

La Crosse Police Department



Explorer Post Manual

Law Enforcement Exploring Mission Statement

To provide area youth with a better understanding of law enforcement, its functions and responsibilities; to promote respect for the law;

To provide each explorer with the opportunity to observe the operations of the police department in the discharge of its responsibility to protect and serve the citizens of La Crosse;

To provide information and exploration of law enforcement careers.

**LAW ENFORCEMENT EXPLORER POST #3201
POST MANUAL**

Revised October 24, 2016

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Definitions:

Shall, Will, Must - These are required actions.

Should, Can, May - These are suggested actions, not required.

Manual - Refers to the document containing policies whether in electronic or hardcopy form.

Chapter 1

Introduction to the Manual

1.1 THE MANUAL

This manual is the official publication of Law Enforcement Explorer Post #3201, sponsored by the La Crosse Police Department. This manual contains the policies, procedures, and regulations related to Explorer Post #3201. These policies, procedures, and regulations are established to direct all explorers and adult leaders in carrying out their duties and responsibilities. Nothing in this manual shall conflict in any way with policies of the La Crosse Police Department, Wisconsin Law, or regulations of the Learning for Life organization.

Chapter 2

Purpose and Mission for Exploring

2.1 LA CROSSE POLICE DEPARTMENT PURPOSE AND MISSION FOR EXPLORING

The purpose of Law Enforcement Exploring is to educate and involve youth in police operations in order to interest them in possible law enforcement/criminal justice careers. Through their involvement, youth in the Law Enforcement Explorer program develop an awareness of the complexities of police service and learn valuable lessons about the criminal justice system, public service, citizenship and volunteerism.

2.2 LA CROSSE POLICE MISSION STATEMENT

“We are committed to the delivery of excellent police service to improve the quality of life within our community.

The Police Department believes that excellent police service is achieved through the following:

- Problem Solving
- Partnerships
- Professionalism
- Ethical Practices

The Police Department believes that our national recognition as a universal leader in policing has been achieved through the consistent excellent police service provided by our members."

2.3 LAW ENFORCEMENT CODE OF ETHICS

The La Crosse Police Department requires its officers to adhere to the Law Enforcement Code of Ethics. Explorers should familiarize themselves with these standards as well. A copy of the Code of Ethics is found at the end of this manual.

Chapter 3 Special Regulations

3.1 SPECIAL REGULATIONS

The National Law Enforcement Exploring Committee has enacted special regulations that chartered posts must comply with:

3.2 USE OF EXPLORERS IN COVERT OPERATIONS

Explorers are prohibited from performing covert acts or actions which may undermine the role of Law Enforcement Exploring in the community. The La Crosse Police Department will not utilize explorers in undercover roles of any sort and post members will not perform such roles for other law enforcement agencies while a member of Law Enforcement Explorer Post #3201.

3.3 YOUTH PROTECTION GUIDELINES

Adult leaders of Explorer Post #3201 will practice Youth Protection Guidelines as directed by Learning for Life/Exploring which include:

- There must be two-deep leadership on all trips and on all activities, which means that there must be at least two adults at every post event and activity when possible.
- There must be no one-on-one contact with explorers. Other explorers or advisors must be present (exception is certified law enforcement ride-along).
- Respect the privacy of explorers.
- Provide separate accommodations for advisors and explorers and for males and females on overnight trips.
- Ensure proper preparation for activities, especially those with safety risks.
- Secret organizations are not permitted.
- Appropriate standards for attire should be upheld.
- Proper training, supervision, and monitoring of officers and youth is necessary.

3.4 YOUTH PROTECTION TRAINING

All members of the Exploring Post, including advisors, explorers, and adult leaders are required to take the online Exploring Youth Protection Training which can be found at www.exploring.org under Training and Safety. Their training completion certificate should be kept on file with the Exploring Post and with Gateway Area Council Office.

Chapter 4 Post Organization and Command Structure

4.1 LEADERSHIP STRUCTURE

Leadership of Explorer Post #3201 will be provided by police advisors, volunteer adults and appointed post officers (from the youth members). Sworn and non-sworn members and approved department volunteers may provide adult leadership for the Post.

4.2 POST ADVISOR

The post advisor shall be a sworn member of the La Crosse Police Department. The post advisor will be the executive officer of Explorer Post #3201 and will have full authority to make all operational and administrative decisions for the organization. The post advisor may consult with members of the advisory committee on personnel, long- term planning or fundraising matters. The post advisor may also seek advice and consent from individual police department commanders as needed.

4.3 ASSOCIATE ADVISORS / ADULT VOLUNTEERS

Sworn, non-sworn and department volunteers may assist the post advisor in providing adult leadership to Explorer Post #3201. Members interested in serving in this capacity should contact the post advisor who will consult with members of the Advisory Committee before making such appointments. Adult leaders appointed to assist the post lead advisor will be designated as associate advisors.

4.4 ADVISORY COMMITTEE

A standing advisory committee will be formed to guide the post advisor and associate advisors in their efforts to operate the explorer post. Post advisors shall consult with the committee members as needed. The committee should be made up of former explorers, former advisors, parents and other department members with youth leadership experience.

