



**Watertown South Dakota
Police Explorer Post #119 Manual
Prepared By Watertown Police Explorer Post #119
Updated: September 12, 2017**

Note: The purpose of this manual is to establish guidelines and procedures for the operation of the Watertown Police Department Explorer Program. It shall be the responsibility of the Explorer to be familiar with the contents of the Explorer Manual.

The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Watertown South Dakota Police Explorer Post #119 and any of its Explorers.

Watertown South Dakota Police Explorer Post #119 at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

TABLE OF CONTENTS

1 INTRODUCTION

- 1.1 Welcome
- 1.2 History
- 1.3 Changes in Policy

2 EXPLORER MANUAL INTRODUCTION

- 2.1 Explorer Manual Established
- 2.2 Distribution of Manual
- 2.3 Familiarization of Manual
- 2.4 Amendments
- 2.5 Manual Review

3 GENERAL GUIDELINES

- 3.1 General Provisions
- 3.2 Explorer Oath
- 3.3 General Behavior
- 3.4 Goals and Objectives
- 3.5 Laws of the United States

4 ELIGIBILITY

- 4.1 Explorer Eligibility
- 4.2 Criminal Records

- 4.3 New Explorer Orientation
- 4.4 Explorer Required Training

5 EXPLORER POLICIES

- 5.1 Dress Code
- 5.2 Absence
- 5.3 Tardiness
- 5.4 Explorer Website Terminal
- 5.5 Weather-related and Emergency Closings
- 5.6 Profanity or Slanderous Language
- 5.7 Use of Police In-Car Radio/Computer
- 5.8 Scholastic Requirement
- 5.9 Explorer/Police Relationships
- 5.10 Shooting Range Requirements
- 5.11 Use of Force
- 5.12 Courtesy-Ceremonial and Patriotic
- 5.13 Equipment
- 5.14 Service
- 5.15 Visitors to the Explorer Program
- 5.16 Explorer Termination/Resignation
- 5.17 Explorer Retirement
- 5.18 Return of Explorer/Police Department Property

6 PROHIBITED ACTIVITY

- 6.1 Prohibited Activity
- 6.2 Parking
- 6.3 Gratuities
- 6.4 Evidence
- 6.5 Confidential Information and Nondisclosure
- 6.6 Smoking, Alcohol, and Substance Abuse
- 6.7 Loitering

7 EXPLORER SAFETY

- 7.1 Explorer Safety-Events
- 7.2 Explorer Safety-Ride Along
- 7.3 Explorer Requiring Medical Attention

8 EXPLORER RESPONSIBILITIES

- 8.1 Time Keeping Responsibilities.
- 8.2 Cooperation with Other Explorers
- 8.3 Chain of Command

9 PERSONNEL DUTIES AND RESPONSIBILITIES

- 9.1 Chain of Command-Watertown Police Explorers
- 9.2 Chain of Command-Watertown Police Department
- 9.3 Chief of Police
- 9.4 Explorer Captain
- 9.5 Explorer Sergeant

- 9.6 Explorer
- 9.7 Explorer Advisor
- 9.8 Explorer Assistant Advisor
- 9.9 Opportunity for Advancement-Progression and Promotion

10 ORDERS

- 10.1 Conflicting Assignment of Orders
- 10.2 Unlawful Orders
- 10.3 Obedience to Unlawful Orders
- 10.4 Reporting Law Violations
- 10.5 Internal Investigations

11 STANDARDS OF CONDUCT

- 11.1 General Standards
- 11.2 Judgment Responsibilities
- 11.3 Performance of Responsibilities
- 11.4 Use of Equipment
- 11.5 Use of Cell Phone
- 11.6 Complaint Procedure

12 RIDE ALONG PROGRAM

- 12.1 Purpose
- 12.2 Guidelines
- 12.3 Ride Along Participation
- 12.4 Prohibited Explorer Participation

13 DISCIPLINE

- 13.1 Discipline

14 EXPENSES

- 14.1 Uniforms
- 14.2 Explorer Competition
- 14.3 Insurance

15 ACKNOWLEDGMENT

- 15.1 Sexual Harassment
- 15.2 Confidentiality
- 15.3 Agreement and Disclosure

1. INTRODUCTION

The Explorer Program is designed as a career awareness program which helps improve public relations and supplement manpower at the Watertown Police Dept.

1.1 Welcome

Mission Statement:

The mission of the Watertown Police Department is “To protect life and property, enforce laws, preserve order, prevent crime, and provide a safe place for all to live, work, and raise families.”

Vision Statement:

The vision of the Watertown Police Department is to be a beacon of excellence by being professional, proactive, and progressive.

