

Ventura County Sheriff's Office

Explorer Program



Policy Manual

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ARTICLE I

PROGRAM AUTHORITY AND ORGANIZATION

Section 1 Departmental Authority

The Explorer Program is an official Ventura County Sheriff's Office Youth Program for young adults between the ages of 14 and 21; operated in conjunction with the Learning for Life Program. The Sheriff of Ventura County shall be the final authority on all matters pertaining to the operational procedures of the Explorer Program and it shall fall under the Division Commander's authority for matters pertaining to the chain of command. Each station Captain will have authority for day to day operations, personnel issues, and control over each station's Explorer Post.

The Ventura County Sheriff Explorer Posts shall be known as-

- Post number 2902- Headquarters Sheriff's Station
- Post number 2932- Camarillo Sheriff's Station
- Post number 2958- Fillmore Sheriff's Station
- Post number 2501- Ojai Sheriff's Station
- Post number 2912- Moorpark Sheriff's Station
- Post number 2933- East County Sheriff's Stations

Section 2 Program Purpose

Program Goals

The Ventura County Sheriff's Office provides the Law Enforcement Explorer program to educate and involve the youth of the community in police operations and interest them in law enforcement functions whether they aspire to enter police work or not. The Explorer program establishes an awareness of the complexities of police services and broadens an Explorer's firsthand knowledge of the challenges and job skills that make up our communities' police services.

Each Explorer Post should closely resemble the makeup of our communities. Explorer Advisors should recruit qualified candidates that have an interest in law enforcement and public service. The Explorer Program is not a second chance program or designed for youth that have demonstrated contempt for the law, have a history of disciplinary or behavioral issues or for youth that could be disruptive to the overall program. Qualified youth will not be excluded from the program based on race, religion, gender, sexual orientation, national origin, citizenship, or disability.

Program Objectives

- Build self-confidence and discipline
- Develop maturity and leadership qualities
- Further each Explorer's education
- Encourage the Explorer's participation in a rewarding and productive service activity
- Enhance the Explorer's preparation for the future role as a citizen and community member
- Allow the Explorer to observe first-hand the field activities of the Sheriff's Office
- Encourage the Explorer to give of themselves to the community
- Provide the Law Enforcement community an opportunity to further an investment in its own future through positive relationships with fit and capable young adults

Section 3 Program Advisors

Post Advisor

Each Explorer Post will have a sworn member of the department, of supervisory rank, that shall act as the Post Advisor. The Post Advisor will frequently advise the Station Captain and Explorer Program Captain of matters pertaining to the Explorer Program. The Post Advisor will be selected by each Station Captain. The Post Advisor shall be responsible for the administration of this program.

Duties of Post Advisor

The Post Advisor shall have the following mandatory duties and any other duties that may be deemed necessary:

- Ensuring compliance with the contents of this manual
- Making timely notifications to the Explorer Program Coordinator
- Recruitment efforts for new explorer participants
- Background checks of all Explorer applicants
- Approval of all new Explorer program participants
- Attending the Explorer Academy registration events
- Participating in reviews of potential Explorer misconduct
- Planning and supervising weekly or bi-weekly post meetings
- Coordinating Explorer field trips and competition trips
- Maintaining a "Detail Kit"
- Completing all Explorer program related documentation and reports
- Completion of the Learning for Life *Youth Protection Training*

- Coordinating fund raising events for their respective Explorer post
- Maintaining up to date Explorer files for each Explorer participant
- Approving and scheduling all Explorer patrol ride-alongs and work details
- Maintaining an accurate roster of Explorer participants
- Maintaining an accurate list of Explorer volunteer hours and statistics
- Administering station / unit Explorer promotional examinations
- Attending Explorer advisor training and meetings
- Supervising all Associate Post Advisors

Associate Post Advisor

The Explorer Post may have several Associate Post Advisors in order to effectively supervise the post. The selection of any Associate Advisors is at the discretion of the Station Captain and Post Advisor. Associate Advisors may be sworn personnel, professional staff member, or any adult who is deemed fit to hold such a position.

Duties of Associate Advisor

The Associate Advisor will assist the Post Advisor with his duties.

- Plan and facilitate post meetings and activities
- Participate in post activities and details
- Maintain a safe environment for Explorers
- Maintain compliance with the policies of the Sheriff's Office and Explorer Manual
- Evaluate Explorers for continues participation in the program
- Review report cards and college transcripts
- Prepare Explorer Recruits for the Explorer Academy
- Conduct inspections
- Plan and coordinate training
- Maintain equipment and uniforms
- Coordinate with other Explorer Posts
- Recruit youth members to the program

Qualification of Associate Advisors

- Have an interest in the Explorer Program
- Demonstrate maturity, tact, and ethics
- Have the ability to supervise youth and minors
- Complete Youth Safety and Leadership Training
- Receive approval from their supervisor
- Satisfactory evaluations in all rating areas

Supervision of Explorers

All Post and Associate Advisors, regardless of rank or assignment, have supervisory authority over Explorers. Advisors are expected to ensure the safety of Explorers, compliance with this manual, and maintaining a positive learning environment.

Every effort should be made to have both male and female Post or Associate Advisors during meetings, training, and events. All participants in the Explorer Program shall adhere to the General Conduct Guidelines of this manual.

Section 4 Amendments to Explorer Manual

All Post and Associate Advisors may make suggestions to this manual to the Station Captain or Explorer Program Captain. Any changes to the manual can be authorized by the Sheriff or his designee.

The Explorer Program Captain will maintain the policy and frequently review amendment suggestions.

Section 5 Definitions

Department – The Ventura County Sheriff's Office

Deputy – A Deputy Sheriff of the Ventura County Sheriff's Office, regardless of rank or sex

Sworn Personnel – Any full time or volunteer member of the Sheriff's Office holding the rank of Deputy or higher

Explorer – A member of a Law Enforcement Explorer Post

Explorer Staff – Explorers with the rank of Senior Explorer or above

May – Is permissible

Shall – Is mandatory

Post – Shall be used to describe the Law Enforcement Explorer Post

Professional Staff- Non sworn member of the Sheriff's Office

Sworn Personnel – Same as Deputy

He – The term "He" in this document shall be considered gender neutral and equally refers to male and female

Section 6 General Conduct

All interactions between department employees and Explorer program participants shall remain professional in nature at all times. A youth participant being of legal adult age (18 years and above) is not cause for exception. Department employees must ensure that every youth participant is able to flourish in a safe, nurturing, and professional environment that is free of any inappropriate or unprofessional conduct. Therefore, all contacts and interactions with youth participants shall remain professional in nature and strictly comply with applicable department policies and procedures. Failure to do so is considered serious misconduct.

