

EL DORADO COUNTY SHERIFF’S OFFICE EXPLORER POST #457

300 FAIR LANE, PLACERVILLE, CA 95667

530-642-4733

I, _____ (print name), a member of Explorer Post #457, confirm that I have received a copy of, read and understand the Explorer Post #457 Policy and Procedures Manual Dated 2018. I have also reviewed the manual with my parents. I further confirm that while a member of Explorer Post #457, I will obey the policies, procedures and regulations as outlined in the Explorer Post #457 manual. I further understand that members of this Post are highly visible representatives of our Sheriff’s Office. I also understand that good conduct within these guidelines will assure a lasting favorable impression with the citizens of El Dorado County and beyond. I will strive to achieve the highest standards as a member of this Post and as I look forward to a career in law enforcement.

Signature: _____

Date: _____

Parent Signature: _____

Date: _____

El Dorado County Sheriff's Department

Explorer Post #457



POLICY AND PROCEDURE'S MANUAL

July 1, 2017

EL DORADO COUNTY SHERIFF'S OFFICE EXPLORER POST #457

Policy and Procedure's

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A.1 Explorer Program History

The El Dorado County Explorer Program has been in existence for over 20 years. The program has become an essential part of the department. Explorers provide many services to the community that the department would not be able to provide otherwise. Many of the department's Explorers have become full-time personnel with the department. It is with this in mind that we hope to continue and grow as a post, offering the best training and practical experience that can be provided to those interested in law enforcement.

A.2 Departmental Authority

The El Dorado County Law Enforcement Explorer Program is an official departmental program. The El Dorado County Sheriff shall be the final authority on all matters pertaining to the operating procedures of the Law Enforcement Explorer Program. The El Dorado County Explorer Program, Post #457, is a Law Enforcement Exploring Program chartered by the Learning for Life, a non-profit affiliation of Boy Scouts of America. The program is an El Dorado County Sheriff Office responsibility, and the Explorer Advisors appointed by the department will provide direct guidance.

A.3 Policies and Procedures Manual

Policy

The El Dorado County Explorer Program Policies and Procedures Manual set forth administrative policies and procedures. It is intended to be a guide for standardization of the Explorer program on an ongoing basis. Advisors and all Explorers shall follow the policies and procedures set forth in this manual.

Procedure

It shall be the responsibility of the Advisor, the Explorer Captain and Explorer Lieutenant to maintain this manual by entering additions, revisions or deletions. Further, it shall be the responsibility of the Advisors to make certain that the office of the Sheriff of El Dorado County, Support Services and the Training Section are aware of this manual.

A.4 Program Description, Goals and Objectives

Policy

The El Dorado County Explorer Program is a non-paid, non-profit volunteer organization through which young people may make decisions regarding law enforcement careers. The program is open to young men and women who have completed the eighth grade and are 14 years old, or are 15 years old but have not yet reached their 21st birthday. The Explorer program is chartered as a Law Enforcement Explorer Post with Learning for Life, a non-profit affiliation of Boy Scouts of America (BSA). The official designation shall be "El Dorado County Explorers". *The exploring concept stresses operation of the post by the Explorers. This concept is compatible with the Leadership Development Objective.* The Explorer Post supervisory structure emphasizes Explorer promotions through leadership.

Procedure

Explorers are required to meet regularly to maintain proper uniform and to adhere to the policies and procedures and the rules and regulations of the Explorer organization and of the El Dorado County Sheriff's Office. Training and work experience within the department and in the community are the main features of the Explorer program, goals and objectives.

The goal of the El Dorado County Explorer program is to provide career insights into the criminal justice field and is directed principally toward law enforcement. This goal is achieved by fulfilling the following specific objectives:

- To provide training designated to teach the basic knowledge of a law enforcement explorer.
- To provide non-hazardous law enforcement experience to those young persons who have demonstrated sufficient interest by active participation in Explorer activities.
- To provide quality candidates for Community Service Officer, Deputy Sheriff, Correctional Officer or other law enforcement related positions from young people in the community.
- These objectives are to be achieved through individual responsibility. Identification and development of individual explorer leadership qualities is a primary concern of this program.

B.1 Explorer Post Organization

The basic unit of the Learning for Life Law Enforcement Exploring Program is the post. Within a post there may exist as many squads as necessary. Each squad will be composed of five to ten Explorers.

Post Command

Within our post there shall be members with the following designated rank. The descending order of rank shall be as follows (See Appendix B for Post Organizational Chart):

Explorer Captain

Explorer Lieutenant

Explorer Sergeant

Explorer Corporal

Explorer Field Training Officers

Explorer Deputy

Explorer Applicant

Chain of Command

The chain of command shall be respected in all matters. *It shall be the responsibility of each echelon to forward information and communications to the next higher or lower echelon together with approval, disapproval and/or recommendation.* Communications shall be timely with the event. The chain of command may be circumvented only in the following situations:

- Personal problem that the Explorer wishes to discuss with the post Advisor.
- Explorer instructed by sworn personnel to violate policy.

Organizational Flow Chart

See appendix “B” for the current flow chart.

B.2 Membership Requirements

Policy

Below are the minimum standards for all explorer deputies to stay in the explorer program. *These standards must be maintained throughout the membership in the Explorer post.*

Minimum Standards:

- Be at least 14 years of age and graduated 8th grade or 15 and not more than 21 years of age.
- Be currently enrolled or registered in high school or college.
- Explorers in school, whether in high school or college, must maintain a grade point average of 2.5 or higher, with no failing grades. *Semester grades are to be turned into the Captain upon request.* At that time, a copy of the Explorer’s report card shall be placed into the Explorer’s permanent record. *If the Explorer does not meet the grade criteria set forth, they will be suspended from their rank immediately and will not be able to attend events or go on ride-alongs until an acceptable progress report is received.* Progress reports may be requested at any time by an Advisor if they feel this is an ongoing issue.

School being of the utmost importance.

- Communicate clearly with your chain of command in both oral and written expression.
- *Good physical condition and be able to work towards completing the following:*

Male PT requirements

- Sit ups 35 or more in one minute
- Push ups 40 or more in one minute
- 1.5 mile run 14:30 or less

- 5 pull ups

Female PT Requirements

- Sit ups 25 or more in one minute
- Push ups 20 or more in one minute
- 1.5 mile run in 15:45 or less
- Flex hold for 21 seconds
- Good vision (corrected if necessary) and normal hearing.
- Ability to speak well and present ideas clearly.
- Agree to complete a background investigation.
- Willingness to conform to the Explorer Policies and Procedures Manual.
- Be a citizen of the United States or a permanent resident.
- *Willing to volunteer a minimum requirement of 50 community service hours per year.*
(Complete 100 hours of community service and receive the community service award)
- Willing to purchase, wear and maintain an Explorer uniform.

