

Pinole Police Department

Law Enforcement Explorer Post #2704



Rules and Regulations Manual

Revised August 4, 2016

**Pinole Explorer Post #2704
Rules and Regulations**

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1.0 Personnel System – General Information

1.1 General Concept

The Pinole Police Department recognizes the basic desire of Explorers for security, recognition, fair treatment, opportunity for personal development and advancement and sound leadership. In turn, the Police Department expects every Explorer to recognize the needs and desires of the citizens of Pinole who support and maintain Municipal Government to adhere to standards of dedication, conduct themselves in a wholesome way and practice high quality inter-personal relationships.

1.2 Authority

Pursuant to the Boy Scouts of America Memorandum of Understanding, signed by the Chief of Police and through the authority of the Chief of Police as stated in Pinole Policy and Procedures Manual, these Explorer Rules and Regulations are adopted and may be instituted at the direction of the Explorer Post Coordinator.

1.3 Scope

The Rules and Regulations contained herein shall extend to each and every Explorer.

1.4 Fair Employment

No questions in any test, or in any application form, or by any appointing authority, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin, religious creed, sexual orientation, or political opinions or affiliations of an applicant.

1.5 Violations of Rules

Violation of the provisions of these orders shall be grounds for rejection, suspension, demotion, dismissal or other disciplinary action.

1.6 Amendment and Revisions of Rules

Amendments and revisions may be suggested by any interested party and shall be submitted through the Post Coordinator. Advance notice of such proposed amendments or revisions should be given to each Explorer. During the process of consideration any interested party may appear and be heard by the Post Coordinator within 10 days, unless otherwise specified.

1.7 Maintenance of Personnel Records

The Post Coordinator or Post Advisor shall maintain adequate and permanent records of each Explorer, It shall be the duty of the Post Advisor to provide necessary written records and reports concerning various personnel functions and activities to the Administrative Supervisor. Personal history folders of all individual Explorers shall be treated as personal and confidential records and the Post Coordinator shall have exclusive administrative responsibility for security and control of these records. Alteration or unauthorized revision to or removal of any of the personnel records is prohibited. An Explorer shall have the right to inspect his or her own personal history folder by making arrangements with the Post Coordinator or the Post Advisor.

1.8 Permanency of Records

The personnel roster shall be kept permanently. All other records relating to personnel will be maintained in accordance with the policies of the department.

2.0 Classification

2.1 Classification of Explorer Personnel

Every position in the Explorer Post shall be assigned an appropriate classification based on the duties and responsibilities of such position. Each such class or position shall have a specification, which shall include a concise, descriptive title, description of the duties and responsibilities, and a statement of the minimum desirable qualifications for filling such position.

2.1.1 Administrative Commander

The Administrative Commander, by appointment of the Chief of Police, has the overall responsibility for the Explorer Post and Post Advisors.

2.1.2 Post Coordinator

The Post Coordinator is appointed by and answerable to the Administrative Commander and the Chief of Police. The Post Coordinator oversees the activities of the Post Advisor and Associate Advisors. The Post Coordinator is responsible for the clerical functions and funding of the Explorer Post.

2.1.3 Post Advisor

The Post Advisor, appointed by the Administrative Commander and Post Coordinator, is responsible for the maintenance and organization of the Explorer Post. The Post Advisor will supervise Explorer functions and special activities. The Post Advisor is responsible for setting up training meetings and other special activities and fundraisers.

2.1.4 Associate Advisors

The Associate Advisor is appointed by the Post Advisor and Post Coordinator. The Associate Advisor works under the supervision of the Post Advisor who will assign tasks and responsibilities for each Associate Advisor. The Post Advisor will have one Associate Advisor who acts as a "step-in" in the event the Post Advisor is unable to complete his or her duties.

2.1.5 Explorer Captain

Appointed by election of Post Advisors and under minimal direction of the Post Advisor, the Explorer Captain directs, evaluates, and inspects all Explorer Post activities. The Explorer Captain plans agendas for and presides at Explorer meetings and represents fellow Explorers at inter-department and intra-department meetings. The Captain is responsible for recognizing achievements of Explorer Post members and enforcing the uniform dress code.

2.1.6 Explorer Lieutenant

Appointed by election of Post Advisors and under the Administrative direction of the Explorer Captain, the Explorer Lieutenant plans, organizes and coordinates all Explorer Post activities. The Explorer Lieutenant shall maintain activity files, plan and oversee the completion of the monthly Explorer Newsletter, and lead recruitment efforts for the Explorer Post. In the event the Explorer Post does not have an Explorer Captain, the Explorer Lieutenant will be responsible for all of the requirements. The Explorer Lieutenant will delegate responsibilities as necessary.