Inappropriate conduct between department employees and youth participants includes, but is not limited to the following:

- Inappropriate or unprofessional personal conduct (sexual or dating relationship) between department employees and youth participants
- Inappropriate touching
- Inappropriate comments or conversations
- The presence of inappropriate materials (pictures, videos, or other media)
- Text messaging, phone calls, or any electronic communication of an intimate or sexual nature
- Gender, ethnic, religious, sexual orientation, economic status, or citizenship bias
- Any other inappropriate or discriminatory behavior, including sexual harassment

Department employees are expected to mentor, teach, inspire, and guide the young men and women who participate in the Explorer Program while providing a safe and positive environment. Inappropriate conduct undermines this important program for the county's youth and erodes the community's trust that the department must maintain to keep the community safe.

One-on-One Interactions

Generally, a minimum of two department employees must be present when interacting with an individual youth participant. One-on-one interactions between Department employees and youth participants are prohibited in closed spaces and/or out of the view of others. All efforts should be made to interact with youth participants in a manner that allows a vantage point for others (Department employees, other youth participants, the general public, etc.) to observe. When interacting with any youth participant, an adult of the same gender as the youth participant shall be present whenever possible.

Physical Contact

Physical contact between adults and youth participants should be kept to a minimum. While it is acceptable to shake hands, provide a supportive pat on the back, or use appropriate physical contact when demonstrating or teaching a skill, contact of an inappropriate or intimate nature is always prohibited.

Personal Relationships

Any intimate personal relationship or attempt to develop an intimate personal relationship with a youth participant is strictly prohibited regardless of the youth participant's age.

Social Media

Social media and electronic communications such as text messaging, e-mail, blogs, personal websites, Facebook, Snap Chat, WhatsApp, etc. are popular forms of communication, especially with youth participants. In order to effectively communicate with youth participants, plan events, give directions, and recruit, department employees assigned to youth-related functions may utilize phone, text messaging, and various social media platforms. Department employees shall not utilize text messaging, phone calls, or any other electronic communication (including all social media platforms) to convey information of a personal or intimate nature or any information outside the scope of official department duties.

Hazing

All forms of hazing, bullying, rites of passage or initiations, and/or inappropriate teasing or name calling are prohibited and considered serious misconduct. Anyone, whether sworn, civilian, or youth, who participates in such conduct will be subject to formal disciplinary action, up to and including termination.

ARTICLE II
ELIGIBILITY AND SELECTION PROCESS

Section 1 Waiver and Release

Prior to January 31 of each year, Explorers shall complete and submit the following forms:

- Learning for Life Health and Medical History
- Sheriff's Office Parental Consent form
- Sheriff's Office Ride-Along forms
- Explorer Information Sheet (update)

Section 2 Membership Requirements

To be considered for membership, candidates must live within the boundaries of Ventura County. This includes the cities of Camarillo, Moorpark, Ojai, Thousand Oaks, Fillmore and the unincorporated areas of Ventura County. Exceptions to this would be given if the candidate lives in an area where there is no Explorer post. Special permission may be given by the Post Advisor on a case-by-case basis.

Candidates must be at least 14 years of age, and a maximum age of 20 years, at the time of application.

No candidate will be disqualified due to race, color, sexual orientation, religion, sex, national origin or disability.

Candidates currently registered with another Explorer Post must have written permission from the Post Advisor prior to changing organizations.

Candidates need not be full-time students if over the age of 18. They must, however, possess at least a G.E.D. certificate. If a full-time student, the candidate must have at least a "C" (2.0) grade point average on the last report card issued. Explorers must maintain such an average during their tenure as an Explorer.

A fail grade in any class constitutes an automatic suspension until written notice of a passing grade is obtained in that subject. Should a failing grade be received as a final grade at the end of a school year, suspension is at the discretion of the Post Advisor

Candidates shall have no felony or serious misdemeanor charges, which would eliminate them for consideration as a Deputy Sheriff.

Candidates shall be of good moral character and maintain satisfactory citizenship. Any unsatisfactory citizenship is NOT acceptable and grounds for denial.

Candidates shall be willing to pay for the required uniform.

Candidates shall have the consent of his parents, or guardians, in order to participate in the Explorer Program, if under the age of 18.

Candidates will participate in at least three post meetings to determine their degree of interest in the program. After attending the required meetings, the candidate will be placed on a six-month probationary term and will complete the Explorer Academy within two years of appointment. Final decision on the number of meetings and length of probationary period will be discretionary by each Post Advisor.

During the initial three meetings, the applicant will be considered a guest and will only be allowed to observe meetings, trainings, and have supervised access to Explorers and facilities. The guests will not participate in trips, rigorous physical training, or any technical training activities.

Section 3 Selection of Applicants

All applicants must complete a written application; pass an oral interview and a records check through local files prior to being admitted to the Explorer program.

Applications will include a copy of the applicant's birth certificate and, if possessed, a copy of the applicant's driver's license or driving permit.

An advisor will conduct an oral interview to assess the applicant's interest in the program, drug or alcohol history, and any discipline or arrest history. These preliminary questions are on the New Explorer Background Checklist.

The advisor will then complete the following forms during the application process:

- Explorer Information Sheet
- New Explorer Background Checklist
- Parental Consent forms
- Learning for Life Consent form (BSA)
- Health and Medical History (BSA)
- Learning for Life Charter (BSA)
- Photo Consent form
- Law Enforcement Code of Ethics
- Obtain a photograph
- Specialized Personal History Statement

The Post Advisor will review all forms and the Personal History Statement prior to submitting the applicant for a background investigation. In the absence of the Post Advisor, the Station Captain or Explorer Program Captain can approve applicants.

Explorer Applicants under the age of 18 are encouraged to attend initial meetings with their parents or guardians. For Explorer Applicants under the age of 18, Advisors are required to meet with parents or guardians in person to obtain consent and explain the Explorer Program to them.

Once consent forms have been obtained and approved by the Post Advisor, the applicant can attend meetings and participate in training.

Section 4 Background Investigation

An applicant who passes an oral interview will have a background investigation completed by Sheriff's Personnel. A background investigation will include, but not be limited to:

- Schools
- Personal References
- DMV Checks
- Wants and Warrants
- Citations and F.I. Card Files

Candidates with criminal records, questionable loyalty or morals, or unstable personalities shall be rejected when further investigation establishes facts that warrant such action.

Once an applicant has passed the background process, he will be contacted by Sheriff's Human Resources to make an appointment to have his picture and fingerprints taken.

All applicant's work records, performance reports, commendations, report cards, etc., shall become the property of the Ventura County Sheriff' Office.

Section 5 Training

An applicant that passes the background investigation shall be designated a Probationary Explorer and be scheduled to attend a Law Enforcement Explorer Academy.

The Academy is part of the selection process and must be successfully completed by all Probationary Explorers within two years of appointment. If unable to do so, due to illness or injury, special arrangements may be made at the discretion of the Post Advisor.