1.2 History

The Explorer Program of the Boy Scouts of America provides young people with information about the adult world that they are preparing to enter by providing insight into the aims and objectives of sponsoring agencies and, in many instances, encouraging them to develop their career within these professions. The program gives today's teenagers a chance to find out firsthand about a wide variety of careers in Law Enforcement.

In addition, these agencies receive the assistance of the Explorer participants in a variety of activities which, in the instance of law enforcement agencies, supplement their manpower by relieving commissioned officers from routine and administrative tasks and allow them to perform other needed police activities.

The Watertown Police Department fully supports the Law Enforcement Explorer Program of the Boy Scouts of America.

Prior approval shall be obtained from the Chief of Police, shift commanders, and advisors for the use of personnel, departmental vehicles, equipment, and facilities for Explorer activities.

1.3 Changes in Policy

This manual supersedes all previous Explorer manuals. While every effort is made to keep the contents of this document current, the Watertown Police Explorer Post #119 reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to Explorers.

2 EXPLORER MANUAL INTRODUCTION

2.1 Explorer Manual Established

The manual of the Watertown Police Department Law Enforcement Explorer Program is hereby established and shall therefore be referred to as the "Explorer Manual." The manual is a summary of current policies, procedures, and rules pertaining to Explorer activities. It describes the organization, responsibilities, and functions of the Explorers. All Explorers, Police Department advisors, and associated civilian volunteers are to conform to the rules and provisions contained in the Explorer Manual.

2.2 Distribution of Manual

A copy of the Explorer Manual shall be issued to each Explorer upon passing their unit requirements of eligibility

2.3 Familiarization of Manual

It shall be the responsibility of each advisor and Explorer to be familiar with the contents of the Explorer Manual.

2.4 Amendments and Responsibilities for Maintenance

The advisors shall issue amendments to the Explorer Manual when deemed necessary. Amendments shall become a permanent part of the manual when received and remain until further amended. The Explorer advisors shall be responsible for maintaining the Explorer Manual and make necessary revisions of the

Explorer Manual.

2.5 Manual Review

On an annual basis or when otherwise deemed necessary, Explorer advisors shall review the Explorer Manual and applicable amendments for consistency and possible changes.

3 GENERAL GUIDELINES

3.1 General Provisions

The Watertown Police Department Oath and the Explorer Oath will be the general standards of conduct for all Explorers.

3.2 Explorer Oath

We, the Watertown Police Explorers, having been duly chartered by the Boy Scouts of America, do solemnly swear that we will faithfully and impartially perform the duties of our position as set forth in the Police Explorer Manual and to the best of our ability; we will not use drugs or alcohol and we will support and maintain the ordinances of the City of Watertown, the Laws and the Constitution of the State of South Dakota and of the United States of America, so help us God.

3.3 General Behavior

The Watertown Police Department Law Enforcement Explorer Program is an official department program.

Explorers shall conduct themselves in a polite and courteous manner—in and out of uniform—to the public, advisors, and all Watertown Police Department personnel. A Police Explorer will not act or behave privately or officially in a manner as to bring discredit upon his/herself or this Department. Explorers will be courteous and respectful at all times to one another and to the public. Explorers will refrain from horseplay at post functions.

While explorers are not prohibited from having personal relationships with other explorers, public displays of affection at post functions is strictly prohibited. Explorers will conduct themselves professionally while in uniform. Any problems or behavior that arise from a dating relationship which could affect the post may result in disciplinary action

Note: It is the responsibility of the Explorers to perform their duties in a competent and professional manner. This includes being an official representative of the Watertown Police Department. Behavior that reflects discredit or causes public concern about the capability or professionalism of the department will be grounds for disciplinary action, including termination.

3.4 Goals and Objectives

The goals and objectives of the Watertown Police Department Explorer Program are:

1. To further the individual's overall education.
2. To encourage Explorer participation in rewarding and productive service activities.
3. To enhance preparation for further roles as productive citizens and community members
4. To help young men and women become more aware of the role of police service, specifically that of the Watertown Police Department.

3.5 Laws of United States

Explorers will uphold the laws of the United States of America, the State of South Dakota, and the Ordinances of the City of Watertown.

4 ELIGIBILITY

4.1 Explorer Eligibility

Membership in the Watertown Police Department Law Enforcement Explorer Program is open to interested persons between the ages of 14 to 20 years old that meet the following requirements.

