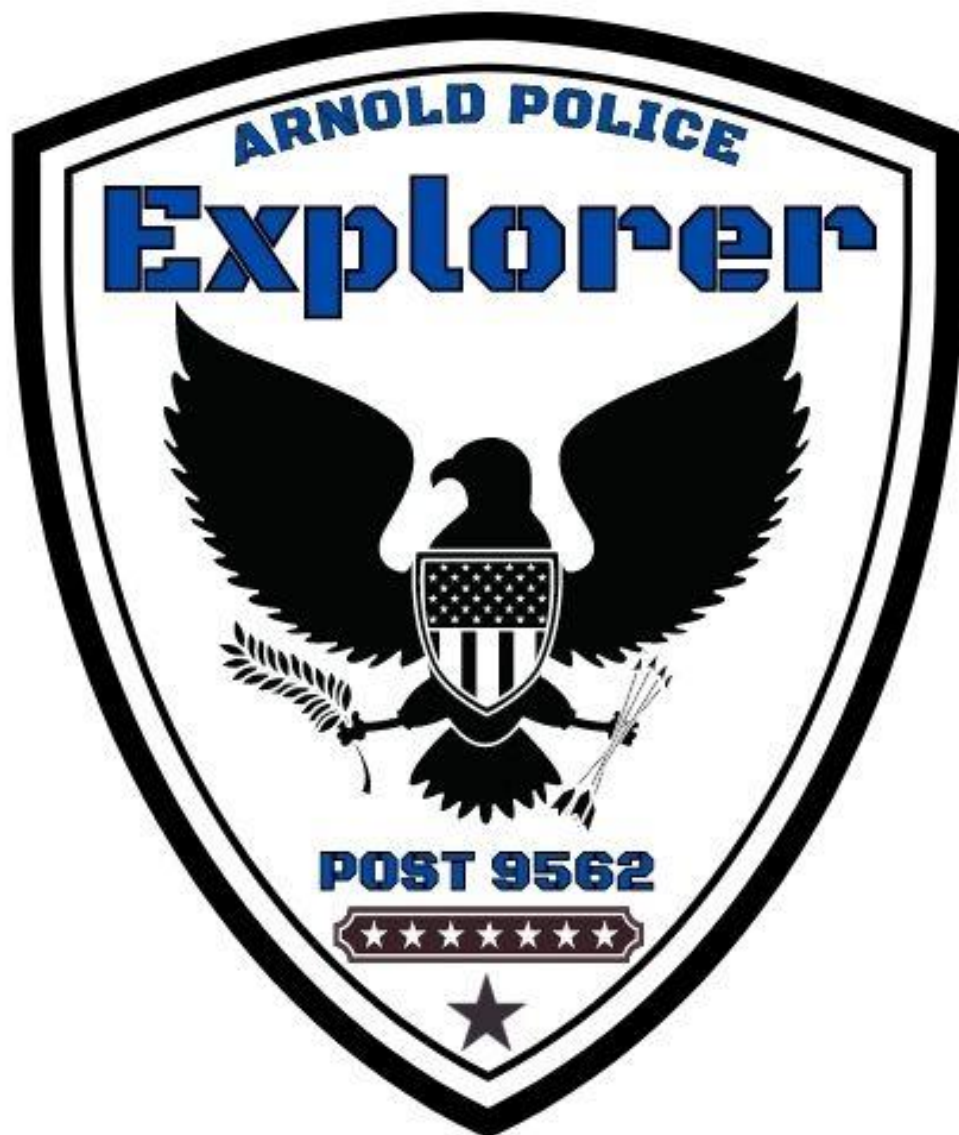


CITY OF ARNOLD, MISSOURI

POLICE EXPLORER PROGRAM

POST 9562

RULES AND PROCEDURES



CITY OF ARNOLD, MISSOURI
POLICE EXPLORER
PROGRAM
POST 9562



PURPOSE:

Explorer Post 9562 of the Boy Scouts of America is chartered by the Arnold Police Department as an opportunity for young men and women of the community to "explore" law enforcement as a possible career choice. This manual provides policy and procedure for the explorer scouts, post advisors, and department employees.