Section 6 Divisional Files

At the beginning of the application process, advisors will create a divisional file for Explorer Applicants. These files will contain all required Learning for Life forms, Sheriff's Office Explorer forms, training certificates, and other documents. A copy of the Personal History Statement shall not be part of the Divisional File.

Divisional files will be maintained for the duration of the Explorer's service. Divisional files shall be reviewed annually by the Explorer Program Captain

ARTICLE III
POST ORGANIZATION

Section 1 Authority of Rank in the Sheriff's Office

Sworn personnel are distinguished by rank, which is assigned in terms of level of responsibility within the Chain of Command. The descending order of rank in the Department is as follows:

- Sheriff
- Undersheriff
- Assistant Sheriff
- Commander
- Captain
- Sergeant
- Senior Deputy Sheriff
- Deputy

Section 2 Explorer Rank Structure

Explorer members are distinguished by rank, assigned in terms of level of responsibility within the Chain of Command. The descending order of rank is:

- Explorer Captain
- Explorer Sergeant
- Senior Explorer
- Deputy Explorer
- Probationary Explorer
- Applicant
- Guest

Section 3 Rank and Duties of Explorers

Explorer Captain

The Explorer Captain shall be responsible for the overall operation of the Post. He is responsible for the proper utilization of the Explorer Sergeants to insure that all orders are carried out properly. The Explorer Captain is responsible for the control and discipline of the Explorer Sergeants.

The Explorer Captain must attend all staff meetings and regular meetings. He must assist the advisor in administrating promotional exams. The Explorer Captain is a member of the "Disciplinary Board."

The Explorer Captain will participate with advisors in the setting of a professional and learning environment. The Explorer Captain will assist the advisors in conducting inspections. He will maintain current necessary information on each Explorer in the divisional files. He will accept additional assignments as necessary.

Explorer Sergeant

The Explorer Sergeant shall be responsible for the actions of the Senior Explorers, and ultimately all Explorers in the post. He is responsible for the control, discipline and proper personal appearance of the Explorers.

The Explorer Sergeant is responsible for the direct supervision of the Explorers in the field. He must properly supervise and utilize the Explorers to insure that all duties are carried out properly, promptly, and efficiently.

The Explorer Sergeant is responsible for calling and notifying the Senior Explorers of upcoming details, etc. He will collect ride-along evaluations, and when applicable, notify the Explorer Captain of any discrepancies in the ride-along procedure.

The Explorer Sergeant will monitor attendance records, collect memos on absences, receive memos on leave of absences, and receive notes from doctors regarding medical leaves.

The Explorer Sergeant will take charge of small details and will assume the responsibilities and duties of the Explorer Captain should he be absent. The Explorer Sergeant will attend staff meetings and regular meetings.

The Explorer Sergeant is responsible for preparing the post for inspection.

Senior Explorer

The Senior Explorer is responsible to maintain attendance records, calling roll at the beginning of each meeting and at each detail. A Senior Explorer will take minutes of the meetings and any significant classes. The minutes of the meetings will be kept in a folder and copies of this information will be provided to absent Explorers.

Senior Explorer will be responsible for giving tours of the station to new applicants when requested by an advisor or Explorer Captain.

Senior Explorer will accept additional assignments as deemed necessary by an advisor. A Senior Explorer will assume responsibilities of the Explorer Sergeant in the absence of the Explorer Sergeant.

Deputy Explorer

Deputy Explorers have successfully completed the academy. They will be responsible for their own actions. They will keep the Sergeant informed of their correct name, address, and telephone number.

Deputy Explorers will regularly attend meetings, details, training, and events. Deputy Explorers will stay actively engaged in post functions and communications.

Deputy Explorers will obtain, from a Senior Explorer, information from meetings or details from which they were absent.

Deputy Explorers shall carry out orders properly, promptly, and efficiently.

Probationary Explorer

Probationary Explorers have successfully completed the background process and shall have the same duties as an Explorer. He will remain at this rank until graduating the academy. The Probationary Explorer may wear the Explorer uniform (without a badge), attend regular meetings, participate in training, work details, and participate in trips.

Explorer Applicant

Applicants have been approved by the Post Advisor to have their personal history statement sent to Sheriff's Personnel for a background investigation. Applicants will have completed all Learning for Life and Ventura Sheriff's consent and required forms.

Applicants will not wear a uniform or have access to Sheriff Facilities without direct supervision by an advisor. Applicants should not work details, go on trips, or participate in vigorous or technical trainings until their background has been completed.

Guest

Youth members and their parents are invited to attend meetings to learn about the Explorer Program. Guests are strictly observers.

Section 4 Eligibility for Office

To be eligible for office, the Explorer must be in good standing, must have completed an Explorer training academy and must be able to complete the following:

- A written exam for promotion with a score of 70% or above
- An oral interview conducted by an advisor, and one Deputy not related to the Explorer Program
- Good work and attendance record
- The Post Advisor has final authority in all promotions

Probationary Period

There shall be a mandatory six-month probationary period following any and all promotions. If a leave of absence is taken during the probationary period, the Explorer's probationary period shall be extended until a full six months is met.

Retention of Rank

An Explorer will maintain his rank until he is:

- Promoted
- Ineligible for the program based on age
- Removed or demoted as provided for within the disciplinary procedures
- Resigns from the post or requests demotion
- Separated from the program

Administrative Promotion

Should the need arise the Post Advisor may temporarily promote any Explorer to a ranked position.

Resignation from Explorer Program

Program participants serve at the will of their respective Station Captain, Post Advisor, or the Explorer Program Captain, and may be terminated from the Explorer Program for violating any policy or procedure contained within this manual, the department's policy and procedures, any legal statute, or for any other acts, commissions or omission that may cause embarrassment to the department or the Explorer Program.

Any Explorer who desires to resign may do so without repercussion. Any and all equipment issued, including their department identification card and badge shall be surrendered to their respective Post Advisor upon their departure.

An advisor should conduct an exit interview of all Explorers who resign to determine the reason for the resignation, to accept any issued equipment, and to solicit any improvement suggestions from the resigning participant.

Any Explorer approaching the age limit shall resign no later than the last regularly scheduled meeting prior to their 21st birthday.

Upon resignation, an advisor will complete a memorandum of separation to Sheriff's Personnel stating the Explorers name, ID number, date of separation, and reason for separation.

Section 5 Explorer Command Authority

Lines of Control

Lines of control are established in conformity with the Sheriff's Office to:

- Permit delegation of authority
- Place responsibility
- Provide for supervision of operations
- Provide for coordination of effort

Delegation of Authority

Explorer supervisors shall make suitable and clearly defined delegations of authority so that maximum efficiency may be achieved. Explorers directed to act in capacities above their ordinary or usual rank, or classification, shall possess the authority of the higher rank or classification for the necessary period of time.