1. Have parental approval (if under the age of 18).
2. Have a grade point average of 2.5 (C Average) and have regular school attendance with no unexcused absences within the last six months.
3. Have no prior felony convictions as an adult nor any prior juvenile court adjudications for which would be a felony if the person were 18 years or older.
4. Be in the eighth grade and remain enrolled in school through the twelfth grade.
5. Complete an Explorer application and proceed through the interview process
6. Be willing to fully participate in various activities, including training, public service, and social activities. Each Explorer shall participate at mandatory events and all Explorer meetings of direct service to the department (unless absences are excused by WPD Explorer Command or Advisor(s)).
7. Understand and be willing to obey all the unit's rules and regulations as set forth in the Explorer Manual.

4.2 Criminal Records

The Watertown Police Department will verify that the Explorer applicants do not have any felony convictions or misdemeanor violence convictions (assaults) and may a complete background check of the Explorer. If the Explorer is convicted of a crime while an Explorer, Command and Advisors will present consequences to the Explorer or decide termination from the post.

4.3 New Explorer Orientation

All explorers are urged to become familiar with rules and standards of conduct in the explorer manual and are expected to follow these rules and standards faithfully. New Explorers will be issued a uniform after a three month probation period and will be allowed to participate in ride alongs after a six month probation period.

4.4 Explorer Required Training

Before the Explorer is permitted to participate in the ride along program, he/she is required to understand and complete the following::

1. Daily operations of a police officer.
2. Post guidelines.
3. Familiarization with police vehicle and equipment.
4. Proper uniform attire.
5. Expected conduct of Explorers
6. Pass the ride along test (90% or higher).
7. Additional training to include but not limited to:
 - Note taking/report writing.
 - Geographic orientation of the community.
 - Communication procedures.

5 EXPLORER POLICIES

5.1 Dress Code

Explorers are required to wear their issued blue polo shirt and individually purchased 5.11 BDU Khaki Tactical Pants. Explorers must also wear black boots or shoes and a black belt around their waist. In addition to a belt, Explorers have the option to carry a duty belt with a flashlight, handcuffs, and gloves for events or training. Explorers may also carry a holster and blue or red training weapon for training purposes only.

Uniform polo shirts, pullovers, and coats are provided by the post and are issued to Explorers. While at the Watertown Police Department, Explorers shall be in uniform, unless otherwise instructed. Explorers may have their uniform inspected during business meetings.

Explorers shall:

- A. Wear clean, full and appropriate weather uniform to every meeting and event unless told differently by Command.
- B. Explorers may wear jewelry that is appropriate to the uniform.
 - 1. Females may wear one set of stud type earrings on the ear lobes (one per ear).
 - 2. Males may not wear earrings while in uniform.
 - 3. Males and females may wear a small chain necklaces worn under their uniform shirt as long as it does not show on the outside of the uniform
 - 4. No other jewelry or body piercings may be worn while in any Explorer uniform.
- C. Explorers' hair may only be worn appropriate to the uniform.
 - 1. Single colored hair, no multi-colors.
 - 2. No designs in the hair or Mohawks.
- D. Explorers are responsible for their uniforms and equipment.
 - 1. Any items that are lost or damaged must be reported to Command immediately.

*****Explorers are never to wear their uniform, any part of the uniform outside of Explorer activities. If an Explorer is in an un-presentable uniform they may be excused and sent home from the public event.**

5.2 Absence (Mandatory and Voluntary)

Meetings:

Explorers shall make every attempt to attend all business meetings,

- A. An attendance record is kept by the Explorer captain or assigned sergeant.
- B. Meeting sign-in will take place on both the online web interface on the website, and on a paper copy sign in sheet at the meeting in the back of the room.
- C. If the Explorer is unable to attend a business meeting, he/she must have a legitimate, excusable reason.
- D. All absences will need to be communicated thru the Explorer Advisor(s) as soon as possible about his or her planned absence. Explorers will use the Advisor call list to contact an Advisor about an absence.
- E. Failure to notify an Explorer Advisor, and a sergeant or captain will result in an unexcused absence against the Explorer.

Absence Consequences

A. Due to limited number of Explorer meetings, 2 unexcused absences in a 6 month period will result in termination from the explorer post, unless circumstances exist by which Explorer advisors address with the individual explorer.

Events:

Explorers shall make every attempt to attend all special events.

A. An attendance record is kept by the Explorer captain or assigned sergeant.

B. If an Explorer is unable to attend an event, he/she shall notify Command as soon as possible.

5.3 Tardiness

Explorers shall be on time to all meetings and events unless they have notified Command prior to the meeting/event.

5.4 Explorer Website Terminal:

The Explorer Website is found at www.watertownpoliceexplorers.com. Upon approval, explorers will be issued login credentials to access the "Members Only" terminal. The terminal shall be used by all explorers to post attendance on the event's page. The terminal shall also be used to sign up and schedule ride alongs to be approved by the explorer's sergeant and captain. Sign up on the website is required by Thursday at 5:00pm before the next scheduled business meeting.