2.1.7 Explorer Sergeant

Appointed by election of Post Advisors the Explorer Sergeant is responsible for intra-post communications, determines interests of Explorer Post members, maintains Explorer hours on a monthly basis, and oversees other special activities.

2.1.8 Explorer Field Training Officer (FTO)

Appointed by election of Post Advisors and the Explorer FTO is responsible for maintaining all Explorer Post records, directs publicity and communications, handles Explorer Post correspondence and minutes, and updates and maintains a current Explorer Post Roster.

2.2 Adoption, Amendment and Revision of Classification Plan

The classification plan shall be adopted and may be amended from time to time by the Post Advisor. During the process of consideration, any recognized Explorer affected shall be consulted and any other interested party may appear and be heard. While the classification of any position in the Explorer Post shall not be negotiable, amendments and revisions of the plan may be suggested to the Post Advisor by any interested party.

Notice of consideration of the proposed classification plan, amendments or revisions shall be publicly posted at least 10 days prior to action.

2.3 New Positions

New positions are created by the Post Coordinator. Before same may be filled, except as otherwise provided by these Explorer Rules and Regulations, no Explorer shall be appointed to fill any such position until the classification plan shall have been amended to provide therefore and an appropriate candidate list established for such position.

3.0 Employment

3.1 Recruitment

Recruitment for qualified applicants will be a continuing process in order that, where possible, the Explorer Post will have available applications of interested, qualified persons for possible employment. Notices of employment opportunities may be placed in newspapers or given to reputable schools, etc., which it is felt, will encourage responses from qualified persons.

3.2 Application

All applicants for employment shall file a Pinole Police Explorer Post #2704 Application Form with the Post Coordinator or Post Advisor.

3.3 Ineligibility or Disqualification

The appointing authority or the Post Coordinator and Post Advisor may withdraw anyone from consideration for appointment for reasons which may include, but shall not be limited to the following:

- 3.3.1** Lack of requirements established for the position for which he/she applied
- 3.3.2** Use of intoxicating beverages
- 3.3.3** Use of drugs or narcotics
- 3.3.4** Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- 3.3.5** Dismissal from any position for any cause, which would be cause for dismissal, by any other employer.
- 3.3.6** Resignation from any position to avoid dismissal.
- 3.3.7** Deception or fraud in making the application
- 3.3.8** Request by applicant that his or her name be withdrawn from consideration.
- 3.3.9** Failure to reply within a reasonable time, as specified by the Post Coordinator, to communications concerning availability for employment.
- 3.3.10** Disqualification or unsuitability for employment as specified in any pertinent Explorer Post Rule or Regulation.
- 3.3.11** Member of any subversive group or criminal enterprise.

3.4 Selection Process

The selection process will include an oral assessment board and background review. In no way shall selection be affected or influenced by

sex, race, religious creed, color, national origin, ancestry, or sexual orientation.

Selection techniques will be impartial and shall relate to those areas which, in the opinion of the Post Coordinator and Post Advisor, will adequately and fairly indicate the relative ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek appointment. All selection techniques shall also be presented so that all candidates can understand and respond to the questions and thus be provided equal opportunity.

At completion of the selection process, the Post Advisor shall make recommendations to the Post Coordinator regarding appointments from those candidates who, on the basis of their performance in the selection process, appear qualified for the position of Explorer. Upon approval or denial by the Post Coordinator, the Post Advisor will make appropriate notification via a letter to the candidate's home. The appointment shall become effective when the selected applicant(s) has signed all official papers, and those papers bear the appropriate signatures confirming the appointment. A personnel order with the date of appointment shall be issued. A copy of the appointment letter will be made and placed in the Explorer's Personnel File.

3.5 Birth Certificates

All persons appointed to Explorer positions shall be required to submit a copy of their Birth Certificate to the Post Coordinator. If such is not available, a certificate of baptism or other satisfactory evidence indicating date and place of birth may be accepted. Copies of such documents shall be kept in the Personnel File.

3.6 Promotion

The goal of Explorer Post #2704 is to encourage advancement. Promotional selection for vacancies will be conducted. Promotional opportunities will be posted on the Explorer Post bulletin board and mailed to each Explorer's home at least 30 calendar days prior to selection process. The promotional examinations shall factor the individual Explorer's behavior, leadership, knowledge of the post and recommendations by peers. The promotional process shall include techniques as defined in Section 3.4 of the Rules and Regulations.

