


<b>JOPLIN POLICE DEPARTMENT</b>	<b>11-06 STANDARD OPERATING GUIDELINE</b>
<b>SUBJECT: Explorer Post Program</b>	<b>REVIEW DATE: Annually - November</b>
<b>EFFECTIVE DATE: November 12, 2015</b>	<b>ACTION DATE:</b>
<b>AMENDS/SUPERSEDES: 11-06 November 25, 2008</b>	<b>AMEND DATE: November 12, 2015</b>
<b>ACCREDITATION INDEX: 16.4.1 a, b, 16.4.2, 16.4.3</b>	<b>APPROVED:</b>  <b>Chief of Police</b>

## I. POLICY

The Joplin Police Department Law Enforcement Explorer Post Program is an official department program. This program will be administered by members of the Joplin Police Department and in cooperation with the Boy Scouts of America, to increase the understanding between youth of the community and the Joplin Police Department and guide qualified young men and women into a career in law enforcement.

## II. PURPOSE

To establish guidelines for membership in and the operation of the Joplin Police Department Law Enforcement Explorer Post Program.

## III. PROCEDURES

### A. General Organization

The basic unit of the Law Enforcement Explorer program is the Post. The Post shall have at least one Joplin Police Officer assigned to it as a sponsor representative, hereafter referred to as the Post Advisor. The appointment of any Post Advisor is at the discretion of the Joplin Police Department.

1. The Chief of Police shall be the final authority on all matters pertaining to operating procedures of the program.

### B. Duties of the Post Advisor

The Post Advisor is responsible for maintenance of the program. Duties include:

1. Recruit and process applicants.
2. Supervise Post meetings, activities and training.
3. Provide fieldwork experience.
4. Maintain liaison with local Boy Scouts of America.
5. Maintain liaison with the Police Department.
6. Perform such other tasks as required by the program.

- C. Associate Post Advisor: The Associate Post Advisor will assist the Post Advisor with his/her duties and will assume the Post Advisor's duties during the Post Advisor's absence.

D. Eligibility

1. Each Joplin Police Explorer shall complete and return for retention all of the following forms and waivers prior to acceptance to the Joplin Police Explorers:
  - a. Hepatitis B Vaccine Declination
  - b. Medical Release Form
  - c. Hold-Harmless and Release Form
2. Applicants for the position of Joplin Police Department Explorer must:
  - a. Be at least 14 years and 10 months, but not more than 21 years of age.
  - b. Be enrolled in an official education program or possess a high school diploma or GED.
  - c. Maintain a grade point average of 2.0 (C) in high school.
  - d. Maintain a good moral character and clean record.
  - e. Maintain an appearance and demeanor, which is in keeping with standards of the Joplin Police Department.
  - f. Be of sound health.
3. Selection of Applicants
  - a. All post applicants must complete and return for retention a Post Membership application form. The application will be processed and the Post Advisor or Associate Post Advisors may contact references.
  - b. The application process takes ninety days to complete. During this time the Post Advisor, Associate Advisor or the Investigations Division may conduct a background investigation.
  - c. Upon completion of the ninety days all applicants shall be given a written Entrance Exam that will be administered by the Post Advisor or his/her designee.
  - d. Once the applicant has passed the Entrance Exam they must pass an oral interview by the Post Screening Board. The Post Advisor will make final approval for selection.

E. Training (16.4.2)

1. Classroom Instruction
  - a. Classroom training will consist of lectures, demonstrations, and physical training as organized by the Post Advisor.
  - b. All new members of the Explorer Post shall be required to complete a training program prior to working within the police department or participate in some activities.

- i. This training program will be established and administered by the Post Advisor.
  - ii. Upon satisfactory completion of the training program, the Explorer will be certified by the Post Advisor as a trained Post Explorer. The Explorer may then be scheduled work assignments and projects or details.
2. Field Training: Field training will consist of any out-of-class exercise organized by the Post Advisor.
3. Firearms Training: Any firearms training that the Explorer Post should receive will be under the guidance of a Joplin Police Department Firearms Instructor and the Post Advisor. Firearms training that the Explorer Post should receive will be consistent with Joplin Police Department and Boy Scout of America guidelines.