5.5 Weather-related and Emergency Closings

Closing can occur before or during any Explorer meeting or event. If inclement weather exists, meetings or events may be cancelled. The post Captain or advisors(s) will make the determination,

5.6 Profanity or Slanderous Language

Explorers shall not indulge in such language at any time when in the presence of the public, Watertown Police personnel, or civilians.

5.7 Use of Police In-Car Radio/Computer

Radio:

The use of the police radio will be left up to the discretion of the Police Officer that the explorer is assigned to. Explorers must have a working knowledge of radio traffic, radio operation, and knowledge of the ten codes before talking on the radio. It should be noted that several agencies and many private citizens monitor radio traffic, therefore, professionalism should be stressed.

Computer:

The use of any Watertown Police Department computer is a privilege to the Explorers. Nothing illegal or personal is to be searched on the computers.

5.8 Scholastic Requirement

Explorers shall be required to remain in school through the twelfth grade and must maintain at least a C grade point average (2.5). Explorers are required to present proof of GPA by providing a copy of their report card. Failure to produce this upon request will result in disciplinary action up to termination.

5.9 Explorer/Police Relationships

The relationship between Explorers and advisors or any other officer or personnel of the Watertown Police Department shall be of a professional nature only. At all Explorer functions and meetings, Explorers shall conduct themselves in a professional manner unless relaxed by the advisor due to the nature of the function.

5.10 Shooting Range Requirements

All Explorers will adhere to the following requirements regarding Post Shooting-range privileges:

1. If under the age of eighteen (18), must have written permission from a parent or legal guardian before participating in each and every shooting-range event.
2. Firearms will be pointed downrange at all times including during loading and sight adjustment.
3. When you walk downrange to check targets, or move from one range to another, your firearm will be unloaded and either be cased or have the action open.
4. Provide and wear appropriate and required safety equipment deemed necessary by a Certified Range Master (e.g., hearing and eye protection, body armor).
5. All Explorers will be 100% physically capable to handle and properly shoot a firearm.
6. All firearms must remain cased until the shooter reaches the shooting line or shooting benches.
7. All shooting in a particular section will cease, by mutual consent, and all shooters will walk downrange simultaneously; absolutely no one will shoot while there is a person downrange, or walk downrange while a shooter is shooting in their section.
8. During a shooting event, there will always be a certified law enforcement firearms instructor on the range.

5.11 Use of Force

Explorers shall not be assigned or place themselves in situations where the use of force is imminent or considered probable. Explorer duties and functions shall be limited to those considered non-hazardous.

5.12 Courtesy-Ceremonial and Patriotic

Police Explorers representing the Department as escorts or guards of honor will wear the full official uniform. The uniform will be exceptionally neat, clean, and overall well maintained.

On approach of the flag of the United States of America, uniformed Police Explorers shall face the flag and render a military salute. Explorers in civilian clothes shall stand and remove their cap/hat.

5.13 Equipment

Use of Equipment belonging to the Watertown Police Department or Explorer Post for events and meetings must be approved by a sergeant or captain before use. Equipment is to be treated with care and responsibility. All equipment is to be checked out with a time and date and returned with a time and date. If any equipment is lost, stolen, or damaged it needs to be reported to WPD Explorer Command, Advisors, or any other Watertown Police Officer.

5.14 Service

Explorers shall do the following:

1. Assist with traffic control.
2. Volunteer at public events while in uniform.
3. Conduct tours of the department for youth groups, with the prior approval of Command staff.

5.15 Visitors to the Explorer Program

Explorers may bring friends who are interested in the Explorer Program to a business meeting after receiving prior approval from the Explorer Captain or Advisor.

5.16 Explorer Termination/Resignation

When it is determined that an Explorer shall be terminated, the Explorer Advisor shall make the determination. The Explorer shall be given an explanation for the termination. The decision to terminate

shall be final and there is no appeal process.

5.17 Explorer Retirement

Age retirement for the Watertown Police Explorers is twenty-one (21) years of age. It is the policy for the law enforcement explorer to retire on December 31st of their 21st year.

5.18 Return of Explorer/Police Department Property

When an Explorer resigns or is terminated from the post, he/she must return all Watertown Police Department equipment and uniforms. This includes any equipment that was issued separate from uniform requirements. Key access cards will also be turned in on the day of resignation/termination.

