I. GENERAL ORGANIZATION

A. Organization

The basic unit of the Law Enforcement Explorer Program is the Post. Within a Post there may exist platoons. There may exist as many platoons within a Post as is deemed necessary. Platoons will be composed of from five to ten members, and be listed as “A” Platoon, “B” Platoon, etc.

B. Post Command

Within each Law Enforcement Post there shall be the following designated ranks:

1. Post President - Explorer Captain

2. Post Vice President - Explorer Lieutenant

3. 2nd Vice President, Secretary, Treasurer and Platoon Leaders - Explorer Sergeants

4. Senior Explorer - An active Explorer in good standing with at least two years

membership and at least 18 years of age.

5. Explorers - Any member in good standing.

6. Probationary Explorers - Persons not having completed the prescribed course of

training and a six-month probation period.

Additional Explorers may be promoted to the rank of Lieutenant or Sergeant and given

Platoon Leader assignments or specific special assignments as approved by the Post

Committee. The additional supervisors should only be considered when there is full

membership and to ensure proper supervision.

C. Authority of Rank

The authority of rank delegated or granted to those Explorer Post members is not confined

to their respective Post, but shall include supervision over any subordinate members of the

program when necessary for effective administration, or when the conduct of subordinate

members is contrary to Department policy and/or regulations.

D. Responsibility of Explorer Supervisors

Supervisors shall investigate any report of laxity in the performance of duty or violations

of Department rules. After determining the facts, the supervisor shall report the findings in

writing to the immediate supervisor or Post Advisor.

E. Chain of Command

The chain of command shall be respected in all matters. Information and communications

shall move up and down through channels. It shall be the responsibility of each level to

forward information and communications to the next higher or lower level, together with

approval/disapproval, and/or recommendations.

F. Post Advisors

Post Advisors must be St. Louis County police officers or Department employees and be

approved by the Post Committee. When possible, one male and one female should be

appointed as Post Advisors. No more than two police officers will be designated as Post

Advisors. All others will serve as Associate Advisors. Post Advisors assure that Post

members are aware of and comply with, the Post and Department rules, regulations, and

policies. The Advisor will provide assistance in Post activities and will ensure events are

properly supervised by a police officer in necessary situations. The Advisor shall attend

Post meetings, coach Post Officers, arbitrate in Post disputes, and approve all new

members.

G. Post Associate Advisors

All Post Associate Advisors must be approved by the Post Advisor, Post Committee

Chairman and the Department Coordinator. Associate Advisors must be at least 21 years

of age and may have previously served as Explorers. Associate Advisors must be capable

of assuming the duties of the Post Advisor if needed. Every Post shall have an Associate

Advisor.

H. Post Consultant/Training Assistant

A person whose special skills or talent is needed for a Post activity, project or training.

They serve as needed at the discretion of the Post Advisor.

II. DEPARTMENT STANDARDS

A. Recruitment

Applicants for the position of Explorer should be students who have completed the 8th

grade, aged 14 to 20, and comply with the following conditions:

1. Have the recommendation from the applicant’s school principal (grades, character).

2. Have at least a “C” grade average on the last school report card.

3. Have no serious arrests and no convictions.

4. Have parental approval if under the age of 17.

B. Application Procedure

When candidates express interest in the Explorer Program, they shall complete the

application which will be typewritten or neatly printed in black ink. The completed

application will then be presented to the Post Advisor for review. A preliminary

investigation will be conducted by telephone to ascertain if the candidate meets the

minimum requirements. If they meet these requirements, they will be directed to report for

an oral interview and a more complete background investigation will be conducted. The

oral interview shall be conducted by an Advisor and two Explorers.

C. 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. Candidates with criminal records and questionable loyalty or morals shall be

rejected.

D. Selection of Applicants

All applicants must pass an oral interview and a background investigation by the Post

Advisor. Any applicant disapproved by the oral interview board will not be accepted. It

will be the responsibility of the applicant to provide a letter from their physician on their

health condition. Final results of the application process will be made to the applicant by

letter.