F. Post Command Organization

1. Authority of rank in the Joplin Police Department: Members of the Joplin Police Department are distinguished by rank, which is assigned in terms of responsibility with the chain of command. Explorers shall, in all cases, address Joplin police personnel by rank/title and follow procedures established for proper use of the chain of command. The descending order of rank in the department is as follows:
  - a. Chief
  - b. Assistant Chief
  - c. Captain
  - d. Lieutenant
  - e. Sergeant
  - f. Corporal
  - g. Officer/Detective
2. Authority of rank within the Explorer Post (16.4.1 B)
  - a. Members of the Joplin Police Explorers are distinguished by rank, which is assigned in terms of responsibility within the chain of command. Explorers shall, in all cases, address other Joplin Police Explorer officers by rank/title and follow procedures established for proper use of the chain of command. The descending order of rank in the Explorer Post is as follows:
    - i. Lieutenant
    - ii. Sergeant
    - iii. Corporal
    - iv. Cadet

- vii. Duties and responsibilities of each rank shall be outlined by the Post Advisor. Explorers appointed to these ranks shall be designated Post Officers.
- 3. Appointment of Post Officers: Appointment of Post Officers shall take place at the beginning of the new calendar year. Applicants must submit a typed resume stating qualifications for a Post Office. Applicants are to be screened and selection is made by determination of an Officer Screening Board.
- 4. Officers Screening Board: The board shall consist of the Post Advisor or Associate Advisor and no less than two (2) Joplin Police Officers.
- 5. Impeachment: Any officer may be removed from office at the discretion of the Post Advisor.
- 6. Vacancy of Office: Should an officer vacate his position before his term is completed, the Post Advisor may appoint a qualified explorer to fill that office.

G. Post Committee Organization and Responsibility (16.4.1 B)

1. Organization

- a. The Post shall organize and maintain an Explorer Post Committee comprised of:
  - i. The Post Lieutenant
  - ii. The Post Sergeant
  - iii. The Post Corporal
  - iv. One Level III Cadet
- b. The Explorer Cadet selected for the Board position shall be appointed by the Post Lieutenant and the Post Advisor.

2. Responsibilities

- a. Meet with and screen for Post membership Applicants
- b. Upon written request of any Post Member, meet and discuss any disciplinary problem concerning a Post Member.
- c. The Post Committee shall maintain a written record of comments by the Screening Board. The Secretary Sergeant shall not have voting power during these meetings.

H. Conduct, discipline, performance of duty:

1. General Behavior

A Joplin Police Department Explorer shall not act or behave on or off duty, privately or officially in such a manner as to bring discredit upon himself or herself, the Department, or the Post. Members shall not violate any Federal statute, State Law, or Municipal Ordinance.

2. Personal Appearance

- a. Explorers shall be well groomed. Explorers should be clean-shaven and freshly showered before reporting for any Explorer activities. No Explorer shall wear any visible jewelry while in any regulation uniform other than a wristwatch and one ring. Female Explorers may wear a single pair of stud earrings.
- b. The Explorer haircut shall not deviate from the Joplin Police Department regulation haircut standards. Female Explorers shall wear their hair in such a manner that it does not fall beyond collar length.

3. Use of Tobacco

While in any regulation uniform, no Explorer shall use any tobacco in any form.

4. Conduct Unbecoming an Explorer

- a. No Explorer shall participate in any recreational activity while in any regulation uniform.
- b. No Explorer shall participate in any activity, which could be considered to be disrespectful to the Department, the Post or the Community.

5. Acceptance of Bribes, Rewards, Loans, Gifts, or Favors

An Explorer shall not accept a bribe or engage in any acts of extortion or other means of obtaining money or property through his/her position with the Department's program. However, this section shall not be construed to mean donations to the program can not be accepted.

6. Dating

At no time will an explorer date a Law Enforcement Officer, Explorer or Boy Scout Official, unless otherwise discussed with the Post Advisor.

7. Recommending Lawyers, Bondsmen or Wrecker services

- a. Explorers shall not recommend or suggest the name of employment of any person, firm, or corporation to act as attorney, counsel, or bondsmen.
- b. Explorers shall not recommend or suggest the name of any employment of any person, firm, or corporation as a wrecker service.

8. Use of Force

Joplin Police Department Explorers are not sworn Law Enforcement Officers and shall not exercise Police powers. Any explorer who participates in any arrest with the use of force in performance of his/her duties, shall make a written report to the Post Advisor detailing the incident within a 24 hour period of the incident. The Explorer shall attach a copy of the reports completed by any and all Police Officers involved in the incident if they are available. (16.4.1 A)

9. Response to Supervision

Joplin Police Department Explorers shall strictly follow orders issued by supervising Police Department personnel. Explorers shall also strictly adhere to Department rules and regulations.