➤ **EXPLORER CODE OF ETHICS:**

As a Law Enforcement Explorer my fundamental duty is to respect the U.S. Constitutional rights of all people to liberty, equality and justice. I will lead a life based on morality and integrity; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. I will be honest in thought and deed in both my personal and official life, and will obey the laws of the land and the regulations of the Law Enforcement Explorer Post.

➤ **PRINCIPLES:**

All members of the organization must, in pursuit of the purposes stated, act in accordance with the following principles:

- A. All members of the organization must follow the Explorer Code of Ethics.
- B. All members must be ready and willing to comply with any instructions or orders given to them by an Officer in charge or by the Police Department.
- C. All members must be ready at all times to aid the organization in the furthering of its objectives and purposes.
- D. All members shall, at all times, conduct themselves in a manner or demeanor which shall be in keeping with the professional standards of law enforcement, and which shall exemplify themselves as a credit to the image of a law enforcement Explorer, and the uniform of the sponsoring affiliation.

➤ **RECRUITMENT OF NEW EXPLORERS:**

- A. Recruitment Standards - Applicants for the position of Explorer should be students/graduates or possess a GED or its equivalent, be between the ages of fourteen and twenty and comply with the following:
 - 1) Have and be able to maintain a 2.0 or higher grade point average.
 - a. If an Explorer is unable to maintain the 2.0 or higher average, they will be placed on suspension until proper documentation from the school can be provided to lift the suspension.
 - 2) Have no serious arrests or convictions, or any violation deemed by the Post Advisors that violate the Explorer Code of Ethics.
 - 3) Belong to no other Law Enforcement Explorer Post.
 - 4) Have parental approval if under the age of 18 years old.
- B. Application Procedure:
 - 1) In order to become a candidate for membership, one must express interest in the Explorer program. They shall then complete the Explorer Application, which will be neatly printed and checked for accuracy then returned to the Post Advisor.
 - 2) During the qualifying process, a Post Advisor may conduct interviews by telephone and personal interviews undertaken to ascertain the candidate meets the minimum requirements. If the

requirements have been met, the candidate may be directed to report for an oral interview. This will be conducted by the post advisors and ranking officers of the post. Questions in the oral interview will consist of, but are not limited to:

- a. Why do you want to be an explorer?
- b. What are your career goals?
- c. What can you bring to this post?
- d. Do you have any prior experience with law enforcement?

C. Selection of Applicants:

- 1) Explorers who demonstrate a desire to learn about Law Enforcement and who appear to be of sound mind and character shall be selected to join the Explorer Post.

D. Pre-Investigation of Applicants:

- 1) All Police Explorers are subject to criminal history background checks. An investigation to determine suitability shall be conducted by the post advisors to determine character and background of each candidate. Any applicant that does not pass the background investigation will not be accepted. Candidates with criminal records and questionable loyalty or morals shall be rejected.

E. Explorer post Requirements:

- 1) Prior to being accepted into the Explorer Post, Police Explorers are required to:
 - a. Be fingerprinted
 - b. Complete Security Awareness Training (CJIS)
- 2) These records will be kept in the Explorer Post File

F. Probation:

- 1) New candidates will be placed on a three month probationary period in which any infraction will be noted in their explorer file and subject to disciplinary action.

G. Educational Standards:

- 1) All explorers enrolled in school must maintain a 2.0 grade point average or better. The post advisors may ask to review each Explorer's school grades periodically to ascertain if these standards are being maintained.

H. Conflicting Occupations:

- 1) Explorer may not be employed in the following occupations:
 - a. Bill collectors
 - b. Bail Bondsman
 - c. Any business where the main item sold is liquor
 - d. Any occupation not covered above which may be considered a conflict of interest when referred to the Post Advisors.