E. Conflicting Occupations

Explorers may not be employed or associated in the following occupations:

1. Bill Collectors

2. Bail Bondsman

3. Employment where alcoholic beverages are the principal business (i.e., liquor store).

4. Any occupation not covered above which may be considered a conflict of interest,

shall be referred to the Precinct Commander or Coordinator for final decisions.

5. Membership in another Explorer Post which conflicts with duties.

F. Educational Standards

All Explorers enrolled in school must maintain a “C” average or have graduated from high

school or possess the equivalent. The Post Advisor will review each Explorer’s school

grades periodically to ascertain if these standards are being maintained. A copy of the

latest report card shall be provided by each Explorer upon request.

G. Explorer Training

All new members of the Explorer Program will be required to satisfactorily complete a

basic training course of instruction conducted by each Post Advisor and his staff. Each

Explorer will receive 24 hours of training in the following areas:

1. Police conduct and discipline, to include Department rules and regulations.

2. Basic criminal law.

3. Traffic direction.

4. Police radio communications.

1. Search techniques (pertaining to missing persons or non-hazardous evidence).

5. Fingerprinting.

6. Precinct Operations and Ride-On-Patrol procedures.

7. Any specialized skills pertaining to community service functions or assistance to

other Divisions or Units within the Department.

Training shall be conducted during the six-month probation period and prior to

participation in duties requiring training. Training will be documented on a Post Training

Log Form which will be maintained in each Explorer’s personnel file. Explorers should

participate in the St. Louis Area Law Enforcement Explorer Cluster Training Academy if

possible. The Training Academy will fulfill the required curriculum and Explorers will

receive a certificate of training upon successful completion. Explorers may be tested to

demonstrate knowledge of basic materials such as ten-codes and traffic procedures.

Completed tests should be maintained in the Explorer’s personnel file. See Appendix 1 for

training information.

H. Department Duty/Special Training Assignments

Explorers may request assignment or assist as needed in the following areas:

1. Division of Patrol

a. Neighborhood Policing Assignments

b. School Resource/D.A.R.E. Unit Assignments

c. Bureau of Special Operations

d. Precinct Desk Duty

e. Other appropriate Precinct Assignments

2. Division of Criminal Investigation

a. Bureau of Criminal Identification

b. Appropriate non-hazardous support assignments

3. Division of Operational Support

a. Bureau of Communications

b. County and Municipal Police Academy

c. Bureau of Central Police Records

d. Other tasks related to the Division

Requests for manpower assistance from any Division, Unit or outside organization should

be made to the Post Advisor or Department Coordinator.

I. Inactive Members

Explorers may be listed as an Inactive Member for reasons approved by the Post Advisor

for up to one year without loss of membership status. After one year, the Inactive Member

will have to re-apply for membership. An Inactive Member will not retain any rank.

III. POST ACTIVITIES

A. Activities

Post activities are divided into the following areas:

1. Job oriented

2. Educational

3. Social and Recreational

Job-oriented activities are to familiarize Explorers with the nature and complexity of law

enforcement. These activities are to be non-hazardous in nature and may include, but may

not be limited to the following:

1. Fingerprinting (Explorer applicants, Child-I-dent).

2. Assisting with crowd and traffic control at parades and festivals.

3. Assisting officers with filing, vehicle maintenance and supply.

4. Participating as observers in the Ride-On-Patrol Program.

5. Assisting with Community Service projects.

B. Ride-On-Patrol

Explorers may be eligible to participate in the Ride-On-Patrol Program with the expressed

permission of the Post Advisor and only after the Indemnification Release Form (F-60) has

been signed by a parent or guardian. The Release Form will be updated every year in

accordance with General Order Section Q-2.

The Post Advisor will maintain a file of all Ride-On-Patrol Release Forms. The Ride-OnPatrol Program is a privilege and subject to revocation by the Post Advisor if the situation

merits such action. Explorers shall only ride with police officers of the same gender.