10. Disciplinary Action

- a. Violation of any section of this policy shall result in the convening of the Explorer Post Committee. Any post member may request, in writing, a meeting of the Explorer Post Committee to consider disciplinary action to be taken against any member.
- b. The Explorer Post Committee may recommend action to be taken to the Post Advisor. Decision of the Explorer Post Committee can result with any of the following:
  - i. Verbal reprimands
  - ii. Written reprimand
  - iii. Work assignments
  - iv. Suspension from any post activities
  - v. Termination of post membership
- c. The Explorer Post Committee within 10 days of the complaint shall notify any explorer being considered for disciplinary action of the complaint.
- d. The Explorer Post Committee within 10 days of the hearing shall notify the Post Advisor of their recommendation for disciplinary action.
- e. The Post Advisor shall make a final decision and notify the explorer being considered for disciplinary action of that decision within 10 days of receiving the recommendation of the Explorer Screening Board.

11. Absences and Tardiness

No explorer shall be absent or tardy at any post meeting or activity without receiving permission from the Post Advisor, Lieutenant or Sergeant, at least one hour prior to the scheduled time to report for duty. Two offences of this section shall result in disciplinary action.

12. Loss of Post Membership

The Post Advisor may, at any time, for any reason, terminate the membership of any Joplin Police Department Explorer. An explorer who, for any reason, loses or relinquishes membership in the program shall immediately return all post issued property to the Post Advisor. All property issued by the post remains the property of the post and failure to return such property could result in legal action.

I. Post activities (16.4.1 B)

Post activities are divided into three major areas:

1. Vocational

2. Educational
3. Social and Recreational

No explorer shall engage in any activity, which has not been approved by the Post Advisor.

J. Dues

1. Each explorer shall be responsible for paying the annual post membership dues. The membership dues are due on January 1<sup>st</sup> of each year and are considered to be delinquent after January 15<sup>th</sup> of the same year.
2. A portion of the dues goes to the Boy Scouts of America as membership fees. The remainder of the dues shall be deposited into the Explorer account and used at the discretion of the Post Advisor.

K. Required Attendance (16.4.1 B)

1. Each Explorer shall be required to work a minimum of 12 hours per month with the department. All meetings and scheduled activities will count towards this requirement. After an Explorer has been certified as trained, the Post Advisor will schedule the Explorer for work assignments within the police department.
2. Members of the Explorers Post shall be in police headquarters only while in an on-duty status. Exceptions would be when meeting with the Post Advisor, or when meeting with officers at the officer's request.
3. Explorers shall not loiter in any other part of the City Hall Municipal Building. Explorers shall not be in any restricted area of the Police Department at any time without permission from the shift supervisor or Post Advisor. Restricted areas shall include; Detectives, Narcotics, Records, Evidence Barn, and any Administrators Offices.
4. Explorers will be required to log all time spent at the Police Department or engaged in post activities. The Post Advisor, Lieutenant, Sergeant, Corporal, or any Joplin Police Officer shall sign the log after each entry of time on the log. The log shall be turned into the Post Lieutenant at the end of each month and monthly totals shall be computed.

L. Ride-along Program (16.4.1 B)

1. Riding in a patrol car will be an earned privilege and only after completing the probationary period.
2. Prior to being allowed to ride in a patrol unit the Explorer will be required to have met all meeting, work, and attendance requirements. It will also be required that all necessary waivers have been signed and are on file prior to the beginning of any ride along.
3. All ride-alongs will be approved by the Post Advisor 7 days prior to the date of the ride-along.
4. Explorers shall be limited to one ten (10) hour shift of riding per month.
5. Requirements and restrictions for Explorers while on Ride-along
  - a. Report to the station 15 minutes prior to the scheduled ride-along time.
  - b. Have prior approval to ride from the officer.

- c. Be in a clean, neat, complete uniform.
- d. Keep a log of activities and have the officer sign the log at the end of the shift.
- e. Explorers shall not exit the police unit until advised to do so by the officer.
- f. Explorers shall not enter any business that serves alcohol by the drink as their main source of income unless requested by an officer.
- g. Explorers shall not operate a police department vehicle without the shift supervisor or Post Advisor's approval.
- h. At no time will an Explorer carry or handle a firearm except in emergency situation where the Explorer's life is in clear and present danger.