B.3 Application Procedure

Policy

When a candidate expresses interest in the Explorer program, and attends their first meeting he/she shall be referred to the Explorer Corporal, or Post Advisor for scheduling as a guest at the next appropriate Explorer meeting. At the conclusion of the first meeting, the candidate shall be furnished with an application (background) package.

Procedure

The application package has a cover sheet describing the contents. After verifying the contents of the package, remove the filled out cover sheet and place it in the prospective candidate's personnel file. The candidate shall be instructed to fill out the application and background form completely. "N/A" (Not Applicable) is to be entered in any box/ area that does not apply. All forms are to be legibly printed in black ink or typed. *Any untruths or serious omissions are grounds for removal from future consideration into the program.* The completed application package is to be turned in to the Explorer Lieutenant.

Conflicting Occupations

The following occupations are considered to be a conflict of interest to the law enforcement profession. Therefore, candidates will not be considered for program entry if working:

- At a Collection Agency
- At a Bail Bond Agency
- At any Gambling Casino or Cardroom

Any other occupation not covered, which may be a conflict of interest, shall be referred in writing to an Explorer Advisor for a final decision.

B.4 Background Investigation

Policy

A background investigation shall be conducted on all applicants prior to an oral interview.

Procedure

- Parent Interview: Describe the Explorer program to the parents. Find out their views of their son/daughter entering into the profession as a law enforcement officer
- Criminal Records Check: Central Juvenile Index and Police Records along with local Sheriff Agency checks will be conducted. Traffic records will also be checked through C.L.E.T.S.
- Employer's References: Present and former employers will be contacted to ascertain the applicant's promptness for work, interests in the job, ability to get along with others, quality of work and personal reference.
- Personal Reference: Contact references who know the applicant to determine the applicant's suitability for the position.

Applicants with poor ethics, unstable personality or criminal records shall be rejected when investigation establishes facts that warrant such action.

C.1 General Responsibilities of all Supervisors

- Explorers designated as supervisors by virtue of their rank or classification shall, in conformance with department policy and/or regulations, be responsible for the work and conduct of subordinate personnel. A supervisor shall support a subordinate who is acting within his/ her rights.

- Supervisors shall investigate any report of laxness in the performance of duty or violations of department rules and/or post rules. After determining the facts, the supervisor shall report the findings to his or her own immediate supervisor or Post Advisor.
- A supervisor should avoid censuring a subordinate in the presence of others.
- Any supervisor may relieve a subordinate from duty for just cause. When disciplinary action is required, the Explorer Captain or Advisor shall be informed as soon as possible.

C.2 Duties of the Explorer Captain

The Explorer Captain shall be the highest-ranking member within the Explorer program. The duties shall be to:

- Assist the Advisors in carrying out his/her duties.
- Supervise Explorer Lieutenant to ensure they comply with the department's policy and procedures.
- Maintain liaison work with other law enforcement explorer programs.
- Collect explorer's most recent report cards and pass on to the Post Advisors for retention.
- Command major operation involving large number of Explorers.
- Write letters of correspondence, commendation, and reprimand as necessary.
- Coordinate Explorer Challenge Events, attend meetings requiring planning of events.
- Responsible for coordination with Advisor for Post's Explorers Advancements and Achievements.
- Lead post in uniform inspections at weekly meetings and take notes
- Assist Advisors in developing and coordination of yearly training (including speakers, locations and outings).

C.3 Duties of the Explorer Lieutenant

The Explorer Lieutenant shall be the second in command and chief explorer in the unit when the captain is not available. He/She shall supervise all explorer personnel subordinate to them within the unit. The duties shall be to:

- Attend recruiting or informational presentation pertaining to the explorer program. This is often done in conjunction with an Explorer Advisor.

- Coordinate ordering and storing supplies and/or equipment
- Assist Explorer Captain in weekly meetings and uniform inspections
- Responsible for monitoring progress of Sergeant and communicating any concerns to the appropriate chain of command.
- Maintain a current membership roster with emails and a current emergency call up roster.
- Train and supervise Explorer Sergeant to ensure they comply with the department's policy and procedures.
- Responsible for ensuring Thank You Cards/Letters are sent to guest speakers, trainers and those making donations

C.4 Duties of the Squad Sergeant(s)

The Explorer Sergeant is responsible to the Explorer Lieutenant for a squad of Explorer Deputies. The following duties should be divided evenly between the Sergeants. His/ Her duties shall consist of:

- Supervising and training all explorer personnel under his/her command.
- Responsible for the collection of monthly and yearly dues. Maintain spreadsheet.
- Maintain monthly tabulation of the community service hours worked by each explorer.
- Squad Sergeants will submit to the Lieutenant a monthly tabulation of the total hours worked by each explorer in his/her squad. *Only hours worked at explorer events shall qualify as hours worked.* Ride alongs do not qualify as hours worked. This report is to be submitted to the Lieutenant in a timely manner.
- Squad Sergeants will submit quarterly community service report cards to the Lieutenant and Captain.
- Record attendance at weekly meetings.
- Inform Explorers of upcoming events, and challenges. Maintain list of Explorers attending.
- Develop and Maintain Explorer Web Site by assisting the Advisor assigned to this specific detail.

C.5 Duties of the squad Corporal(s)

The Explorer Corporal is responsible to the Explorer Sergeant. The following duties should be divided evenly between the Corporals. His/ Her duties shall consist of:

- Assisting the Explorer Sergeant in any duty which may be required for the benefit of the program.
- Issue and log all equipment and clothing to new deputies.
- Responsible for making sure meeting minutes are taken and maintained in book.
- Be the liaison for Explorer's phone calls regarding being absent to meetings and maintaining the attendance record.
- Be in charge of running the weekly PT sessions and maintain a physical fitness log.

C. 6 Duties of the Explorer Training Officer(s)

The Explorer training officer is responsible to the Explorer Corporal. The following duties should be divided evenly between the training officers. His/Her duties shall consist of:

- Welcome all applicants and visitors to the explorer meetings. Introduce the applicants and Post Participants and chain of command.
- Assist interested and qualified applicants by properly issuing a background information package.
- Explain the department's Explorer program and answer any questions.
- Keep a list of all applicant contact information.
- Explain and encourage all applicants that they must pass their codes of ethics and codes test within three months.
- Have weekly contact with the Explorer Captain about attendance of the applicants.
- Forward weekly email/forums to applicants.
- Lead applicants in uniform inspection and take notes.