Even though the Explorers have received some training, they are not commissioned with

sworn officer status and have no police authority. They must consider themselves as

observers and not participants. Explorers shall take no police action in the field unless an

emergency situation exists. If action is required, it shall be no more than by the authority

granted to all citizens under state law. In any situation, the Explorer’s primary obligation

is to summon assistance for the officer.

Advisors will assist in coordinating and scheduling ride-alongs. Explorers should notify

the Precinct Desk Officer a day prior to a ride-along, but at least two hours before arriving

at a station for a ride-along. The Explorer’s name will be placed on the Duty Roster in the

appropriate assignment. Explorers under the age of 18 must terminate the ride-along by

11:00 PM. Senior Explorers may participate in a ride-along in an overlay car and must

terminate by 3:00 AM. Explorers will utilize an Explorer Sign-In Log and an Explorer

Log Sheet. The On-Duty Watch Commander must be advised that an Explorer is

participating on a ride-along. Explorers may Ride-On-Patrol in another Precinct provided

that it is coordinated by the Post Advisors.

C. Social Activities

These activities will be developed and carried out by the Explorers with the knowledge and

permission of the Post Advisor. The activities need not be law enforcement related.

D. Explorer/Department Related Trips

Trips within St. Louis County and St. Louis City are permitted with the approval of the

Precinct Commander or designated Watch Commander. Department transportation may be

used by a police officer when available, again with the above stated approval. Notification

of trips outside the Metropolitan Area must be made to the Coordinator prior to their

occurrence. Transportation for out of the Metropolitan Area must be arranged through

private carriers, or by private auto. All arrangements for lodging, transportation and

activities must be made prior to departure. All Explorer activities outside the scope of onduty police functions must be paid for through Post funds. If Explorers of both genders are

included, responsible adults of both genders, who are not Explorers, must accompany the

trip. In any case, two Advisors must be present for appropriate supervision. The necessary

Tour Permit from the Boy Scouts of America must also be obtained if required.

E. Post Meetings

Each Post will hold regular meetings to accomplish the following purposes. The meeting

shall be conducted by the members with the Post President presiding. The Advisor attends

as the Department representative. The Advisor’s participation in Post meetings should be

limited. He or she functions as a consultant on matters involving Department policies and

regulations, but ordinarily refrains from expressing his/her opinion on matters of business.

The order of business shall be:

1. Pledge of Allegiance to the American Flag.

2. Reading of the minutes and Treasurer’s report.

3. Reading of bills and communications.

4. Report of sickness or distress.

5. Report of committees.

6. Unfinished (old) business.

7. New business.

8. Open forum - this time will be used for open discussion on any subject pertaining to

the Post.

9. Training.

10. Social activities.

Minutes will be kept of all meetings. Copies of the minutes will be distributed to the

Precinct Commander/Post Committee. A copy of the minutes will be provided to the

Department Coordinator upon request. A monthly report of Post activity shall be prepared

by the Post President and approved by the Post Advisor. A copy of the report will be

forwarded through the following chain: Advisor, Precinct Commander, Department

Coordinator, Commanding Officer Division of Patrol.

V. UNIFORMS AND EQUIPMENT

A. Uniforms

The standard field uniform for Explorers will be khaki shirts and pants, brown tie, black

plain toe shoes, black socks, name tag, gold/brown jacket and black belt. All shirts and

coats must have the Department Explorer patch attached to both sleeves. The wearing of

the short sleeve or long sleeve shirt with ties will be determined by Department procedure.

B. Department Issued Equipment

1. Brown tie.

2. Explorer identification card.

3. Department Explorer patches.

4. Name tag.

5. Gold/Brown jackets.

6. Rain coats (may be assigned to Post).

7. Service Star Bars.

The above items remain the property of the Department and shall be maintained in proper

condition and returned to the Department upon request or separation. Explorers shall not

give the appearance or imply that they are sworn law enforcement officials. Explorers will

be responsible for reimbursement for damaged or lost Department property. Identification

cards will expire on the Explorer’s twenty-first birthday.