Exercising Authority and Issuing Orders

Authority in the post shall be exercised with firmness, fairness, and impartiality. Under NO circumstances shall personal attitudes influence decisions. Each Explorer supervisor shall use tact in giving orders and in correcting mistakes in order to inspire confidence and industriousness. He shall carefully test the understanding of instructions to insure that subordinates know in detail, what and how to perform, and when practical, the reasons.

Responsibilities of Explorer Supervisors

Explorers designated as supervisors, by virtue of their rank or classification shall, in conformance with department policy and/or regulations, be responsible for the work and conduct of subordinate personnel.

Explorer supervisors shall investigate any report of laxity in the performance of duty or violations of post rules. After determining the facts, the Explorer supervisor shall report any findings to their immediate supervisor and/or Post Advisor.

Chain of Command

The Explorer chain of command shall be respected at all times, in all matters pertaining to the post. Information and communications shall move up and down through the channels. It shall be the responsibility of each echelon to forward any and all information, and communications, to the next higher echelon along with approval, disapproval and/or recommendations.

Any Explorer program participant may report directly to an advisor, sworn personnel, or any member of the Sheriff's Office any of the following:

- Criminal acts
- Sexual harassment
- Hazing or bullying
- Violations of policy
- Injury
- Requests for physical care, mental health care, or emotional support

Unity of Command

Each Explorer, unit and situation is under the immediate control of one supervisor. The principle of command responsibility is in effect and each Explorer supervisor is responsible for the actions of his subordinates.

Conflict of Orders

In the event of conflict of orders, Explorers shall respectfully call such conflict to the attention of the Explorer supervisor giving the last order. Should the latter fail to rescind the order, such orders shall be carried out.

The Explorer shall not be held responsible for disobedience of any former order or for any violation of the last order given.

ARTICLE IV

EXPLORER CONDUCT, DISCIPLINE, and PERFORMANCE

Section 1 General Behavior

An Explorer shall not act or behave, privately or officially, in such a manner to bring discredit upon himself, The Ventura County Sheriff's Office, or the Explorer Post. Members shall not willfully violate any federal statute, state law or local ordinance.

Section 2 Department Policies and Procedure

Every Explorer shall be familiar with and conform to the policy and procedures of the Sheriff's Office, including the Law Enforcement Explorer Manual. Explorers who violate any rules, regulations, or policies of the department or Law Enforcement Explorer Program shall be subject to disciplinary action or dismissal.

Section 3 Fraternalization

No Explorer, regardless of age, will engage in dating or sexual activity with any member of the Sheriff's Office while a participant in the Explorer Program. This includes explicit messaging or phone calls, explicit conversations, or any online dating activities.

Explorers will report any contacts with any arrestees, inmates, or former inmates to an advisor. The Explorer will provide the name, nature of contact, and relationship (if any) with the described person.

Explorers will avoid communication with in-custody inmates, arrestees, or suspects unless circumstances dictate otherwise. Any communication shall be immediately reported to an advisor.

Section 4 Conduct While in the Sheriff's Station

All Explorers will:

Wear a complete uniform or clearly display their Explorer identification while at the station. If not in uniform, Explorers will dress in business attire. Clothing with holes, bare midriffs or bare shoulders, baggy pants that will not stay up without a belt, gang attire, and tight shirts or pants are NOT acceptable. Any sports

apparel, including hats, which represent a local criminal street gang shall not be worn at Explorer events, meetings, or at any Sheriff's facility.

Explorers will not loiter in the station before or after ride-alongs, meetings or other activities.

Explorers will address all department personnel in a courteous manner, using rank or title and the last name or sir/ ma'am.

Administration Offices, Detectives, Property Room and Records

Enter only when assigned to do a specific duty by an Advisor or, when accompanying the Deputy with whom you are on a ride-along.

Explorers shall not access any department records, law enforcement computers, or files without authorization.

Section 5 Performance of Duty

Ethics

While on duty, all Explorers shall be governed by the following rules and regulations:

Devote their time and attention to the service of the department and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency.

Maintain a professional image and perform their duties in a cool and firm manner, acting together to assist each other.

Serve the Sheriff's Office with loyalty and discretion, and not fail to support their fellow members in the performance of their duties.

Reporting Misconduct

In the event a program participant observes or is informed of misconduct by another Explorer of any rank, he shall report the misconduct to an advisor without delay. Failure to do so may result in termination from the program.

Conduct towards Others

Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and units of the Sheriff's Office, as well as the public.

At no time shall an Explorer use coarse, profane, or threatening language, nor use uncomplimentary or insulting terms of speech toward any individual. Hazing or bullying will not be tolerated at any time.

While in uniform, Explorers shall not show any public displays of affection.

During any Explorer event, or official Explorer social or recreational function, Explorers shall maintain professional demeanor and behavior.

The conduct of all Explorers will exemplify that of the standards set fourth for sworn personnel of the Sheriff's Office. Explorers shall assume a conscientious, businesslike attitude, showing proper respect to superiors, deputies, civilians and each other.

Explorers shall carry out orders given to them by their supervisors, advisors, and Deputies. Failure to do so is insubordination and cause for disciplinary action.

Incompetence

Explorers shall be deemed incompetent and subject to discipline, reduction in rank, or dismissal for the following reasons:

- Displaying a reluctance to properly perform assigned duties
- Acting in a manner tending to bring discredit to themselves, the post or the Sheriff's Office.
- Failing to assume responsibility or failing to exercise diligence, intelligence and interest in the performance of duties.
- Violating Department policy, rules and regulations

Punctuality

Explorers shall be punctual in reporting for duty at the time and place designated by the Post Advisor. Habitual failure to report promptly at the time specified is grounds for disciplinary action.

Sleeping on Duty

An Explorer shall not sleep while on duty unless specifically authorized to do so.

Use of Tobacco, Alcohol, Drugs or Narcotics

Explorers shall not smoke, including the use of vape pens or devises.

Explorers shall not use or possess tobacco at any time.

Explorers shall not use habit-forming drugs unless a physician properly prescribes such drugs. Explorers shall not use or possess marijuana at any time.

Explorers shall not be disorderly or intoxicated at any time.

Explorers shall not possess alcohol products, whether on or off duty.

While attending any Explorer function no Explorer will participate in the drinking of any alcoholic beverage.

Use or possession of marijuana or any cannabis products are prohibited.

Gambling / Gaming

No Explorer, of any age, is to engage in gambling or gaming during any Explorer function.

Use of Force

Explorers shall not participate in making arrests unless absolutely necessary.

Explorers are prohibited from handling prisoners or persons temporarily taken into custody (i.e. searching, cuffing / uncuffing, or transporting prisoners).

Explorers shall not use unnecessary force in helping to make an arrest at any time.

An Explorer must be firm, resolute and energetic in exercising the means necessary to properly perform his duty. When it is necessary to use force, a written report shall be made to the Post Advisor giving all the facts of the incident.

Use of cell phones

Explorers shall not use cell phones or electronic communication devises while working details, ride-alongs, or during training. Explorers should check messages and make calls in private.