I. Learning for Life Application:

- 1) Upon acceptance to the Post, new Explorers must complete, if necessary have a parent/guardian sign a Boy Scout/Learning for Life application. This application will be submitted by the Post Advisor to the Law Enforcement Exploring Coordinator with the Greater St. Louis area Boy Scout Council.

J. Inactive Members:

- 1) 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.

➤ **CHAIN OF COMMAND AND RESPONSIBILITIES:** for Police Personnel involved in the Explorer Post.

- A. Chief of Police - An explorer may be retained or dismissed at the discretion of the Chief of Police for any reason at any time.
- B. Major - The Major will oversee all Explorer Post finances, and ensure by delegation the recording of post records and maintenance thereof securely.

- C. Post Advisors - Post Advisors must be Arnold Police Department employees. Post Advisors assure that post members comply with post and department rules, regulations, and policies and provide assistance in post activities.
- 1) The Post Advisor is responsible for maintenance of the program. He/she will:
 - a) Supervise Post meetings, when possible. If the Post Advisor is not available, he/she is responsible for finding a replacement Post Advisor or Associate Post Advisor to assume his/her duties.
 - b) Maintain liaison with the Police Department.
 - c) Supervise authorized field trips and post related activities.
 - d) Perform other tasks, responsibilities and administrative duties as required by the program.
 - e) Conduct annual review of the Explorer Post Policy's rules & procedures.
 - f) Prepare a report detailing all funds controlled by the Post, and all expenses incurred in the preceding year to be submitted to the command staff in charge.
 - 2) Post Advisors will complete the BSA Adult Leader Training Program and follow all BSA rules and regulations pertaining to adult leadership roles in BSA.
 - 3) Post Advisors will be responsible for renewing the post's charter, along with the membership of all advisors and explorers annually with the Boy Scouts of America.
- D. Assistant Post Advisors - All Assistant Post Advisors must be approved by the Post Advisor(s).
- 1) The Assistant Post Advisors will assist the Post Advisors with his/her duties. He/she will also assume the Post Advisor's duties when the Post Advisor is absent.
 - 2) Each Post Advisor and Assistant Post Advisor may be delegated responsibilities including, but not limited to: Administration, Recruiting, Treasurer, etc.

➤ **MEETINGS:**

- A. Police Explorer meetings will be held bi-monthly at the Arnold Police Department. Members will be required to attend all meetings of the organization unless they obtain an approved absence form from a Post Advisor.
- B. Explorer attendance will be documented on the Roll Call Sheet by the Post Advisor or Associate Post Advisor
- C. Any member who misses three (3) consecutive meetings, or six (6) throughout the year, and does not provide any acceptable excuse, shall be subject to suspension or expulsion from membership. It will be the responsibility of the member to contact a Post Advisor or Associate Post Advisor when he/she cannot attend a meeting.

➤ **EQUIPMENT AND UNIFORMS:**

- A. At no time will an Explorer remove any item from the police station or police vehicle, not issued to him/her for the purpose of taking that item home.
- B. The standard field uniform for male and female explorers shall consist of that issued by the Arnold Police Law Enforcement Explorers and shall not be deviated from without the permission of the Post Advisor.
- C. All issued uniforms and equipment are the property of the City of Arnold/Arnold Police Department and the Arnold Police Law Enforcement Explorers, and will be returned when a member leaves for any reason. Failure to return equipment will result in criminal charges filed against the explorer.
- D. Explorers participating in department programs shall be restricted to carrying equipment which relates directly to activities in which they are involved. Generally, this will be limited to: notebook, pen, flashlight and whistle.
- E. As non-commissioned volunteer personnel, Police Explorers are not allowed to utilize or carry firearms or non-lethal weapons such as chemical mace, Taser, or batons. The Post program may include firearms training or non-law enforcement firearms activities under BSA guidelines.
- F. Wearing the Uniform
 - 1) Uniforms shall be worn ONLY for official Post or Police functions, ride along, Post meetings, traveling to and from such events, and at those times designated by the Post Advisors.

