

	BLOOMFIELD POLICE DEPARTMENT GENERAL ORDER No. 2-36		EFFECTIVE DATE: 03/01/2015	EXPIRATION DATE: NONE
	<i>Police Explorer Program</i>			
RISK: LOW	DISTRIBUTION: All Personnel	RESCINDS: None		
CALEA Std.: 16.4.1, 16.4.2, 16.4.3		BY ORDER OF: Paul B. Hammick, Chief of Police		
This directive is for BPD use only. It is not meant to enlarge the Department's or an employee's criminal or civil liability in any way and should not be construed as creating a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis for departmental administrative sanctions.				

I. PURPOSE

To establish the Department's policy and procedures regarding its Police Explorer program.

II. POLICY

As a component of its community out-reach effort, the Bloomfield Police Department will maintain a Police Explorer program involving Bloomfield youth in order to:

- Build trust and mutual understanding between them and members of the police force,
- Assist them in developing self-esteem, discipline, good citizenship, and leadership,
- Educate them in law enforcement operations and the role of a police force in society, and
- Interest them in possible law enforcement careers.

III. DEFINITIONS

- A. **Exploring Program** – A career education program for young men and women established by the Learning for Life organization.

IV. PROCEDURE

A. Program Origin.

The Bloomfield Police shall charter an Explorer Post as a unit of the Learning for Life Exploring career education program.

B. Organization.

1. The Support Services Commander, through the Support Services Sergeant and the Community Services Officer, shall oversee the establishment and operation of the post.
2. The Chief of Police shall appoint an advisor and one or more associate advisors to guide the activities of the post and provide mentoring to the members.
3. The Chief shall also appoint a committee of at least three adults, one of whom should be a civilian volunteer if possible. The committee will select one of its members to serve as

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the Chair for the Committee. The committee shall provide advice, guidance and support for the Post.

4. Department employees who are authorized by the Support Services Sergeant, or a superior in the chain of command, to work overtime in support of the Post shall be paid.
5. No person will receive payment to serve in the capacity of an Explorer member or as a civilian advisor.
6. Police Explorers are not sworn officers and should not purport that they are, whether by words or actions. Explorers have no powers of arrest and will take no enforcement action at any time. The only exception to this policy is if they are participating in a supervised role-playing scenario sponsored by the Bloomfield Police Department or another approved law enforcement agency.

C. Operation.

1. While directing the activities of the Post and its members, advisors shall follow the guidelines set out in Learning for Life's [Law Enforcement Exploring Program and Resource Guide for Adult Leaders](#).
2. The Post, its advisors, and its members shall operate as directed in detail in the "Bloomfield Police Explorer Post 250 Explorer Handbook" included herewith as Appendix 1.

V. FORMS

- A. Exploring Youth Application. Learning for Life form 524-309

VI. REFERENCES

- A. [Law Enforcement Exploring Program and Resource Guide for Adult Leaders](http://exploring.learningforlife.org/lawenforcement/Law%20Enforcement%20Exploring%20Program%20and%20Resource%20Guide.pdf) at:
<http://exploring.learningforlife.org/lawenforcement/Law Enforcement Exploring Program and Resource Guide.pdf>
- B. Bloomfield Police Explorer Post 250 Explorer Handbook (Appendix 1)

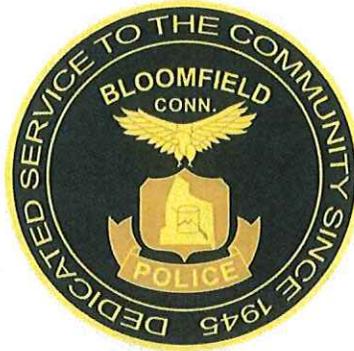
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Appendix 1

Bloomfield Police Explorer Post 250
EXPLORER HANDBOOK
Requirements, Rules, and Regulations



Bloomfield Police Explorer Post 250
EXPLORER HANDBOOK
Requirements, Rules, and Regulations



Bloomfield Police Explorer Post 250

The Bloomfield Police Explorer Post 250 is chartered under the auspices of the Bloomfield Police Department as a unit of the Learning for Life Exploring career education program. (Learning for Life is a legally independent subsidiary of the Boy Scouts of America.) This program emphasizes five areas of youth development: career opportunities, life skills, citizenship, character education, and leadership experience. Post 250 will be an auxiliary component of the Department under the Support Services Commander and managed by voluntary advisors and a supervisory committee appointed by the Chief.

No person will receive payment to serve in the capacity of an Explorer member or as a civilian advisor.

Candidates/Members

Candidates for membership in Post 250 must apply through the Learning for Life Exploring Program as described in this handbook on page 4.

This handbook must be reviewed by and signed by each new Explorer before acceptance into Bloomfield Police Explorer Post 250.

Those Explorers who are already members of the Post and have signed off on a previous edition of this handbook will be required to read and sign off on this revised handbook.