3.7 Reappointments

Reappointment after termination will be considered as new employment. Any Explorer who has resigned from the Explorer Post in good standing may, upon written request, be considered for reappointment within 90 days of such resignation without benefit or additional examination. In no way, however, shall it be mandatory for the coordinating advisor to reappoint a former Explorer should he or she desire not to do so. Upon reappointment, any Explorer so reappointed shall be considered a new appointee.

3.8 Continued Participation

Continued employment of Explorers with Explorer Post #2704 shall be subject to good behavior and satisfactory work performance. Each regular Explorer shall have his or her performance evaluated annually by the Post Coordinator or the Post Advisor. The Evaluated Explorer shall be given a copy of the completed evaluation.

4.0 Probationary Period

4.1 Regular Appointment Following Probationary Period

All original and regular appointments shall be subject to a probationary period. The probationary period shall be for a six-month period of actual service. Leaves of absence totaling more than 30 calendar days, for any reason, shall not be counted toward completion of the probationary period.

The Post Coordinator or Post Advisor shall notify the probationary Explorer concerned one month prior to the expiration of any probationary period. If the service of the Explorer has been satisfactory, then the Post Advisor shall file a letter in writing to such effect at least two weeks prior to the completion of probation. All actions changing the status of a probationary Explorer to a regular Explorer shall be completed by recommendations of the Post Coordinator and Post Advisor.

4.2 Objective of Probationary Period

The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the Explorer's work and for securing the most effective adjustment of a new Explorer to his or her position and for rejecting any probationary Explorer whose performance does not meet the acceptable standard of work.

4.3 Rejection of Probationer

During the probationary period, an Explorer may be suspended, demoted or terminated at any time by the Post Coordinator and upon recommendation of the Post Advisor without cause and without the right of appeal or to submit a grievance. A written notification of this action shall be served on the probationer and a copy filed in his/her personnel file. A termination review shall be conducted with each rejected probationer. No probationary rejection shall be for discriminatory reasons based on items listed in Section 3.4.

4.4 Rejection Following Promotion

Any employee rejected during the probationary period following a promotional appointment, shall be reinstated to the position from which he/she was promoted unless charges are filed and he/she is discharged in the manner provided in these Rules and Regulations.

5.0 Termination of Participation

5.1 Resignation

An Explorer wishing to leave the service of the Pinole Police Explorer Post #2704 in good standing by resignation shall give the Explorer Post at least two weeks notice, unless such time limit is waived by the Post Coordinator.

Explorers giving such notice will be allowed to remain on active status for at least two weeks, provided that the Explorer Post Rules and Regulations are observed. Failure to give notice as required may be cause for denying future employment with the Explorer Post.

5.2 Termination, Non-disciplinary Action

An Explorer may be terminated upon the Post Coordinator's recommendation at any time for cause. Such non-disciplinary cause shall include, but not limited to, the inefficiency or incompetence of an Explorer. Explorer's shall be given a written statement of the reasons for such termination and may not appeal such action.

5.3 Termination, Disciplinary Action

An Explorer may be terminated at any time as disciplinary action as provided in Section 8 of these Rules and Regulations.

6.0 Hours

6.1 Hour Requirement

All regular Explorers must work a minimum of eight (8) hours each month. Explorers holding the positions of Captain, Lieutenant, Sergeant and FTO must work a minimum of ten (10) hours each month. Hours accumulated during Ride-a-longs may not be applied to meet the requirements.

6.2 Attendance

Explorers shall be in attendance at their assigned duties fifteen (15) minutes prior to the scheduled starting time, in complete uniform, unless prior arrangements are made with an Advisor.

If an Explorer will be unavailable for assigned duties, he/she shall write a letter to the Explorer Lieutenant explaining the situation. The letter is then to be placed in the Explorer's Personnel File, after review from the Post Advisor. An Explorer scheduled for duty will work unless a replacement is found. The Lieutenant is to be notified at least 24-hours prior to the shift if a replacement is to occur. More than three unauthorized absences can be cause for termination. Exemptions may be made in extreme emergencies where a phone call is made to an Explorer Advisor.

6.3 Meetings

Meetings are held bi-weekly. The Post Advisor and the Post Coordinator will determine the day and times. The day and times established shall remain unchanged throughout a three-month period, until a re-evaluation of the date and times are conducted.

Explorers are responsible for attending all meetings. Any Explorer wishing to be dismissed due to illness or family or school activities must obtain an Advisor's permission at least four (4) hours prior to the scheduled meeting.

7.0 Leave of Absence

7.1 General Provision

Leave of absence may be granted in cases of emergency or where such absence would not be contrary to the best interest of the Explorer Post. Such leave is not a right but a privilege. Explorers on authorized leave of absence may not extend such leave without express approval of the Post Advisor.