- 2) Any explorer who wears a uniform, identifying him/her as a Police Explorer will be readily distinguishable from a sworn Officer. The uniform will in no way be designed so as to be confused with that of a Arnold Police sworn Officer.
- 3) All Post members, while wearing the uniform, shall conduct themselves in such a manner that will not bring any discredit or embarrassment to the Post or Police Department.

G. Explorer's Personal Appearance

- 1) Police Explorers shall keep their persons clean and sanitary by frequent bathing. Proper hygiene shall be practiced.
- 2) Official uniforms shall always be kept as neat as possible, leather accessories shall be kept dyed and clean, metal parts shall be shined and kept clean and serviceable.

H. Identification Cards

- 1) Identification cards will be issued to all members for the purpose of identifying them with the program.
- 2) The identification card will have the explorer's photograph and signature on it.
- 3) The identification card will be signed by a Post Advisor and/or the Chief of Police.
- 4) The Police Explorer shall be personally responsible for the items of identification issued to him by the Post/Police Department. The explorer shall neither loan nor borrow such items. He/she shall immediately report the loss of such items to the Post Advisor and prepare a written report of the circumstances leading to the loss. He/she shall not use or display items of identification except as authorized by this manual.
- 5) When a Police Explorer is suspended, resigns or is separated from the program for any reason, he shall return all City property in his/her possession to his/her Post Advisors.
- 6) Explorers are required to display Identification cards at all times while participating in any Explorer related activity. Explorers must be accompanied by a Arnold Police Employee while in the Arnold Police Station unless approved by a Post Advisor or a Shift Supervisor.

I. Smoking and Use of Drugs or Narcotics

- 1) Police Explorers are not permitted to smoke while in uniform or while participating in post activities.
- 2) Police Explorers shall not use any type of controlled drug unless prescribed by a licensed physician. They shall not report for duty under the influence of any drug, alcoholic beverage or narcotic.

J. Use of Force

- 1) Explorers will not participate in making arrest unless absolutely necessary. They shall not use unnecessary force in helping to make arrests or subdue any person. Explorers must be firm, resolute, and energetic in exercising the means necessary to perform their duties.

➤ **VIOLATION OF RULES:**

- A. Expulsion: Any explorer member who so violates the articles of this manual or any article of the Department's Code of Conduct and Discipline Manual may be expelled.
- B. Appeal: Explorer members who are expelled may appeal to the Chief of Police through the Post Advisor, in writing, within fifteen (15) days after the expulsion. The Post Advisor will forward the appeal to the Chief of Police. The decision of the Chief of Police shall be final.

➤ **FIREARMS AND WEAPONS:**

- A. Members will NOT carry or use firearms or weapons of any type in conjunction with the discharge of his/her duties as a member of the Law Enforcement Explorers Program, except on an authorized range as directed in a proper training situation.
- B. Unauthorized Equipment:
 - 1) Firearms of any type
 - 2) Knife, other than ordinary pocket-type knife

- 3) Night stick, baton, club or slapper
- 4) Any type of dispenser or chemical irritant
- 5) Any item having no use other than as a weapon
- 6) Handcuffs

