



**Cape Girardeau Police Explorers
Law Enforcement Explorer Post #4230
Policy Handbook**

Cape Girardeau Police Department
Explorer Policy Handbook

TABLE OF CONTENTS

MISSION STATEMENT.....4

LAW ENFORCEMENT CODE OF ETHICS.....5

CHAPTER 1 – PROGRAM OVERVIEW

1.1 Overview.....6

1.2 Goals and Objectives6

CHAPTER 2 – RECRUITMENT

2.1 Application Requirements7

2.2 Oral Board Procedures7

2.3 Volunteers.....7

CHAPTER 3 – PROGRAM ADMINISTRATION

3.1 Confidentiality of Information8

3.2 Personnel Files8

3.3 Post Funds.....8

CHAPTER 4 – CHAIN OF COMMAND

4.1 Purpose9

4.2 Chain of Command Structure9

4.3 Responsibilities.....9

 Post Advisor9

 Captain10

 Lieutenant10

 Sergeant10

 Explorer11

4.4 Evaluations11

4.5 Program Survey11

CHAPTER 5 - EXPLORING

5.1 Probation12

5.2 Classroom Studies.....12

5.3 Field Trips.....12

5.4 Community Outreach.....12

5.5 Ride-A-Long Program.....12

5.6 Events and Activities.....13

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 6 - MEETINGS AND FUNCTIONS

6.1 Meetings14
6.2 Attendance and Punctuality.....14
6.3 Leave of Absence15
6.4 Advancement and Point System.....15

CHAPTER 7 – REPRESENTATION OF THE DEPARTMENT

7.1 Representation.....16

CHAPTER 8 – UNIFORMS

8.1 Overview.....17
8.2 Uniform17
8.3 Standard17
8.4 Inspections.....18
8.5 Class “A” Uniform18
8.6 Class “B” Uniform

CHAPTER 9 – INTERNAL POST DISCIPLINE

9.1 Compliance of Policy and Procedures20
9.2 Conduct.....20
9.3 Disciplinary System – Infraction Classifications.....20
9.4 Disciplinary Scale21

CHAPTER 10 – COMPLAINTS

10.1 Process.....22

CHAPTER 11 – INSURANCE, INJURIES, AND PROPERTY DAMAGE

11.1 Insurance Policy and Liability.....23
11.2 Injury to the Explorer.....23
11.3 Property Damage.....23

CHAPTER 12 – COMMUNICATIONS AND TECHNOLOGY

12.1 Electronic Devices.....24
12.2 Radio Use24

CHAPTER 13 – COMMENDATIONS AND AWARDS

13.1 Letters of Commendation.....25
13.2 Awards25

ACKNOWLEDGEMENT EXPLORER OF HANDBOOK.....29

Cape Girardeau Police Department Explorer Policy Handbook

MISSION STATEMENT

The mission of the Cape Girardeau Police Department is to protect life, property, and the rights of persons; to enforce ordinances and laws; and to preserve peace, order, and safety. In the pursuit of our mission, the Cape Girardeau Police Department will establish effective relationships with the community through community partnerships, community involvement, and by nurturing public trust. We will hold ourselves to the highest standards of performance and ethics. We will be constantly aware of the needs of our community and those we serve. We will consider innovative strategies to improve working conditions and policing programs in order to enhance our service. We will continually strive toward community problem solving and accountability. We will, through concerted efforts, improve the overall quality of life in our community.

Cape Girardeau Police Department
Explorer Policy Handbook

POLICE EXPLORER CODE OF ETHICS

"As a Police Explorer 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 that does not bring discredit to me or to my agency. I will maintain courageously 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 both in my personal and official life, I will be exemplary in obeying the law 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 duty.

I will never act officiously or permit personal feelings, prejudices, personal 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 patch as a symbol of public faith, and I accept it as public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other Police Explorers. 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 reasonable 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."

Cape Girardeau Police Department
Explorer Policy Handbook
CHAPTER 1 PROGRAM OVERVIEW

1.1 Overview

Explorers are not commissioned as law enforcement officers and do not have authority to make a full custody arrest. Explorers may be assigned to assist in law enforcement related community service functions under the supervision of a sworn law enforcement officer. They can also be used as a resource during emergencies and large scale special events. Generally, they receive significantly less training than sworn officers or full-time employees. Explorers are not authorized to carry a weapon.

