

# Wise County Law Enforcement Explorers Post 500



## *General Orders*

Revised: July 13, 2010



### **Mission Statement**

It is the mission of Learning for Life to enable young people to become responsible individuals by teaching positive character traits, career development, leadership, and life skills so they can make ethical choices and achieve their full potential.

### **Vision Statement**

Learning for Life strives to be the foremost co-educational youth program for character and career development.

### **Position Statement**

Learning for Life programs are designed for all age groups from kindergarten through age 20. Youth participation is open to any youth in the prescribed age group for that particular program.

Adults are selected by the participating organization for involvement in the program.

Color, race, religion, gender, sexual orientation, ethnic background, economic status or citizenship is not criteria for participation.

### **The 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 recognize the dignity and worth of my fellow man and will use fair play and good will in dealing with them.

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

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## **Article 1 Membership Requirements**

- The Wise County Law Enforcement Explorer Post shall be comprised of those young men and women who meet the following standards:
  - Be at least 14 years of age and have completed the eighth (8) grade, or 15 years of age but not yet 21 years of age.
  - Maintain a satisfactory passing grade average in school.
  - Be a responsible citizen with a good reputation in the community. Conform to and obey all local, state, and federal laws.
  - Be of sound health and possess no deficiency in physical or mental condition that would deter from a career in law enforcement.
  - Maintain appearance and demeanor in keeping with the standards set forth by the Post.
  - Have the complete approval, support, and cooperation of parents or legal guardians.
  - Maintain attendance requirements as set forth by the Post.

## **Article 2 Organization & Chain of Command**

### **Organization:**

The Wise County law Enforcement Explorer Post is sponsored through the Boy Scouts of America by the Constable of Wise County Precinct 4, in conjunction with the Wise County Sheriff's Department and Runaway Bay Department of Public Safety. The Constable of Precinct 4 is the head of the sponsoring organization (Executive Officer) and is therefore charged with the overall command and responsibility of the program.

Due to the Wise County L.E. Explorer Post being a multi-agency program, there may be certain command decisions implemented by the Department head of the other participating agencies. These situations will be handled on an individual basis. Any final decisions regarding this policy manual must be approved by the Wise County Constable.

Any other agency participating in the Explorer program must have at least one officer or employee registered through BSA as an adult leader.

### **Chain of Command:**

The following is a structure for the Explorer program administrative chain of command:

- Executive Officer
- Post Advisor & Committee Staff
- Officers in Charge (OIC)
- Explorer Captain
- Explorer Officers & Supervisors
- Explorers

### **Post Captain**

- Serves as youth leader of the post. Reports to the Advisor Staff & Executive Officer
- Implements the post training program and coordinates with appropriate instructors
- Leads the recruitment and admission of new youth participants during the year
- Coordinates post fundraising activities in cooperation with the adult staff
- Coordinates post publicity efforts

### **Post Lieutenant**

- Reports to the Post Captain. Performs duties of Captain in his/her absence.

### **Sergeant / Corporal**

- Sergeant and Corporal positions will be determined by the number of Post members, as well as the need for specific supervisory or specialty positions. Specific duties of Sergeants and Corporals will be determined on a case-by-case basis. These positions are appointed by the Post Captain with approval of the Advisor.

### **Post Officer Selection:**

Selection for Post Officers shall be conducted on an annual basis. Officers will be selected through a combination of testing procedures and a vote of active Post members.

The term of office expires one (1) year after the date of appointment. In the event an Officer cannot complete his or her term because of resignation, termination, disciplinary reasons, leave of absence, or failure to perform duties, the Advisor may call a special election to fill the remaining term.