4.5 POST OFFICERS (YOUTH MEMBERS)

Active participation by youth members as leaders in the post is essential to teaching responsibility and leadership skills. Youth members should be selected to fill leadership positions within the organization.

4.6 SELECTION OF POST OFFICERS

At times designated by the post advisor, a selection process may be established to fill post officer positions. The post advisor shall develop a system that recognizes the skills and accomplishments of individual members while facilitating leadership training for the youth members.

4.6.1 POST COMMANDER

- Serves as youth leader of the post
- Implements the post programs in cooperation with the Post Advisor
- Represents the post at conferences and various police department functions
- Helps to guide other post officers in their leadership positions
- Encourages and motivates all members to participate fully in post functions

4.6.2 POST LIEUTENANTS

- Assist the Post Advisor in arranging meetings and other activities
- Maintains up to date calendar of post meetings and activities
- Maintains post attendance and participation records
- Maintains and files applications, waiver forms and other post correspondence
- Organizes post storage closet and files

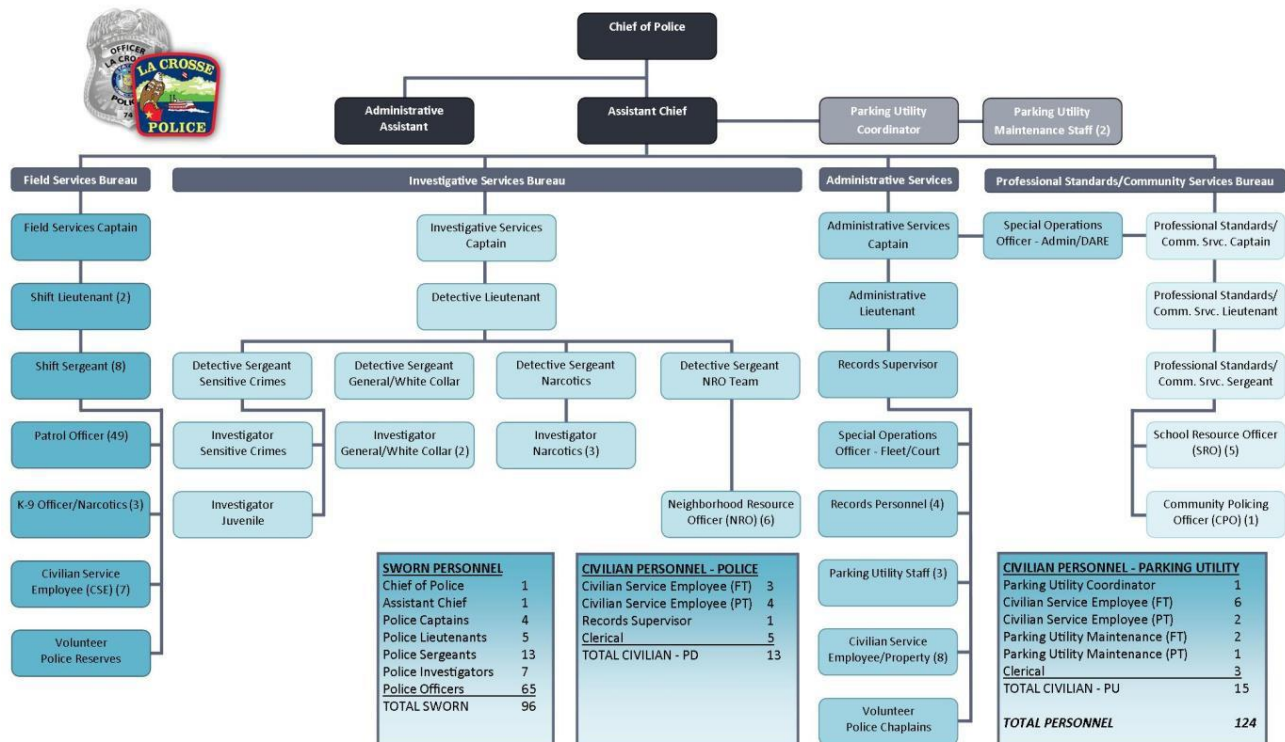
4.6.3 Reserve Unit Structure

Organizational Structure for the Police Reserve unit.

I. ORGANIZATION:

La Crosse Police Department

1. Field Services:
 - a. Day Shift Patrol (5AM to 5PM)
 - b. Night Shift Patrol (5PM to 5AM)
 - c. Emergency Response Team (ERT)
 - d. Police Reserve
2. Professional Standards / Community Services:
 - a. Crime Prevention
 - b. SRO, G.R.E.A.T., DA.R.E.
 - c. Traffic and Bicycle Safety
 - d. Crime Stoppers
 - e. Media Relations
3. Investigative Services:
 - a. General Investigations
 - b. Drug Investigations
 - c. Gang Investigations
 - d. Sensitive Crimes
 - e. White Collar Crimes
 - f. Neighborhood Resource Officer Team
4. Administrative Services:
 - a. Training
 - b. Property
 - c. Records and Data Processing
 - d. Traffic Planning Research
 - e. Parking Utility



SWORN PERSONNEL	
Chief of Police	1
Assistant Chief	1
Police Captains	4
Police Lieutenants	5
Police Sergeants	13
Police Investigators	7
Police Officers	65
TOTAL SWORN	96