6. Extra ride-along privilege

Extra Ride-along privileges may be awarded at the discretion of the Post Advisor. An explorer may request additional ride-along time as long as they have not received any disciplinary action and have met all attendance requirements for the preceding 3 months.

M. Special Activities

Should an explorer wish to participate in some outside activity, using Police Department information, data, or equipment, he/she shall have the pre-approval of the Post Advisor. To receive pre-approval from the Post Advisor the explorer must submit a written request, including an outline of the activities the explorer will be involved in and how the Police Department's information, data, or equipment will be used.

N. Public relations and information requests

- 1. No Explorer shall gossip about the affairs of the Joplin Police Department, any police officer, or any member of the Post.
- 2. No Explorer shall reveal any confidential information to anyone unless authorized to do so by the police department, and then only to a person or persons authorized to receive such confidential information.
- 3. No Explorer shall make known any information concerning the progress of any investigation, a known or reported violation, a condition against which action is to be taken at a future time, or any proposed police operation of any kind.
- 4. No explorer shall for any reason, release to anyone, the name or names of persons arrested, stopped, or detained. No explorer shall release any item or property being held by the Police Department or any records of the Joplin Police Department.

5. Public Appearances or Writing

No explorer shall make any public appearance or write any public papers in regards to the Joplin Police Department without the prior, written approval of the Post Advisor.

6. Complaints



Any explorer receiving any complaint regarding any Officer shall immediately turn such information over to the shift supervisor. The complaint shall not be discussed with any other members of the Police Department or the post.

7. Information Requests

Any requests for information regarding any Police Department functions, investigations, or ongoing operations should be forwarded to any Police Officer.

O. Uniform (16.4.3)

1. The uniforms worn by members of the Joplin Police Department Explorers shall clearly distinguish them from sworn officers in terms of badge, shoulder patch and uniform color. Uniforms shall be classified as one of the following four types:

a. Class A Uniform

The campaign hat, long sleeve shirt, tie, duty belt, trousers, highly polished footwear, and white dress gloves.

b. Class B Uniform

The campaign hat, long or short sleeve shirt, open collar, duty belt, and highly polished footwear.

c. Class C Uniform

Ball cap, knit shirt, duty belt, BDU shorts, black socks, black footwear.

d. Class D Uniform

Ball cap, T-shirt or sweat shirt, cotton shorts or sweatpants, white socks, footwear.

2. Campaign hat – Will be blue in color and worn with silver acorns and the city seal on the front. The hat should be worn with the front rim just above the eyebrow and the back of the rim higher than the front.

3. Ball cap – Will be navy blue in color and will have the “Joplin Police Explorer Insignia” screen printed on the front.

4. Uniform shirt – Will be blue in color and will be tailored in such a manner as to minimize blousing. The shirt will be military pressed. Explorers will change from summer to winter uniforms at the discretion of the Post Advisor.

5. Tie – Will be black in color and will be a long black clip on type to be worn with the long sleeve shirt.

6. Trousers – Will be navy in color and shall be pressed with sharp creases. Trousers shall be tailored to a length that keeps the crease from being broken but not above the ankle.