Acceptance of Bribes, Loans, Favors or Gratuities

Explorers shall not accept a bribe or gratuity, or engage in any act of extortion or other unlawful means of obtaining money or property through their position with the Explorer Program.

Recommending Lawyers or Bondsmen

Explorers shall not recommend or suggest the name of any person, firm, business, or corporation to act as attorney, counsel or bondsman.

Use of Business Cards, Posters or Pamphlets

Explorers shall issue business cards, posters, pamphlets, etc., only for official purposes and only when authorized by the Post Advisor. Such cards, posters, pamphlets, etc., shall not bear notations or endorsements other than those pertaining to official department functions.

Sexual Harassment Policy

All Explorers will be governed by the Sheriff's Office Sexual Harassment policy titled "Harassment, Discrimination, and Retaliation Prohibition." A copy of this general order will be provided to the Explorer. When an Explorer is accepted to the Post, he shall sign a Sheriff's Office memo stating he has read and is aware of this policy. This signed memo will be sent to Sheriff's Human Resources.

Section 6 Evidence and Property

Evidence

Explorers shall not handle or collect any item of an evidentiary nature. The preservation of a verifiable chain of evidence is essential to any criminal or administrative investigation and may become tainted should an Explorer become involved.

Explorers shall not fabricate, withhold, or destroy evidence of any kind.

Property

Explorers shall deliver to the proper department employee or advisor, any monies or other property not his own, which comes into his possession. A report shall be made of this transaction.

Explorers shall promptly submit a written report of any damage, to real or personal property, resulting from the execution of their official duties or responsibilities.

Section 7 Information, Investigation and Records

Explorers shall properly report any information given to them in good faith that might indicate the need for police action.

Personal Information

Explorers shall provide the department their correct name, address, telephone number, and the number of the person to be notified in case of an emergency.

Explorers shall provide the department with the name, address, telephone number and work schedule of any employer.

Explorers shall be responsible for keeping the Explorer Sergeants, or Senior Explorer, informed of any changes to this information.

Administrative Investigations

Explorers shall fully cooperate with any official department supervisory inquiry, administrative investigation or internal affairs investigation. They are expected to be candid, cooperative, and truthful.

If requested to make a statement in the course of an official department investigation, Explorers shall make full, complete, and truthful statements.

Records

Explorers shall not access any department records, documents, or databases to obtain information.

Section 8 Public Relations and Requests

Public Appearances

Unless authorized by the Post Advisor, Explorers shall not:

- Address any public gathering
- Write articles for publication
- Join any political organizations
- Conduct an interview with media personnel

Complaints and Information Requests

Explorers receiving inquiries from the public concerning complaints or information shall refer the person to an advisor or sworn member of the department.

Assistance Requests

Explorers shall not respond to the location of any emergency operation, disaster, etc., unless specifically ordered to do so by an authorized person.

If so ordered, the Explorer shall, as soon as possible, notify his Post Advisor.

Explorers, while off-duty, shall not arrive on scene at any traffic stop or dispatched call.

This does not preclude the assistance of Explorers who are present when an emergency occurs; who shall, as soon as possible, notify a Peace Officer of their presence.

Search and Rescue Requests

Explorers shall not initiate search and rescue operations without the full consent, and approval, of the Post Advisor unless information or observation indicates the necessity of immediate action.

In these instances, Explorers shall act in the best interest of the victim and shall advise the Post Advisor as soon as possible.

Section 9 Absences

Attendance is mandatory at all regularly scheduled Explorer meetings, staff meetings, and special meetings involving the post.

An Advisor shall evaluate all excuses for absences.

If an emergency arises, telephone notification to a Post Advisor / Associate Advisor will be acceptable.

Attendance is mandatory for all details, either volunteered for or assigned. Attendance at field trips and team building trips is not mandatory.

If absence from a meeting is expected, a telephone call to the Senior Explorer, prior to the meeting, is required.

A memo stating the reason for the absence is due by the next meeting. Any unexcused absences will require a memo explaining the failure to attend and the reason why notification was not made. The memo shall list the date of the absence and the reason for the absence.

Failure to attend meetings and details shows a lack of interest in the Explorer Post. This may result in disciplinary action.

Section 10 Leave of Absence and Medical Leaves

A leave of absence shall be a minimum of 30 days and no longer than 180 days, unless specifically evaluated and approved by the Post Advisor.

Explorers must submit a memorandum to the Post Advisor, explaining the inclusive dates and reason for the leave of absence.

While on a leave of absence, Explorers may not participate in any Explorer function.

The Post Advisor must approve any leave of absence.

Prior to the leave of absence, the Explorer will return all Post property to the Post Advisor.

Explorers may take or be placed on medical leave for reasons of sickness, injury, or health condition. While on medical leave, Explorers shall not participate in any Explorer function.

- When an Explorer returns from medical leave, he shall provide a note from a doctor verifying medical qualification for the program.
- A request for a medical leave of absence will be submitted in writing, except in cases of emergency at which time a phone call will suffice. The memo shall include the expected dates of absences, the reason for absence, and hospital if applicable.

Section 11 Disciplinary Action

Infractions

The following infractions may be recorded and the accused shall be liable for disciplinary action:

- Unkempt or improper use of uniform
- Uniform unavailable for use
- Other clothing deficiencies
- Unsatisfactory personal grooming habits
- Poor attendance at meetings or events
- Low grades (below 2.0 average) or any failing grade
- Unauthorized entrance into restricted areas of a Sheriff's facility
- Tardiness
- Disobeying orders of Explorer supervisors, Sworn Personnel, or Advisors
- Violation of department Policy and Procedure
- Violation of City, County, or State laws / ordinances
- Violations of any other regulations governing the post

Disciplinary Action

Any violation of the rules within this manual may subject Explorers to disciplinary action. A "Disciplinary Board" may dispense discipline in one of the below listed ways. The "Disciplinary Board" will consist of two Associate Advisors and the Explorer Captain. An Explorer Sergeant will participate in the absence of the Explorer Captain.

The Post Advisor will have the final decision on the discipline to be administered, but should give significant consideration to the recommendation of the Disciplinary Board.

An Advisor has the responsibility to notify the accused of the final disposition of the disciplinary investigation and the discipline, if any, imposed.

The following options are disciplinary measures available:

- Oral reprimand
- Assigned memo
- Written reprimand
- Imposing a probationary period during which any further violation of any kind may result in dismissal from the post
- Removal from office if the offending Explorer is an officer
- Suspension
- Dismissal from the Post

Nothing in this section shall limit or prohibit the Explorer disciplined from appealing the findings and discipline imposed.

Discipline Appeal Process

The procedure of appeal shall be:

- Within 30 days of discipline being administered
- May be made verbally or in writing
- Addressed to the Associate Advisor and forwarded to the Post Advisor
- The review and finding of the Post Advisor shall be final and binding

Initiating Disciplinary Action

Explorers, regardless of rank, will record any activity or action of another Explorer that is expressly prohibited as stated in this manual or the actions of another Sheriff's Explorer that will discredit the post or the Sheriff's Office.