CIVILIAN PERSONNEL - POLICE	
Civilian Service Employee (FT)	3
Civilian Service Employee (PT)	4
Records Supervisor	1
Clerical	5
TOTAL CIVILIAN - PD	13

CIVILIAN PERSONNEL - PARKING UTILITY	
Parking Utility Coordinator	1
Civilian Service Employee (FT)	6
Civilian Service Employee (PT)	2
Parking Utility Maintenance (FT)	2
Parking Utility Maintenance (PT)	1
Clerical	3
TOTAL CIVILIAN - PU	15
TOTAL PERSONNEL	124

Chapter 5

UNIFORMS AND EQUIPMENT

5.1 The official uniform of Explorer Post #3201 will be issued by the La Crosse Police Department as indicated below and will consist of the following:

5.1.1 CLASS “A” UNIFORM FOR COMPETITIONS AND CONFERENCES

SHIRT: Grey dress uniform shirt with Explorer Post emblem on the left chest. A white undershirt will be worn with the Class “A” Shirt.

TROUSERS: Dress uniform pant.

BELT: Black nylon belt with gold buckle.

SHOES/BOOTS: Black leather toed boots and will be highly shined (Explorer Purchased).

SOCKS: Black (Explorer Purchased).

5.1.2 CLASS “B” UNIFORM FOR PUBLIC USE & TRAINING USE

SHIRT: (Color TBD) “Polo” Style Shirt with Explorer Post emblem on the left chest and “EXPLORER” on back.

TROUSERS: Khaki pants will be pressed and serviceable or appropriate training attire as indicated by Post Advisor. (Explorer Purchased)..

BELT: Belt with buckle (Explorer Purchased)..

SHOES/BOOTS: Black leather toed boots (Explorer Purchased).

SOCKS: Black (Explorer Purchased).

5.2 UNIFORM USE

Explorers uniforms will be issued by the La Crosse Police Department as indicated above. Explorers will wear the proper and complete uniform in the prescribed manner. The Class A uniforms will be kept at the La Crosse Police Department. Members will not wear their official post uniform except as part of official post activities. Any exceptions must be approved by the post advisor.

5.3 UNIFORM MAINTENANCE

Explorers will maintain their uniforms in good condition (clean and pressed).

5.4 UNIFORM RESTRICTIONS

- A. Explorers shall not wear their uniform at any time while not participating in Exploring Post activities, nor shall they display any uniform item or equipment in an unauthorized manner. The uniform may be worn when the Explorer is in their official capacity while en route to/from the police department in order to participate in an event.
- B. No unauthorized uniform apparel or equipment shall be worn or carried by Exploring members.
- C. Police Explorers shall not equip themselves with a sidearm, baton, handcuffs, or any other instrument except on the approval of the Chief of Police or his Post Advisor, nor should any of this equipment, even if authorized, be within the sight if carried within a private vehicle.
- D. Exploring uniform/equipment shall not be used for any private purposes.
- E. All uniforms/equipment issued to Explorers is property of the La Crosse Police Department. Any intentional damage/theft of equipment may result in criminal charges against Explorers.
- F. Upon completion of the Exploring Post, or for any reason his/her connection with the Post is severed, he/she shall immediately turn in all Unit and Departmental property which may be in his/her possession.

5.5 EQUIPMENT

Explorers shall carry only that equipment which is authorized by the explorer post. Explorers are forbidden to utilize or carry firearms, handcuffs, or non-lethal weapon of any kind while involved in any explorer activities.

5.6 DEPARTMENT EQUIPMENT

Explorers will utilize police department equipment only for its intended purpose, in accordance with established procedures, and under the supervision of police department personnel.

5.7 DAMAGED, INOPERATIVE EQUIPMENT

Explorers will immediately report any damage of equipment assigned to them to a post advisor or associate advisor of the police department. In addition, explorers will report any inoperative, defective or hazardous equipment which comes to their attention.

5.8 LOSS OR DAMAGE

Losing or damaging explorer post or police department equipment through negligence, carelessness or improper use will be grounds for disciplinary action. The explorer responsible for such loss or damage may be charged for the property in question or face other disciplinary action.

5.9 RETURN OF EQUIPMENT

Upon leaving the program or when otherwise directed, explorers will return all explorer uniforms and equipment assigned to them. The uniforms should be cleaned and on a hanger.

Chapter 6

Rules of Conduct

6.1 CONDUCT

Explorers should remember that they are at all times a reflection upon the La Crosse Police Department, Explorer Post #3201, and the Law Enforcement profession. They should act accordingly so as not to bring discredit to any of these related organizations or themselves. Misconduct by explorers cannot be tolerated because it erodes public trust and can endanger members of the public, or members of the department.

6.2 ASSIGNED RESPONSIBILITIES

As directed, explorers will perform their assigned responsibilities to the best of their ability and in accordance with established directives in this manual.

6.3 REPORTING FOR ASSIGNMENTS

Explorers will report for assignments on time and will be physically and mentally fit to perform. They will be properly equipped and will make themselves aware information necessary for proper performance.