8.0 Disciplinary Action

8.1 As used in this article, "Disciplinary Action" shall mean discharge, demotion, reprimand, disciplinary probation, or suspension.

8.2 Causes and Extent for Disciplinary Action

Disciplinary measures may be taken for any good and sufficient cause. The extent of the Disciplinary Action taken shall be commensurate with the offense, provided prior history of the Explorer may also be considered pertinent. Cause for Disciplinary Action against any Explorer may include, but shall not be limited to, the following:

- 8.2.1** Fraud in securing appointment
- 8.2.2** Inexcusable neglect of duty
- 8.2.3** Violation of safety rules
- 8.2.4** Violation of City Ordinances
- 8.2.5** Tardiness
- 8.2.6** Possession, dispensing or consumption of alcoholic beverages or drugs at any time
- 8.2.7** Refusal or failure to perform work assigned
- 8.2.8** Unauthorized soliciting on city property.
- 8.2.9** Unauthorized absence
- 8.2.10** Conviction of a felony or misdemeanor of moral turpitude
- 8.2.11** Overstaying lunch period or relief during details
- 8.2.12** Falsifying time sheets
- 8.2.13** Disobedience to proper authority
- 8.2.14** Misuse of City property
- 8.2.15** Violation of any of the provisions of these working General Orders or Departmental Rules and Regulations
- 8.2.16** Offensive treatment to the public, city employees, other Explorers
- 8.2.17** Assault and battery
- 8.2.18** Fighting
- 8.2.19** Theft or sabotage of city property
- 8.2.20** Sleeping while on duty
- 8.2.21** Accepting bribes
- 8.2.22** Intimidation or interference with the rights of any Explorer
- 8.2.23** Any other activity or conduct not compatible with the good public service or interests of the Explorer service
- 8.2.24** Willful misrepresentation of fraud in employment application, if brought to the attention within one year of original

8.3 Persons by whom Disciplinary Action may be taken; Notice; Service; Contents

The Post Advisor may recommend to the Post Coordinator disciplinary action for cause against an Explorer under his/her control by notifying the Explorer of the action, pending the service upon him/her in written notice.

The notice shall be served upon the Explorer either personally or by mail and shall include:

- A. A statement of the nature of Disciplinary Action
- B. The effective date of the action
- C. A statement of the cause therefore
- D. A statement in ordinary and concise language of the act or omission upon which causes are based
- E. A statement advising the Explorer of his/her right to appeal from such action

8.4 Suspension

Suspension is removal of an Explorer from their status for a specified period of time not to exceed a total of 30 calendar days in fiscal year during which time the Explorer shall forfeit all rights and privileges.

8.5 Demotion

The Post Advisor or Post Coordinator may demote an Explorer for disciplinary purposes. Written notice of demotion shall be given to an Explorer at least 10 days before the effective date of the demotion. Demotions may not be appealed.

9.0 Uniform Specifications

9.1 Each new Explorer will be expected to own one complete uniform, to include a belt, long-sleeved shirt, short-sleeved shirt and one pair of pants following appointment. Uniforms are to be worn at all Explorer Post functions, with the exception of Post social functions. Uniforms shall be worn anytime an Explorer is in the Pinole Public Safety Facility, with the exception of when the Explorer is arriving at or leaving the building. When the uniform is worn, it shall be neat, clean and properly pressed; all leather goods and metal goods polished and shall be ready at all times for immediate use.

9.1.1 Jewelry or personal ornaments other than those authorized shall not be worn or affixed to any part of the service uniform or service equipment.

9.1.2 Wearing of unauthorized portions or total pieces of uniforms or equipment is not permitted.

9.1.3 Male Explorers shall have neat haircuts above the ear and above the collar, and shall be clean-shaven. Female Explorers with long hair shall wear a ponytail. Explorers in violation may be sent home.

9.2 No part of the uniform shall be worn except while on duty or while traveling incidentally to duty. No part of the uniform (shirt portion) may be exposed to public view while traveling on motorcycles, scooters, or bicycles unless so assigned for duty.

9.3 The wearing of non-regulation articles of clothing while on duty is prohibited except that in the event of an emergency or under extremely adverse weather conditions such as intense cold, flood, and other conditions of this nature, such garments as are available (or necessary) may be utilized for adequate protection, providing the badge is conspicuously displayed on the exterior of the garment.

9.4 Only badge, I.D. card, and rank insignia purchased by the City of Pinole and issued through the Post Coordinator are approved for use and display. Explorers in possession of items not authorized shall face disciplinary sanction and criminal action.

