

Town of Parker Police Department



Explorer Manual

Revised August 2010



Parker Police Department Explorer Manual

Department Authority

The Parker Police Department Law Enforcement Explorer Program is an official Department Program.

Purpose of the Manual

The Law Enforcement Manual has been prepared to set forth, administrative policies and procedure offered as a basic guide in promoting Explorer Program standardization on a department-wide scope

Note: This manual is intended to provide guidelines for Post members and shall not give priority over the Department Manual of Policy and Procedures.

Conduct and Discipline

- A. The members of the Parker Police Department Explorer Program shall conduct themselves in a highly professional manner at all times that will foster an appearance of Integrity, Respect, Leadership, Innovation and Support.
- B. Police Explorers will bear in mind that they represent the Police Department and the Explorers program to members of the community and will strive for professionalism in appearance as well as performance.
- C. The Explorer Program shall coordinate a Disciplinary Review Board in the event that any Explorer has been found to have committed any type of behavior that would bring undue discredit to the department or any conduct unbecoming of an explorer.
- D. Any police explorer found to engage in activities which tend to unreasonably disrupt the efficient operation of the Parker Police Department or its explorer program will face immediate termination from the program.



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Uniforms and Equipment

The Parker Police Department has established a uniform for Police Explorers which will be issued to each cadet by the Department after admittance into the program and only when an initial testing process has been completed by the explorer applicant.

The following is a list of equipment issued by the department:

- A. ONE(1) pair of dark blue/black pants or shorts
- B. ONE(1) Light blue long sleeve or short sleeve shirt
- C. ONE(1) Black Belt
- D. ONE(1) Black Pair of Boots
- E. Appropriate Department patches

Code of Appearance

- A. All uniformed Explorers shall present a professional appearance while on-duty, recognizing the fact that their appearance greatly enhances the image of the department and the explorers program. Explorers will only wear those uniforms and accessories authorized in the explorer manual, unless special training and certification from the Division Commander permits otherwise.
- B. All Explorers shall practice good grooming habits while on-duty. Uniforms, equipment and clothing will be maintained in a clean and serviceable condition. Male Explorers are prohibited from wearing body piercings or earrings. No excessive jewelry will be worn.
- C. Uniforms will be neatly pressed with leather, nameplate, brass items and shoes appropriately shined to foster a sharp appearance.
- D. Explorers will assure their hair is neatly trimmed as well as to be cleanly shaven when in uniform; this includes hair on chin and sideburns below the earlobe.
- E. Explorers will assure that their hair is neatly trimmed, as well as to be cleanly shaven in uniform; this includes hair on the chin and sideburns below the earlobe.
- F. Female Explorers; will wear their hair up in a bun or in a hairclip if their hair is longer than shoulder length.
- G. Female Explorers will not wear an excessive amount of make-up.



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Reporting Procedures

Upon acceptance into the Parker Police Department's Explorer Program it will be the responsibility of the explorer members to keep the Post Administration of his/her current address, telephone number and the person to be notified in case of an emergency.

Confidential Information

The official business of the department is confidential. Police Explorers will not discuss any official business, unless directed by a certified supervisory employee of the department.

Note: At no time will explorers identify themselves as Police Explorers while not performing an official department project. Explorers will not get involved in any type of police related actions while "off-duty". Any explorer who identifies themselves to a member of the public to mislead that person to believe that they are an official capacity will be subject to immediate termination from the program. Explorers have no official police powers or authority.

Evidence and Property

Evidence:

Explorers will use good judgment and caution when dealing with evidence. Explorers will only handle evidence when given specific permission and/or instructions from a police officer or evidence custodian. Explorers will not fabricate, withhold, or destroy evidence of any kind. Explorers will follow the directive of the police officer in charge when dealing with any type of evidence.

Property:

When dealing with property, found or otherwise, explorers will complete the property intake form as described in the explorer training program. Explorers will not complete property sheets without prior permission from a police officer or supervisor.



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Ride Along Program

Police Explorers may participate in the Ride-Along Program of the Parker Police Department providing they have:

1. Completed all radio code test and received their Police Explorer Uniform
2. Request permission from their Post Sergeant or Post Advisor

Explorers shall give at least a one-week notice after following the above-prescribed policy. This will allow advisory staff adequate time to make the arrangements with the shift supervisor of the squad you are preparing to ride along with. (Deviation of this policy will only be with the permission of the Post Advisor or a command level administrator.)

Explorers under the age of 18 must have a signed permission slip from their parent or guardian prior to the participating in the ride-along program. Explorers MUST consider themselves as observers and not participants. Except in emergency situations, police explorers are not to take law enforcement action in the field.

Explorers may attend briefing prior to the start of the shift. Explorers are encouraged to respectfully request a hand-held radio from the shift supervisor for use during the ride-along.

When participating in the ride-along program, Explorers are permitted to bring along in addition to their Department issued equipment, a black Mag Light-style flashlight.