6.4 REPORTING LATE / ILLNESS

If due to an illness or other circumstances, an explorer will be late or cannot attend a function at the assigned time, he/she will contact a post advisor or post officer to explain the reason so that other arrangements can be made.

6.5 HEALTH / PHYSICAL FITNESS

Explorers should maintain a level of physical fitness which will allow them to perform Explorer functions effectively. Advisors shall be notified of any health problems a member might have that would limit his/her activities in the post. Physical disabilities will not be cause for denial of membership to any applicant, but safety concerns may dictate restricting certain activities such as ride-along. Such restrictions will be at the discretion of the post advisor and or the advisory committee.

6.6 INJURIES

Any injury suffered by an explorer during a post related activity, regardless of its severity, shall be reported immediately to the Post Advisor or other adult leader.

6.7 PUBLIC CONTACT

Explorers will at all times be courteous to the public. They will be orderly, attentive, and will exercise patience and discretion in dealing with the public. The explorer post will not tolerate any discourtesy toward the public by Post members.

6.8 COMPLIANCE WITH ORDERS

Explorers will promptly obey any lawful orders of a superior post officer, advisor or member of the police department. Any explorer who refuses to obey a lawful order will be considered insubordinate and subject to disciplinary action.

6.9 CONFLICT OF ORDERS

Any conflicting orders given to explorers by their superiors should be brought to the attention of the post advisor, who will review the matter and make an appropriate decision. When such conflicts occur, the explorer will follow the last order given until the conflict is resolved.

6.10 PUBLIC STATEMENTS

Explorers will not make any statements on behalf of the La Crosse Police Department for publication or broadcast, concerning plans, philosophy or procedures unless authorized to do so. Questions to explorers from members of the public about police policies and procedures should be directed to the appropriate police personnel.

6.11 PERSONAL APPEARANCE

Explorers will maintain a neat and clean appearance. They will keep their hair neat and clean cut. Proper hygiene will be practiced by explorers. The post advisor will make the final decision as to whether or not a haircut is acceptable. A clean, conservative appearance will be the guideline.

6.12 FACIAL HAIR AND TATTOOS

A. Male explorers will be clean shaven when engaged in Explorer related activities. Mustaches must be neatly trimmed and cannot extend over the top lip or out further than the corners of the mouth. Goatees and beards are not permissible.

B. Tattoos, brands and scarification: Tattoos, body art, or brands that are extremist, indecent, sexist, racist, offensive, or inappropriate for the law enforcement community are prohibited, regardless of location on the body. The final decision on the interpretation of a tattoo is determined by the Chief's designee. An Explorer shall not have any tattoos, body art, or branding on the head, face, neck, scalp, or hands, unless authorized by the Chief because of special circumstances. While on post, tattoo's, body art, or brandings shall not be exposed or visible (including through the uniform). Arm sleeves may be worn with short sleeve shirts to cover up tattoos as long as they are flesh toned.

6.13 JEWELRY AND BODY PIERCINGS

Male explorers will not wear earrings while wearing the Explorer uniform. No Explorer will wear bracelets or an excessive number of rings while in uniform. Jewelry can take away from the professional appearance of a uniform and some jewelry can present a risk of injury in certain situations. Body piercing and jewelry on the tongue, neck, face, or

head or any other area exposed when wearing an Explorer uniform is prohibited. This does not include ear piercing as long as they are modest in appearance and not hoop style or other design that can be easily torn from the ear.

6.14 GRATUITIES / PRIVILEGES

Explorers will not directly or indirectly solicit or accept any gratuities. A gratuity is defined as a gift or reward, usually of money, for services rendered. This does not apply to official fundraising efforts sponsored by the post. Explorers will not use their post membership or identification cards to obtain privileges not otherwise available to them. Explorers will not accept rewards or compensation resulting from performance of their assigned duties.

6.15 VERBAL ABUSE / HARASSMENT

Explorers will not verbally abuse or otherwise harass their post officers, fellow explorers, advisors, or members of the community. Foul language by post members, while in public or engaged in post activities, will not be tolerated.

6.16 FRATERNIZATION

The La Crosse Police Department does not condone, and will not permit fraternization between Explorers and their adult leaders or other affiliated adults. This applies to all youth members regardless of local or state laws related to age of consent. Fraternization is not morally appropriate, nor is it in keeping with the relationship between youth members and adult leaders. Fraternization is defined as the development of a close, friendly, relationship outside of one's professional duties.

6.17 CRIMINAL CONDUCT

Explorers will obey all laws of the United States, the state of Wisconsin, and local ordinances. Violation of any law will be grounds for disciplinary action against an explorer, in addition to any penalties resulting from a legal proceeding.

6.18 CRIMINAL / TRAFFIC CHARGES

Any member charged with a criminal violation of law will immediately notify the post advisor (a voice mail is acceptable). Members charged with traffic violations will notify a post advisor at the next regular post meeting, or other scheduled function.

6.19 DRUGS AND MEDICATIONS

Explorers will not have in their possession any controlled substances except when legally prescribed by a physician. When an explorer is taking medication, and when such medication could affect performance of an assignment, the explorer will notify an advisor.