## **Article 3 General Rules & Regulations**

- **MORAL CHARACTER.** Explorers will conform to and obey all federal, state, and municipal laws at all times. Explorers shall not associate with known offenders or people of low moral character at any time. Explorers shall not visit or remain at any place where his or her presence might be considered as anything less than honorable.
- **SCHOOL.** Explorers shall maintain a passing grade average while enrolled in school. Substandard grades may affect what activities an Explorer may participate in. Explorers enrolled in school may be required to furnish a copy of their report card to the Advisor every grade-reporting period. The Explorer shall not let Post functions interfere with any school activity at any time.
- **ATTENDANCE.** Explorers shall maintain attendance requirements as set forth by the Advisor. Explorers who are not able to attend a meeting shall notify the Advisor or a Post Officer who will be attending, prior to the meeting. Explorers who fail to maintain attendance requirements may be terminated from the program.
- **CONDUCT.** Explorers shall not engage in public or private conversation that might create a negative image towards the sponsoring / participating law enforcement agencies, law enforcement personnel, the Explorer Post or it's members, or any other government or public safety entity. Explorers shall not engage in horseplay or use profane language or gestures at any time while in uniform and/or during a Post function.

- **APPEARANCE.** Explorers will be neatly presentable to the general public at all Post functions. Explorers are prohibited from using tobacco products while in uniform and in immediate public view. Explorers shall not consume or be under the influence of an intoxicating substance at any Post function.
- **CONFIDENTIALITY.** Explorers shall not divulge or release any information of a confidential nature concerning Post business or criminal justice. Failure to follow this directive shall result in immediate termination and possibly criminal charges filed against the violator.
- **UNIFORM.** Explorers shall not use any badge or identification in any attempt to obtain a favor or benefit from any person, including law enforcement officials. Explorers shall not in any way attempt to pose as a Peace Officer. Any Explorer caught doing so shall be terminated from the Post, and possibly face criminal charges. Explorers shall not wear the Post patch or badge on any item of clothing other than the official Post uniform. Explorers shall not wear any part of the Post uniform, except when they are in the performance of a Post function, or while in transit directly to or from said function. Explorers shall not carry any weapons during a Post function, unless it is a legal folding knife.
- **DETENTION.** Any Explorer that is arrested, detained, issued a citation, or under investigation by any law enforcement agency shall provide a written explanation to the Executive Officer, outlining the facts and circumstances surrounding the incident.

#### **Article 4 Disciplinary Procedures**

- Violations of the Post General Orders may result in disciplinary action against the Explorer in question. Such action may consist of: Verbal warning, physical exercise, written reprimand, probation, suspension, or termination.
- Any Explorer may be terminated from the Post by the Executive Officer for any reason he deems necessary to ensure the successful operation of this program. The Executive Officer may also remove any Post Officer or NCO with just cause.
- For minor infractions such as uniform non-compliance, horseplay, profane language, etc., Explorers may be punished through a method of physical exercise as determined by the Advisor Staff. Post Officer(s) and Squad Leaders may discipline an Explorer under this section as well.

#### **Article 5 Uniforms and Equipment**

- Explorers will furnish their own complete uniforms and required equipment, unless Post funds are otherwise available to cover these costs. Explorers may be required to post a deposit for issued uniforms.
- Explorers shall keep their uniforms clean, pressed, and in good condition, including any equipment issued to the Explorer. Any missing or damaged equipment shall be documented by the Explorer and forwarded to the Advisor.
- Explorers will wear the appropriate uniform and equipment prescribed for the specific Post function as prescribed by the Advisor or Executive Officer.