7. BDU Shorts – Will be black in color and will be properly fitted and pressed.

8. Knit Shirt – Will be navy in color and will be embroidered with the “Joplin Police Department Explorer” badge on the front. Will be tailored to minimize blousing and will be kept pressed.
9. Cotton Shorts – Will be khaki in color. Will be kept neat and clean.
10. T-shirt – Will be black in color with the “Joplin Police Explorer Insignia” screen printed on the front left side and “JPD Explorers” screen printed on the back in large white lettering. Will be kept neat and clean.
11. Inner Belt – The basic belt will be black leather with a conservative silver colored buckle. A Velcro type belt may also be worn without a buckle.
12. Duty Belt – Will be black leather with a basket weave finish with a silver buckle. Will be kept clean and highly polished.
13. Socks – Will be black when worn with the class A or B uniform and will not have any visible designs on them. Will be black when worn with the class C or D uniform and will not have any visible designs on them.
14. Footwear – Will be black, plain round toe, boots or shoes with class A or B uniform. Will be highly polished and clean. For the class C uniform a solid black low cut shoe will be worn. For the class D uniform any type of an athletic shoe may be worn.
15. Jacket – Will be black and will be worn as needed for weather conditions.
16. Collar Brass – The “JPD” collar brass shall be worn centered on the bottom of the open collar, ½ inch from the bottom of the collar. The same collar brass will be worn with a tie, however, the collar brass will be aligned with the top edge of the collar and centered in height, ½ inch back from the front edge of the collar. Collar brass will be kept clean and highly polished.
17. Rank Insignia – The Post Sergeant and Corporal shall wear their rank insignia in place of the collar brass. The insignia shall be worn at 45-degree angle from the bottom outside corner of the collar. The Post Lieutenant shall wear his/her rank insignia centered on the stitched portion of the epaulets. All rank insignia will be silver in color. Rank insignia will be kept clean and highly polished.
18. Nameplate – The nameplate shall be worn on the class A and B uniform shirts at all times. Nameplates will be worn on the flap of the right breast pocket, centered on the pocket, with the top edge of the nameplate on the second stitch line of the pocket flap. Nameplates will be kept clean and highly polished.
19. Whistle – The whistle will be silver in color and attached to the right epaulet with a silver colored chain. The whistle will be carried in the right breast pocket with chain coming out of the right side of the pocket and leading up to the epaulet. The whistle and chain will be kept clean and highly polished.
20. Ribbons – Will be worn centered above the right breast pocket on the class A and B uniforms. Ribbons will be worn three to a row, with the bottom edge of the bottom row resting on the top of the right breast pocket. Only ribbons, which have been awarded by the Joplin Police Department, may be worn on the uniform.
21. Badge – The badge will be silver in color and will have the blue explorer seal in the center. It is to be worn above the left breast pocket on the class A and B uniforms. The badge will be kept clean and highly polished.

22. Raincoat – The raincoat will be yellow in color and may be worn as needed for weather conditions.
23. Sock Hat – Will be black in color and may be worn as needed for weather conditions.
24. Sweater – Will be black in color and may be worn as needed for weather conditions. The sweater will have a V-neck and will be worn with closed collar and tie. The sweater will be tailored to minimize blousing and will be kept neat and clean.
25. Traffic Vest – Will be a NHTSA approved traffic vest. Will be worn anytime an explorer will be out in traffic.
26. Flashlight – Explorers will be expected to have a flashlight with them at all times while on ride-alongs. Explorers will also be expected to have flashlights with them whenever reporting for nighttime activities.
27. Traffic Cones – Will be orange in color and are to be used when directing traffic anytime between dusk and dawn.
28. Duty Belt Accessories – Will be black in color, basket weave finish, and will be kept clean and highly polished. The following accessories are approved to be worn on the duty belt; closed top handcuff case, flashlight holder, rubber glove pouch, key ring clip and belt keepers. Any other accessory must be approved by the Post Advisor prior to being worn.
29. Handcuffs – Peerless, Hiatt, or Smith and Wesson handcuffs may be carried in closed top handcuff cases. Handcuffs are not to be used by the explorer. They may be carried as additional pairs for Officers to use or for training purposes. If an explorer uses handcuffs a written report must be submitted to the Post Advisor indicating what happened and why the explorer was involved within 24 hours of the incident.
30. Sleeve Patches – The “Joplin Police Department” patch will be worn on the right shoulder of the class A and B uniform shirts, ½ inch below the shoulder seam. The “Explorer” patch will be worn on the left shoulder of the class A and B uniform, ½ inch below the shoulder seam.
31. Notebook and Pen – All explorers will be required to have a notebook and pen with them at all times while in class A, B or C uniforms and at any Explorer function.
32. Handcuff Key – All explorers are required to have a handcuff key with them at all times while in class A, B or C uniforms and at any explorer function.
33. Identification Card – All Explorers will be issued an official identification card which they will be required to have with them at all times while engaged in any explorer activities.

Only the uniforms and equipment listed above may be carried by members of the Joplin Police Department Explorer Post. Any other equipment must be approved by the Post Advisor prior to its use. Explorers shall not be in any public place in possession of a uniform or wearing full or partial uniform unless it is for an approved Explorer event. Explorers shall not take a uniform to work or school without approval of Post Advisor.

**IV. COMPLIANCE**

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

**V. APPLICATION**

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.