A. Items Required and Purchased at Post Member’s Expense

1. Black shoes - uniform type - plain toe.

8. Black socks.

9. Khaki uniform - long and short sleeve shirts, pants.

10. Black belt - 1½ inches wide, Velcro-type, no buckle.

The items must be approved by the Uniform Committee.

C. Personal Optional Items

1. Authorized headgear, dark brown billed cap with the Department Explorer Patch

affixed to the front of the cap.

2. Whistle with chain.

3. Black or brown gloves.

4. Flashlight (3-cell maximum).

5. Additional clothing or safety items or equipment (must be approved).

Items may be purchased by the individual or at Post expense with Post approval.

D. Patches and Awards

The approved Department shoulder patch shall be worn on each shoulder of all uniform

clothing. The approved Department Exploring Patch will be worn over the left breast

pocket of the shirt.

Explorer proficiency ribbons approved and supplied by the Boy Scouts of America may be

worn. The ribbons should be centered over the right shirt pocket seam and the name tag

moved to the pocket flap. The wearing of the ribbons is optional and they are not to be

worn on ride-alongs. The ribbons should be purchased and presented by the Post. All

other emblems or insignias shall have the approval of the Chief of Police prior to being

worn.

E. Prohibited Items of Uniform and Equipment

1. Ammunition carriers.

2. Batons or baton rings.

3. Handcuffs or cases.

4. Slappers.

5. Any type of weapon.

6. Pepper spray.

7. Garrison type belts.

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8. Any type of badge while on duty (a badge possessed for employment reasons should

not be carried while on duty as an Explorer).

9. Emergency type vehicle lighting (unless authorized by proper authority).

Exceptions: Garrison belts, handcuffs, and other simulated equipment items may be

utilized at Post meetings for role-playing purposes or for training for the

National Conference competition events. Under no circumstances shall the

items be worn while participating in the Ride-on-Patrol Program or any

duty-assignment.

F. Explorer Service Stars

Explorers with two years of service will be permitted to wear a Department service star bar

centered above the seam of the left shirt pocket. One star will be worn for every two years

completed. Stars remain the property of the Department/Post.

G. Insignia of Rank

Explorers holding the rank of Sergeant, Lieutenant, and Captain will wear the appropriate

gold collar brass, indicative of their position. The insignia of rank will be worn in

conformance with Department standards, and will be removed when the Explorer is

participating in the Ride-On-Patrol Program. The insignia will be supplied by the Post and

remain the property of the Post. Insignia will not be worn on coats. Name tags with gold

frames will be issued to Explorers with rank.

An Explorer Captain or Lieutenant who is elected to the St. Louis Area Law Enforcement

Explorer Cluster position of President or Vice-President or any National B.S.A. Explorer

position, shall wear a white uniform shirt to Cluster or national Explorer events.

I. Separation from Program

When an Explorer is suspended, resigns or is separated from the Law Enforcement

Explorer Program, all Department/Post property previously issued shall be returned to the

Post Advisor within 10 days of separation.

VI. CONDUCT AND DISCIPLINE

A. General Behavior

Explorers shall not act or behave privately or officially in such a manner as to bring

discredit upon themselves or the Department. Members shall not willfully violate any

Federal law, State statute, or local ordinance.

B. Conformance with Department Policy and Procedures

Every Explorer shall be familiar with, and conform to the policies and procedures of this

Department as stipulated in this manual. Explorers who violate any rule, regulation, or

policy of the Department, or Law Enforcement Explorer Program, shall be subject to

disciplinary action.