9.5 The following uniform is required pursuant to Police Department General Orders.

9.5.1 Trousers

Male Uniform Trouser

Tact Squad, Model 7002NE, Dark Navy, 100% Polyester.

Female Uniform Trouser

Tact Squad, Model 7002NWE, Dark Navy, 100% Polyester.

9.5.2 Shirt

Male Uniform Shirts

Short Sleeve, Tact Squad Model 8013LB, light blue, 65% Polyester/35% Cotton.

Long Sleeve, Tact Squad Model 8003LB, light blue, 65% Polyester/35% Cotton.

Female Uniform Shirts

Short Sleeve, Tact Squad Model 8013LW, Women's light blue, 65% Polyester/35% Cotton.

Long Sleeve, Tact Squad Model 8003LW, Women's light blue, 65% Polyester/35% Cotton.

9.5.3 Shoes

Color: Black

Style: Low type or boot style either lace up, plain toe, smooth finish with low heels.

Material: Leather

9.5.4 Belt

Color: Black

Style: Sam Brown, one and three quarter inch basket weave with silver buckle.

Material: Leather

9.5.5 Tie

Color: Black

Style: Four-in-hand tie of continental design with a square knot, break-away style

Material: cotton or cotton/poly blend

9.5.6 Socks

Black, mid-calf length, unless otherwise indicated by a physician's statement

9.5.7 Gloves

Gloves shall be of plain design, black in color, wrist length, without buttons or fancy stitching. Interior of glove plain or fabric lined. No sap or lead-loaded gloves are authorized.

9.5.8 Badge

The badge shall consist of a seven-point star and be silver in color. The Post Coordinator or the Post Advisor issues the badge. The badge shall be worn on the uniform attached to the badge tab on the outermost garment so as to be visible at all times.

9.5.9 Nameplate

The nameplate will be silver in color, and rectangular in shape with squared edges. The dimensions are approximately two and one-eighths inch in length and three-eighths inch in width. Lettering to be deeply engraved and lacquer filled in black to indicate first initial and last name. To be attached to the outermost garment centered in the right breast pocket flap.

9.5.10 Shoulder Patches

One Pinole police shoulder patch is to be placed on the left sleeve of each shirt and jacket. The top of the patch is to be approximately 3/4 –inch from the top sleeve head seam and centered on sleeve press crease, perpendicular to the ground when the garment is worn.

9.5.11 Whistle

A silver whistle is to be issued by the Post Advisor

Optional Equipment

9.5.12 Jacket (Cold Weather / Optional)

Style: Short, all nylon coat complete with zip-in zip-out liner. Style to be loose fit body with waist length body and badge holder.

Color: Navy blue

Materials; “Skinners” #8612 nylon “super twill” on body, sleeves, badge older, sport collar, pocket welt, under collar, and sipper covering.

9.5.13 Jacket (Lightweight Duty / Optional)

Style: Short, all nylon coat. Style to be loose fit body with waist length body, with badge holder. To be same as or equivalent to the "recruit" or the "Chill Chaser" as manufactured by the Horace Small Company.

Color: Navy blue

Material: Nylon outer shell on body, sleeves, badge holder and epaulets if provided. Elastic on waist, two pleated chest pockets if applicable to model considered.

9.6 Years of Service Stripes (Optional)

9.6.1 Hash Marks

After one year in service and the completion of levels one, two and three, one hash mark will be worn on the left sleeve of the long sleeved uniform shirt and jacket. The hash mark will be affixed above the cuff pursuant to the regulation governing the officer's regulations. An additional hash mark will be added for each year of uninterrupted tenure with the Pinole Police Explorer Post, and will be issued to the qualifying Explorer by the Post Advisor.

9.7 Training Meeting Uniform (Optional)

9.7.1 Shirt

Style: The meeting shirt will consist of a blue Corner Stone brand polo type shirt with Post 2704 logo on the left chest and the explorer's first initial and last name embroidered on the right chest. These shirts are ordered through the Post Coordinator.

9.7.2 Trousers

Style: 5.11 Brand PDU cargo pants in Midnight Blue is a cotton/poly blend, wash and wear fabric. The pant leg will be hemmed to the appropriate inseam length. (***No rip stop fabric***)

9.7.3 Modifications

The Post Coordinator and Post Advisor reserve the right to make modifications to this section at any time. In the event any modification is made, the Explorers will be notified in writing two (2) weeks prior to mandatory change.

9.8 Physical Training (PT) Clothing (Optional)

9.8.1 Shirt

Style: the PT shirt will consist of an all cotton material and be grey in color. The Shirt may be modified, upon request and recommendation of the Post Coordinator, to display departmental logos. If such logos are authorized, the Post Coordinator will assume responsibility to affix all such markings.