Any updated handbooks and/or orders issued subsequent to this edition shall be reviewed and signed off on by existing members of the Post. This handbook supersedes all previous handbooks, requirements, rules and regulations.

Police Explorers are not sworn officers and should not purport that they are, whether by words or actions. Explorers have no powers of arrest and will take no enforcement action at any time. The only exception to this policy is if they are participating in a supervised role-playing scenario sponsored by the Bloomfield Police Department or another approved law enforcement agency.

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***The last page of this handbook (pg. 31) is the “Agreement & Disclosure” statement. This statement is to be signed by the member, and their parent or guardian if the member is under 18 years of age. Please tear this page out of the handbook after it is signed and give to an Explorer advisor. It will be filed in the member’s permanent Explorer file.**

CHAPTER 1

EXPLORER REQUIREMENTS

Explorer candidates must be between the ages of 14 and 20, inclusive, and have successfully completed the 8th grade with no overall failing grade. Candidates who have not yet completed the 8th grade must be at least 15 years old.

All new Explorer candidates are subject to a background check and a school attendance and academic review. The background check may include, but is not limited to, a criminal history review, interviews with family members, friends, neighbors, teachers, school administrators, employers, police officers and existing post members. Candidates convicted of a felony or a violent crime will not be considered. Other criminal convictions will be assessed on a case-by-case basis.

If an interested candidate would like to sit in on a meeting, they may do so on the second Tuesday of each month.

For information or to obtain an application, interested candidates should contact the Police Explorer Advisor through the Bloomfield Police Department Dispatch Center at (860) 242-5501. Completed applications should be mailed or hand-delivered to:

Police Explorer Advisor
Bloomfield Police Department
785 Park Avenue
Bloomfield, CT 06118

The Explorer advisors will review all applications received and will contact interested candidates with further instructions. New candidates will be interviewed by one or more advisors. When reporting for the interview, candidates must be on time, dressed neatly and, if a minor, be accompanied by a parent or guardian. Candidates must bring to the interview:

- This handbook signed by the candidate indicating that he/she has read the handbook in its entirety, he/she meets the requirements and agrees to adhere to the rules and regulations of the Post
- Produce a letter addressed to Bloomfield Police Explorer Post 250 stating his/her reasons for wanting to become a Police Explorer, a description of their general character and what they believe they can gain and contribute to the Post
- Two letters of recommendation from non-family members and non-Post members
- An unaltered copy of your most current report card

A member is accepted into the Post once they have successfully completed their interview with an advisor. Candidates will be notified once a decision is made whether they will be accepted into the Post or placed on a list for future consideration. New members will be accepted on a probationary status for six months. During that six month period, any violations of the rules, regulations, requirements and/or restrictions may result in

immediate dismissal from the Post. Once selected, Explorers may remain with the program until their 21st birthday. Following their 21st birthday, members may be considered as advisors pending approval by the Post advisors.

EXPLORER RESPONSIBILITIES

Explorers must, at all times, present themselves in a respectable manner. Whether on or off-duty, Explorers will be recognized by the community and must always keep in mind that they are a direct reflection on the Bloomfield Police Department and the Bloomfield Police Explorer Post 250. Advisors may, from time to time, contact an Explorer's parent and/or guardian to determine whether the Explorer is respectable and responsible at home, in school and in the community.

Explorers are responsible for their own transportation to and from events, meetings and outings unless prior arrangements have been made with an advisor.

Explorers will not participate in any type of illegal activities. If it is determined that an Explorer has participated in any type of illegal activity since his/her acceptance into the Post, he/she may be terminated. Any and all allegations of illegal activity will be thoroughly investigated.

Regardless of age, Explorers are not permitted to use tobacco products whether on or off-duty. If it is determined that an Explorer is using any type of tobacco product, he/she may be dismissed from the Post.

In the event that a report is made to the advisors that an Explorer has presented him/herself in a manner which is disrespectful and/or in a manner which causes the Post or the Bloomfield Police Department embarrassment, that Explorer may be placed on temporary probation while the matter is investigated. If it is confirmed that the Explorer in question did represent himself/herself in such a manner, he/she will be placed on probation for a minimum of three months and may lose their rank, should they hold any. An Explorer may also be terminated for such sustained allegations if deemed appropriate.

This program has a zero tolerance policy for discrimination and racism of any sort. An explorer will be terminated if it is determined that he/she has made any racist comments, remarks or actions.

Explorers shall maintain a minimum average of 70% in all classes. Explorers are required to turn in a copy of every report card to the head advisor at the first meeting following the issuance of such report card. If an Explorer receives a final grade of less than 70% in any of his/her classes, that Explorer will be placed on probation until he/she shows proof that they have earned a minimum average of 70% or higher. If said Explorer continues to receive less than a 70% in any class for more than two consecutive marking periods, that Explorer may be excused from the Post.