- **Uniform Shirts**

- Class A: Gray LS or SS uniform shirt with patches on both sleeves
- Class B: Gray polo shirt with approved embroidery/screening
- Class C: Woodland BDU Blouse
- Undershirt: Black T-shirt
- Tie: Black tie worn with LS shirt for formal events.
- Nameplate: Gold (Last name only) for Class A
- Rank insignia: Worn on collars for Post Officers

- **Uniform Trousers**

- Class A: Black uniform pants or slacks, plain front
- Class B: Black Cargo Style trousers
- Class C: Woodland BDU Trousers
- Shorts: Black shorts (approved style) may be substituted during certain hot weather or water related functions.
- Belt: Black trouser belt with plain buckle

- **Uniform Footwear**

- Black combat or tactical boots (8")
- Black tennis shoes or low quarter shoes will be worn with shorts

- **Uniform Headgear**

- Class A&B: Black uniform cap (approved type) Optional
- Class C: Woodland camouflage BDU cap

- **Uniform Jackets**

- Class A & B: Black uniform coat (cold weather)
- **Class C:** Woodland M-65 coat (cold weather) or other approved style

- **Optional Equipment**

All gear shall be black leather or nylon and well maintained:

- Duty belt & keepers
- Handcuff case(s) with Handcuffs (approved brand)
- Flashlight ring & approved light or mini-light
- Glove pouch w/ 2 pair of rubber gloves
- Black full-fingered gloves
- Whistle & chain
- Legal folding knife and/or Multi-tool carried on belt or in pocket.
- Simulated Firearms may only be worn during approved training events.

## **Article 6 Grooming & Appearance**

- Jewelry will be worn in a conservative manner, as determined by the Advisor. Females may wear only one set of earrings that are no larger than nickel size. Males shall not wear any earrings.
- Hair will be worn in a conservative manner, as determined by the Advisor. MALES: Males will keep their hair above the collar and ears, neatly trimmed & meeting Post standards. Sideburns will not exceed below the bottom of the ear. Explorers will be clean shaven, except for mustaches, which must not exceed below the corner of the mouth. Beards are prohibited. FEMALES: Females with long hair will keep it in a ponytail or bun. Hair must be worn in a conservative style and color. Any deviations must be approved by the Advisor or Executive Officer.
- Explorers will maintain good bodily hygiene during Post functions. Explorers shall not wear any visible body piercing.
- Female Explorers will wear a brassiere during Post functions. Female Explorers will only wear makeup in a conservative manner, as approved by the Advisor.

## **Article 7 Patrol Operations (Ride-Along Program)**

The ride-along program exposes Explorers to realistic work situations that a police officer may confront while on duty. It includes classroom instruction and practical training in work situations. The purpose is to give the Explorer an opportunity to better understand the police officer's function in law enforcement and to broaden the Explorer's knowledge of basic procedures, in order to assist the officer as directed.

- Required forms:
  - All youth will have a "Hold-Harmless Agreement" on file.
  - A statement of consent and limitation of liability will be signed by the parents or legal guardian of the Explorer, and by the Explorer.
  - A medical release must be signed authorizing police officers to consent to emergency medical treatment for Explorers.
  - All youth will have a Hepatitis B Vaccination Declination on file.
- Per BSA policy, Explorers under the age of 18 are prohibited from riding after midnight and/or during shifts that start after midnight (graveyard shift).
- Explorers will not, under any circumstances, be allowed to carry a firearm while participating in the ride-along program. Explorers are further prohibited from carrying any chemical sprays, or batons.
- Explorers may only ride with officers of the same gender, with the following exceptions: Explorers of opposite gender may ride with officers during the day shift or with supervisors during any shift.
- The Explorer shall only ride with patrol officers approved for having Explorer riders by the appropriate Supervisor for the participating agency. Explorers will ride only with the officer or Advisor to whom he or she is assigned.
- An Explorer should report 15 minutes before the scheduled ride-along time, unless other arrangements with the officer in charge have been made. The Explorer must be in a clean, pressed, and complete Class A uniform when riding with patrol. The Advisor may approve Class B uniforms for patrol duties.

- An Explorer must be equipped with flashlight, notebook, and pen before reporting for duty. The Explorer shall not carry any type of recording device, without permission of the officer in charge.
- The Explorer must follow the directions of the Officer in Charge regardless of his/her personal feelings. Any disagreement or argument with the supervising officer must be reported to the Advisor in writing as soon as possible. No Explorer will be required to obey an order that is contrary to the law. The Explorer is prohibited from sleeping while on duty.