➤ **CONDUCT:**

- A. All rules, regulations and policies of the Arnold Police Department shall apply to Post members while involved in Post or Police Department assigned activities.
- B. Misrepresentation of Position- Post members shall not at any time make any statement or take any action that would tend to identify themselves as police officers, employees or agents of the Police Department other than as Explorer Scouts.
- C. Action for Personal Gain- Post members shall not use their association with the Arnold Police Department for any personal gain or advantage, except as part of a resume for employment or for activities sponsored by the Exploring Division, Boy Scouts of America.
- D. Performance of Duty/Ethics- While on duty, all Law Enforcement Explorers shall be governed by the following rules and regulations:
 - 1) Police Explorers shall devote their time and attention to the services of the City and the Police Department, shall direct services of the City and the Department, and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards for efficiency.
 - 2) Police Explorers shall maintain a professional image and shall perform their duties in a calm and firm manner, acting together to assist each other.
 - 3) Police Explorers shall serve the department with loyalty and support their fellow members in the performance of duty.
- E. Contact with Law Enforcement:
 - 1) Any time an Explorer has contact with any Law Enforcement official (i.e. traffic stop, receiving a parking ticket, etc.) he/she will notify the Post Advisors as soon as is practical. The explorer will then write a memo to the Post Advisors detailing the circumstances of the incident. The memo will be placed in the Explorer's personnel file. Repeated negative contacts with Law Enforcement personnel may result in disciplinary action.
- F. Social Media:
 - 1) Social media is defined as, but not limited to the following:
 - a. Social networking site (Facebook, Twitter, Instagram, Tic Tok, etc.)
 - b. Forums, blogs and discussion boards (Google groups, Yahoo! groups etc.)
 - c. Online encyclopedias (Wikipedia, Sidewiki etc.)
 - 2) Explorers are expected to conduct themselves in a positive manner, which would not reflect poorly upon themselves or this department when using all forms of social media. Posts, pictures and videos should not be of a provocative or inappropriate nature. Explorers should remember that their social media postings represent not just themselves, but their affiliation with this department.
 - 3) Explorers shall not post any information on social media sites about law enforcement activities or the department including, but not limited to: calls for service, arrests, investigations, or traffic stops.
- G. Conduct Towards Others / False Statements- Police Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the units of the department, as well as the public. At no time shall an Explorer use coarse, profane, or insulting language or use uncomplimentary or threatening terms of speech towards any individual.
- H. Disorderly Conduct- Police Explorers shall not be disorderly or intoxicated at ANY TIME.

➤ **INCOMPETENCE:**

- A. Police Explorers may be deemed incompetent and subject to suspension, or dismissal for the following reasons:
 - 1) Display a reluctance to properly perform their assigned duties.

- 2) Act in a manner tending to bring discredit to themselves or to the Department/Post.
 - 3) Fail to assume responsibility or exercise diligence, intelligence and interest in the pursuit of their duties.
 - 4) Violate Post policy, rules/regulations.
- B. Punctuality - Police Explorers shall be punctual in reporting for duty at the time and place designated by his supervisor or Post Advisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

➤ **INFORMATION, INVESTIGATIONS AND RECORDS:**

- A. Police Explorer shall properly report any information given to him/her in good faith that might indicate the need for action by the Police Department. A Police Explorer has no police power, therefore when not working in an official capacity he/she shall not actively seek out any violations of the law.
- B. Evidence and Property
 - 1) Police Explorers shall not fabricate, withhold, or destroy evidence of any kind.
 - 2) Police Explorers shall deliver to the proper custodian any monies or other property, not his own, which comes into his possession. A report shall be made of the transaction.
- C. Property Damage - Police Explorers shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities.
- D. Personal information - A Police Explorer shall provide the department with his correct name, address, telephone number, and the name of the persons to be notified in case of an emergency. The Explorer shall be responsible for keeping his/her Post Advisor informed of any changes. This information will be kept in the Arnold Explorer Post file.
- E. Confidential Information - The official business of the department is confidential. Explorers shall only discuss or give official information to or for the following reasons:
 - 1) To persons for whom the information is intended
 - 2) As directed by the Post Advisor
 - 3) Under due process of law
- F. Investigations- Incident investigations shall be conducted in an impartial and objective manner. The purpose is to disclose and report all facts relevant to the matter, whether or not such may be favorable or unfavorable to the individual.
- G. Records:
 - 1) Police Explorers shall not remove any official record of the department except as directed by the Post Advisors or under due process of law.
 - 2) Explorers shall not make any false official record.
 - 3) They shall not knowingly or willingly enter or cause to be entered in any department books, report any inaccurate, false or improper police information or material matter.