C.7 Explorer Mentor Program

Goal: The goal of the mentor program is to give deputies a leadership position and to help the applicants become a deputy within the allotted three month period.

Outline: Every deputy shall assist their applicant with the code of ethics and codes test. The deputy should meet with their applicant monthly outside of the weekly meetings to assist and encourage them. The deputy shall be encouraging and friendly. The deputies are not

officers over the applicants and shall not act as such. The deputy's job is to help them with their tests. At any time, for any reason the Lieutenant may dismiss a deputy from the program.

Command: The Mentor Program will be led by the Lieutenant and run by deputies selected by the Lieutenant. The deputies will report directly to the Lieutenant. Other than the Lieutenant no officers will be involved in the mentor program. The Lieutenant's role will be to guide the program but will leave most of the issues for the deputies to handle.

Selection: The Lieutenant will assign one deputy per applicant to mentor. Every deputy shall be in good standing and live by the code of ethics. An infraction to the code of ethics or policy manual may result in dismissal from the mentor program.

C.8 Authority of Explorer Personnel

Chain of Command

The lines of control are to be established in conformity with the organization of the department to permit delegation of authority, place responsibility, provide the supervision of operations and provide for coordination of effort.

Delegation of Authority

Supervisors shall make suitable clearly defined delegations of authority so that maximum efficiency may be achieved. Explorers directed to act in capacities above their appointed classification will have the authority of the temporary rank for the necessary period of time.

Exercising Authority and Issuing Orders

Authority shall be exercised with firmness and impartiality. Under no circumstance shall personal attitudes influence decisions. Each supervisor shall use tact in giving orders and in correcting mistakes in order to inspire confidence and diligence. They shall carefully test the understanding of instructions to ensure that subordinates know in detail what they are to do and how to do it, and if applicable the reason therefore.

Conflict in Orders or Policy

In the event a conflict in orders or in policy exists the explorer shall respectfully and privately call such conflict to the attention of the supervisor giving the last order. Should the supervisor

fail to rescind the order, such order shall be carried out. The explorer shall not be responsible for disobedience of any former order or policy conflict so pointed out and overruled by the supervisor. Failure to follow any lawful order can subject the explorer to disciplinary action, including expulsion from the program (lawful orders).

Authority

The authority delegated or granted to the explorer ranking personnel is not confined to their respective units, but shall include supervision over any subordinate member of the program when necessary for the effective administration, or when the conduct of the subordinate member is contrary to department policies and procedures. This authority shall be exercised with the utmost discretion. Members having rank should avoid giving direct commands to personnel not assigned to their respective units, except when required to do so in an emergency or for the good of the program/ department. When the above described action is necessary, the respective explorer unit lieutenant shall be informed of the circumstances as soon as possible.

D.1 General Conduct and Behavior

El Dorado County Explorers are a recognizable segment of the El Dorado County Sheriff's Office. As such, it is imperative that explorers conduct themselves in a manner which will present a favorable impression of the El Dorado County Sheriff's Office and the El Dorado County Explorers. The following is a guide for the conduct expected of all explorer personnel:

General Behavior

Explorers shall behave privately and officially in such a manner which would create a favorable image toward the department. Members shall not willfully violate any federal, state, local or county laws. Any explorer who violates the law and comes in contact with a peace officer shall submit an incident report in memorandum form to a post advisor at the next post meeting. The report should state all the circumstance surrounding the contact and the disposition. This also applies to traffic citations.

Conformance with Department Policies and Procedures

Every explorer shall be familiar with and conform to the policies and procedures of the department, as stipulated in this manual. Explorers who violate any rules, regulations or policies of the department or the law enforcement explorer program *shall be subject to disciplinary*

action. The commission or omission of any other act contrary to good order and discipline shall also be subject to disciplinary action.

Acceptance of Gratuities or Bribes

An explorer shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through his/her position with the department's explorer program.

An explorer shall not accept either directly or indirectly a gratuity, fee, loan, reward or gift of any form from any persons through his/her position with the department's explorer program.

The exception of this will be donations, supplies, etc that are donated to the explorer program.

Explorers will immediately notify advisors of the donation to the program.

Conduct Towards Others

Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other offices within the department, as well as, other law enforcement cadets and explorers and the public. *Explorers shall not use coarse, profane or insulting language, uncomplimentary or threatening terms of speech or gestures toward any individual. Explorers shall not speak in a manner which would degrade any person for their gender, nationality, color, and creed, political or religious beliefs.*

Disorderly Conduct

Explorers shall not be disorderly while on duty or at post activities.

Incompetence

Explorers may be deemed incompetent and subject to disciplinary action, reduction in rank or dismissal from the program for the following reasons:

- Displaying reluctance to properly perform their assigned official duties.
- Acting in a manner tending to bring discredit to themselves or the department.
- Failing to assume responsibility or exercise diligence, intelligence and interest in the pursuit of their duties.
- Violating department policy and procedures.

Sleeping on Duty

Explorers shall not sleep while on duty. An exception would be during an emergency operation when this type of rest is authorized. Sleeping is prohibited while attending any type of classroom instruction.

Smoking

- This policy establishes limitations on the use of tobacco products by explorers and others while on-duty, participating in explorer activities or while in El Dorado County Sheriff's Office facilities or vehicles.
- Smoking is prohibited anytime employees are in public view representing the Department.
- When smoking, the Explorer shall obey all state, county and municipal laws.

Use of Drugs or Narcotics

An explorer shall only use non-habit forming drugs when such drugs or narcotics are properly prescribed by a physician for an illness or injury. Explorers shall not use or report for duty or be on duty while under the influence of such drugs. Explorers shall not use, possess or associate with persons who use or possess narcotics, dangerous drugs or other intoxicating or similar substances.

Alcoholic Beverages

At no time is an Explorer authorized to consume alcohol or be in possession of alcohol. An Explorer found to have been consuming or in possession of alcohol while enrolled as member of the post shall be subject to disciplinary action, including and up to removal from the program.

Fraternizing with Sheriff Personnel

Explorers shall not, while on duty, fraternize with sheriff personnel because of the potential for problems that could develop between explorers and sheriff personnel which are sexual in nature.

Explorers who wish to fraternize with sheriff personnel off duty are reminded that any conduct which would indicate immoral activity or any other acts which would cast discredit on the department will result in their immediate dismissal.

Display of Affection

Explorers, while in uniform, shall not hold hands nor engage in any other affectionate displays with other persons, with the exception of family members.

Punctuality

Explorers shall be punctual for duty at the time and place designated by a supervisor or advisor. Habitual failure to report at the specified time shall be deemed neglect of duty.