9.8.2 Pants

Style: the PT pants will consist of an all cotton material and be grey in color. The pants will be of normal fit around the Explorer's waist and of appropriate length. The shirt will be tucked into the pants at all times.

9.8.3 Modifications

The Post Coordinator and Post Advisor reserve the right to make modifications to this section at any time. In the event any modification is made, the Explorers will be notified in writing two (2) weeks prior to mandatory change.

10.0 Ride-A-Long Program

10.1 Authority

The authority for the Ride-A-Long program is Policy 410 of the Pinole Police Department Policy and Procedures Manual. The Explorer must be 14 years of age or older and the Ride-A-Long must be approved by the Post Advisor at least one week in advance. The Explorer must complete a "Hold Harmless Agreement" form. The form will be signed and maintained in the Explorer's Personnel File by the Post Coordinator.

10.2 Ride-A-Long Qualifications

10.2.1 The Explorer is prohibited from drinking alcoholic drinks, smoking, or sleeping while on duty. An Explorer found in possession of illegal narcotics or other habitual drugs will be dismissed immediately.

10.2.2 An Explorer will not be allowed to carry a firearm, baton, or mace while participating in the Ride-A-Long program or any other Explorer function.

10.2.3 The Explorer must have completed the minimum Ride-A-Long training program. The program will be conducted and evaluated by the Post Advisor.

10.2.4 The Explorer can ride a maximum of twenty (20) hours per month and no more than (10) hours per day. Advisors have the option of rewarding Explorer's with additional Ride-A-Long hours. Hours for the Ride-A-Long will be determined by the age of the Explorer, school schedule and approved by the Advisor.

10.2.5 Explorers will only ride along with the officer to whom he/she has been assigned. The Watch Commander will assign the Officer.

10.2.6 An Explorer must report fifteen (15) minutes prior to the scheduled Ride-A-Long time. If the Explorer is late, he/she is subject to being sent home. The Explorer must be in a clean, pressed, and complete uniform when riding. No insignia, other than the Explorer badge and nametag, shall be worn.

10.2.7 An Explorer must be equipped with whistle, notebook and pens, and portable radio (if available) before reporting for duty.

10.2.8 The Explorer must follow supervising officer's directions regardless of his/her personal feelings. Any disagreement or argument with the supervising officer must be reported to the Post Advisor in writing as soon as possible. No Explorer will be required to obey an order, which is contrary to the law.

10.2.9 The Post Advisor will maintain a log of times, date, and activities for each Explorer Ride-A-Long

10.3 Participating Activities

The Explorer Participated in the Ride-A-Long program as an observer. The Explorer may fulfill various duties as determined by the Ride-Along officer. These may include:

10.3.1 Traffic/Crowd control

10.3.2 Operate radio

10.3.3 Assist motorist

10.3.4 Complete routine paperwork that will not be used in court

10.3.5 Protect crime scene

10.3.6 Act as interpreter as needed

10.4 Non-participating Activities

At no time will the Explorer be at risk or used in dangerous or non-authorized undercover activities, in accordance with the Boy Scout of America's Policy on covert operations. Some specific functions to avoid:

10.4.1 Interview/Interrogate witnesses or suspects

10.4.2 Participate or be left in control of any prisoner

10.4.3 Leave the police vehicle, unless instructed by assigned officer

10.4.4 Be armed in any manner

10.4.5 Sign any arrest, offense, accident report, traffic citation, or any other legal document

10.4.6 Driving vehicles in an official capacity (i.e. traffic stops or routine patrol)

10.4.7 Riding with any vice, narcotics, or organized crime division

10.5 High-Risk Call Procedure

An Explorer must follow the procedures for high-risk calls. The procedure is as follows:

10.5.1 In case of high-risk call, the officer returns the Explorer to the station or stops at the first convenient location and radios location (if at all possible).

10.5.2 In case of immediate emergency, the Explorer will remain in the police vehicle and observe, until the officer advises that the situation is safe.

10.6 Explorer's Training

Before the Explorer is permitted to participate in the Ride-A-Long program, he/she is required to complete training exercises, which include:

10.6.1 Daily operations of a Police Officer

10.6.2 Explorer Post guidelines

10.6.3 Familiarization with police vehicle and equipment

10.6.4 Dress and equipment required when participating in the Ride-A-Long

10.6.5 Expected conduct of Explorer

10.6.5.1 Follow directions of officer

10.6.5.2 Explorer will not carry on conversation with any prisoner, witness, or complainant unless specifically directed by the officer.