In the event that said Explorer is having severe difficulty with certain academic requirements and is making serious efforts to resolve the situation, he/she may be allowed

to maintain a membership in the Post on a probationary status. The advisors reserve the right to make a determination on an individual basis. “Serious efforts” include, but are not limited to, tutoring and summer school. Electives will be considered with equal importance as academic classes and also require a minimum average of 70%.

CHAPTER 2

PROBATION

Probationary status consists of new candidates and established Post members who are placed on probation as part of a disciplinary plan. Probationary Explorers may be excused from the Post immediately upon committing any violation of rules, regulations, requirements and/or restrictions including any unexcused absence.

New candidates will be on probation for the first six months starting on the date of their acceptance into the program. During the first three months of the probationary period, the uniform for new members will be a white knit, short-sleeve, polo shirt with temporary name tag but with no patches or badge, a crew-neck tee shirt worn under the polo shirt, khaki pants, a belt, and black boots, shoes or sneakers with black socks. New members who are in this initial probationary period may wear cold weather coats of their choice.

The candidates are responsible for procuring these clothing items except for the name tag. After candidates have successfully completed the initial three-month probationary period, the Department will issue additional uniform items, including patches, badge, and name tag, to members to be worn as discussed in CHAPTER 10, UNIFORMS AND GROOMING. Candidates, at this time will be responsible for obtaining either black shoes or boots to wear with the dress uniform if not procured earlier.

Explorers who are on probation are not eligible to run for a position of rank. In the event that an Explorer is placed on probation as part of a disciplinary plan and that Explorer holds a position of rank, said Explorer may be demoted and advisors may appoint a temporary replacement until the position is filled by another Explorer.

Explorers who are on probation must make serious efforts to show their commitment to the Post by attending meetings, events and activities. Should a probationary Explorer fail to make such efforts to be an actively participating member of the Post, their probation will be extended for an additional three months. If the Explorer still does not meet this requirement, he/she will then be dismissed from the Post.

All Explorers in a ranking position shall be subject to a probationary period of three months from their date of promotion.

CHAPTER 3

MEETINGS

Explorers will attend regular meetings at the Police Department on the first and third Wednesday of the month from 6p.m. until 8p.m. Meeting dates and times are subject to change.

During these meetings, Explorers will learn about different aspects of law enforcement such as domestic violence, hostage negotiation, criminal law, etc. Throughout the year we will also participate in role playing scenarios where each member has the opportunity to utilize the knowledge and techniques that they have been taught.

It is imperative that each member pays attention and takes notes during meetings; disruptive behavior will not be tolerated. As a Post, we reserve the right to give quizzes at any time to test what information you, as Explorers, have retained.

ATTENDANCE

Attendance will be taken at all weekly meetings by the highest ranking Explorer by way of a "Roll Call". At all other activities or events, Explorers will be responsible for having an advisor or ranking officer sign off on their personal attendance sheet indicating the date, length of time and description of the activities or event. Each entry must be signed by an advisor or ranking officer to make it valid. It is the Explorer's responsibility to maintain his/her individual attendance sheet and should not expect to have the same event signed-off on at a later date. The event must be signed-off on the day it is done.

Explorers requesting an excused absence shall contact the head advisor, in addition to their Sergeant, prior to any such absence. In the event that a reasonable effort was made to contact the head advisor but contact could not be made, then the Explorer seeking an excused absence must try another advisor. If voicemail is reached for any advisor, a message must be left, however you must continue to contact other advisors until one is reached. Excused absences, with the exception of an emergency, are generally predictable and are to be planned in advance.

Acceptable excused absences include:

- Attending school function
- Celebration of his/her birthday
- Family obligation
- Incapacitated by serious illness or injury. A doctor's note may be required
- Work

There are several events that are mandatory for every Explorer to attend throughout the year. Mandatory activities and events include:

- Weekly meetings
- Memorial Day Parade
- Bloomfield Police Department open house

If an Explorer is unable to attend any of the mandatory activities or events, an excused absence must be requested in advance.

If an Explorer misses a weekly meeting, it is the Explorer's responsibility to get the information and/or materials he/she missed at that meeting. Explorers are expected to know what is covered at every meeting.

If a Post activity or event is cancelled without notification, Explorers in attendance will be credited the number of hours he/she would have been credited if the activity or event had occurred.

Any Explorer who receives an unexcused absence may be written up.

Unless an Explorer has been granted an excused absence, he/she may not attend a mandatory activity or event as a patron. For example: If an Explorer does not report for duty for the Memorial Day Parade and has not previously been granted an excused absence, he/she may not attend the celebration for pleasure. If an Explorer does, in fact, attend a required event for pleasure without first securing an excused absence by the head advisor, that Explorer may be permanently excused from the Post.