6.20 USE OF TABACCO

Explorers over the age of 18 will not use smokeless tobacco or smoke cigars or cigarettes while in uniform or during official post functions.

6.21 CONFIDENTIALITY

Explorers shall treat official business of the La Crosse Police Department as confidential. Explorers who have knowledge of ongoing police investigations will not divulge such information. Explorers will not remove or copy any official record or report from a police facility. Explorers will protect the privacy of persons he/she comes in contact with during ride-along or other police related assignments.

6.22 ON VIEW SITUATIONS

Explorers may view crimes in progress while on a ride-along, while engaged in other explorer activities, or while with friends and family. Explorers should only record details of an incident when this occurs and get to a safe location and call the proper authorities. The explorer should remain where he/she is until contacted by an officer. Acting as a good witness is normally the best action to take.

6.23 LIMITATIONS

Explorers should realize that they have no police powers. They are volunteers and should never take any enforcement action. Explorers who in any way attempt to identify themselves as being a law enforcement officer will be expelled from the post and possibly face criminal charges.

6.24 IMPROPER ASSOCIATION

Members shall avoid association with persons whom they know are under criminal investigation or who are known to that member to have a reputation in the community or the police department for involvement in illegal or other inappropriate behavior. An exception to this is when association is unavoidable due to family relationships.

6.25 SEXUAL HARRASSMENT POLICY

Harassment on the basis of sex is a violation of Title VII (Federal Law). It is also a violation of Wisconsin Statutes 111.36 (b). Sexual Harassment, either verbal or physical, is unlawful practice and will not be tolerated by the La Crosse Police Exploring Post, the La Crosse Police Department, or the City of La Crosse.

A. Definition – Sexual Harassment is defined as:

i. “Unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature include but not limited to deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic material which is not necessary for business purposes.”

ii. “Engaging in sexual harassment; or implicitly or explicitly making or permitting acquiescence in or submission to sexual harassment the term or condition of participation or the basis of any part the basis for any promotion decision affecting an Explorer; or permitting sexual harassment to substantially interfere with an Explorer’s work performance or to create an intimidating, hostile, work environment.”

B. Procedures

i. Any and all concerns which any Explorer may have, related to this issue, should be brought immediately to the attention of the advisor or any member of the Board with whom they are comfortable. The rights of the Explorer to raise such issues are protected under Title VII and Wisconsin Statutes.

C. Penalty

i. Any and all Explorers, who engage in such prohibited behavior, will subject themselves to disciplinary action up to and including termination from the La Crosse Police Exploring Post. Criminal charges may be incurred if the investigation proves that it is warranted.

D. Retaliation Prohibited

i. The Exploring Post takes all complaints seriously and, as such, will take prompt action to investigate the above described complaint in a fair, impartial manner. Confidentiality will be maintained to the highest extent possible. Any incidence or retaliation due to the filing of this complaint will not be tolerated and should be reported to the advisor officer immediately.

6.26 DISCIPLINE

a. The Executive Board has the authority to reprimand an Explorer member for an unjustified or unreasonable absence as long as the reprimand is approved by the Chief’s designee.

b. The Executive Board has the authority to reprimand or discipline an Explorer member for any violation of the Unit’s principles, any articles or section of the Unit’s Constitution, By-Laws, General Orders and Procedures, Ordinance, State, or Federal law.

Chapter 7

Guidelines for Cell Phones, Social Media

7.1 CELL PHONES / SMART PHONES

Cell phones / smart phones should be turned off during Exploring meetings and training unless specifically allowed by the Post Advisor or Assistant Advisor. No pictures or recordings should be taken at any time during an Exploring meeting or training exercise unless taken by the official La Crosse Police Department photographer.

7.2 SOCIAL MEDIA BACKGROUND

Social media is starting to be a critical way to reach young people, enhance communication, and promote education and positive youth development outcomes. However, the use of social media entails certain risks, some common to face-to-face interaction, while others are unique to this networked public space.

7.3 SOCIAL MEDIA GUIDELINES

Exploring Post Members including Advisors, Adult Leaders and Explorers SHALL:

1. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, “Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?” If the answer is “no,” do not publish.
2. Encourage others to engage in positive interactions on social media. If you are concerned about any Post Member’s use of social media, please bring your concerns to the attention of the Post Advisor.

Exploring Post Members including Advisors, Adult Leaders and Explorers SHALL NOT:

1. Do not post content that would harm the post or a post member or damage the post’s reputation. Remember that even while you are on your own personal time, you are a representative of the post, and people may interpret your online postings or social interactions as though they were official post statements.
2. Do not attempt to gain access to areas, information, servers, domains, or other material to which expressed permission has not been given. Also, at no time will post members or adult volunteers intentionally violate the laws governing copyrighted material.
3. Do not harass or cyberbully others through the use of technology. Harassment by e-mail, chats, or otherwise shall not be tolerated.
4. Do not transmit, post, or willingly receive correspondence, text, graphics, movies, sounds, or other media which contains: profanity, advocacy of the use or possession of illegal substances or alcoholic beverages, advocacy of the illegal use or the illegal possession of weapons, or solicitation or the advocacy of sexual misconduct.
5. Do not misrepresent or assist someone else in misrepresenting his or her true identity to others through technology. Members or adult volunteers will not claim to be or represent themselves as being someone else.