10.6.6 Code of Conduct for Police Officers

10.6.7 Additional training to include

10.6.7.1 Note taking

10.6.7.2 Report writing

10.6.7.3 Geographic orientation of the City of Pinole

10.6.7.4 Communications and radio procedure

10.7 Assigned Officer's Criteria

10.7.1 An officer must have at least one (1) year of experience

10.7.2 The officer has no compromising disciplinary action on file

10.7.3 The consenting officer must receive an orientation to the Explorer Program Rules and Regulations prior to participation

10.7.4 The officer must be furnished with a copy of the Explorer Guidelines for future reference

11.0 Use of Police Units

- 11.0.1** Each driving applicant shall have a valid California Driver License and have completed three months as an Explorer as well as law enforcement specific training.
- 11.0.2** The Explorer must present a copy of current insurance by his/her family's insurance to drive his/her own vehicle to the Post Advisor. The copy will be kept in the Explorer's Personnel File.
- 11.0.3** The Explorer shall complete training and orientation by an Advisor or officer for each vehicle allowed to drive.
- 11.0.4** Any infraction of the driving privilege will result in the loss of that privilege. The police department reserves the right to make periodic checks of Explorer's driving record.
- 11.0.5** At no time will any of the emergency equipment be used (unless directed by Officer or Supervisor).
- 11.0.6** The Explorer must be cleared by the on-duty Watch Commander to drive a unit. The Watch Commander shall assign the unit to be driven.

12.0 Identification Cards

An identification card will be issued to each Explorer, to be used for Explorer and Police Department business only. Each Explorer will carry the card at all times while on duty. The cards are Police Department property and must be surrendered upon request or resignation from the Explorer Post. Misuse of the card will be cause for termination and may result in criminal prosecution.

13.0 Report Cards

Explorers shall maintain an overall Grade Point Average (GPA) of 2.0 or above. Copies of report cards shall be provided to the Post Advisor four (4) times a year. Explorers not achieving the minimum GPA may be suspended from the Explorer Post until the GPA is brought up.

14.0 Explorer Code of Conduct

- 14.1 Standards of Conduct** – Explorers shall conduct their private lives in such a manner as to reflect positively on the Pinole Police Department
- 14.2 Loyalty** – Explorers shall maintain loyalty to their associates and to the Police Department as is consistent with the laws and with personal ethics
- 14.3 Cooperation** – Essential and effective to law enforcement, Explorers shall establish and maintain a high spirit of cooperation within the Police Department
- 14.4 Insubordination** – Explorers shall obey all orders given by an Advisor or superior officer. Orders given by sworn personnel or an adult (21 years of age or older) member of the Pinole Police Department that are in conflict with orders issued by an Advisor shall be complied with, and brought immediately to the Post Advisor and Post Coordinator.
- 14.5 Criticism of Orders** – Explorers shall not publicly criticize orders given by an Advisor, superior officer, sworn personnel or an adult member of the Police Department
- 14.6 Gratuities** – Explorers shall not seek, ask for, or accept gratuities of any kind except as so provided in their work contract
- 14.7 Transportation** – Explorers are responsible for their own transportation to and from the Police Department at all times. Explorers shall not seek or ask for rides from Police Department Personnel. Explorers may, however, accept a ride if offered by on or off-duty personnel
- 14.8 Courtesy** – Explorers shall conform to normal courtesy standards while in uniform and refer to fellow Explorers and all Police Department Employees by rank or title
- 14.9 Physical Fitness for Duty** – Explorers shall maintain good physical condition at all times
- 14.10 Personal Appearance** – Explorers shall at all times while on duty be well-groomed and clean
- 14.11 Smoking Prohibited** – Explorers shall not smoke in any on-duty capacity in or out of uniform

- 14.12 Department Property and Equipment** – Explorers are responsible for the proper care of department property and equipment assigned to them. Damaged or lost property may be subject to the responsible individual to reimbursement charges. Uniforms and equipment shall not be loaned to non-Explorers.
- 14.13 Rules and Regulations** – Explorers are responsible for maintaining updates for Rules and Regulations issued to them
- 14.14 Radio Discipline** – Explorers shall adhere strictly to operation guidelines as set forth in Police Department policy and by the Federal Communications Commission (FCC)
- 14.15 Security of Department Information** – Explorers shall not reveal information contained in police records, other information ordinarily inaccessible to the public and names of informants, complainants, witnesses, suspects and other subjects considered confidential to persons outside of the Pinole Police Department, Violation of security of information reflects gross misconduct and may result in termination
- 14.16 Conduct Toward Public** – Explorers shall be courteous and orderly in their dealings with the public. They shall perform their duties quickly, avoiding harsh, violent, profane, or insolent language and always remain calm; regardless of provocation to do so is otherwise. Upon request, Explorers supply their names and badge numbers in a polite manner
- 14.17 Truthfulness** – Members are required to be truthful at all times, whether under oath or not. During investigations, Explorers shall answer questions by, or render materials and relevant statements to, a competent authority in the Pinole Police Department or Advisory Section of the Explorer Post
- 14.18 Use of Telephones** – Explorers may only use Police Department telephones for Explorer business. This shall include work-related correspondence with other Explorer Post members and arranging for rides home. Explorers caught in violation of this rule may face disciplinary action