Explorers will bring to the attention of their Post Advisor any inappropriate behavior on the part of an Explorer from another post.

Explorers will bring to the attention of the Post Advisor any inappropriate behavior on the part of an Associate Advisor. Should the concern involve the Post Advisor, the Explorer will bring the concern to the attention of the next level of Sheriff's Department authority not implicated in the concern.

Suspension Pending Investigation

When an allegation of misconduct is brought against an Explorer, regardless of its nature, any advisor shall have the discretionary responsibility to "suspend pending investigation" such Explorer.

The Explorer's I.D. card and badge, if applicable, shall be retained by the post until such investigation has concluded.

The suspension will not be of a length of time greater than necessary to reasonably conduct the investigation.

ARTICLE V

POST ACTIVITIES

Section 1 General Information

Post activities are divided into four major areas:

- Job Oriented
- Educational
- Social and Recreational
- Money Earning Activities

No Explorer will work any assignment without the knowledge and permission of the Post Advisor.

Activity Restrictions and Limitations

Explorers are prohibited from communication with persons in custody. Explorers will not loiter in the custody area at any time unless accompanied by a uniformed Deputy as part of the ride-along program.

There will be no unauthorized use by Explorers of any Sheriff's Office files or database systems.

Explorers will be assigned to the permitted activities on the basis of their training, ability, experience, and maturity. It is the Explorer Captain's responsibility not to assign an Explorer to any duty for which he is not prepared. The Post Advisor will have the final authority over any assignments that are given to Explorers.

Job Oriented Activities

Job oriented activities are to familiarize Explorers with the nature and complexity of law enforcement. These activities are to be non-hazardous in nature and may include, but are not limited to, the following:

- Crime Prevention activities
- Assist with crowd and traffic control at parades, festivals, and other events
- Participate in color guard at civic functions
- Participate as observers in the ride-along program
- Assist with crime scene or missing person searches
- Assisting desk office (i.e. Records)
- Assisting station personnel with filing

Educational Activities

Educational activities include:

- Post meetings
- Training
- Demonstrations
- Lectures
- Seminars and Academies
- Physical Fitness

Post meetings will be conducted at least twice monthly. Staff meetings will be conducted prior to the Post meeting.

An advisor will be present and have final authority during any Post meeting or activity.

When present for Post meetings, Explorers will go directly to the location of the meeting. They will not loiter in any other location of the station except as required, or if part of their assigned duty.

Social Activities

Any social activity developed and carried out by the Explorers shall be approved by the Post Advisors prior to the activity occurring.

Money Earning Activities/ Details

Money earning activities will supplement the Post treasury. Such activities will be approved by the Post Advisor prior to implementation.

Explorers not participating in money earning activities shall not be entitled to the benefits of the money earned from any activity unless a valid excuse is accepted by the Post Advisor.

Explorers shall not use personal funds to purchase foods or supplies during an Explorer function that exceeds four hours.

All details begin and end at the station, unless otherwise directed by the Post Advisor. Use of personal vehicles for transportation to details shall be limited to the discretion of the advisors.

Section 2 Inspections

Pursuant to uniform regulations, there will be a Post Inspection on the first regular meeting of the month and other inspections as deemed necessary by the Post Advisor. The inspections shall be conducted at the beginning of the meeting and will be performed by the Explorer Captain and Explorer Staff. An Advisor and/or a guest inspector may also accomplish inspections.

Members not present for the regular inspections shall be inspected at the end of the meeting or at the next meeting. Members having discrepancies in their uniforms shall insure correction by the next meeting or be subject to disciplinary action.

Section 3 Ride-Alongs

Explorers will be allowed to participate in the Ride-Along Program with the approval of the Post Advisor and the completion of the following prerequisites:

Completion of an approved Law Enforcement Explorer Academy. If no Academy is scheduled within the next month, the Explorer must complete ride-along training, which will include instruction on radio procedures and traffic control procedures. Upon completion of this training, the Explorer must complete his first two ride-alongs with an Advisor or designated Deputy.

Explorers are required to ride along at least once a month and may ride a maximum of twice a month.

Explorers may ride along on shift I (0600-1800 or 0700-1900hrs.) or shift IV (1000-2230hrs.). No Explorer may ride between 0000 and 0600 hours.

There will be only one Explorer ride-along per shift, unless prior approval is given by an advisor.

Explorers will NOT at any time handle a shotgun or other weapon in the unit or possess shotgun keys. Violations of this may cause immediate dismissal from the post.

Explorers shall not at any time handle any department equipment without consent of a Deputy.

Explorers may not carry handcuffs or weapons of any kind, including OC Spray, Stun Guns, Tasers, or knives.

Explorers shall obey all orders of the Deputies with whom they are riding. Any conflicts will be reported to the Post Advisor. Discussions of any conflicts will not be had with any other Deputy or Explorer.

Explorers must attend the regular bi-monthly meeting prior to the ride-along.

The Explorer will submit an Explorer Ride Along form to a Post Advisor at least 7 days prior to the scheduled ride along. The form will be reviewed and scheduled. At the conclusion of the ride along, the patrol deputy will return the signed form and evaluation to the Post Advisor.

Explorers will not issue citations and will not become directly involved in any arrest unless necessary or directed by sworn personnel. Explorers may assist with any paperwork at the discretion of the Deputy.

The primary responsibility of the Explorer on the ride-along is to observe and learn. Secondary responsibilities are the safety of the Explorer and Deputy and to assist in crowd control, radio, daily log, or other duties at the direction of the Deputy.

Section 4- Law Enforcement Operations

Non Hazardous Duties

Explorers shall not be assigned duties that place them in situations where their safety is obviously jeopardized. Department personnel supervising Explorer activities shall continually assess the current situation and environment to ensure they are appropriate for Explorer participation. When a situation or location becomes unsafe for continued Explorer involvement, the supervising personnel shall take measures to protect the Explorers and if necessary remove them from the situation.

Field Operations

The Explorer Program provides exposure to law enforcement careers through direct, non-hazardous work experience. Explorers shall be provided with meaningful opportunities to assist department field activities in those capacities that do not jeopardize the objectives of the operation or unduly expose the Explorer to danger.

Disasters and Deployments

Disasters and planned deployments greatly tax the personnel resources of the department. During such events, Explorers can be deployed to perform many vital tasks; thus, alleviating department personnel for other assignments. The use of Explorers during disasters should be evaluated on a case-by-case basis.