➤ **PUBLIC RELATIONS AND INFORMATION REQUESTS:**

- A. To facilitate accomplishment of the department objectives, each member shall strive to gain public support and gain friendly citizen cooperation in departmental programs and procedures.
- B. The attitude of each member shall be one of service and courtesy, but not of servility or weakness. In non-restrictive situations, the Explorer should be pleasant and personal. On occasions calling for regulations and control, the Explorers shall be firm and impersonal, avoiding any appearance of rudeness.
- C. Public Appearances- When identified as a Police Explorer of the department, members shall not, without authorization:
 - 1) Address any public gathering;
 - 2) Appear on radio or television programs;
 - 3) Write articles or manuscripts for publication;
 - 4) Give any information to any news gathering source.

- D. Complaints and Information Requests- Police Explorers receiving inquiries from the public concerning complaints and information shall refer the person to the Chief of Police.
- E. Assistance Requests- Police Explorers shall not respond to the location of any emergency operations, disaster, etc. unless specifically ordered to do so by an authorized person of this department. If so ordered the Police Explorer shall immediately or as soon as possible thereafter notify his/her Post Advisor, in writing of the fact with all pertinent details.
- F. Search and Rescue Request- Rescue and search operations shall not be initiated by Police Explorers without full consent and approval of the department unless information or observation indicates the necessity of immediate action. In this instance, Explorers shall act in the best interest of the victim and shall make a full report in writing to the Post Advisor as soon as possible.
- G. Internal Communications- Official communication, requests, information, suggestions, or complaints, whether moving up or down within the department or Post, shall be confined to official channels. Each link in the chain of command shall be respected. Each echelon shall forward communications to the next higher or lower echelon with a notation if approval or disapproval is recommended.
- H. Use of Communications Equipment- Police Explorers shall not use any City communications equipment for personal, social or unofficial purposes.
- I. Commendations- All official commendations shall be issued and a written notification of such shall be placed in the Explorer's personal file. Any commendations from outside sources shall also be placed in the Explorer's file, and a copy forwarded to the Explorer.
- J. Suggestions for the good of the Department/Post- A Police Explorer desiring to make a suggestion for the good of the Department/Post should submit a written statement of the suggestion to his/her Post Advisor through the chain of command, retaining one copy of his/her suggestions for his/her own files.

➤ **RIDE-ALONG PROGRAM:**

A. Purpose

- 1) To provide the Law Enforcement Explorer with a firsthand knowledge of the patrol function as well as a broader knowledge of basic police procedures.
- 2) To supplement classroom training in basic police procedures through observation and conversation with Police Officers during their performance of routine patrol functions.
- 3) To foster mutual respect between community youth and the criminal justice system.

B. Qualifications

- 1) The Explorer shall be at least eighteen (18) years of age and have a valid driver's license in possession.
- 2) He/she must be off probationary status,
- 3) Must pass written Explorer exam
- 4) The Explorer should be CPR qualified.
- 5) Must be familiar and comply with the following:
 - a. Daily operations of a police Officer
 - b. Post Guidelines
 - c. Police vehicle and equipment
 - d. Code of conduct for Police Officers
 - e. A geographic orientation of the area
 - f. Familiarization with communications and radio procedures
 - g. Note taking/report writing skills
 - h. Youth protection: Personal Safety Awareness Training
 - i. Interview of Explorer by an Advisor prior to the Ride-Along program, to include instructions and questioning regarding the expected conduct of the Explorer

C. Required Forms to be completed prior to/at completion of Ride Along:

- 1) All youth will have a "Hold-Harmless Agreement" on file.
- 2) A statement of Permission to Participate.
- 3) A medical release (part of the application) must be signed.

- 4) A Ride-Along Release Waiver must be signed.
- 5) Synopsis of Ride Along Experience to be completed by Explorer and the Officer after the ride-along.