6 PROHIBITED ACTIVITY

6.1 Prohibited Activity

Members are prohibited from engaging in the following activities while on duty:

1. Sleeping, distracting or unbecoming behavior.
2. Recreational reading (except at meals).
3. Carrying any article which detracts from the performance of their assigned duties.
4. Conducting private business,

6.2 Parking

Explorers are not to park or be dropped off in the "Employee Only" north parking lot of the Watertown Police Department unless otherwise instructed. Explorers are to park and be dropped off in the Public/Visitors south parking lot and enter the Watertown Police Department through the main lobby.

6.3 Gratuities

Explorers shall not accept any unsolicited gift, gratuity, fee or other things of value while performing his/her duties.

6.4 Evidence

Explorers shall not fabricate, withhold or destroy evidence of any kind. Police Explorers shall deliver, to the proper custodian, any monies or other property not his/her own which comes into their possession.

6.5 Confidential Information and Nondisclosure

Explorers must treat all information as confidential while working at the police department and/or with police officers. Explorers are required to read and sign the Watertown Police Department's "Agreement of Confidentiality." If an explorer breaks a confidence, he/she will be prosecuted under state and federal laws.

Explorers shall not divulge official or unofficial business or give out any information about the Watertown Police Department to the public without prior approval of the Watertown Police Department supervisors.

6.6 Smoking, Alcohol and Substance Abuse

Explorers shall not smoke or use any tobacco products at any Explorer function, in or out of uniform, or while representing the Watertown Police Department in any manner. Use of alcohol is prohibited.

6.7 Loitering

Explorers are expressly prohibited from being in the police department or elsewhere with Watertown Police Department personnel without a specific, planned purpose of a meeting, event, or ride along.

7 EXPLORER SAFETY

7.1 Explorer Safety-Events

Explorers shall never act as a law enforcement officer. Explorers shall always listen and follow the instructions given by any Watertown Police Department personnel. Explorer must always be with another Explorer or Advisor while working special events.

Explorers are not to attend events solo. There must be another Explorer or Advisor with the Explorer at all times.

7.2. Explorer Safety-Ride Along

Explorers shall follow all instructions given by the law enforcement officer he/she is riding with. Explorers shall not have any police powers and will not conduct themselves in a manner which would be construed as having such powers.

7.3 Explorer Requiring Medical Attention

In case of emergency we would like to have the emergency contact information and an active medical release form on file in cases where medical attention may be needed and parents/guardian needs to be notified.

8 EXPLORER RESPONSIBILITIES

8.1 Time Keeping Responsibilities

It is the Explorers duty to keep track of the hours they volunteer, ride along, or attend meetings. The Explorer is to record their hours in the Explorer Log. This log will be monitored and any discrepancies could result in consequences. Explorer may also log their hours on the Explorer Website Terminal. After adding the event and hours volunteered, Explorers can submit a summary of their event or ride along.

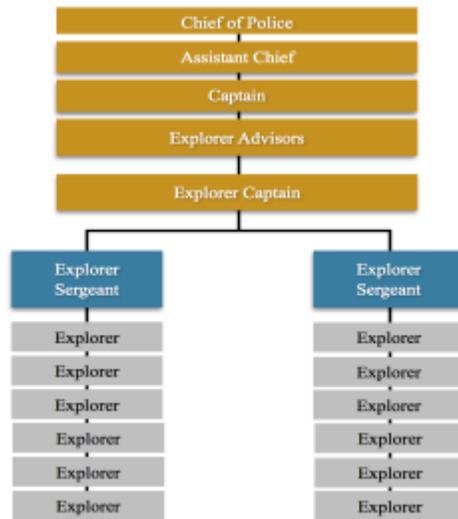
8.2 Cooperation with Other Explorers

Explorers will always work with other Explorers in a professional manner. Any problems arising between Explorers should be handled by using the chain of command. At no time will Explorers argue with each other while in public or the presence of civilians.