Personal Appearance

Explorers shall keep their persons clean and sanitary by frequent bathing, proper barbering and shaving. Official uniforms shall always be kept neat, clean and serviceable. The explorer uniform must conform to the explorer uniform specifications as set forth in this manual.

Respect for Officers/Supervisors within the program

Explorers with the rank of Sergeant or above shall be called by their title and last name or by “sir” or “ma’am”, whichever applies. Explorer advisors may elect to forego this rule at informal activities such as parties or fundraisers. Sworn officers, along with any civilian employees of the department or public, shall be addressed by “sir” or “ma’am” or by their respective title, whichever is applicable.

D.2 Equipment, Uniforms and Appearance

The standard field uniform for male and female explorers consists of the following clothing and identification items:

1. Identification Card
2. Name Plate
3. Appropriate Uniform Shirt or Blouse - white and black
4. Trousers- Green; 5.11 style
5. Shoes- Black Boots that take a shine along with Black Socks
6. Belt- Black, Basketweave with Square Gold Buckle
7. Rank Insignia and Pins as Authorized

Class A Uniform-

1. The uniform shirt shall be a long sleeve button up and white in color. It shall have an explorer rocker; (this will be supplied by the Explorer program), black stitching on a green field; “Explorer” in gold stitching. The rocker shall be sewn onto each sleeve at the shoulder seam. The

department “Sheriff” patch shall be sewn onto each sleeve immediately beneath the explorer rocker. “Explorer’s shall be stitched in black thread above the right breast pocket in all capitals and in ½ inch letters.

2. A tie shall be worn with the Class A long sleeve shirt.
3. The nameplate shall be worn on the shirt centered at the top edge of the right pocket flap.
4. The trousers will be green slacks.
 - The Class A Dress Uniform shall be worn when determined by advisors. For Flag posting the class A uniform shall be worn with the braid, dress shoes and dress hat.

Class B Uniform-

1. The uniform shirt shall be a short sleeve button up and white in color. It shall have an explorer rocker, (this will be supplied by the Explorer program), black stitching on a green field; “Explorer” in gold stitching. The rocker shall be sewn onto each sleeve at the shoulder seam. The department “Sheriff” patch shall be sewn onto each sleeve immediately beneath the explorer rocker. “Explorer’s shall be stitched in black thread above the right breast pocket all in capitals and in ½ inch letters.
2. The trousers shall be green slacks.
3. A plain white t-shirt shall be worn under the uniform shirt, and the top button of the uniform shirt shall be left unbuttoned.

The Class B Uniform shall be worn when determined by advisors

Class C Uniform-

1. The shirt shall be a black polo shirt with “Explorer” on the back and the right breast in gold lettering.
2. The pants shall be green 5.11 style.
 - The Class C Uniform shall be worn for trainings, weekly meetings and community service events unless otherwise instructed by an Advisor.

Metal Rank Insignia

Only authorized metal insignia shall be worn or displayed on a uniform. Rank insignias shall be constructed of polished YELLOW metal with clasps extending to the rear for fastening.

1. Corporal Chevron (two bar) Insignia to be 3/8 inch wide by 3/4 inch wide; Chevron peak to be affixed in the upward position.
 - Attachment to be worn on Class A and B uniform shirts. Shall be affixed to the collar 1/2 inch and parallel from the inner edge of the collar. The bottom edge of the insignia shall be 1 inch from the collar point.
1. Sergeant Chevron (three bar) insignia to be 5/8 inch high by 3/4 inch wide. Chevron peak to be affixed in the upward position.
 - Attachment to be worn on Class A and B uniform shirts. Shall be affixed to the collar 1/2 inch and parallel from the inner edge of the collar. The bottom edge of the insignia shall be 1 inch from the collar point.
2. Lieutenant Insignia to be a single bar measuring 1/4 inch wide by 3/4 inch in length.
 - Attachment to be worn on Class A and B uniform shirts. Insignia shall run parallel 1/2 inch from the inner collar and 1/2 inch from the bottom point of the collar shirt.
3. Captain Insignia to be two bars attached parallel, measuring 3/4 inch in length and 3/4 inch wide.
 - Attachment to be worn on Class A and B uniform shirts. Insignia shall run parallel 1/2 inch from the inner collar and 1/2 inch from the bottom point of the collar shirt. The insignia shall run parallel to the top of the collar.

Issuance: Use and Care of Identification Cards

Each Explorer shall be issued an Explorer Identification Card and each Explorer is responsible for maintaining his/her issued card. An Explorer shall neither borrow nor loan the card. The card will remain the property of the El Dorado County Sheriff's Office. Each Identification Card will display the following information:

1. The name "Explorer" and "Volunteer"
2. A color photograph
3. Full (first and last) name
4. Physical Description (on back) a) Height b) Weight c) Date of Birth "DOB" d) Hair Color
5. Expiration Date of Card

6. Explorer's Personal Signature

The Identification Card shall not be used nor displayed except as authorized by this manual.

Each Explorer shall carry their post Identification Card in his/her possession at all times, whether on or off duty. If the Identification Card is lost, an incident report will immediately be made to record the loss. If the card is stolen, a crime report will immediately be made. The Explorer Administrative Advisor shall also be notified of the loss or theft.

Wearing of the Uniform Off Duty

The uniform shall NOT be worn when not acting in an official capacity. The uniform shall not be worn except at official assignments. The only exceptions are shall be:

- When specifically authorized by an Explorer Advisor.
- When en route to and from an official assignment. *The uniform shirt shall be covered by another garment so that the Sheriff insignia is not visible, so that no member of the public mistakes the Explorer as a uniformed officer.*

D.3 Grooming

A neat, well-groomed appearance is an essential requirement for all Explorer members. The requirements established must be based on acceptable contemporary standards to present a neutral image to the community. The following guidelines are established for all Explorers Deputies. Exceptions are those officers assigned to special duties requiring undercover or surveillance activities i.e ABC operations, or other county needs for UC operations.

Standards

1. Hair- Female Explorers

- Hair shall be no longer than the horizontal level of the bottom of the uniformed patch when the employee is standing erect, if hair is longer, hair is to be worn up in a tightly wrapped ponytail or bun. The preferred method would be always in a ponytail and at Explorer Events in a bun.

2. Hair- Male Explorers

- Hair shall not extend or touch the top of the uniform shirt collar. Hair shall not extend below the upper 1/2 of the ear. Hair shall not extend lower on the forehead than the eyebrows, if combed forward.

3. Sideburns

- Sideburns shall be trimmed and not extend below the middle of the ear.