Chapter 8

Ride-Alongs

8.1 RIDE-ALONGS

Explorers may be given the opportunity to participate in a ride-along program sponsored by the La Crosse Police Department. The ride-along program provides the explorer with the opportunity to observe officers as they work in the field. It is but one element of the total Law Enforcement / Criminal Justice Explorer Program and will be strictly managed. Ride-Along is an earned privilege, not a right of post membership.

8.2 REQUIREMENTS

Explorers must be 16 years of age to participate in the ride-along program. The Explorer must also have completed training in the ride-along procedures. The Explorer must wear the post uniform while on a ride-along. All members must have a liability waiver form on file with the post in order to participate in the ride-along program. Explorers may ride a maximum of once every month unless otherwise approved by the post advisor.

Eligibility for the Police Department Ride along program requires a classroom attendance rate of 75% for the Explorer class session running Oct.-May. When eligible, members shall formally request participation in the ride along program. Final acceptance will be made by Post Lead Advisor. All participants in the ride along program must have completed classes in handcuffing, DAAT, and traffic stops. Addition classes may be required at the discretion of post advisors.

- A. Explorers must submit a Ride-Along request form a minimum of 24 hours prior to riding which must be approved by the shift commander.
- B. Explorers are to be observers only and are to take action only at the direction of a sworn police officer.
- C. Explorers shall follow all orders and direction from sworn officers and carry them out properly and promptly.
- D. Explorers shall not be allowed to participate in high speed pursuits while riding with officers, and must be dropped off immediately if a pursuit appears eminent (arrangements should be made to pick up the Explorer at the location of drop off).
- E. Explorers shall not participate in any search warrant execution, nor shall they be on scene of any known armed encounters, except as directed for traffic control away from the actual scene.
- F. If, while riding along, an armed confrontation takes place, the Explorer shall seek safety, and evacuate the area as soon as it is possible to do so in a safe manner.
- G. Explorers shall wear body armor while riding with officers. They may wear their own armor, or the body armor stored in the Cabinet next to Reserve drawer.
- H. Explorers shall wear seat belts while riding with officers, or while operating any department vehicles.
- I. Explorer's ride-along privileges may be revoked for violations of this policy, or the violations/misconduct on the part of any Explorer.

8.3 TRAINING

Each Explorer will complete training on proper procedures for ride-along. This class will consist of training in areas of:

- a. Overview of uniformed operations and basic patrol functions
- b. Equipment familiarization
- c. Emergency procedures
- d. Observation skills
- e. Community relations
- f. Use of police radio
- g. Crime scene protection
- i. Traffic direction
- j. Blood borne pathogens
- k. Cover and concealment

8.4 RIDE-ALONG ASSIGNMENTS

Explorers will contact a post advisor to arrange for a ride-along. The advisor will contact the appropriate police shift supervisor to arrange the ride-along. The police shift supervisors reserve the right to deny or alter the request, at their discretion. Advisors will strive to insure that not too many explorers are riding at any one time. Explorers will not be allowed to ride with covert officers, detectives or K-9 units. Police Communications should be notified any time an Explorer is riding with a particular officer.

8.5 RIDE-ALONG WAIVER

Explorers are not required to participate in the ride-along program. Parental consent is required for explorers under the age of 18 who wish to participate. A liability waiver must be signed and on file for each explorer who wishes to ride.

8.6 FIRST RIDE-ALONG

When assignment allows, an explorer's first ride-along should be with the post advisor or an associate advisor so that the explorer's training knowledge and level of maturity can be evaluated by the advisor and necessary retraining or corrections can be conducted.

8.7 RIDE-ALONG HOURS

Explorers will not ride any longer than their assigned ride-along officer's tour of duty. Explorers enrolled in high school will not ride past the hour of 2100 hours on any school night.

8.8 TERMINATION OF RIDE-ALONG

A ride-along may be terminated by the ride-along officer or any police shift supervisor at any time. Should the ride be terminated for any reason, the explorer is not to question the

decision. The explorer should notify the post advisor of the termination so that appropriate inquiries can be made.

8.9 FIELD PROCEDURES

Explorers on ride-along are given this opportunity to learn and experience law enforcement field activity firsthand. This is a privilege and the procedures for ride-along shall be as follows:

8.10 TIME / DRESS / EQUIPMENT

The explorer shall be at the appropriate police facility at least 15 minutes prior to the start of roll call. He/she will be dressed in a clean, pressed, uniform with polished shoes. If he/she is unable to ride or will be late, he/she shall immediately call the shift supervisor and notify them.

8.11 RIDE-ALONG EQUIPMENT

Explorers may bring any of the below listed items on their ride-along:

- a. Winter or raincoat
- b. Traffic vest
- c. Rubber gloves
- d. Flashlight / traffic wand

Explorers will not carry any equipment not authorized by the post advisor. This includes cameras or other recording devices. Cell phones and pagers will be silenced during ride-along. Explorers will not take cell phone pictures or other recordings during a ride-along.