Vice Investigations

As part of their training towards future law enforcement careers, Explorers over eighteen years of age are sometimes invited to participate in vice investigations for the department. The Post Advisor shall ensure that vice investigators do not place the assigned Explorers in any inherently dangerous situations. In addition, Explorers should not be asked to participate in vice investigations occurring in the same geographic area as their post or where they attend high school. This aspect of their participation and training is exclusively voluntary. Explorers should not in any manner be required or pressured to participate in any vice operations

Traffic Operations

All Explorers participating in a ride along with a deputy, shall have a department issued D.O.T. approved traffic safety vest in their possession.

Security Services

Explorers shall not be used to provide security services for any private business, location, site, event, or any governmental agency.

Security services, for the purpose of this section, mean any event where Explorers volunteer or receive compensation in some form or another; where it is expected or implied that their presence would or should deter criminal activity from occurring at that business, location, site or event, or where it is expected or implied that the Explorers would or should take enforcement action in some fashion, if criminal activity did, in fact, occur.

Explorers are not security agents and shall not be used as such while representing the department, the deputy Explorer program, or while wearing the Explorer uniform.

Section 5 Trips and Overnight Outings

Tours and Trips- All Post Advisors shall obtain approval from the Station Captain and/ or Explorer Program Captain for specialized training, tours, or trips to be held away from the regular post meeting location.

Overnight trips- Overnight trips are planned activities involving Explorers who are supervised by department personnel and require arrangements for sleeping accommodations. Overnight travel should be designed to accomplish the following objectives:

- To promote teamwork within the group by presenting a goal that can be achieved through joint effort throughout the year;
- To provide an educational experience by exposing participants to different locations, lifestyles, cultures, and events consistent with the goals of the Department's youth programs; and,
- To reward participants for their dedicated service throughout the year.

Destination locations- Acceptable youth programs trips include camping grounds, hotel accommodations, and destination resorts, if designed to be educational and enjoyable. Casinos or any locations where gambling occurs are not considered suitable for Explorer travel. Programs overnight outings are limited to the continental United States, Alaska, and Hawaii. Trips to United States territories, foreign countries, or that require travel through any foreign country are expressly prohibited.

Overnight trip package- Overnight trip requests shall include the following information and forms, which shall be submitted 30 days prior to the date of departure to the Station Captain or Explorer Program Captain.

- Roster- The roster shall include the names of each individual attending the function. Department personnel supervising youth trips should be listed separately from the youth participants.
- Travel Route and Dates-The route to be taken from the time the group leaves the designated meeting place to the time it arrives at its ultimate destination must be clearly documented. Overnight stops while enroute to the destination must be listed. It is also advisable to include any pre-planned meal or rest stops in this section.
- Overnight Stops and Housing- When listing the overnight stops for the entirety of the trip, separation and supervision of male and female housing must be maintained and detailed on the trip package. Youth participants shall not share sleeping quarters (rooms, tents, etc.) with participants of a different gender or any advisor. Sleeping arrangements for youth participants shall be clarified in detail in the trip package.
- Male and Female Supervisors- Personnel of a different gender who are supervising the trip must also have separate sleeping and shower facilities.

- **Sleeping Arrangements-** In the event youth programs participants are involved in a Department-authorized event that requires overnight sleeping arrangements, male and female advisors require separate sleeping areas. Male and female youth participants shall not share the same sleeping quarters with their adult leaders, nor with youth participants of the opposite gender.
- **Bathing and Showering-** Advisors shall shower or bathe at separate times from youth participants. The previously mentioned adult leaders shall respect the dignity and privacy of youth participants, staying clear of the proximate area where youth participants are showering or bathing
- **Destination and Date-** The location of the actual activity and the dates that the trip is scheduled for shall be listed on the trip package.
- **Transportation-** Specific vehicles to be used, authorized drivers, and anticipated costs should be included in the trip package.
- **Cost-** The estimated cost, if any, to the Explorers shall be itemized on the trip package.
- **Emergency Procedures and Contact Information-** In the event of an emergency all pertinent information (i.e. names, addresses, and telephone numbers) shall be listed in the trip package and left with the Watch Commander for notifications. All cellular phone numbers must be listed for the advisors.

ARTICLE VI
UNIFORM AND APPEARANCE

Section 1 Standard Duty Uniform

The standard "Class B" uniform for the Explorers shall consist of the following items:

Identification Card: Issued by Sheriff's department

Jacket: (Optional) Forest green night jacket or nylon windbreaker

Name Tag: Gold w/ blue lettering (first / middle initials and last name)

Shirt: Khaki, uniform, short-sleeve

Shoes: Black, plain toe, patrol style boots optional (no sneaker type shoes of any style or manufacturer)

Socks: Black

Trousers: Green uniform (wool or polyester)

Belt: Black basket weave, 1-1/2 inches wide

Shoulder Patches: As authorized by the Post

Tee shirt: Crew neck, white

Headgear: As issued by the Explorer Post

Section 2 Optional "Class A": (Dress) Uniform

Identification Card

Jacket

Name Tag

Shirt: long-sleeve uniform, Khaki with epaulets

Shoes: Black, plain toe

Socks: Black

Tie: Black Uniform (clip-on)

Tie Bar: Straight Brass Bar (gold in color)

Trousers: Green uniform (wool or polyester)

Belt: Black basket weave, 1-1/2 inches wide

Shoulder Patches: As authorized by the Post

Section 3 Utility Uniform

Identification Card

Shirt: Black polo, short sleeve, with Explorer emblems

Tee shirt: Crew neck, white (a colored crew neck tee shirt may be worn as an outer garment with Advisor approval)

Trousers: Green cargo (cotton) or Green BDU style

Belt: Black basket weave, 1-1/2 inches wide

Socks: Black

Shoes: Black, plain toe, patrol style boots optional

Shoulder Patches: As authorized by the Post

Headgear: As issued by the Explorer Post

Section 4 Additional Equipment Requirements

Key strap: black, basket weave

Whistle: Black plastic or chrome, with heavy-duty key ring

Flashlight: Black plastic type issued by the Post

Optional: Black Mag-lite, Steamlight or of similar design

Flashlight size limited to a maximum of three cells

Flashlights may be only carried during night details or ride-alongs

Notepad: To fit in rear trousers pocket

The Department authorizes no other equipment.

Section 5 Uniform Maintenance

Uniforms shall be neat, pressed and clean at all times. All buttons shall be buttoned and no bulky items shall be carried in any pockets. Each Explorer shall carry one black ink pen and one mechanical pencil in his front left shirt pocket and a small notebook in his right rear trouser pocket. Shoes and boots shall always be shined to a high luster. Belts shall be polished or dyed so leather color does not show through.

Name tags shall be worn on the outer most garments (shirt or jacket), centered in the right pocket flap. The top of the name tag shall be even with the second row of stitching at the top of the pocket.

Section 6 Rank Insignia

Captain Bars shall be worn in the center of each side of the collar of the uniform shirt or jacket. The front edge of the insignia shall be parallel with the front edge of the collar.