4. Mustache

- Mustaches shall not extend more than 1/2 inch horizontally beyond the corners of the mouth and shall not extend more than 1/4 inch below the corners of the mouth. The mustache shall not extend below the vermilion border of the upper lip. Waxed ends or points shall not be allowed. All other facial hair will be clean-shaven.

5. Tattoos

- While on duty or representing the department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on duty or while representing the department in any official capacity, shall any offensive tattoo or body art be visible (examples of offensive tattoos would include, but not limited to those which depict racial, sexual, discriminatory, gang-related or obscene language).

6. Jewelry

- Bracelets for medical or identification type may be worn.
- A total of two conservative rings may be worn (wedding and engagement rings are considered one).
- Wristwatch
- Necklaces shall not be visible outside the uniform.
- Earrings shall not be worn by uniformed members in the explorer program.
- Body piercing ornaments (jewelry) may not be visible.
- No other jewelry or ornaments, not authorized by this section, will be worn, unless prior approval has been obtained from an Advisor.

E.1 Requests for Explorer Services

Policy

A primary goal of the El Dorado County Explorer program is to offer it's Explorers exposure to law enforcement work and to provide a learning environment through classroom instruction and

practical “on the job” training. Frequently, members of both private and public organizations and companies seek the assistance of Explorers. It is the policy of the El Dorado County Explorer program to accept all requests for Explorer services, providing they fall within the guidelines of services offered through the program. In general, Explorers are not to be subjected to duties normally reserved for deputies or security officers. Explorers are also prohibited from performing demeaning or custodial type duties. Explorers should be given duties that are truly community oriented and that ideally develop job skills.

Procedure

- A “Request for Explorer Services” form will be properly and completely filled out for each event.
- Usually this request is taken by the Advisors and processed via the chain of command for approval. Therefore the request is immediately screened for consideration. Upon approval, the requests is completed, on a request form, and stored in the P-Drive.
- The requested event will be added to the monthly Explorer agenda of events and every effort will be made to obtain volunteers to work the event.
- On certain “important” events, if enough Explorers have not volunteered to work the event, the Explorer Captain or Advisor may order individuals to work the assignment.
- Near the date of the scheduled event, the requester should be contacted and informed that Explorers will/will not be present.
- Personnel taking a request over the phone or in person shall maintain a professional demeanor at all times. In addition, an explanation will be given as to the duties and restrictions of the Explorers; again completed on the event request form.
- Every effort should be made to encourage the requesting organization to make a donation to the post at the conclusion of the event. Avoid suggesting a “flat rate” donation figure and never refuse a request for Explorers based on lack of a donation.
- On major or time consuming events, encourage the requestor to recognize the Explorers in an appropriate fashion (i.e. snacks, t-shirts, coupons, commendation letters, public address announcements, etc.)

- Thank you letters shall be sent to companies, organizations and agencies that provided major skill development and/or donation.
- “Requests for Explorer Services” will be kept for a period of not less than one year. When a repeat request for use of Explorers is received, the critique of the previous event will help determine if the Explorers should work the event again.
- When a request for Explorer services is received, the requestor will be informed that Explorers will not act as security officers or deputies. If alcohol will be served at the event, the head advisor will seek approval via the chain of command and consider all aspects of the event before confirming the request.

E.2 Procedures While Working Events

Once scheduled to work a particular event, each Explorer shall accurately note the date, time, location, nature of event, duties of the event and the contact person. Should there be any concern regarding the uniform of the day, it shall be covered at the time the assignment is made by the advisors and the request form will detail the personnel working the event along with advisor(s) attending.

Reporting for Duty

At the time the assignment is made, it will be determined if the Explorers assigned will meet at the assignment site or another designated location for transportation to the site. All personnel involved are to be at the designated event staging area *fifteen (15) minutes prior* to the starting time. This will enable the Explorer Captain, Lieutenant or most senior Explorer to inspect the other Explorers appearance, locate the contact person, make assignments, etc.

If the Explorer is unable to attend an event that he/she had signed up for it is the responsibility of that Explorer to notify his/her chain of command as soon as possible to seek a replacement. Each event will have an on-call roster, with at least one on-call Explorer. If an Explorer signs up for an event, but can no longer attend they must cancel as soon as they are aware they cannot attend the event via the chain of command. Emergencies will be handled by the Advisors.

Upon meeting the event contact person, the explorer shall introduce him/herself and advise that the Explorers are reporting for duty. Every effort will be made to acquire the following information from the contact person:

- Duties to be performed and locations to position Explorer personnel during the event.
- Ascertain the name and location of responsible individuals in case of emergency.
- Location(s) of public telephones, public restrooms, water fountains, first aid stations, command post/coordinating office, rest areas and refreshment areas.
- All the above information should be ascertained prior to arrival and placed on the Event request form that is stored in the P Drive.

The Explorer in charge (EIC) will disseminate the above information to the involved Explorers and shall make the necessary assignments. If radios are used, every Explorer will have a list of call signs. The EIC will maintain a list of every Explorer working, their assignment location and their radio call sign. The EIC shall take the necessary actions to provide rest breaks for all Explorers when possible and practical.

Performance of Duty

Since uniformed Explorers are highly visible, they fall under the constant scrutiny of the public. It is therefore important that Explorers act in the most professional and conscientious manner possible. The following is a general guide of proper conduct while working:

- Explorers will walk, sit and stand with good posture. Leaning against walls, slouching in chairs or dragging feet while walking implies laziness and a poor attitude.
- Explorers should remain alert as to activities around them and offer assistance when necessary.
- Explorers will be conscientious about their demeanor when dealing with the public or event employees. Explorers are “ambassadors” of the El Dorado County Sheriff’s Office and should always convey a friendly, helpful attitude.
- Explorers will follow their orders as closely as possible and will not leave their post unless properly relieved.
- In case of a crime in progress or just committed, Explorers are prohibited from becoming physically involved. Rather, Explorers should obtain all the pertinent information and notify the proper law enforcement agency immediately. Physical descriptions should be obtained, if practical, and relayed to the dispatcher when reporting the incident. Explorers will give a statement to the reporting authorities if they witnessed a crime. At no time

shall any member attempt to make an arrest. All Post members are reminded that THEY ARE NOT PEACE OFFICERS.

- Explorers working on special assignment with the Sheriff's Office or another agency will keep their assignment confidential.
- Refer also to the radio communications section in this manual for radio procedures. (To be added at a later date)

E.3 Ride-Along Program

Policy

The El Dorado County Sheriff's Office permits Explorers to participate in the Ride-Along Program as their policy allows. *Explorers who meet the following criteria may apply for a Ride-Along through their chain of command.* Once the Explorer's chain of command has approved them for a ride-along, an Explorer Advisor will schedule the ride-along.