HOURS EARNED

Explorers are required to participate in a minimum of 100 service hours per year. The number of hours an Explorer earns will be recorded on their individual attendance sheet. Hours can be accumulated as listed below:

- Weekly Meetings
- Mandatory Events
- Optional Training/Workshops
- Community Service Events (fingerprinting, etc.)
- Physical Agility – if Explorer passes the Cooper physical agility test during the spring, an extra 5 hours will be granted

Explorers may lose hours for the following:

- | | |
|---|-----------------------------|
| • Tardiness for all activities and events | 1 hour for every 15 minutes |
| • Failure to turn in report card | 5 hours per week |
| • Insubordination or inappropriate language | Up to 10 hours per event |
| • Unexcused absence | 10 hours per event |

If an explorer does not meet the minimum requirement of 100 service hours per year, he/she will be placed on probation for a minimum of three months.

EVALUATIONS

All Explorers will have yearly reviews with Post officers and advisors where their strengths and weaknesses will be discussed. These evaluations will be kept in the Explorer's permanent file and will be taken into consideration if said Explorer seeks a promotion.

CHAPTER 4

CHAIN OF COMMAND

The chain of command, established for the efficient operation of the Post, is as follows:

- Chief of Police
- Support Services Commander
- Support Services Sergeant
- Community Services Officer (head advisor)
- Officer & Civilian Advisor
- Explorer Captain
- Explorer Lieutenant
- Explorer Sergeant
- Explorer Corporal
- Explorer

Squad assignments will be made by advisors. Explorers shall report to the person directly above them in the chain of command. If an Explorer is unable to contact the person directly above them in a reasonable amount of time or is not satisfied with the response, the Explorer may proceed to the next person in the chain of command.

When an Explorer of any rank is in the field and is assigned to a police officer, especially on special assignment or a ride-along, that officer becomes an interim advisor for the purpose of the chain of command.

Explorers will not be insubordinate. Insubordination is disrespectful and disobedient to a superior according to the chain of command. Any such instance of insubordination may result in probation, and depending on the severity of any such insubordination, the result may be termination from the Post. Insubordination will include disrespect or sarcasm directed to a ranking Explorer when requested to do something or cease from a certain type of behavior whether during an official police-related Explorer function or an Explorer social activity. Each and every Explorer will respect the chain of command. If an Explorer has a problem with direction given by a ranking Explorer, then the Explorer should seek the advice of an advisor.

RANKING EXPLORER ATTRIBUTES

Ranking Explorers are expected to be:

- Approachable
- Motivated
- Confident in leadership roles
- Knowledgeable of the rules, regulations, requirements and restrictions
- Knowledgeable of the Bloomfield Police Department's Code of Conduct and Mission Statement
- Able to recognize and reinforce the positive actions of other Explorers
- Able to treat others with respect and equality

RANKING EXPLORER QUALIFICATIONS

To be considered for a position of rank, Explorers must be a member of the Post for at least six months and have not been the subject of any major disciplinary action. Candidates are required to be knowledgeable of this handbook. They will be interviewed by advisors, Bloomfield Police Officers and other members of the police department. Candidates will wear their dress uniforms for their interviews.

Promotional opportunities will take place once a year and will be announced during a regularly scheduled meeting. To be considered for promotion, Explorers must submit a memorandum of interest to the advisors when directed to do so. The memorandum should include why the candidate would like to be promoted, qualifications and accomplishments, what the candidate has contribute to the Post, and what leadership qualities they possess.

To be eligible for promotion to the rank of captain or lieutenant, candidates must already hold a position of rank for at least six months. Advisors may excuse this requirement if deemed necessary in extreme circumstances.

Promotions will be announced to Post members at a ceremony at a regular weekly meeting.

RANKING EXPLORERS' RESPONSIBILITIES

Ranking Explorers must maintain excellent attendance.

The Captain will see to it that the Post is running according to this handbook. The Captain will ensure that the Lieutenant is fulfilling his/her responsibilities. The Captain is directly responsible for the conduct of all Explorers in the Post.

The Lieutenant will be responsible for making training suggestions and researching potential events and social activities. The Lieutenant will be responsible for assigning certain squads to particular tasks. The Lieutenant will ensure that the Sergeants are fulfilling their responsibilities. The Lieutenant is directly responsible for the conduct of the Sergeants and the Explorers under the command of the Sergeants.

The Sergeants will conduct uniform inspections prior to each activity. The Sergeants will report to the Lieutenant. If a Sergeant determines that there is a violation, he/she will take appropriate action and report the same to the Lieutenant. The Sergeants are responsible for making sure that their squad has all scheduling information and is in attendance at activities. Sergeants will make post assignments at activities and determine a break schedule for Explorers in attendance. Sergeants are directly responsible for the conduct of the Explorers assigned to their squad.

Additional assignments of responsibility may be made by the advisors as needed.