8.3 Chain of Command

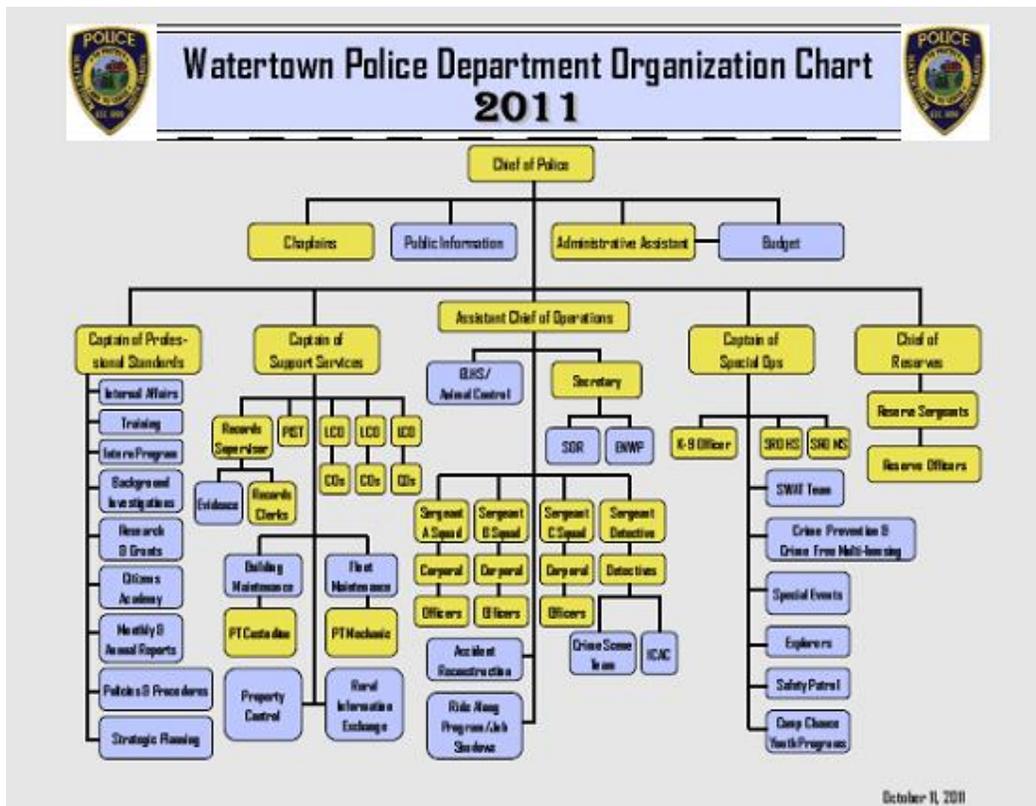
The chain of command shall be respected at all times unless the Explorer Captain or Advisors relaxes it due to the nature of the function. It is extremely important that the chain of command be maintained so the post can run efficiently.

9 PERSONNEL DUTIES AND RESPONSIBILITIES



9.1 Chain of Command-Watertown Police Explorers

9.2 Chain of Command-Watertown Police Department



9.3 Chief of Police

The Chief of the Watertown Police Department shall be the final authority on all matters pertaining to the

operation of the Watertown Explorer Post 119..

9.4 Explorer Captain

It is the responsibility of the Explorer captain to:

1. Act as Explorer commander.
2. Responsible for the overall operation of the post.
3. Report to the Explorer Advisor.
4. Plan and conduct all meetings and submit an agenda to the advisors.
5. Plan all unit activities with cooperation of other members of the post with the approval of the unit advisor.
6. Keep the Explorer Advisor aware of all Explorer activities and progress.
7. Ensure that all six experience areas of exploring are satisfied.

9.5 Explorer Sergeant

It is the responsibility of the Explorer Sergeant:

1. Assume command of Explorers in the absence of the captain.
2. Report to the Explorer captain any information that is received from other Explorers.
3. Responsible for documenting the hours worked by individual Explorers and the total man-hours of his/her squad.
4. Maintain, supervise, and inspect a squad of Explorers (not to exceed 12 members).
5. Be responsible for the conduct and discipline of his/her squad at all Explorer meetings and activities.

9.6 Explorer

It is the responsibility of all Watertown Police Department Explorers to:

1. Participate in all Explorer activities and other Boy Scouts of America activities as requested by the Explorer Advisor(s), including, but not limited to, meetings, training, and social events.
2. Assist the department when needed.
3. Abide by all the rules and regulations set forth in the Explorer Manual.

9.7 Explorer Advisor

The Explorer advisor shall:

1. Be a sworn officer of the Watertown Police Department.
2. Be at least 21 years of age.
3. Provide support and advice to Explorers.
4. Supervise Explorer meetings and activities.
5. Responsible for unit's overall operation.

9.8 Explorer Assistant Advisor

The assistant advisor shall:

1. Be a full-time employee or reserve officer of the Watertown Police Department.
2. Be at least 21 years of age.
3. Provide support and advice for the Explorers.
4. Assist and support the Explorer advisor.
5. Supervise unit meetings and activities as needed.

9.9 Opportunity for Advancement-Progression and Promotion

1. Promotions are conducted when a position opens.

2. Applicants must have:
- A. A minimum of one year with the Explorer Post.
 - B. Shown positive leadership skills
 - C. Good standing with the Post.

10 ORDERS

10.1 Conflicting Assignment of Orders

Explorers who receive conflicting orders or assignment shall clarify with the Explorer Captain and/or the on-duty Advisor.

10.2 Unlawful Orders

No superior officers shall knowingly issue any order, that is a violation of law, ordinance, or Explorer Manual.