C. Infractions

The following infractions may be recorded and result in disciplinary action upon

repetition:

1. Unkept or improper use of the uniform.

2. Unsatisfactory personal grooming habits.

3. Poor attendance.

2. Low grades.

4. Unauthorized entrance into restricted areas.

5. Disobeying an order of any Post Officer or Police Officer.

6. Violations of any Explorer Post rules or regulations.

7. Violations of Department orders, rules or regulations.

8. Violations of any Federal law, State statute, or local ordinance.

D. Initiating Disciplinary Action

The Post Advisor, when advised, shall record any activity or action of any Explorer that is

expressly prohibited as stated in this manual or the failure of an Explorer to act in any

manner that is required by this manual. The Post Advisor shall have the authority to

initiate disciplinary action as outlined in Section F.

E. Retention of Identification Card

If an Explorer is placed on probation or becomes Inactive, the Department I.D. card shall

be retained by the Post Advisor until such time as the period of probation ends or

reinstatement occurs. For official functions, the I.D. card may be returned for that function

only.

F. Disciplinary Action

Discipline may be dispensed by the Post Advisor in the following manner:

1. Oral reprimand.

2. Written reprimand.

3. Imposing a probationary period during which any further violation shall result in

dismissal.

4. Denial of Ride-On-Patrol privileges.

5. Extra duty assignments.

3. Suspension.

6. Reduction in rank.

7. Dismissal.

Disciplinary action may be appealed in writing within ten days to the Post Committee.

The decision of the Post Committee may be appealed in writing to the Department

Coordinator within ten days. The decision of the Department Coordinator shall be final.

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VII. PERFORMANCE OF DUTY

A. Ethics

While on duty, all Law Enforcement Explorers shall be governed by the following rules

and regulations:

Explorers shall devote their time and attention to the service of the County, and the

Department, and shall direct and coordinate their efforts in a manner that will

establish and maintain the highest standards of efficiency.

Any rule, regulation, or policy governing the Department and not in this manual, shall be

deemed a portion of the manual. Explorers will utilize the General Order Manual

maintained in the Precinct/Bureau. Explorers shall be familiar with the Department

Statement of Values.

B. Rewards/Loans/Favors

Explorers shall not accept a bribe or engage in any act of extortion or other unlawful

means of obtaining money or property through their position with the Department’s Law

Enforcement Explorer Program.

C. Court Attendance

Explorers concerned in cases before the courts will be punctual in attendance. They will

dress in civilian clothes of good taste and maintain a business-like appearance. Male

Explorers should wear a tie and female Explorers should dress in appropriate attire.

D. Disorderly Conduct

Explorers shall not be disorderly or intoxicated at any time, either on or off duty.

E. Removal from Position

Explorers may be deemed incapable of duty and subject to suspension, reduction in rank,

or dismissal for the following reasons:

1. Displaying reluctance to properly perform their assigned duties.

2. Acting in a manner tending to bring discredit to themselves or the Department.

3. Failing to assume responsibilities or exercise diligence, intelligence, and/or interest

in the pursuit of their duties.

4. Violating Department policies, rules and/or regulations.

F. Punctuality

Explorers shall be punctual in reporting for duty at the time and place designated by their

supervisor or Post Advisor. Habitual failure to report promptly at the specified time will

be deemed neglect of duty. Explorers shall notify their supervisor or appropriate personnel

if they are going to be late or unable to report for a duty assignment.

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G. Personal Appearance

Explorers shall keep their persons clean and sanitary. Proper hairstyles and haircuts will

be maintained as described by Department policy. Uniforms shall always be kept as neat

and clean as possible. Loss or damage of Department issued items shall be reported in

writing through the chain of command to the Post Advisor.

H. Smoking

Explorers will not smoke where smoking would be detrimental to good conduct,

appearance or procedure. Explorers may not smoke if it is prohibited by law or ordinance.

I. Use of Medications

An Explorer may use medications which have been properly prescribed by a physician for

an illness or injury. Explorers shall not use these medications on duty or be under the

influence of such drugs on duty if they may impair coordination or judgement. The

Explorer is responsible for notifying the Advisor of their use of medication. Parents

should be consulted for information and consent regarding medication.

