean as possible. Loss or damage of Department issued items shall be reported in writing through the chain of command to the Post Advisor.

H. Smoking

Explorers will not smoke where smoking would be detrimental to good conduct, appearance or procedure. Explorers may not smoke if it is prohibited by law or ordinance.

I. Use of Medications

An Explorer may use medications which have been properly prescribed by a physician for an illness or injury. Explorers shall not use these medications on duty or be under the influence of such drugs on duty if they may impair coordination or judgement. The Explorer is responsible for notifying the Advisor of their use of medication. Parents should be consulted for information and consent regarding medication.

J. Use of Force

Explorers may not participate in making arrests unless absolutely necessary. If action is required, it shall be no more than that authorized to all citizens under state law. In those cases, they shall not use unnecessary force in helping to make an arrest or subdue any person. Explorers must be firm, resolute, and energetic in exercising the means necessary to properly perform their duties.

VIII. CARE OF IDENTIFICATION ITEMS

The Explorer will be responsible for the items of identification issued by the Department. Explorers will neither loan nor borrow such items. The loss or damage of such items will be immediately reported in writing through the chain of command to the Post Advisor. Explorers will not use or display items or identification except as authorized by this manual.

IX. DEPARTMENT VEHICLES

A. Use and Operation of Vehicles

Explorers possessing a valid drivers license may operate a County vehicle during UNUSUAL SITUATIONS, and then only with the approval of the police officer in charge. Approval to operate a County vehicle may be assumed by Explorers during EXTREME EMERGENCY FIELD SITUATIONS when the officer in charge is incapacitated and unable to approve. Senior Explorers may also assist in transporting vehicles to and from service points as requested by a Police Supervisor. While conveying vehicles, the Explorer should be under the supervision of a police officer in an accompanying vehicle. Explorers will not operate vehicles while on patrol or when a Department employee, police officer, or reserve officer is available for the conveyance. When operating a police vehicle, Explorers will take no action should they encounter any law enforcement related situation.

B. Accidents or Damage to Vehicles

In the event of an accident or damage to any County vehicle, the Explorer operating or in charge of the vehicle shall:

1. Remain at the scene until a police report is taken.
2. Promptly notify the Watch Commander, his superior, and the Post Advisor.
3. Explorers shall inspect the interior and exterior of any Department vehicle they are assigned to operate prior to using the vehicle. Any damage should be reported immediately to a Police Supervisor.

B. Property Damage

Explorers shall promptly report any damage to property resulting from the execution of their official duties or responsibilities.

X. INFORMATION, INVESTIGATION AND RECORDS

A. Reporting Information

An Explorer shall provide the Department with their correct name, address and telephone number and the name of the person to be notified in case of an emergency. The Explorer will be responsible for keeping the Post Advisor informed of any changes. The Post Advisor will provide a post roster with an emergency contact list to the Precinct Desk Officer. The Desk Officer will maintain a file for this information.

B. Confidential Information

The official business of the Department is confidential. Explorers shall only discuss or give information as follows:

1. To persons for whom the information is intended.
2. As directed by the Post Advisor, a Police Officer, or Police Supervisor.
3. Under due process of law.

C. Internal Investigations (Bureau of Professional Responsibility)

If requested to make a statement in the course of an official investigation, Explorers will make full, complete and truthful statements.

D. Records

Explorers will not remove any official records or copy of items from the Department except as directed by a Police Supervisor or under due process of law. Explorers will not knowingly or willingly enter, or cause to be entered in any Department books, records, or reports, any inaccurate, false, or improper police information of material matters.

E. Insurance

Explorers as volunteers are covered by the St. Louis County self-insurance program and workers' compensation for actions arising out of or in the course of their assigned duties while on authorized duty. Supplemental insurance is also provided by the Boy Scouts of America under certain circumstances.