Police Exploring is a career-oriented volunteer program sponsored by Learning for Life, a subsidiary of the Boy Scouts of America. The program allows participants the opportunity to explore a career in law enforcement by working with their local law enforcement agencies.

We educate young men and women in the field of law enforcement through classroom instruction, practical exercises, and occasional field trips. Our curriculum is meant to help the explorer decide if the field of law enforcement is right for them and provide a sound foundation for which they can build their career.

1.2 Goals and Objectives

The Cape Girardeau Police Department Law Enforcement Explorer Post #4230 is a professional law enforcement orientation program, jointly sponsored by the Cape Girardeau Police Department and the Boy Scouts of America. The major objective of this Explorer Program is to promote the ideals, knowledge, and philosophies of the law enforcement profession.

From these objectives, this Explorer Post has identified six major goals within its activities:

- 1. Service to the community**
- 2. Leadership and social development**
- 3. Continuing education**
- 4. Commitment to excellence**
- 5. Personal pride and discipline**
- 6. Growth of law enforcement knowledge, skills, and training through practical exercises**

Cape Girardeau Police Department

Explorer Policy Handbook

CHAPTER 2 RECRUITMENT

2.1 Application Requirements

Applicants for the Explorer program must be between 14 and 20 years old, and must be enrolled in school, have a high school diploma, or GED. While in the Post, an Explorer shall maintain a minimum 2.5 Grade Point Average (GPA). Applicants must be of good health and good character to enter the Post as a probationary Explorer. All applicants must complete an application in full, and submit to a background investigation. Misdemeanor charges and past drug/alcohol abuse may disqualify applicants. Felony charges and/or current alcohol/drug abuse will disqualify applicants. Applicants must also demonstrate a willingness to participate, learn, and exercise leadership skills. No perspective member shall be disqualified because of race, color, creed, gender, sexual orientation, religion, ethnic background, disability, or citizenship. Membership into the post is competitive, not guaranteed. Only a limited amount of spots are available, depending on the number of and availability of Advisors.

2.2 Oral Board Procedures

After submitting a complete application and upon the completion of a background investigation, the prospective Explorer could be contacted for an interview. The applicant shall appear before an oral board consisting of, but not limited to, the Post Advisors. The members of the oral board will be given a complete copy of the application prior to the scheduled oral interview. The results of the interview will determine whether the applicant is accepted or rejected. Accepted applicants will enter the Post for a probationary period outlined in Chapter 5 of this manual. During that probationary period the Police Department reserves the right to dismiss the Explorer without cause.

2.3 Volunteers

Explorers who have reached their 21st birthday, and who are in good standing with the Post, may continue with the program as an adult volunteer. This status is contingent upon approval of the Post Advisors. Not all Explorers who are in the program will be retained as volunteers once they reach their 21st birthday. This status is contingent upon the caliber of the Explorer, the time they have spent in the program, and special skills and qualifications they may possess.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 3 PROGRAM ADMINISTRATION

3.1 Confidentiality of Information

Explorers shall treat all information received from the Police Department as “Confidential” in nature. Explorers will never disclose confidential information to any third party, not representative of the Cape Girardeau Police Department. Explorers will never reveal the identity of complainants, informants, suspects, witnesses, or victims to any person outside the Cape Girardeau Police Department. Explorers will never communicate information relating to ongoing investigations or proposed arrests to anyone outside of the Cape Girardeau Police Department.

3.2 Personnel Files

All documentation pertaining to an Explorer’s performance (i.e., applications, evaluations, commendations, etc.), shall be filed with the Cape Girardeau Police Department Explorer Program by the Post Advisor. The file will track training, evaluations, report cards, commendations, disciplines, attendance, etc.

The Explorer files are considered confidential in nature and are accessible to the individual Explorer and parents upon request to the Post Advisor. All Explorer Chain of Command shall have access to individual files of Explorers underneath them. To access the files, a written memorandum must be submitted to the Post Advisor outlining the reason for requesting access. Written requests will then be added to the file.

It should be noted that if any agency conducting a background investigation presents a waiver, signed by the current or former Explorer, authorizing the release of their information, then the agency requesting access to that Explorer’s individual personnel record shall be granted. This waiver is standard during most police backgrounds investigations.