J. Use of Force

Explorers may not participate in making arrests unless absolutely necessary. If action is

required, it shall be no more than that authorized to all citizens under state law. In those

cases, they shall not use unnecessary force in helping to make an arrest or subdue any

person. Explorers must be firm, resolute, and energetic in exercising the means necessary

to properly perform their duties.

VIII.CARE OF IDENTIFICATION ITEMS

The Explorer will be responsible for the items of identification issued by the Department.

Explorers will neither loan nor borrow such items. The loss or damage of such items will be

immediately reported in writing through the chain of command to the Post Advisor. Explorers

will not use or display items or identification except as authorized by this manual.

IX. DEPARTMENT VEHICLES

A. Use and Operation of Vehicles

Explorers possessing a valid drivers license may operate a County vehicle during

UNUSUAL SITUATIONS, and then only with the approval of the police officer in charge.

Approval to operate a County vehicle may be assumed by Explorers during EXTREME

EMERGENCY FIELD SITUATIONS when the officer in charge is incapacitated and

unable to approve. Senior Explorers may also assist in transporting vehicles to and from

service points as requested by a Police Supervisor. While conveying vehicles, the

Explorer should be under the supervision of a police officer in an accompanying vehicle.

Explorers will not operate vehicles while on patrol or when a Department employee, police

officer, or reserve officer is available for the conveyance. When operating a police

vehicle, Explorers will take no action should they encounter any law enforcement related

situation.

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B. Accidents or Damage to Vehicles

In the event of an accident or damage to any County vehicle, the Explorer operating or in

charge of the vehicle shall:

1. Remain at the scene until a police report is taken.

2. Promptly notify the Watch Commander, his superior, and the Post Advisor.

3. Explorers shall inspect the interior and exterior of any Department vehicle they are

assigned to operate prior to using the vehicle. Any damage should be reported

immediately to a Police Supervisor.

B. Property Damage

Explorers shall promptly report any damage to property resulting from the execution of

their official duties or responsibilities.

X. INFORMATION, INVESTIGATION AND RECORDS

A. Reporting Information

An Explorer shall provide the Department with their correct name, address and telephone

number and the name of the person to be notified in case of an emergency. The Explorer

will be responsible for keeping the Post Advisor informed of any changes. The Post

Advisor will provide a post roster with an emergency contact list to the Precinct Desk

Officer. The Desk Officer will maintain a file for this information.

B. Confidential Information

The official business of the Department is confidential. Explorers shall only discuss or

give information as follows:

1. To persons for whom the information is intended.

2. As directed by the Post Advisor, a Police Officer, or Police Supervisor.

3. Under due process of law.

C. Internal Investigations (Bureau of Professional Responsibility)

If requested to make a statement in the course of an official investigation, Explorers will

make full, complete and truthful statements.

D. Records

Explorers will not remove any official records or copy of items from the Department

except as directed by a Police Supervisor or under due process of law. Explorers will not

knowingly or willingly enter, or cause to be entered in any Department books, records, or

reports, any inaccurate, false, or improper police information of material matters.

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E. Insurance

Explorers as volunteers are covered by the St. Louis County self-insurance program and

workers’ compensation for actions arising out of or in the course of their assigned duties

while on authorized duty. Supplemental insurance is also provided by the Boy Scouts of

America under certain circumstances.

F. Forms/Report/Files

1. The Post Advisor will keep a personnel file on all Explorers. The file will contain all

documentation produced while the Explorer is a member of the Explorer Post. The

file should be retained for a period of five years following the individuals twentyfirst birthday after which the file may be destroyed. Personal information contained

in the files is considered confidential.

2. Each Post shall utilize forms which will be consistent throughout all Department

Explorer Posts. No changes should be made to the forms without authorization and

coordination by the Department Coordinator.

3. Each Post will document service assignments or details on a memorandum form.

The memorandum will contain a description of the assignment, duty hours of the

assignment and the names of the Explorers present. Additional information related

to the event can be included in the memorandum. This memorandum should be kept

on file at the Post level for a period of three years.