15.0 Pinole Police Rules and Regulations

The Pinole Police Department Policies and Procedures Manual will take precedent over any policy or procedure in this manual. The Pinole Police Department Policy and Procedure Manual will be referred to and shall be the final authority for any policy not specifically referenced within this policy manual.

16.0 Explorer Patrol Operations

16.1 Authority

The authority for the Explorer Patrol Operations program is derived from the authority of the Chief of Police and supervised by the Patrol Division Commander and Post Coordinator. Nothing in this section is to conflict with the Pinole Police Department Rules and Regulations Policy 384 or the Boy Scouts of America General Policies.

16.2 Patrol Operations Qualifications

16.2.1 The Explorer is to complete, and have on file, a Post #2704 application, oral board questionnaire and background check.

16.2.2 An Explorer must have a completed and filed, Live Scan paperwork, Emergency Contact Form, CLETS Waiver Form and Liability Waiver Form.

16.2.3 The Explorer must have completed the minimum Patrol Operations training program. The program will be conducted and evaluated by the Post Advisor.

16.2.4 The Explorer can work a maximum of thirty (30) hours per week; and a maximum of ten (10) hours per day. Advisors have the authority to restrict the number of hours an Explorer can complete based on Post involvement.

16.2.5 Explorer must provide at least 24 hour notification of intent to conduct Patrol Operations. The notification must be approved by a Post Coordinator, Advisor or "on-duty" supervisor.

16.2.6 An Explorer must report fifteen (15) minutes prior to the scheduled Patrol Operation. If the Explorer is late, he/she is subject to being disciplined. The Explorer must be in a clean and pressed complete uniform when riding. No insignia, other than the Explorer badge and nametag, shall be worn in the presence of sworn personnel.

16.3 Explorer's Training

Before an Explorer can participate in Patrol Operations, he/she is required to complete, and show proficiency in, training exercises, which include:

16.3.1 Of the age 18 or older.

16.3.2 Possession of a valid Driver License.

16.3.3 Completion of Explorer FTO Manual.

16.3.4 Completed ten (10) hours of training with CSO.

16.3.5 Completed training with Dispatch and CLETS test.

16.3.6 Obtain Employee Number.

16.4 Patrol Functions

16.4.1 Explorers may issue parking citations as authorized by law.

16.4.2 Explorers may tow vehicles in violation of the law under the authority of Pinole Police Policy 510.

16.4.3 Explorers may participate in traffic control.

16.4.4 Explorers can conduct Vacation House Checks and Park Patrols as deemed necessary by the “on-duty” supervisor.

16.4.5 Explorers will assist in the removal and relocation of Pinole Police Traffic Trailers.

16.4.6 Explorer can assist in the protection of crime scenes.

16.4.7 Explorers must complete and submit a CSO Daily Activity Log

16.4.8 Explorers can assist in any patrol function, given by the “on-duty” supervisor that does not conflict with these Rules and Regulations.

16.4.9 At no times are Explorers to handle, control or assist in the apprehension of arrested persons unless exigency of the incident deems it necessary, and the participation of the Explorer in the incident would be the same as a citizen under the same or similar circumstances.

16.5 Explorer Patrol Supervision

16.5.1 While conducting patrol operations, the Explorer will be under the supervising responsibility of the “on-duty” supervisor. The supervisor will be responsible for collecting the Daily Activity Log, handling citizen complaints and maintaining overall responsibility and safety of the Explorer.

16.5.2The “on-duty” supervisor will communicate with the Post Coordinator or Advisor when complaints or other issues arise. The Post Coordinator will be responsible for the discipline of an Explorer conducting patrol functions.

16.6 Other Patrol Responsibilities

The Explorer will rely upon the guidelines listed in the Explorer Rules and Regulations Section 10 when determining what activity is authorized. No

Explorer shall engage in any activity which is inconsistent with the Rules and Regulations outlined in Section 410 of the Pinole Police Policy Manual.