#### **Activities in Which Explorers May Participate**

Explorers participate in the ride-along program as observers. Explorers may fulfill various duties as determined by the OIC including, but not limited to: Traffic/crowd control, Radio operation, Motorist assistance, Completion of routine paperwork that will not be used in any court action, Crime scene protection, and Interpretation, as needed.

#### **Activities in Which Explorers May *Not* Participate**

**AT NO TIME** will Explorers be at risk or used in dangerous or undercover activities, in accordance with the policy on covert operations. Some specific functions to avoid:

- Interviewing/interrogating witnesses or suspects
- Participating in or being left in control of the arrest of any prisoner
- Leaving the police vehicle, unless instructed to do so by the assigned officer
- Assisting at any scene, unless told to do so by the assigned officer
- Being armed in any manner
- Signing any arrest, offense, accident report, traffic citation, or other legal documentation
- Assisting in providing cover for any possible crime in progress
- Driving vehicles
- Riding with any vice, narcotics, or organized crime division

#### **Driving Policy**

No Law Enforcement Explorer, whether or not in uniform, shall drive a marked patrol vehicle. The only exception to this policy is in authorized competitions in which an adult law enforcement official shall ride in the front passenger seat.

#### **High-Risk Call Procedure**

Explorers will follow these procedures for high-risk calls:

- In case of a high-risk call (and when practical), the officer returns the Explorer to the station or stops at the first convenient safe location and radios the position of the Explorer so that another unit can pick up the Explorer while the dispatched officer proceeds to the assignment.
- In case of an immediate emergency, the Explorer will remain in the police vehicle and observe, until the officer advises that the situation is safe.

## **Explorer's Orientation**

Explorers will undergo an orientation to participate in the ride-along program which shall cover the following topics:

- Daily operations of a police officer
- Post guidelines governing ride-alongs
- Familiarization with police vehicle and equipment
- Uniforms and equipment required when participating in the ride-along
- Expected conduct of Explorer & Code of Conduct for police officers
- Note taking/report writing
- Communications and radio procedures

## **Officer's Criteria**

An officer must have at least one (1) year of experience. The officer must have no compromising disciplinary action on file. The consenting officer must receive an orientation to the Explorer program rules and guidelines before participation. The officer must be furnished with a copy of the Explorer program guidelines for reference. The officer will comply with all Department policies and BSA regulations governing Youth Protection.

## **Article 8 Activity Restrictions**

- Explorers under the age of seventeen (17) may not participate in any covert or undercover activity.
- Explorers who have a valid Class C Texas driver's license are permitted to drive themselves and others in Exploring activities.
- Explorers who have a valid Class C Texas driver's license have at least six (6) months driving experience, and no accidents or citations within the past year, may drive themselves and others (with parental permission) on BSA local and national tour activities.
- All firearms training shall be conducted and supervised by an NRA or TCLEOSE certified firearms instructor.
- Fireworks are prohibited at any Post function unless supervised by a certified and/or licensed fireworks control expert.
- Explorers shall not participate in hang-gliding, ultra-lite flying, parachuting, hot air balloon flying, or powered aircraft in-flight pilot training as a Post activity.
- Explorers shall not participate in any potentially hazardous activity without appropriate training equipment, knowledge of safety procedures, and supervision by a qualified adult leader.
- Explorers shall not participate in boxing, karate, or other related martial arts as a Post activity.
- Explorers shall not participate in any motorized speed events as a Post activity.
- Explorers shall not participate in any rodeo event as a Post activity.
- At least two adult leaders are required for all trips and outings. Co-ed overnight activities require both male and female adult leaders.

## Article 9 Youth Protection

All peace officers and personnel who interact with Explorers must have basic knowledge about the potential for abuse of adolescents and the Youth Protection policies of Learning for Life that are designed to prevent it.