XI. AMENDMENTS TO THE MANUAL

Suggestions for changes to this manual must be made through the Department Chain of

Command and approved by the Chief of Police.

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APPENDIX I

All new members of the Explorer Program will be required to satisfactorily complete a basic training

course of instruction conducted by each Post Advisor and Post staff. Each Explorer will receive 24

hours of training in the following areas:

**1. Police Conduct and Discipline (2 hours)**

a. Cover the Department Conduct and Discipline Manual

b. Department Mission Statement

c. Department Values Statement

d. Appearance regulations.

e. Discussion of Explorer Manual.

Training will be conducted at a special meeting for new members and continued for all Post

members at a regular meeting.

**2. Basic Criminal Law (1 hour)**

a. How are crimes defined (Felony, Misdemeanor).

b. Commonly encountered crimes defined.

c. Constitutional law related to search and arrest. Emphasis is made that Explorer’s do not

have authority as an officer.

d. State law regarding citizen involvement in arrests.

Training will be conducted at a regular Post Meeting.

**3. Traffic Direction (3 hours)**

a. Cover traffic direction handout related to directing traffic with flashlight, by hand and with

a whistle.

b. Traffic safety, related to safe positioning and proper placement of safety equipment. Use

of cones, flares and traffic vests.

c. Practice traffic direction in a controlled environment situation such as on a parking lot.

Training held at a regular Post meeting, but at a more practical location.

**4. Police Radio Communications (3 hours)**

a. Cover Department Radio Communications procedures.

b. Use of Ten-codes, each member will be provided a copy.

c. Use of phonetic alphabet, each member will be provided a copy.

d. Instruction on the use of police radio equipment (car radio and walkie-talkie).

e. Instruction on the operation of police vehicle equipment (lighting).

Training will be held at regular Post Meeting.

**5. Search Techniques (5 hours)**

a. Use of various field search techniques for locating missing persons and/or evidence.

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a. Participate in actual field exercises in locating persons or items.

Training will be held at a regular meeting with time extended for exercises.

**6. Fingerprinting (3 hours)**

a. Instruction in the use of fingerprinting equipment (cards, ink, rollers).

b. Hands-on training in fingerprinting persons.

Training will be conducted at a regular Post meeting. The purpose of the training is to assist in

community service projects (such as child-identification). Explorers will not be booking or

handling prisoners or suspects.

**7. Precinct Operations (2 hours)**

a. Instruction in answering Precinct phone calls and message recording.

b. Police vehicle inspection and supply location.

c. Police vehicle service points and routes to locations.

d. Any particular assignments will have proper instruction for the given task.

e. Computer data entry at the Precinct station.

Instruction on general topics will be conducted at a regular Post meeting. Specific tasks will be

instructed to those individual Explorers participating in the assignment.

**8. General Training (1 hour)**

When an Explorer is assigned to duties outside of the Division of Patrol, such as to the Division

of Criminal Investigation and the Division of Operational Support, they will receive specific

training for the task they will be conducting. Under no circumstances are Explorers given

responsibility in criminal investigations or be in direct contact with suspects of a crime. These

tasks are normally as support to trained staff members. Examples of support are as follows:

filing, preparing mailings, role-players for police training or assisting with conveying vehicles

or items from one location to another.

**9. Ride-on-Patrol (2 hours)**

a. Sign-up procedures and conduct while on ride-along.

b. Completion of required log sheet.

c. Instruction on note-taking of dispatch information and non-hazardous information

gathering (such as copying vehicle information at an accident scene).

Training to be covered at a regular Post meeting. Training will stress that the Explorer’s

function on a ride-along is as an observer.

**10. Community Services Training (2 hours)**

a. Department organization and personnel familiarization.

b. Public contact and speaking training.

c. Familiarization with police services available and operation.

d. Familiarization with police brochures and literature available.

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