Procedure

- Explorers must be a member of the program for three months and be in good standing with the program and off probation.
- Explorers must pass a codes written test with a score of 80% or better. Explorers may ride-along every three months on day or cover shift, or not past curfew.
- Explorers are to wear the Class C uniform on the ride-along with department issues body armor.
- Explorers will be reviewed by their Deputy each time a ride-along is completed. This review of the Explorer will be given to the Advisors. Three less than satisfactory reviews will result in the Explorer losing their privilege in the ride-along program, for the term of six months, or until an Advisor reinstates them.

E.4 Presence of Visitors and Guests at Explorer Meetings and Functions

All visitors to post meetings or activities shall be approved in advance by a Post Advisor, Explorer Captain or Explorer Lieutenant. Visitors shall normally be limited to those interested in becoming Explorers. Other approved visitors are parents of explorers and parents of visitors and other people who have an interest in the Explorer program.

F.1 Promotion Eligibility and Test Procedure

Deputy

- In order to become a deputy each explorer must pass a code of ethics test, and codes test *within 3 months of joining the post.*
- Explorers will then go through an oral interview by their peers.
- The oral interview will determine his/ her suitability for the position. The oral interview panel should consist of the Explorer Post Captain and one supervising Explorer. When possible, an Advisor should observe the interview and comment or question as necessary. The members of the interview panel shall ask questions designed to form a more complete character opinion of the applicant.
- Upon completion of each test each Explorer will be on probation for 3 months.

Corporal

- In order to eligible to be an Explorer Corporal, an Explorer must first have one year's experience as an Explorer and be a member in good standing by the date of promotion. The one year's experience as an Explorer may be waived by a Post Advisor.

Sergeant

- In order to eligible to be an Explorer Sergeant, an Explorer must first have one year's experience as an Explorer and be a member in good standing by the date of promotion. The one year's experience as an Explorer may be waived by a Post Advisor.

Lieutenant

- In order to be eligible to be an Explorer Lieutenant, an Explorer must be an Explorer Sergeant for six months and in good standing at the time of promotion. This may be waived by a Post Advisor.

Captain

- In order to be eligible to be an Explorer Captain, an Explorer must have six months experience as an Explorer Lieutenant and be in good standing by the date of promotion. This may be waived by a Post Advisor.

Probation

- Each position will have a probationary period of three months.

Promotional Testing Procedure

An Explorer desiring to be promoted must first meet the requirements for the prospective ranks:

Corporal

- Explorers eligible for promotion to the rank of Explorer Corporal must have passed the written codes test provided by the post with 80% or better.
- Complete a letter of interest and qualifications.
- Complete an oral interview consisting of peers and Advisors.

Sergeant

- Explorers eligible for promotion to the rank of Explorer Sergeant must have passed the written codes test provided by the post with 80% or better.
- Complete a letter of interest and qualifications.
- Explorers receiving a passing score will then be scheduled for an oral interview. The passing score again, will be 80%. Both scores will be weighed 50/50. The scores will then be averaged to determine the Explorers final score.
- The number of authorized Explorer Sergeants in each unit will be based on the number of personnel in that unit. Squads with less than five Explorers will operate with an acting Sergeant.
- Acting Sergeants will first be taken from the current certified Sergeants list or in its absence, the senior Explorer or the particular squad.

Lieutenant

- Explorer Sergeants eligible for promotion to the rank of Explorer Lieutenant shall submit a resume/letter of intent to the Post Advisors listing their qualifications, training, experience and goals of the program. The Advisors will set up a promotional interview

for the applicant. The oral board shall select the best candidate for the position based upon past performance and interview.

- Complete a letter of interest and qualifications.
- A passing score for the interview will be 70% and be weighed as 100% of the test process.
- The post is authorized to appoint as many necessary depending upon its size and scope of duties.

Captain

- Explorer Lieutenants eligible for promotion to the rank of Explorer Captain shall submit a resume/letter of intent to the Post Advisors listing their qualifications, training, experience and goals. The Advisors shall set up a promotional interview and select the best candidate for the position based on the candidate's past performance and interview.
- The passing score for the interview will be 70% and will be weighed at 100% of the test process. Acting positions of Lieutenant and Captain shall follow the same procedure as that of Sergeants. No Explorer will be allowed to act in the capacity of rank for which he/she is not eligible.
- All prior required positions and time served may be waived by Advisors in the interest of the explorer program.

F.2 Leave of Absence, Resignation, Suspension and Termination Procedures.

Leave of Absence (L.O.A.)

Explorers may request a leave of absence from the program for a period of thirty (30) to a possible maximum of ninety (90) days with approval of the Advisors. Explorers are normally allowed a thirty (30) day L.O.A. For any additional time over thirty (30) days, a review of the explorer shall be conducted. In such case, the explorer's tenure with the post will not reflect his/her inactive time. Explorers on unauthorized leave of absence or who have not been active for the last thirty (30) days will automatically be placed on inactive status. When warranted, the Advisors may elect to terminate the member. Leave of absences may be requested for personal,

family, job conflicts, medical and educational reasons. The request must be in writing. The request should indicate the duration of the leave and the reason. The Explorer Captain should review the request and make a recommendation to the Advisors for approval/denial of authorized leave of absence. “Approved” or “Denied”, the Explorer Captain’s signature and date should clearly be indicated on the request and then filed in the personnel folder.

Resignation

Explorers may leave the El Dorado County Explorer program at any time they desire. The resigning explorer should submit, in writing, a letter of resignation. The letter should be addressed to the Advisors with attention to the post Captain, Lieutenant and Sergeants. The letter should be submitted at least thirty (30) days in advance of the effective date. This will enable the Advisors and/or Explorer Captain enough time to:

- Submit for a certificate of appreciation folder, signed by the Sheriff for service rendered to the department as an Explorer. This certificate is awarded to all cadets leaving the program after one (1) year of satisfactory performance.
- Discuss with the Explorer his/her reasons for his/her decision and offer guidance in this decision as well as appropriate advice for future endeavors.