CHAPTER 5

CHARTER & INSURANCE

The Bloomfield Police Explorer Post 250 is chartered with the Connecticut Rivers Council of the Boy Scouts of America. The Department will pay the annual charter fee and the individual membership fees for both advisors and members as set by the Council.

Explorers, regardless of their status, and advisors are insured by the Connecticut Rivers Council, Boy Scouts of America. Their address is as follows:

Connecticut Rivers Council, BSA
60 Darlin St.
East Hartford, CT 06128-0098

The Bloomfield Police Department will pay for the annual premium for this insurance for each Post member.

The premiums for advisors will be paid for by the Bloomfield Police Department.

DUES

Members of Post 250 will not be charged dues, but may be expected to pay any fees associated with any special events organized by the Post and attended voluntarily.

CHAPTER 6

COMMUNITY SERVICE

Explorers are required to participate in community service projects. Explorers are required to participate in a minimum of 100 community service hours per year. Community service credit may not be used for both Explorers and another program (i.e. internship, court-ordered community service, etc.) at the same time.

Explorers are encouraged to participate in peer mediation and mentoring programs through their school and/or church. Explorers should serve as positive role models for younger youth in the community.

CHAPTER 7

CONFIDENTIALITY

Explorers must keep completely confidential any information they receive or come into contact with while working at the police department and/or with police officers. This includes, but is not limited to, suspect information, access codes, combinations, passwords and radio ten-codes. This information is not to be shared with non-members. Explorers are required to read and sign the Bloomfield Police Department's "Agreement to Confidentiality." If an Explorer breaks the confidence, he/she may be terminated and prosecuted under state and federal laws.

It should also be noted that Explorer and advisor information such as phone numbers and addresses are not to be given out to the public or abused by Explorers. The information provided on the roster is confidential and used for the Police Explorer Program only. Giving out such information may result in disciplinary action.

CHAPTER 8

DISCIPLINARY ACTION

Violations of the rules, regulations, requirements and/or restrictions will result in disciplinary action. Disciplinary action may consist of a verbal warning, written warning, probation, suspension or dismissal. Discipline in all cases will be consistent.

When disciplinary action is taken, a referral form will be completed by an advisor and reviewed by the Explorer in question. The Explorer will have the opportunity to dispute the allegation contained in the referral form as well as the action taken. A copy of the referral will be given to the Explorer and a copy will be maintained in the Explorer's personnel file.

In the event that an Explorer receives three written reprimands in the period of three months, that Explorer will be placed on probation for a period of time to be determined by the advisors.

CHAPTER 9

EQUIPMENT

Members shall bring to Post activities uniform and equipment as specified by the Head Advisor or his/her designee.

Advisors and ranking Explorers shall complete an equipment form when issuing equipment to members and be responsible for ensuring that all equipment is returned to the place it was taken from and the return noted on the equipment form.

Portable radios will be issued to Explorers (after they have been trained in its use) on an as-needed basis by an advisor and returned as instructed by the advisor. Explorers will use portable radios only when absolutely necessary as a matter of urgency or as instructed by advisors to carry out their responsibilities while working a special detail. Explorers will be professional and respectable on the radio.

Explorers will wear traffic vests whenever it is necessary for them to direct traffic. When not in use, the traffic vest will be placed neatly in his/her duffel bag. At no time will an Explorer direct traffic unless wearing a traffic vest.

Explorers may wear an approved nylon duty belt with keepers, a flashlight with holder, a pocket mask with holder, and rubber gloves with holder.

Explorers may carry a cell phone/pager only if it is unseen and unheard. Cell phones may only be used in the event of an emergency or at the direction of an advisor. Explorers may not make or receive personal phone calls or text messages while participating in any Post activity or ride-along unless given direct permission from an advisor.

Unless otherwise specifically authorized by an advisor, Explorers participating in any Post activity shall not use any device to take still pictures or make audio or video recordings.

While participating in a training class or competition, members may be issued a holster and training weapon. Explorers are not to remove their training weapon from its holster unless directed to do so by a police officer or instructor or during a scenario when it is appropriate to use said training weapon. All training weapons will be clearly identifiable as such; however, Explorers should handle them as loaded, authentic weapons.

Explorers will not carry guns, knives, mace, nightsticks or any other weapons while participating in a Post activity or ride-along. Explorers will not carry handcuffs unless they are participating in a training activity which requires their use.

Equipment in need of repair shall be immediately handed to an advisor who will arrange for the necessary repairs.

All equipment issued by the Post shall be returned upon an Explorer's termination or resignation. In the event that uniforms or equipment are not returned, the former Explorer is subject to prosecution under Connecticut larceny laws.

CHAPTER 10

UNIFORMS & GROOMING

Uniform items as discussed below will be issued by the Post after a new Explorer has successfully completed his/her initial three months of the six month probationary period.

All issued uniform items and equipment are and will remain the property of the Bloomfield Police Department and must be returned to the Department when an Explorer leaves the program.