F. Forms/Report/Files

1. The Post Advisor will keep a personnel file on all Explorers. The file will contain all documentation produced while the Explorer is a member of the Explorer Post. The file should be retained for a period of five years following the individuals twenty-first birthday after which the file may be destroyed. Personal information contained in the files is considered confidential.
2. Each Post shall utilize forms which will be consistent throughout all Department Explorer Posts. No changes should be made to the forms without authorization and coordination by the Department Coordinator.
3. Each Post will document service assignments or details on a memorandum form. The memorandum will contain a description of the assignment, duty hours of the assignment and the names of the Explorers present. Additional information related to the event can be included in the memorandum. This memorandum should be kept on file at the Post level for a period of three years.

XI. AMENDMENTS TO THE MANUAL

Suggestions for changes to this manual must be made through the Department Chain of Command and approved by the Chief of Police.

APPENDIX I

All new members of the Explorer Program will be required to satisfactorily complete a basic training course of instruction conducted by each Post Advisor and his staff. Each Explorer will receive 24 hours of training in the following areas:

1. Police Conduct and Discipline (2 hours)

- a. Cover the Department Conduct and Discipline Manual
- b. Department Mission Statement
- c. Department Values Statement
- d. Appearance regulations.
- e. Discussion of Explorer Manual.

Training will be conducted at a special meeting for new members and continued for all Post members at a regular meeting.

2. Basic Criminal Law (1 hour)

- a. How are crimes defined (Felony, Misdemeanor).
- b. Commonly encountered crimes defined.
- c. Constitutional law related to search and arrest. Emphasis is made that Explorer's do not have authority as an officer.
- d. State law regarding citizen involvement in arrests.

Training will be conducted at a regular Post Meeting.

3. Traffic Direction (3 hours)

- a. Cover traffic direction handout related to directing traffic with flashlight, by hand and with a whistle.
- b. Traffic safety, related to safe positioning and proper placement of safety equipment. Use of cones, flares and traffic vests.
- c. Practice traffic direction in a controlled environment situation such as on a parking lot.

Training held at a regular Post meeting, but at a more practical location.

4. Police Radio Communications (3 hours)

- a. Cover Department Radio Communications procedures.
- b. Use of Ten-codes, each member will be provided a copy.
- c. Use of phonetic alphabet, each member will be provided a copy.
- d. Instruction on the use of police radio equipment (car radio and walkie-talkie).
- e. Instruction on the operation of police vehicle equipment (lighting).

Training will be held at regular Post Meeting.

5. Search Techniques (5 hours)

- a. Use of various field search techniques for locating missing persons and/or evidence.

- a. Participate in actual field exercises in locating persons or items.

Training will be held at a regular meeting with time extended for exercises.

6. Fingerprinting (3 hours)

- a. Instruction in the use of fingerprinting equipment (cards, ink, rollers).
- b. Hands-on training in fingerprinting persons.

Training will be conducted at a regular Post meeting. The purpose of the training is to assist in community service projects (such as child-identification). Explorers will not be booking or handling prisoners or suspects.

7. Precinct Operations (2 hours)

- a. Instruction in answering Precinct phone calls and message recording.
- b. Police vehicle inspection and supply location.
- c. Police vehicle service points and routes to locations.
- d. Any particular assignments will have proper instruction for the given task.
- e. Computer data entry at the Precinct station.

Instruction on general topics will be conducted at a regular Post meeting. Specific tasks will be instructed to those individual Explorers participating in the assignment.

8. General Training (1 hour)

When an Explorer is assigned to duties outside of the Division of Patrol, such as to the Division of Criminal Investigation and the Division of Operational Support, they will receive specific training for the task they will be conducting. Under no circumstances are Explorers given responsibility in criminal investigations or be in direct contact with suspects of a crime. These tasks are normally as support to trained staff members. Examples of support are as follows: filing, preparing mailings, role-players for police training or assisting with conveying vehicles or items from one location to another.

9. Ride-on-Patrol (2 hours)

- a. Sign-up procedures and conduct while on ride-along.
- b. Completion of required log sheet.
- c. Instruction on note-taking of dispatch information and non-hazardous information gathering (such as copying vehicle information at an accident scene).

Training to be covered at a regular Post meeting. Training will stress that the Explorer's function on a ride-along is as an observer.

10. Community Services Training (2 hours)

- a. Department organization and personnel familiarization.
- b. Public contact and speaking training.
- c. Familiarization with police services available and operation.
- d. Familiarization with police brochures and literature available.