10.3 Obedience to Unlawful Orders

Explorers shall observe and obey all federal and state laws, municipal ordinances, and the Explorer Manual. No Explorer is required to obey any order, which is contrary to any federal law, state law or local ordinance. Refusal to obey an order rests with the Explorer and he/she will be required to justify his/her actions.

10.4 Reporting Law Violations

Explorers shall report all violations of law that they or another Explorer has committed to an Explorer Advisor immediately.

10.5 Internal Investigations

Explorer members are required to answer truthfully and to render material and relevant statements to a competent authority in any Explorer internal investigation. No Explorer member shall obstruct, hinder, or impede any internal investigation, disciplinary board or other Explorer hearing or to knowingly conceal, withhold or misrepresent material facts related to the subject matter of any inquiry.

11 STANDARDS OF CONDUCT

11.1 General Standards

The Watertown Police Department oath will be the general standard of conduct for all Explorers.

11.2 Judgment Responsibilities

Each unit member will be expected to always use good judgment while performing his/her duties.

11.3 Performance of Responsibilities

Any problem or question that should arise while an Explorer is involved in performing his/her duties will be handled through the chain of command.

11.4 Use of Equipment

Use of Equipment belonging to the Watertown Police Department is to be treated with care and responsibility. All equipment is to be checked out with a time and date and returned with a time and date. If any equipment is lost, stolen or damaged it needs to be reported to an Explorer Advisor.

11.5 Use of Cell Phone

Personal Cell Phones are to be put away during community events and Explorer meetings. Cell Phones may be used to contact other Explorers or Advisors.

11.6 Complaint Procedure

A personnel complaint is an allegation, either verbal or written, of Explorer misconduct. Complaints received from the public or within the department shall be reported to and investigated by an Explorer Advisor. All complaints will be reviewed by the Captain of Professional Standards.

12 RIDE ALONG PROGRAM

12.1 Purpose

This program is designed to give Explorers the opportunity to better understand the law enforcement profession, broaden the Explorer's knowledge of basic patrol procedures and assist the officer as directed.

The ride along program exposes Explorers to realistic work situations a police officer may confront while on duty. It includes classroom instruction and practical training in work situations.

12.2 Guidelines

Explorers must complete the following before participating in ride alongs:

1. Be at least 14 years of age and enrolled in the 8th Grade.
2. Pass the ride along test (90% or higher).
3. Complete the Explorer ride along form.
4. Complete a six month probationary period.
5. Receive approval from an Explorer Advisor.

Explorers must obey the following rules while participating in ride alongs:

1. No drinking, smoking or sleeping while on duty. Explorers who are found in possession of illegal narcotics or other habitual drugs will be brought to the Explorer Advisor or on-duty supervisor immediately.
2. Explorers are prohibited from carrying any firearm while participating in a ride along or any other Explorer functions; unless the Explorer is participating in a firearms training under the direct supervision of a trained firearms instructor.
3. Explorers are required to ride a minimum of 36 hours per year. Explorers may ride a maximum of 12 hours per month. The hours of each ride along will be determined by age of the Explorer. **Explorers who are between the ages of 14 and 17 may ride any time between the hours of 0600-0000. Explorers who are over the age of 18 may ride at any time throughout the day.**
4. Explorers who ride along on the same day as a special event must allow four hours between the event begin/end time and the ride along to allow adequate rest between Explorer activities, unless otherwise approved by Explorer command or an Advisor.
5. Explorers must follow all supervising officers' directions regardless of his/her personal

feelings. Any disagreement or argument with a supervising officer must be reported to an Explorer Advisor as soon as possible. No Explorer will be required to obey an order, which is contrary to the law.

6. If an Explorer would like to make a request to ride with a particular officer, it shall be made through the on-duty supervisor.

7. Explorers who consistently do not volunteer for community events or who are not in good standing with the department may be refused ride along hours.

12.3 Ride Along Participation

Explorers will generally be only an observer while participating in ride alongs. The Explorer may be asked to fulfill various duties as determined by the officer they are riding with. These duties may include the following:

1. Traffic/crowd control.
2. Operation of the radio.
3. Assisting motorists.
4. Complete paperwork that will not be used in the court process.
5. Protecting crime scenes.
6. Acting as an interpreter.