The Explorer Captain shall review the resignation letter for content and indicate the date received. Upon, resignation all Sheriff’s property, including but not limited to the Sheriff’s Explorer Badge, Sheriff’s Explorer identification card and the El Dorado County Sheriff’s Office patches must be returned to an Advisor. Failure to return these items will result in action taken by the Sheriff’s Office personnel which includes, but is not limited to:

- A letter of demand by the El Dorado County Sheriff
- Contact by sworn personnel
- Submission of stolen property report

Suspension

When there has been a severe violation of the El Dorado County Sheriff's Office policies, orders, rules or regulations, or the Explorer Policies and Procedures Manual, an Explorer Lieutenant or Explorer Captain may make the recommendation that the Explorer(s) involved be suspended. The suspension must fit the severity of the violation and the Advisors is the sole disciplinary authority. The Advisors and the Explorer Captain will determine the effective date and length of the suspension. The facts of the suspension shall be documented in a memorandum by the Explorer Captain and addressed to the Advisors, attention the Explorer Lieutenant and Explorer Sergeants. The Explorer will sign acceptance of the memorandum of suspension. A copy of the suspension will be given to the Explorer and one copy placed in his/her file. *The Explorer Captain, Explorer Lieutenant and Explorer Sergeants will also receive a copy.*

Upon suspension all Sheriff's property, including but not limited to the Sheriff's Explorer Badge, Sheriff's Explorer identification card and the El Dorado County Sheriff's Office patches must be returned to an Advisor. Failure to return these items will result in action taken by the Sheriff's Office personnel which includes, but is not limited to:

- A letter of demand by the El Dorado County Sheriff
- Contact by sworn personnel
- Submission of stolen property report.

Termination

If the actions or inactions of an Explorer warrant dismissal of the Explorer from the El Dorado County Explorer Program, the Explorer Captain shall discuss actions with Advisors, and if warranted, draft a termination letter to the Explorer listing specific reasons for the action. The letter should then be presented to the Advisors for approval. If the termination notice is presented in person, the presenter should immediately take possession of El Dorado County Explorer property. The Explorer will sign acceptance of the notice of termination. A copy of the notice will be given to the terminated Explorer. If the termination notice is mailed, then it shall demand the return of the El Dorado County Explorer property in accordance with Collection of Property procedures. This letter shall be sent "registered mail" through the post office. This format ensures receipt of the letter. A copy of said letter will be placed in the Explorer's personnel file and when the property is returned, it will be acknowledged in the individual's file.

In cases of suspension or termination, the Advisors will be presented all facts and letters of suspension or termination. Upon approval, the Advisors will assist the Explorer Captain in carrying out the appropriate disciplinary action. Upon termination all Sheriff's property, including but not limited to the Sheriff's Explorer Badge, Sheriff's Explorer identification card and the El Dorado County Sheriff's Office patches must be returned to an Advisor.

Failure to return these items will result in action taken by the Sheriff's Office personnel which includes, but is not limited to:

- A letter of demand by the El Dorado County Sheriff
- Contact by sworn personnel
- Submission of stolen property report

F.3 Initiating Disciplinary Action

When the Advisors or Explorer Captain is advised that a particular Explorer has violated policies and procedures, or the Advisor or Explorer Captain personally observes the violation, they shall investigate the incident for accuracy and determine if disciplinary action should be taken against the individual Explorer. If it is determined that action is needed, the Explorer Captain shall complete a memorandum form and make arrangements with the concerned Explorer to discuss the action. The memorandum form will consist of the facts pertaining to the incident and the action to be taken. The original will be kept in the Advisors file with one copy going to the Explorer's personnel file. The original will be signed by all parties concerned to ensure acknowledgment of its contents. If the Explorer chooses not to sign the form, the Advisors may then state on the form that the Explorer has read the contents and has refused to sign. The Explorer's Sergeant and the Explorer Lieutenant should be present during this process. Investigative material shall be kept confidential, only for records.

Infractions

The below are examples but do not include all violations:

- Unkempt appearance or clothing deficiencies. Improper use of the uniform.
- Not possessing a uniform when such uniform is required.
- Poor attendance or tardiness at meetings and/or activities.

- Disobeying lawful orders of supervising Explorers, Advisors or of any other Deputy Sheriff.
- Violation of Department policies, orders, rules or regulations.
- Violation of Explorer policies and procedures.
- Four or more months delinquent in dues.

Disciplinary Action

Discipline may be dispensed in one of the following manners:

1. Verbal reprimand
2. Written reprimand
3. Imposing a probationary period to which may be attached any stated prohibition
4. Reduction in rank
5. Suspension
6. Dismissal/termination from the program

The discipline shall fit the severity of the violation and the Advisors is the sole disciplinary authority.

F.4 Collection of Property

Upon approval of leave of absence, resignation, suspension or termination, every effort will be made to collect property belonging to the El Dorado County Sheriff's Office and the Explorer Program.

This equipment includes but is not limited to:

1. Explorer identification (I.D.) card
2. Badge
3. Explorer windbreaker
4. Radios, radio chargers and etc.
5. Department issues patches
6. Itemized list of equipment and property issued to the Explorer

The individual Explorer is responsible for voluntarily turning in the above equipment upon his/her temporary or permanent departure from the Explorer Program. The ranking Explorer taking possession of the equipment turned in shall immediately, and in the presence of the

individual, acknowledge such receipt by signing off the appropriate spaces on the Equipment Issue Sheet located in the subject's personnel file. Except in the cases of leave of absence and suspensions, identification cards are to be cut in such a manner to destroy the word "Sheriff" on the card. All identification cards are to be stapled on the left inside cover of the individual's personnel file. Radio, badges and other equipment shall be secured in the proper fashion. Upon reinstatement of "good standing" for Explorers on leave of absence or suspension, identification cards and badges will be reissued.

H.1 Explorer Fundraising

Policy

The Explorer Post will fundraise as necessary. Fundraising can be available in a variety of forms. Explorers while fundraising shall wear the appropriate uniform for the task. Donations made to the post during fundraising activities become property of the post and can only be used for post activities.

H.2 Awards and Achievements

Policy

The Explorer post will follow the guidelines set forth by the Law Enforcement Learning for Life Awards and Achievement guidelines.

H.3 Recognition Ribbons

Policy

Explorers may earn ribbons to wear on the uniform shirt, right side above Explorer. Advisors will follow guidelines to award ribbons. Circumstances may alter criteria, but Advisors will make the final decisions.

- Explorer of the Year: Selected by Advisors. Based on attendance, appearance, activities/events/class, participation, attitude, enthusiasm, leadership and maturity.
- Perfect Attendance: Based upon the Explorer attending 90% or more of the scheduled meetings. No unexcused absences (U). Generally 2-3 excused absences (EU) i.e. sick, school. Minimum amount of time required in the post to Qualify is 9 months.