3.3 Post Funds

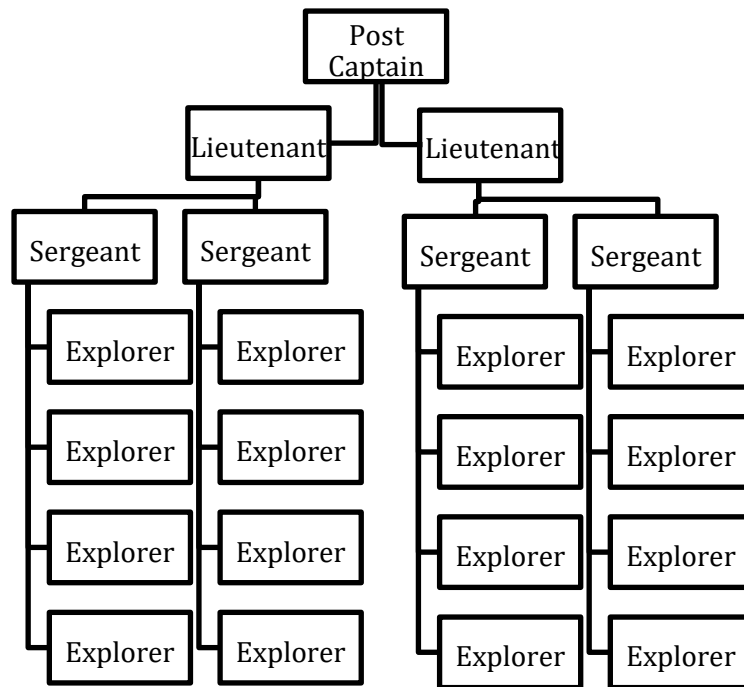
Post #4230 will maintain a fund dedicated to support all Post activities. Post Advisors and the appointed treasurer will monitor the fund. Funds will be primarily gathered through donations and fundraisers.

Cape Girardeau Police Department
Explorer Policy Handbook
CHAPTER 4 CHAIN OF COMMAND

4.1 Purpose

A Chain of Command is established to introduce the Explorer to a structured environment that will interact at the lowest possible level to solve any problems that may arise.

4.2 Chain of Command Structure



4.3 Responsibilities

Post Advisor

- The Post Advisor must ensure the professional and consistent operation of Explorer Post #4230
- The Post Advisor will directly supervise all members of the Post during Explorer activities, as well as, supervising Explorer Post meetings and all other activities
- Responsible for coordinating all activities of the Post
- Constant financial monitoring of all Explorer funds
- Responsible for supervising the recruitment and screening of new applicants

Cape Girardeau Police Department Explorer Policy Handbook

- Ensure proper information flow to and from the Command Staff through appropriate Chain of Command—two-way communication conduit
- Receive, review, and investigate (for complaint validation or dismissal) internal and external complaints made against the Post members, attendance records, and ensure that proper corrective action(s) is administered as outlined by agency policy, procedures, and this policy handbook.

Captain

- Captain is the highest rank in the post organization
- Responsible for the administration of the post
- Conduct the Explorer Post meetings and functions under the guidance and direction of the Post Advisors
- Work as a liaison between the Post Advisors, Post Officers, and other Explorers
- Participate in the planning and development of course curriculum and provide input on other decisions as they arise
- Manage explorers holding rank or additional duties to ensure the successful operation of the post

Lieutenant

- Second highest rank in the post
- The Lieutenant will assume command in the absence of the Captain
- Responsible for accountability of and information flow to all explorers underneath them
- Perform other tasks as assigned by the Captain

Sergeant

- The Sergeant has the most demanding job in the Post
- The Sergeant and his Lieutenant must work cohesively as a team
- Responsible for ensuring their Explorers receive all information needed prior to an event (i.e. uniform, time, place, etc.)
- Responsible for upholding the high standards of the Explorer Post (i.e. ensuring uniforms are being worn in compliance with policy, rules are being followed, etc.)
- Sergeants are expected to tactfully make on-the-spot corrections if an infraction is noticed

Cape Girardeau Police Department Explorer Policy Handbook

Explorer

- Be involved in Post training, community activities, ride alongs, and upon request, will participate in special functions coordinated by the Cape Girardeau Police Department
- Strive to meet, maintain, and memorize the six goals for the Post
- Memorize the mission statement of the Post
- Attend and actively participate in the Post meetings, trainings and/or other programs sponsored or coordinated by the Explorer Post
- Provide current report cards, each semester, to an Advisor, upon request, for addition to the individual working file
- Represent the Explorer Post and Cape Girardeau Police Department in a courteous and professional manner