Sergeant Chevrons shall be worn centered on each side of the collar of the uniform shirt or jacket, with the vertex (point) of the chevron pointing upward.

Senior Explorer Chevrons shall be worn centered on each side of the collar of the uniform or jacket, with the vertex of the chevron pointing upward.

Rank insignias will not be worn on ride alongs, public details, or law enforcement operations.

Section 7 Grooming Standards (Male)

Male Explorers shall wear their hair neat and trimmed at all times. In no event shall the Explorer's hair extend over the shirt collar in normal posture.

Explorers shall not wear sideburns that extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed 1 $\frac{3}{4}$ inches.

Explorers must be clean shaven, except for mustaches. Mustaches shall not extend more than $\frac{1}{2}$ inch beyond the corners of the mouth, nor more than $\frac{1}{4}$ inch below the corner of the mouth.

Hands and fingernails shall be cleaned with fingernails neatly trimmed. Explorers will not wear necklaces that are visible during details, meetings or ride-alongs.

Male Explorers will not wear earrings of any style.

Hair will be a single natural color.

Section 5 Grooming Standards (Female)

Female Explorers shall wear their hair clean and neatly styled at all times. Their hair does not have to be worn up at all Post functions unless specified by the Post Advisor. It is recommended that during ride-alongs their hair be styled or worn up so it does not interfere with visibility or with other duties.

Females are allowed to wear their hair neatly styled with taste and moderation, keeping with a clean, professional appearance. Hair ornaments, other than rubber bands, barrettes, or bobby pins, are not allowed.

Hair will be a single natural color.

Hands and fingernails shall be clean with fingernails neatly trimmed. Natural toned fingernail polish may be worn. Explorers will not wear necklaces that are visible during details, meetings or ride-alongs.

Females are allowed to wear post earrings, no more than 1/16 inch in diameter. The earrings will be worn one per ear lobe.

Make up will not be worn in excess and will conform to Sheriff's Department standards established for female Deputies.

ARTICLE VII
IDENTIFICATION ITEMS

Section 1 Off-Duty Use of Uniform, Badge and Identification Card

At NO time will the Explorer display the Explorer uniform, badge or I.D. card while not on duty or at an Explorer function. If wearing the uniform to or from the station, or a detail, Explorers must wear a cover (jacket, etc.) or remove the uniform shirt.

Authority

Explorers shall not impersonate a peace officer or imply through appearance, action, or word that they have law enforcement authority beyond that of a private person. Explorers who use their position for personal gain shall be subject to disciplinary action and or termination from the Post.

Explorers have no peace office powers. Therefore, when not working in an official capacity (off-duty), they shall not actively seek out violations of the law.

Section 2 Identification Cards

While at Explorer functions, Explorers shall always carry or have in their immediate possession, their Department issued identification card. The identification card will be displayed at all times while in the Sheriff's facility when out of uniform.

The purpose of the identification card is to identify that person as a Ventura County Sheriff's Department Law Enforcement Explorer. The identification card does not grant or imply any authority or privileges. They shall not be used in any manner that tends to reflect unfavorably upon, or discredits the Sheriff's Department or the Explorer Program.

Section 3 Badge

The Explorer Badge shall be worn with the Class "A" or Class "B" uniform.

The badge will only be worn at official Explorer functions.

The badge will be worn on the badge carrier on the uniform shirt or jacket. It shall not be placed in a wallet or on a belt carrier for any reason.

Display of the badge for any reason other than an official function is grounds for termination.

Explorers shall immediately prepare a written report if the badge is lost or stolen.

Any damage to the Explorer badge shall be reported to the Explorer Captain or Post Advisor immediately. An appropriate memorandum or crime report will be completed.

Care of the Badge

The badge is to be cleaned by wiping with a soft, cotton cloth ONLY. At no time will any type of cleaning or polishing material be used.

Section 4 Shoulder Patches

The Law Enforcement shoulder patches are worn for identification purposes only. They shall be worn on the uniform at all times as provided in Article VI of this manual.

Section 5 Care/ Loss of Identification Items

An Explorer shall be personally responsible for the items of identification issued to him by the Department. An Explorer shall neither borrow nor loan such items of identification.

An Explorer shall immediately report the theft or loss of identification items to the Explorer Captain and advisor. The Explorer shall immediately prepare a written report, detailing the circumstances of the theft or loss.

The identification card and Explorer Badge are the property of the County of Ventura and shall be immediately surrendered to a Post Advisor upon suspension, leave of absence, resignation or separation from the Explorer Program.

ARTICLE VIII

MISCELLANEOUS RULES AND REGULATIONS

Section 1 Motor Vehicle Use

Explorers, regardless of their age or driver license status, are prohibited from operating, driving, parking or moving any department vehicle. Department vehicles include, but are not limited to: marked radio cars, unmarked radio cars, undercover vehicles, motorcycles, Segway scooters, T-3 scooters, ATV's, trucks, vans, and any other motorized vehicles. While the passenger in any moving department vehicle, program participants shall wear a seat belt for increased safety.

In the event of an emergency requiring immediate movement of a department vehicle, the responsible deputy may direct an Explorer to do so if no department employee is available, provided the deputy Explorer is currently licensed by the State of California to operate that particular type of vehicle.

Explorers shall not operate, drive, park, or move any private vehicle, not belonging to them.

Section 2 Social Media

Although program participants are permitted to engage in off-duty social media, they are prohibited from engaging in any activity on social media that is illegal, immoral, or that may cause embarrassment to the department or the Explorer Program.

For safety and security reasons Explorers are prohibited from uploading or posting photographs and/ or video footage of themselves or others in the department uniform; posting photographs and/ or video of department facilities, citizens, suspects, subjects, patients, department badges, logos, seals or vehicles without department authorization. Posting of photographs and/ or video footage of program participants or department members, by Explorers, without their consent is prohibited.

Explorers shall not disseminate information or intelligence gained through their volunteer work including texts, photographs, audio recordings, video recordings, or any information related to current, past or future criminal or administrative investigations or actions by the Department or any other law enforcement agency. Audio and/or video recordings taken by Explorers on personal recording devices (including "smart"

telephones and wrist-worn devices) while participating in any Explorer program activity or event, are prohibited without the expressed authorization of the post advisor.

Social media sites are routinely monitored by Department personnel. Explorers shall not post any recordings of Department authorized Explorer activities without expressed Department authorization.

Section 3 Notification of Law Enforcement Contacts

In the event that an Explorer has contact with an official from any law enforcement agency, while off-duty (either positive or negative in nature), he shall notify their respective post advisor within 24 hours. If the Explorer is currently attending the Explorer Academy, he shall notify an Academy Staff Member by noon of the following day.

Explorers shall immediately notify the Post Advisor in any case where they have been arrested for a criminal offense. In the event the Explorer cannot reach the above persons within 24 hours, they shall make notification to the on-duty Watch Commander in the Sheriff's Communication Center.