Explorers must achieve their uniform and successfully complete all tests within three months of their admittance into the program.

Explorers must be at the department fifteen minutes prior to the beginning of the shift.

Explorers participating in the ride-along program will be in uniform, unless directed otherwise. Uniforms will be neat and clean fostering a sharp appearance.

While participating in the ride-along program, Explorers will keep what they see and hear to themselves in reference to victims and suspects. Explorers will not discuss departmental business with outside members of the department without prior approval from a post advisor.



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Upon completion of each ride-along, Explorers will give the officer an “Explorer Ride-along Evaluation form.” Explorers will request the officer fill out the form and return it to the Post Advisor. This form will be placed in the Explorer’s personnel performance file.

Post Command Structure

Chain of Command:

The chain of command shall be respected in all manners. Information and communication shall move up and down through the chain of command. 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(s).

The chain of command may be circumvented only in the following situations:

1. Personal problem in which the explorer wishes to discuss with the Post Advisor.
2. Explorer instructed by sworn personnel to do so.

The Police Explorer Program shall have the following positions within the post:

1. Explorer Commander/Chief
2. Explorer Lieutenant
3. Explorer Sergeant
4. Explorer Sergeant
5. Explorers

Explorers will follow the chain of command in ascending order. Deviation of this policy will only be with the approval of the appropriate ranking supervisor.

Advancement:

- A. Appointments will be made by the Post Advisors and Command Level Personnel
- B. Appointments will be made with consideration to; time in post, post activity and participation, leadership abilities and overall attendance.



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Department and Standards

Recruitment:

Applicants for the position of Police Explorer should be students, age 14 to 21 and meet the following conditions:

1. Have an interest in law enforcement and the Police Explorer Program
2. Have at least a C or 2.0 grade point average on their last report card
3. Have a clean police record/background

Selection of Applicants:

All applicants must pass an oral interview, background investigation as well as maintain the ability to successfully complete a series of radio code tests.

Pre-Investigation of Applicants:

An investigation to determine suitability shall be conducted by the Post Advisor to determine character and background of each candidate for the Law Enforcement Explorer Program prior to acceptance into the Program.

Education Standards:

All explorers must either be enrolled in high school, maintain a C or 2.0 grade point average or must have graduated from high school or equivalent. Failure to maintain a C or 2.0 grade point average will result in remedial action by the Post Advisor.

Post Involvement:

- A. Explorers should make every effort to attend weekly training sessions and meetings.
- B. Upon successful completion of a series of radio code tests, explorers shall make every attempt to participate in the ride-along program at least one every two months and no more than one ride-along per week.



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Training Requirements

All new members of the Parker Police Department Explorer Program will be required to pass a three cycle testing process which tests the applicant's knowledge of radio codes and usage. Explorers will receive training during weekly meetings. Training will focus on key elements that will help cadets be an asset to police officers during ride-alongs as well as to increase knowledge of Parker Police Department paperwork and standards.

Post Activities

The Parker Police Department Explorer Program job-oriented activities are intended to familiarize Explorers with the nature and complexity of law enforcement. These activities are to be non-hazardous in nature and may include but are not limited to the following:

1. Participate in the ride-along program
2. License bicycles
3. Assist with crowd and traffic control at parades, festivals and races
4. Assist in the communications center (Central Dispatch)
5. Explorers 18 years or older may assist in the jail, under supervision
6. Assist in fingerprinting applicants

Fundraising

The Parker Police Department Explorers will hold annual fundraising events to raise funds for the program. Proceeds will be used to buy the explorers equipment and to provide the explorers with training to be displayed the Explorer Competitions.



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Public Relations and Information

When dealing with the public, Explorers will strive to gain public support by displaying a highly respectable attitude and a sharp uniform appearance.

Explorers receiving inquiries from the public concerning departmental information shall, unless certain of the correct answer, refer the person to the Parker Police Department if a supervisory employee is not available.

Communications, Commendations and Suggestions

Explorers shall only use communications (central dispatch) for official business.

All official commendations shall be issued as written notification and shall be placed in that explorer's personnel file.

An Explorer desiring to make a suggestion for the good of the department should submit a written statement of suggestion to their Post Advisor through the Chain of Command.

Registration/Return of Property

When a member of the Parker Police Explorer Program is suspended, resigns or is Separated for whatever reason, they shall return all town property in their possession to Post Advisor.



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Boy Scouts of America

The Department's Explorer Program is chartered through the Exploring Division of the Scouts of America and functions locally under the Auspice of the local Boy Scout Councils. Police Explorers and Post Advisors should always be cognizant of the fact that Explorers are members of the Boy Scouts of America.

Explorer Code

As an Explorer-

I believe that America's strength lies in her trust in God and in the courage and strength of her people .

I will therefore be faithful in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American Heritage and will do all I can to preserve and enrich it.

I will acquire the Exploring Attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