12.4 Prohibited Explorer Participation

AT NO TIME will Explorers be at risk or used in dangerous activities in accordance with the Boy Scouts of America's policy on covert operations. Some specific functions that should be avoided:

1. Interview/interrogation of witnesses or suspects.
2. Participate or be left in control of the arrest or control of a prisoner.
3. Leave the police vehicle, unless instructed by the assigned officer.
4. Be armed in any manner.
5. Sign any arrest, offense, accident report, traffic citation, or other legal document.
6. Assist in providing cover for any possible crime in progress.
7. Operate any Watertown Police Department vehicle, unless authorized by an Explorer Advisor for the sole purpose of training or competition.
8. Riding with any vice, narcotic officer, detective, or organized crime divisions, unless approved by an Explorer Advisor or on-duty supervisor.
9. Searching an individual's clothing.

Explorers must obey the following procedures for high risk calls:

1. While responding to high risk calls, officers may drop an Explorer off at the police department or at the first convenient location. Explorers shall remain at the location until they are picked up by an officer.
2. In case of an immediate emergency, and dropping the Explorer off is not an option; the Explorer will remain in the police vehicle and observe, until the officer advises that the situation is safe.

13.1 Discipline

The principle for administering discipline within the Explorer Post rests with the Explorer Advisors. The system of disciplinary action will be issued in the following order:

- 1st Offense - Verbal warning,
- 2nd Offense - Written warning,
- 3rd Offense - suspension for length of two meetings,
- 4th Offense - Termination from Explorer Post

Commission of any of the following violations (but not limited to) may cause an Explorer to receive disciplinary action.

- 1. Commission of a criminal offense.
- 2. Neglecting duty.
- 3. Insubordination.
- 4. Conduct which reflects unfavorably upon the department.
- 5. Violating rules and regulations in the Explorer Manual.

14 EXPENSES

14.1 Uniforms

Each Explorer will be issued a uniform after completing a three month probationary period. All uniforms and other issued equipment are property of the Watertown Police Department and shall be returned to the department once an Explorer has resigned, been terminated or retired. If an Explorer neglects to return any Watertown Police Department property, he/she may be charged for the item(s) and/or prosecuted through the State's Attorney's Office.

14.2 Explorer Competition

Each year the Explorer Post competes in an Explorer Challenge, which is held in a different location every year. Explorers who are in good standing will be considered. Each Explorer may be asked to complete a written report describing why he/she should be considered for the trip. Each Explorer may also be asked to provide a portion of the money needed to cover expenses. The amount needed from each Explorer will be determined by the Explorer Advisors.

14.2 Insurance

The Post shall maintain liability and accident insurance. The cost shall be borne by the Explorer Program. Information on insurance is available through the Boys Scouts of America.

15 ACKNOWLEDGMENT

15.1 Sexual Harassment

Sexual harassment on the basis of sex is a violation of Federal, State and County law. It is the policy of the Watertown Police Department and Explorer Post that Sexual harassment will not be tolerated. Sexual harassment is an infringement of an individual’s right to function in an environment free from unwanted sexual attention or sexual pressure. Sexual harassment has occurred any time a feeling that sexual threat or harm has been brought upon another person.

Sexual harassment can come from a person of either sex against a person of the opposite or same sex. This applies to peers, supervisors, subordinates or the public.

Sexual harassment includes but is not limited to:

- Privately or publicly making suggestions of or for sexual behavior.
- Displaying of private parts of the body.
- Suggestive motions, movements or statements.
- Gratuitous flirting.
- Dirty jokes.
- Unwanted touching.
- Sexual comments.

15.2 Confidentiality

Explorers must keep confidential all information they receive or come into contact with while working at the police department and/or with police officers. Explorers are required to read and sign the Watertown Police Department’s “Agreement of Confidentiality.” If an explorer breaks a confidence, he/she will be prosecuted under state and federal laws.

Explorers are required to sign and date below to show that they have signed the Confidentiality Agreement. An Explorer Advisor is required to sign also validating that the document has been signed.

Explorer Signature

Date

Advisor Signature

Date

15.4 Agreement and Disclosure

I have read, understand and agree to the rules, regulations, requirements, and restrictions as set forth in this Watertown Police Explorer Post #119 Manual. I understand that I am expected to conduct myself in accordance with this manual and that if I violate any of the rules, regulations, requirements, and/or restrictions set forth in this manual, I am subject to the consequences set forth herein. I further give the Watertown Police Department permission to obtain my school records and agree to furnish all subsequent report cards to the post advisor as required in this manual. The Watertown Police Department may contact my family, friends, neighbors, teachers, school administrators, and employers as part of my background check and for the purpose of obtaining future progress reports. The Watertown Police Department may complete a criminal history as part of my background check. I further understand that disobeying or breaking any rules in the WATERTOWN POLICE EXPLORER POST 119 MANUAL will not be tolerated and will result in exclusion or immediate dismissal from the Post.

Explorer Candidate

Date

Parent/Guardian if Candidate is a Minor

Date