8.12 TRAFFIC DIRECTING

At the discretion of the ride-along officer, explorers may assist with traffic directing on a limited basis. Explorers should not be placed in positions of limited visibility or in high volume traffic. Explorers will at all times wear a reflective safety vest when out of the patrol vehicle at any accident scene on traveled roadways. The vest will be worn regardless of whether or not the explorer is engaged in traffic directing. Vests are available for loan from the post and must be returned at the next regular meeting.

8.13 ASSISTING THE OFFICER

The explorer is to assist the ride-along officer by being an extra set of eyes and ears. The explorer will follow all orders and directions given to him/her by the officer. Any questions the explorer may have about field contacts, calls or procedures should be saved for the officer. These questions should be discussed in the privacy of the patrol car. The explorer is never to argue with the ride-along officer.

8.14 DRIVING POLICY

No explorer should drive a marked patrol vehicle except in an extreme case of an

emergency escape or other special circumstance as directed by the ride-along officer or police supervisor.

8.15 LEAVING THE PATROL VEHICLE

Explorers will not leave the patrol vehicle or enter any enclosed business or residence without the permission of the ride-along officer.

8.16 PUBLIC CONTACT

Explorers may identify themselves and briefly explain his or her presence if asked, but will not otherwise engage in conversation with suspects, witnesses, prisoners, victims, or complainants unless specifically instructed to do so by the escort officer.

8.17 USE OF EQUIPMENT

The explorer will never touch emergency equipment controls or operate this equipment unless otherwise ordered to do so by the escort officer. An explorer should not perform any task unless requested to do so.

8.18 SPECIAL RULES

Each ride-along officer has special ways of handling their patrol assignments. The explorer should develop a rapport with the officer at the start of the ride-along and ask if any special rules exist. They should take care to show the officer that they appreciate the opportunity to ride and learn.

8.19 EMERGENCY DROP OFF

Members are prohibited from assisting sworn officers in making a lawful arrest. Members are prohibited in using or possessing handcuffs, pepper spray, batons, knives and firearms while in uniform. The only exception to this policy would be under an emergency situation where human life may be at stake. This policy does not apply under training exercises while under the direct supervision of an advisor.

Law enforcement by its very nature has moments of extreme danger. Situations may arise where the ride-along officer may at his/her discretion terminate the ride-along for the explorer's safety. Should this occur, the explorer shall be dropped off at a safe public location, i.e., restaurant, store, etc. The explorer should immediately use a cell phone or nearest phone to notify Emergency Communications to arrange to be picked up.

8.20 EMERGENCY SITUATIONS

Explorers are not expected to go to a distressed officer's aid. If the explorer's own safety is in question he/she should seek a safe position and notify Emergency Communications of the emergency. The explorer's only obligation in a serious situation is to get to safety and request aid for the officer.

Chapter 9 Post Meetings & Training

9.1 POST MEETINGS AND TRAINING

Explorer Post #3201 will hold regular meetings at dates, times and at a location as directed by the post advisor. The Post Advisor and/or Associate Advisors along with Post Officers or designee will conduct the meetings in an orderly manner and each meeting will begin with all members reciting the Pledge of Allegiance. All members will be given an equal opportunity to participate in the discussion of post business, and the Post Advisor will have the final authority over the content or agenda of the meetings.

9.2 APPLICATION PROCESS

- A. The applicant must fill out the standard La Crosse Police Exploring application in its entirety, and submit it to the School Resource Officer or Post Advisor.
- B. All applicants that meet the minimum standards and do not have automatic disqualifiers will be invited to participate in the Exploring Post.
- C. The Advisors will discuss and vote on whether to bring the applicant on as an Exploring member, with majority being the deciding factor.
 - i. If there is a split vote, the Post Advisor will have the deciding vote.
 - ii. The Advisors have right to refuse any vote from the Advisor Team by providing a valid reason.

9.3 AUTOMATIC DISQUALIFIERS

- A. Conviction of a felony in Wisconsin or an offense in another State which would be a felony if committed in Wisconsin.
- B. Conviction of any crime involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
- C. Conviction of any crime involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
- D. Conviction of one DUI within the previous five years, or two DUI convictions in lifetime.
- E. Has a documented history of physical violence, or has been convicted of a crime of “Domestic Violence” as defined by 18 U.S.C. & 921 (a)(33)(A).
- F. Maintains an on-going relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.
- G. A history of alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
- H. Any conclusion by the administration that the applicant is unsuited for police work.

9.4 WAIVERS

- A. Waivers may be granted upon request from the Advisor Team and with the approval of the Post Advisor officer.

- B. The Post Advisor officer has final approving authority over acceptance of waivers.

9.5 POLICE EXPLORERS TO RESERVES

- A. Members of the Police Explorers who reach the age of 18 will have the opportunity to transfer their membership into the La Crosse Police Reserves.
- B. Police Explorers must be in good standing adhering to the minimum requirements needed for regular citizens to apply to the Police Reserves
- C. Police Explorers will not need to fill out an application but will need to attend an orientation and will need to be issued equipment.

9.6 ATTENDANCE

The post advisor or associate advisor will conduct roll call at each meeting and notify the post advisor of habitually absent explorers. Explorers who continuously fail to attend post meetings, without acceptable reason will be subject to disciplinary action.