Dress uniforms shall be worn to meetings and all Post activities unless otherwise instructed by the advisors. Uniforms will always appear clean and pressed. Shirts will be tucked in neatly and the waistline of trousers will be worn at the waist with a black leather belt.

The issued dress uniform will include:

- a long-sleeve, nickel-grey shirt with patches, badge and collar brass as appropriate
- a black twill trouser with light grey braid running along the side seams
- a black winter hat
- a black leather belt
- a black, year-round jacket with patches
- a black tie
- a metal name tag
- Flag Pin(s)

Explorer will purchase and wear, as part of the dress uniform, black socks, black crew neck tee shirts (to be worn under their uniform shirt), and black boots or shoes. Sneakers shall not be worn with the dress uniform.

Utility/casual uniforms will be worn at the direction of the advisors.

The issued casual or utility uniform will consist of:

- a midnight-blue, knit, short-sleeve polo shirt with patches, a badge and heat-lettering "Explorer" on the back
- navy-blue cargo pants
- a BPD ball cap
- a Velcro name tag

Explorers will wear with the utility/casual uniform, as appropriate, the issued black belt and the black socks, black crew neck tee shirts (to be worn under the polo shirt), and black boots or shoes purchased as a part of the dress uniform. The Explorer may purchase black sneakers and a black web belt as options to wear with the utility/casual uniform.

New Explorers will be required to procure some items of wear during the initial three months of their probation period as discussed in CHAPTER 2, PROBATION. During that

period, that uniform will be worn to all meetings, events and activities unless otherwise directed by the advisors.

Bike uniforms may be issued to those Explorers participating in a bike patrol program. An approved helmet will be worn while on bike patrol. Any helmet issued by the Post for a bike patrol activity will be returned to the Post at the end of that patrol.

No uniform should ever appear sloppy, dirty, or wrinkled. Members will maintain good hygiene when participating in Post events.

Collar brass, if applicable, will be polished. Explorers must also have two blue or black ink ball-point pens and a pocket notebook.

Uniform inspections by the highest ranking Explorer in attendance will take place at the beginning of each activity/event. Anyone who is not prepared accordingly or dressed inappropriately may be written up and the Explorer may not be allowed to participate in the activity. Dismissal from an activity will be considered an unexcused absence and carry the same consequences as such.

Explorers will not wear their dress uniforms unless they are participating in a Post function. Dress uniforms will not be worn for personal use.

Explorers shall adhere to the following grooming standards:

Hair shall present a professional, well-groomed appearance, and shall be neatly trimmed at all times.

- Hair with logos, names or designs trimmed into the cut shall be prohibited
- Hairstyles shall not interfere with the wearing of uniform hats or other specialized headgear or equipment that might be used in training.
- Mustaches shall be neatly trimmed.
- Goatees and beards must be well groomed and trimmed so as not to interfere with the proper fit or function of any personal protective equipment that might be used in training.
- Sideburns must be neatly trimmed.
- Hair dyes shall not be used to achieve an unprofessional or unusual hair color.

Nails shall be kept short and clean. Neutral-colored nail polish is permitted.

Explorers shall not wear on any outer part of their uniform any badge, button, insignia, or any decoration other than specified in this handbook except an American flag pin or as prescribed by the Support Services Commander.

Jewelry and Body Art: The following standards shall be observed:

- Only one stud-type earring may be worn in each ear.
- Body piercings, except for the stud earrings, are prohibited where visible to the public.

- Jewelry (or other such decoration) must be professional in appearance. The Support Services Commander shall be the final arbiter regarding questions as to the professionalism and suitability of an employee's particular jewelry choice.

Tattoos: Tattoos will be permitted, however they must meet a certain criteria to be deemed acceptable. It is important for Explorers to uphold a positive image in the eye of the public as they represent not only the Post, but also the Police Department. Explorers will not have any tattoos which are gang-related, offensive, vulgar, violent or depicting inappropriate images. The Support Services Commander has the authority to order members to cover tattoos that are deemed unacceptable.

WHAT TO BRING

Every Explorer is expected to be prepared for each meeting, event, and/or function that they attend. Unless specifically instructed otherwise, Explorers must always bring the following items with them:

- Handbook in a three-ring binder
- Paper for taking notes
- At least two pens
- Calendar

CHAPTER 11

RIDE-ALONG PROGRAM

Explorers wishing to participate in the ride-along program must not be on probation at the time of their request. Explorers must have a waiver form (BPD-Y16, Rider Observer Waiver) on file in order to ride with an officer. Explorers under the age of 18 must have their waiver form signed by a parent or guardian.

When participating in a ride-along with a police officer, it is required that Explorers bring money for meals or a snack, a book, homework, or something to do in the event that the officer has clerical work to complete or becomes occupied with a call for an extended period of time.