D. Guidelines

- 1) Explorers from other posts will not be allowed to participate in the ride along program, unless authorized by the Chief of Police.
- 2) Conduct (refer to page 5)
- 3) Equipment (refer to page 4)
- 4) At all times, the duties of the Explorer will be under the direction and supervision of the Officer with whom the Explorer is riding.
- 5) The Explorer will NOT assist in criminal interrogation.
- 6) He/she should not leave the vehicle, except upon specific instruction by the Officer who he/she is riding.
- 7) The Explorer may not participate in the use of force.
- 8) He/she may not tamper with the emergency lights, siren or radio.
- 9) Explorers are not permitted in booking area while prisoners are being processed.

E. Duties

- 1) Traffic control and parking control on parking lots of special events such as the Fourth of July and/or Arnold Days.
- 2) Communication support- by acting as an observer in the communications center and assisting dispatchers with paperwork and office tasks. Explorers may be trained in radio procedures and under the supervision of a dispatcher, use the radio in non-emergency and non-priority situations. Explorers will not answer or screen telephone calls for service.
- 3) Administration of first aid- when directed by an Advisor or Officer to assist them with first aid.
- 4) Assistance in crime scene security or crowd control- under the direction of an Officer, Explorers may assist the Officer with controlling perimeters at scenes. Explorers will not enter crime scenes until the scene has been processed for evidence, released for entry and under the supervision/permission of the Officer and Shift Supervisor.
- 5) Community Relations- Explorers may assist Officers and staff with making presentations, distributing announcements of meeting and events, participating in neighborhood watch meetings, block parties and other public events.
- 6) All duties shall be within the objectives of Law Enforcement Explorer Program. The Explorer should observe activities and make appropriate notes of each encounter during the ride along tour in order to provide a debriefing of his/her experiences at the next regular law enforcement post meeting.

➤ **ACTIVITIES:**

- A. Community Service - Activities in the area of community service may include, but not be limited to the following:
 - 1) Assisting during parades and festivals
 - 2) Assisting during neighborhood watch meetings
 - 3) Child fingerprinting
 - 4) Assisting local charity organizations in their community programs
- B. Fund Raising- Fund raising activities will be those activities formulated to bring funds into the Post on a donation basis. All fundraisers must be approved by the Post Advisor and the Arnold Police Department command staff. They may include, but not be limited to the following:
 - 1) Candy sales
 - 2) Bake sales
 - 3) Pizza sales
 - 4) Trivia nights
 - 5) Mouse Races
 - 6) Any type of work not deemed hazardous

7) Any type of sale that falls within the guidelines of legal sales

C. EMERGENCY SITUATIONS:

1) Should an emergency situation arise during an Explorer activity, Explorers should immediately notify a Police Officer or a Police dispatcher. Explorers should not put themselves in harm's way during any kind of emergency situation and should attempt to remove themselves to a safe location when possible and await the arrival of police department personnel. Post Advisors should be notified as soon as practical of any emergency situation that arises during an explorer detail in which an Explorer was involved.

MANUAL DISTRIBUTION AND ENFORCEMENT:

- A. The Post Officers and members are expected to live by and enforce the Post Code and By-Laws.
- B. New members shall be provided with the Law Enforcement Explorers Post 9562 Manual of Rules and Regulations.
- C. New members shall sign a receipt indicating that they understand and will obey the Law Enforcement Explorer Post 9562 Manual of Rules and Regulations. The receipt will be filed in Post records.

ACKNOWLEDGEMENT OF RECEIPT OF POLICY MANUAL

I have read the Post Procedures Manual as issued by the City of Arnold Police Department Explorer Post 9562 and agree to abide by them. I will also agree to keep them current as I am aware of the fact that changes can and will occur.

Applicant's Printed Name: _____

Signature: _____

Date: _____

If applicable

Parent/Guardian's Printed Name: _____

Signature: _____

Date: _____