9.7 POLICE DEPARTMENT FACILITY

The use of the Police Department as a meeting place is a unique privilege offered to Explorer Post #3201. All members will take special care of this facility and will not enter any section of the building not authorized by an advisor. Explorers will thoroughly examine the building prior to departure from each meeting. Explorers will also keep noise levels to a minimum due to others using the building.

9.8 TRAINING

In addition to ride-along training, post advisors may direct training in various subject matters necessary to attain the goals and objectives of Explorer Post #3201.

9.9 ADVISOR TRAINING

In addition to any training that the Chief of Police directs, all post advisors will receive training in “Exploring Youth Protection Training” offered by Learning for Life.

Chapter 10

Law Enforcement Exploring Awards

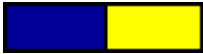
The Law Enforcement Exploring Proficiency Awards program provides an opportunity for posts and their Explorers to earn a series of recognition items that acknowledge their law enforcement Exploring experience. These recognize community service, crime prevention, law enforcement service, law enforcement training, firearms training, emergency preparedness, tenure, and Explorer of the Year. Each proficiency area is intended to recognize experience, tenure, training, or leadership. These awards are intended to be worn on the law enforcement Explorer uniform only.



1. Law Enforcement Training

Recognizes the accumulation of 60 hours of training in the following areas:

- History of law enforcement (1 hour)
- The contemporary law enforcement role (2 hours)
- The criminal justice system (2 hours)
- Radio procedures (2 hours)
- Basic patrol procedures (3 hours)
- Report writing (4 hours)
- Criminal law (6 hours)
- Juvenile law (2 hours)
- Traffic law (2 hours)
- Procedures of investigation (6 hours)
- Human relations (4 hours)
- Crime prevention (8 hours)
- Accident investigation (4 hours)
- Crime scene investigation (4 hours)
- Fingerprinting and classification (4 hours)
- Narcotics and dangerous drugs (2 hours)
- Arrest and search (4 hours)



2. Community Service

Acknowledges 100 hours of community service, including crowd traffic control, parking service, community events, etc. Service must be preapproved and logged by the Advisor. The recognition is a blue and yellow commendation bar, No. 04019.



3. Crime Prevention

Includes the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar, No. 04020.



4. Law Enforcement Service

Includes assistance to the department in areas such as records, communications, data processing, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021.



5. Emergency Preparedness

Certifies that the Explorer has received training in advanced first aid and CPR; has received training in how the post would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or community-wide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022.



6. Firearms Training

Includes 8 hours of firearms safety training and matches the guidelines stated in the NRA/Law Enforcement Explorer Firearms Certification Program. This recognition is the NRA Explorer Marksmanship bar (not Learning for Life item; see No. 99-264). Note: NRA membership is not required.



7. Tenure

Awarded to those Explorers who complete one year of satisfactory service to the post. It is recognized with a red commendation bar, No. 04023.



8. Perfect Attendance

Recognizes attendance at each scheduled meeting of the post during the preceding year. The recognition is a yellow and white commendation bar, No. 04024.



9. Drug Abuse Prevention

Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Explorers: A Guidebook (PDF - 396KB) and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar, No. 04026.



10. National Law Enforcement Explorer Conference Bar

Presented to Explorers who attend a national Law Enforcement Explorer conference. The recognition is a dark green commendation bar, No. 04030.



11. National Law Enforcement Explorer Academy

Presented to Explorers selected to attend a National Law Enforcement Explorer Academy. The recognition is a black commendation bar, No. 04034.



12. National Law Enforcement Explorer Conference Device

Presented to Explorers who attend more than one national conference. Device should be placed on conference bar. The recognition is Gold Explorer "E", No. 00930.



13. Eagle or Gold Award Recognition

May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts of the U.S.A. highest award and honor (the BSA Eagle or GSUSA Gold). The recognition is a red, white, and blue commendation bar, No. 04036.



14. Explorer of the Year

Each post will be encouraged to recognize one Explorer each year. This Explorer should be selected based on dependability, attitude, attendance, and contributions to the post, department, and community. Explorers of the Year are obviously recognized for their outstanding performances and personal attributes. The recognition is a blue bar with gold "E," No. 04025.

Recognition

Each award or recognition is represented by a police-type commendation ribbon that affixes to a metal holder bar. Research has determined that the items, colors, and contributions do not conflict with either police department or military/ROTC commendation bars. However, it also revealed that a small number of posts are not permitted to wear any type of medal, ribbon, or patch on their uniforms apart from their departmental patches. These posts, as well as those that want a more lasting recognition, can use the certificate of proficiency. It contains a space for signatures of the Advisor and department head.

A wall chart is also available to use as a motivational and recognition tool (No. 33729A).

Distribution

The commendation bars, backing pins, and certificates are available through local Learning for Life service centers as well as through the National Distribution Center, toll-free phone 800-323-0732. The Post Advisor assumes responsibility for Explorers meeting the proficiency award criteria. An Advisor may purchase a quantity of the items and distribute them as merited.

ATTACHMENT 1
LAW ENFORCEMENT CODE OF ETHICS

“As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner which does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will never engage in acts of bribery nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . LAW ENFORCEMENT.” (IACP 1991)