Explorers will follow the instructions of the officer he/she is assigned to. Explorers will treat officers with respect and show interest in the officer's obligations during the period of the ride-along. Explorers will not touch any of the equipment in the police cruiser unless specifically directed to do so by the officer.

Explorers will wear their dress uniform on all ride-alongs and will be clean and maintain good personal hygiene. If the officer determines that the Explorer does not appear neat and clean or his/her hygiene is offensive, the Explorer will be turned away, resulting in an unexcused absence carrying the normal consequences.

Explorers may, at the direction of the officer, accompany the officer on non-hazardous calls. During hazardous calls and traffic stops, Explorers will remain in the police vehicle. Explorers may exit the police vehicle at the direction of the police officer. Explorers will not take any action in the field unless directed to do so by the police officer. Explorers are liable individually and must not to exceed his/her authority.

Explorers will only handle property or evidence as directed by a police officer. If an Explorer handles property or evidence as part of a training exercise at the direction of a police officer or to assist the police officer in the efficient performance of his duties, it should be documented.

Explorers will write a one-page paper following each ride-along that he/she participates in. The written paper will be turned in at the next meeting. Failure to turn in the paper will result in suspension from the ride-along program.

Ride-alongs will be scheduled through the head advisor only. Explorers will not solicit or accept offers to ride with officers on their own. If an officer offers to take an Explorer on a ride-along, it must be scheduled through the head advisor. There will be no exceptions of this rule and any violation may result in permanent suspension from the ride-along program.

Explorers may not schedule ride-alongs with other towns unless permission is asked, in writing, of an advisor. Out-of-town ride-alongs will only be granted if the Explorer is 18

years of age or older and interested in employment or resides in a specific town. If permission is granted to go on a ride-along out of town, the Explorer uniform will not be worn and the Explorer must not use their status as an Explorer to their advantage.

Explorers may be scheduled for a maximum of one ride-along every month. Ride-alongs may be scheduled for a maximum of four hours at a time. Ride-alongs will be scheduled based on dates and times submitted by the Explorer. If an Explorer is unable to keep his/her scheduled obligation, it is the Explorer's responsibly to notify the shift commander through Dispatch at the PD. There will be no make-up dates for the missed ride-along. If an Explorer fails to notify the shift commander, the Explorer may be suspended from the ride-along program for a period of time to be determined by the advisors.

At no time will Explorers follow police officers to calls for service in their personal vehicles. Explorers will refrain from intervening in police activities unless specifically requested by a police officer to do so.

There will be no hours credited for participating in ride-alongs.

If any Explorer violates any of the rules of this section, he/she may be banned from participating in further ride-alongs.

CHAPTER 12

EVENTS & ACTIVITIES

Explorers must be supervised at all Post functions by an advisor, police officer or an adult designated by the advisors. Explorers will return from breaks promptly and are not to be accompanied by non-Post members while working an event or activity.

Explorers will direct traffic on a public roadway only when directed by a police officer, accompanied by a police officer, a civilian advisor or another adult designated by an advisor.

In the event that there is not a ranking Explorer at an activity or event, an advisor will assign an Explorer to be in an acting leadership position for that activity or event.

While at events, the Explorers will utilize the “buddy system,” meaning they will always be in groups of at least two people.

Injuries and illnesses at Post functions shall immediately be reported to an advisor. In the event that an Explorer is injured, a First Report of Injury form will be completed by an advisor following the immediate notification of said injury to the patrol shift commander. Copies of the report will be given to the shift supervisor, advisor, Explorer and the Explorer’s personnel file.

When the flag of the United States of America passes in a parade or an event, Explorers will stand at attention and render the military hand salute, unless such salute would interfere with the performance of his/her duties.

Under circumstances in which there are too many Explorers at an event, an advisor may solicit volunteers to leave the event. The Explorers selected will be credited hours for the activity or event. This does not apply when advanced sign-ups were taken and an Explorer who did not sign up for the activity or event shows up anyway. If too many Explorers are in attendance and there are not enough volunteers to leave the activity or event, the advisors will determine which Explorers will work the event and which ones will be dismissed from the event. This will not result in any type of an absence on the Explorer’s record.

Explorers are expected to complete their attendance sheet outlining the name of the event, the date, time in and out and the total number of hours worked.

TRANSPORTATION

All Explorers are responsible for arranging their own transportation to and from events, activities and meetings. All Explorers will abide by current laws and not transport other Explorers if they have had their license for less than one year. The exception to this law is after six months an Explorer may transport a member of his/her immediate family. This caveat is subject to change as the laws change. An Explorer wishing to ride with another Explorer must have permission from the other's parents.

OVERNIGHT EVENTS

For overnight events where both male and female Explorers are present, there will be both a male and female advisor present for the duration of the event. There will be separate designated bathrooms for males and females as well as for Explorers and advisors. Males and females will not be allowed to go into each other's sleeping quarters and may only be together in common areas.