- Crime Prevention: Providing a 30-minute Crime Prevention presentation to the Post, or at a Challenge.
- Law Enforcement Training: Explorer received 2 hours of credit for every meeting attended plus time for any training received at conferences, seminars and competitions, i.e. Challenges. Provided they cover the necessary topics for this award. Advisors will determine the total time needed to receive the ribbon based on all training available during the year.
- Emergency Preparedness: Explorer must receive Red Cross First Aid/CPR training certificates. Law Enforcement Service: Advisors will determine how many hours are required to receive the ribbon based upon the total number of hours available to work during the calendar year. Explorers receive credit for such service by assisting the Sheriff's Office, Department of Alcoholic Beverage Control, Health Department, and other law enforcement activities. This may take more than one calendar year to complete.
- Community Service: Advisors will determine how many hours are required to receive the ribbon based upon the total number of hours that were available to work during the calendar year. Explorers receive credit by working at community events such as flag ceremonies, traffic and parking control. This may take more than one calendar year to complete.

APPENDIX A

EXPLORER POST RULES:

- Members of the Post shall, at all times refrain from using coarse, violent, insolent or profane language.
- Members shall keep the Post Advisor informed of their correct address and telephone numbers at all times.
- No member shall use alcohol.
- No member shall smoke or use any tobacco products while at a post activity and/or in uniform. If under the age of 21, no member shall use any tobacco products at any time.

- No member shall use, possess or associate with persons who use or possess narcotics, dangerous drugs or other intoxicating or similar substances.
- Members shall carry their Post identification cards at all times, whether on or off duty.
- At no time shall any member attempt to make an arrest. All post members are reminded that ***THEY ARE NOT PEACE OFFICERS.***
- Members shall treat as confidential, the official business of the Post and the Sheriff's Office.
- Members are required to speak the truth at all times and under all circumstances.
- *Members of the Post shall treat staff with respect. This included staff from other Explorer Posts and any law enforcement organizations.*
- Staff shall support their subordinates consistently. Staff will avoid censuring or embarrassing subordinates in the presence of others.
- *Members are forbidden to injure or discredit any member by tyrannical or capricious conduct or abusive language.*
- *Members shall not speak critically or derogatorily to other Post members or persons outside the Post regarding Advisors or other Explorers.*
- If contacted FOR ANY REASON by law enforcement, Explorers shall immediately report the incident to an Advisor.

APPENDIX B



APPENDIX C

Career Achievement Awards: Law Enforcement

Explorers or Learning for Life participants can earn a Career Achievement Award in one or all of the 12 career clusters. To earn a Career Achievement Award, the candidate must provide 50 hours of community service and complete any nine career achievements. The Explorer post Advisor or adult high school Learning for Life group leader certifies that each Explorer or Learning for Life participant has satisfactorily performed 50 hours of community service and verifies that each candidate has completed at least nine achievements within the career cluster.

Law Enforcement Achievements

1. Law enforcement training—Recognizes the accumulation of 60 hours of training in the following areas:

- History of law enforcement (one hour)
- The contemporary law enforcement role (two hours)
- The criminal justice system (two hours)
- Radio procedures (two hours)
- Basic patrol procedures (three hours)

- Report writing (four hours)
- Criminal law (six hours)
- Juvenile law (two hours)
- Traffic law (two hours)
- Procedures of investigation (six hours)
- Human relations (four hours)
- Crime prevention (eight hours)
- Accident investigation (four hours)
- Crime scene investigation (four hours)
- Fingerprinting and classification (four hours)
- Narcotics and dangerous drugs (two hours)
- Arrest and search (four hours)

2. Community service—Acknowledges 50 hours of community service, including crowd traffic control, parking service, community events, etc. Service must be preapproved and logged by the Advisor. Note: 100 hours of community service are required for the Law Enforcement Exploring Proficiency Awards program.

3. Crime prevention—Includes the basic eight hours of crime prevention instruction, as well as, an additional eight hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects, with a total of 25 hours of activity.

4. Law enforcement service—Includes assistance to the department in areas such as records, communications, data processing, etc. It recognizes an accumulation of 50 hours of service. Note: 100 hours of service are required for the Law Enforcement Exploring Proficiency Awards program.

5. Emergency preparedness—Certifies that the Explorer has received training in advanced first aid; cardiopulmonary resuscitation (CPR); and 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.

6. Firearms training—Includes eight hours of firearms safety training, and matches the guidelines stated in the National Rifle Association (NRA)/Law Enforcement Explorer Firearms Certification Program. Note: NRA club membership is not required.
7. Tenure—Awarded to those Explorers who complete one year of satisfactory service to the post.
8. Perfect attendance—Recognizes attendance at each scheduled meeting of the post during the preceding year.
9. Drug abuse prevention—Acknowledges proficiency in drug abuse prevention training and service. Requires six hours of advanced training outlined in the Explorer Drug Abuse Prevention Guide and 50 hours of service in at least two different drug abuse prevention projects.
10. Attend a biennial national Law Enforcement Explorer conference.
11. Investigate the role of federal law enforcement agencies in your participating department and community. Present a written report.
12. Follow an alleged federal or state violation through the judiciary system. Present a written report.
13. Lead a Character Education Activity to be used with the post on a work ethic issue in law enforcement.
14. Learn the definition of law. What are the sources of federal and state laws? Describe in writing what functions laws serve.

Resources

Explorer Leader Handbook (No. 34637A) and the Learning for Life Web site (<http://www.learning-for-life.org>)

Qualifying Achievements

Because of the design and flexible nature of the program, Advisors and adult leaders are permitted a reasonable degree of latitude in substituting appropriate achievements that serve to meet the qualifying requirements for the Learning for Life Career Achievement Award.

APPENDIX D

Explorer Law Enforcement Code of Ethics

I am a Law Enforcement Explorer. I have elected to explore a career in the service of 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. I recognize the badge I wear as a symbol of public faith, and I accept it in the public trust to be held as long as I am true to the ethics of the police service.

I will keep my private life unsoiled as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; and develop self-restraint. 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 the office I serve.

“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 the course for this career. The choice then will be mine. But by the same freedom of choice I now take a pledge to the ethics of the law enforcement profession, to the land it defends, and the people it serves.”

APPENDIX E

Not completed at this time

APPENDIX F

Not completed at this time

APPENDIX G

Attached to the Explorer Web Page

APPENDICES

- | <u>Section</u> | <u>Subject</u> |
|----------------|---|
| ● A) | Explorer Post Rules |
| ● B) | Organizational Flow Chart |
| ● C) | Career Achievement Awards |
| ● D) | Code Of Ethics |
| ● E) | Policies and Procedures Test – Not completed at this time |
| ● F) | Radio Communications Manual – Not completed at this time |
| ● G) | Example Codes Test - Attached to the Explorer Web Page |