Because of the coeducational nature of Exploring, youth protection takes on added dimensions. It is important to realize that, although child abuse is sometimes thought to be a problem only for young children, it's not unusual for adolescents to be victims of abuse, whether emotional, physical, or sexual.

Therefore, Exploring leaders and personnel interacting with Explorers are obliged to be familiar with the Youth Protection emphasis of Learning for Life.

"Youth Protection Guidelines" in the Advisor section of the *Explorer Leader Handbook* lists several considerations that the Explorer leader must remember:

- There must be two-deep leadership on all trips and on all activities, which means that there must be at least two adults at every post event and activity.
- There must be no one-on-one contact with Explorers. Other Explorers or Advisors must be present (exception is the certified law enforcement ride-along).
- Respect the privacy of your Explorers.
- Provide separate accommodations for Advisors and Explorers and for males and females on overnight trips.
- Ensure proper preparation for activities, especially those with safety risks.
- Secret organizations are not permitted.
- Appropriate standards for attire should be upheld.
- Proper training, supervision, and monitoring of officers are necessary.
- Prohibited Activities:
  - Peace officers and other personnel are strictly prohibited from dating or establishing any type of personal relationships with Explorers, regardless of age, which might cause a negative impact or perception towards the law enforcement agency or the Post program.
  - Peace officers and other personnel are prohibited from engaging with Explorers in activities such as flirting, gossip, sexual harassment, or communications and activities which are sexual in nature.
  - Peace officers and other personnel are required to treat Explorers as fellow employees and are governed by all Department policies in this regard, including those outlined in the Standards of Conduct, Harassment and Discrimination in the Workplace
  - Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by this agency.
  - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
  - Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
  - Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.
- Individuals covered under this policy include department members defined as employees and applicants for employment with this department, whether sworn, regular, reserve or civilian, and all volunteers including but not limited to Explorer Scouts.
  - Any violation of the Youth Protection policies or guidelines shall be immediately reported to the Senior Advisor by written documentation outlining the facts and circumstances of the event.
  - Violations of this policy may result in disciplinary action up to and including termination of the offending deputy, officer, or employee. The offending Explorer may be terminated from the program.

## **Article 10 Fire and Emergency Services**

There are some issues and hazards specific to Fire Services that must be considered. In addition to the General Orders, the following is a general list of guidelines that will be followed by Explorers in relation to Fire Services.

- Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
- Explorers who respond to Fire Service calls will obey all state and local traffic regulations while enroute to the Fire Hall or scene.
- Explorers shall not equip their personal vehicles with red lights and/or siren, or other unlawful emergency equipment.
- Explorers are allowed to respond on Fire Dept. vehicles and apparatus with trained personnel.
- Explorers may not be substituted for trained personnel.
- Explorers must be equipped with personal protective equipment that is appropriate for the activity being done.
- Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- Explorers may not drive department vehicles.
- Explorers may not climb aerial ladders.
- Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.

- Explorers may not enter or perform ventilation procedures on a burning structure.
- Explorers may not use any tools or gloves on energized electrical equipment.
- Explorers may not operate cutting torches
- Explorers may not operate hydraulic rescue tools or equipment.
- Explorers may not handle life nets.
- **Exceptions:** Using an official training facility, the use of aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved.

### **Operational Procedures**

When Explorers receive notification of a fire call-out, they may proceed directly to the Fire Hall for assignment, unless directed otherwise. Explorers will obey all traffic regulations while enroute.

The Explorer should respond to the Fire Hall wearing their approved uniform apparel. Class A uniforms are prohibited while conducting fire fighting operations.

Upon arrival at the Fire Hall, Explorers will report to a member of the Adult Staff for assignment. If a Staff member is not present, the Explorer will report to the senior Fire Department member, and then contact a Staff member as soon as possible.

The Explorer will then dress in the appropriate personal protective gear (PPE) for the type of fire situation, and await further instructions.