CHAPTER 13

FINES

If an Explorer signs up for a function that the Post is paying money for and the Explorer does not show up or does not give enough notice for the Post to receive a refund, the Explorer is responsible to reimburse the Post for that sum of money.

Should Post-issued uniforms and/or equipment become misplaced, lost or damaged by an Explorer, that Explorer is responsible for the cost associated with replacing the item(s) that were misplaced, lost or damaged.

CHAPTER 14

INCIDENTS

Any Post member wishing to report an incident will draft an incident report detailing what, when, where and who was involved as soon as reasonably possible. The report will be submitted to the head advisor. If the incident involves the head advisor, then the report may be made to another advisor or the police department Sergeant in charge of the Explorer Post.

CHAPTER 15

LEAVE OF ABSENCE

Explorers who are unable to attend Post activities and/or weekly meetings for an extended period of time may be granted a leave of absence upon written request detailing the reason for the leave. The written request must be submitted to the head advisor.

Any Explorer who holds rank and takes a leave of absence which extends past a three-month period will lose their rank upon their return to the Post.

CHAPTER 16

PUBLIC RELATIONS

Any communications with the press shall be managed by the head advisor or his/her designee. Explorers will not participate in positive or negative blogs regarding police officers or the Explorer program. Explorers shall make no comments to any press or other media regarding the program or associated activities unless previously approved by the head advisor.

Explorers and advisors may be photographed and/or recorded for the purposes of creating a Post scrapbook, display or recruiting material. By signing this handbook, Explorers agree to be photographed and/or videotaped and will receive no compensation for the use of the photographs or recordings.

CHAPTER 17

SPECIAL ASSIGNMENTS

At the request of the Bloomfield Police Department, Explorers may be requested to participate in an investigation or work detail. Explorers who are fluent in a foreign language may be requested to serve as an interpreter by the police department. Explorers who work a special assignment will include that detail on their attendance sheet.

CHAPTER 18

CODE OF CONDUCT

Conduct of Explorers will be professional at all times. While Explorers are not prohibited from engaging in dating relationships with other Explorers, public displays of affection at Post activities and events is strictly prohibited. In addition, dating relationships between Explorers and advisors are prohibited.

While at Post activities, members shall refrain from the following:

- Horseplay and/or use of profanity
- Accepting gratuities and/or using their position for personal gain
- Conduct that causes a physical threat of danger to themselves and/or others
- Gossip and negativity concerning the Post and/or its members

Additionally, whether on or off duty, conduct unbecoming an Explorer includes, but is not limited to:

- Any violation of federal, state and/or local laws
- Lying to or misleading a police officer or advisor
- Insubordination
- Smoking and/or chewing tobacco
- Possessing or using contraband (i.e. alcoholic beverages, fireworks, illegal drugs and/or unauthorized/illegal weapons)
- Discrimination based on race, creed, color, national origin, age, sex, handicap, religious belief, political affiliation, or sexual orientation.

While participating at events, Explorers must remember that they are there to work the event and must refrain from partaking in any personal activities. Any Explorer who violates these regulations may be terminated.

CHAPTER 19

POSITIVE REINFORCEMENT COMMENTS

Post officers and advisors can write anyone up for doing something positive for the Post or with the Post at an event. These positive write-ups will be known as Positive Reinforcement Comments and will be read at one meeting per month, to be determined.

This effort is a way of recognizing someone who did something outstanding in any way. There are two reasons for recognizing someone for doing a good job. The first is so you remember to thank them and the second is to motivate everyone else.

AGREEMENT & DISCLOSURE

I have read, understand and agree to the rules, regulations, requirements and restrictions set forth in this Bloomfield Police Explorer Post 250 Handbook. I understand that I am expected to conduct myself in accordance with this handbook and that if I violate any of the rules, regulations, requirements and/or restrictions set forth in this handbook, I am subject to the consequences set forth herein.

I further give the Bloomfield Police Department permission to obtain my school records and agree to furnish all subsequent report cards to the head advisor as required in this handbook. I understand that the Bloomfield 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. I further understand that the Bloomfield Police Department may complete a criminal history as part of my background check.

I further understand that lying will not be tolerated and will result in exclusion or immediate dismissal from the Post.

I am also aware that I may be expected to participate in a regular physical training program with other Explorers, led by an advisor. In consideration for being allowed to participate in Post activities, I, the undersigned, being of full age and sound mind, do hereby release the Bloomfield Police Department, the Bloomfield Police Explorers and its advisors, and the Town of Bloomfield from any and all liability arising out of Post activities.

The undersigned does hereby agree that this Agreement & Disclosure is fully understood, entered into voluntarily, and is valid for as long as the member is enrolled in the Bloomfield Police Explorer Post 250.

Explorer Candidate

Date

Parent/Guardian (if minor)

Date