4.4 Evaluations

- Objective feedback is an essential component to self-development and improvement. The identification of strengths and weaknesses, positive and negative behaviors, and implementation of a plan to become stronger and more improved is critical. Equally as critical is following up and assessing if the plan is working properly, or if adjustments need to be made.
- Explorers holding the rank of Sergeant or above shall receive an Explorer Evaluation Report (EER) each physical year in November. The EER shall be completed, in full, and the Explorer individually counseled on their performance during the rating period by their rater.
- The completed EER shall be permanently stored in the Explorer's personnel file.
- It is expected that rated Explorers receive individual counseling at the following times:
 - Upon promotion and/or appointment to new duties
 - Following positive or negative performance
 - At least once per physical year to assess their performance in their appointed capacities

4.5 Program Survey

- Each physical year a survey shall be created in order to allow all Explorers an opportunity to provide feedback on the program, their leadership, and the advisors.
- The feedback gained from this survey will enable Advisors and Explorer leadership the opportunity to make changes in the program and curriculum to meet the training needs and desires of Explorers.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 5 EXPLORING

5.1 Probation

Newly inducted Probationary Explorers will be placed on a six-month probationary period, at which time they will be evaluated by their Advisors as to whether they meet the expectations of being a Post #4230 Explorer. At the end of the six-month probationary period the Probationary Explorer may test to become a tenured Explorer. The test and materials therein shall be selected by the Post Advisor or their designee. An Explorer shall remain on probation until they receive a passing grade on the Probationary Explorer exam.

5.2 Classroom Studies

Explorers will be required to participate in a classroom learning environment. Classes are designed to give Explorers the knowledge needed to be successful in a Law Enforcement career. Classroom instruction will often be reinforced with practical exercises.

5.3 Field Trips

Field trips are necessary for Explorers to grow in their experiences. Special instructions will be given when a field trip is scheduled (dress attire, etc.). The Explorer's parent or guardian must give written permission to attend on a field trip (if under 18). Failure to produce written permission or follow special instructions may result in an explorer's inability to participate.

5.4 Community Outreach

Explorers will be required to interact with the public in a courteous and respectful manner. Explorers will assist the citizens of Cape Girardeau during special events, such as, Parades, Festivals, Charitable Functions, etc.

5.5 Ride-Along Program

While on probation Explorers may conduct one (1) ride-along per (2) months with a post advisor, field training officer, or shift supervisor. After successfully getting off of probation, Explorers will be able to conduct two (2) ride-alongs per (2) months with any officer (pending the approval of the officer's shift commander). In order to

Cape Girardeau Police Department Explorer Policy Handbook

participate, Explorers must first be given the Explorer ride along brief. Advisors reserve the right to suspend or deny any Explorer's ride along privileges based on their conduct, lack of maturity, or inability to follow instructions. Written ride along requests, in approved CGPD format memorandum, must be submitted to the Post Advisor no less than 7 days from the desired ride along date(s). Ride along forms will then be submitted to respective watch commanders for approval. Some dates may not be available due to manpower shortages, other scheduled ride-alongs, or special events. When conducting ride-alongs, Explorers will wear khakis and a polo shirt, or equivalent. Jeans are **not** permitted.

5.6 Events and Activities

Explorers will wear **ONLY** the approved Explorer uniform at events.

Explorers must be supervised at all post functions by an advisor(s), police officer(s) and/or Captain, Lieutenant(s), or Sergeant(s). Explorers are not to be accompanied by non-post members when working an event. In the event that there is not a ranking explorer at an activity or event, an advisor will assign an explorer to be acting squad leader for that activity. Injuries and illnesses at post functions shall be immediately reported to an advisor.

When the US flag passes in a parade or event, Explorers will stand at attention and place their right hand over their heart, unless this would interfere with the explorer's duties.

An Explorer is only to act in the capacity of a citizen. The only exception is under direction of a Police Officer or to protect human life.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 6 MEETINGS AND FUNCTIONS

6.1 Meetings

Explorers are required to attend bi-weekly training. This is extremely important as training is the cornerstone of the program and will enable the Explorer to engage in hands-on opportunities such as the ride-a-long program, shooting-range, and more. Vital program information and guidance pertinent to the Explorer will be distributed at these training classes. Lack of attendance may affect the Explorer's ability to participate in all aspects of the Program. If an explorer cannot attend an event for any reason, it is their responsibility to notify their chain of command. Explorers should notify their chain of command no less than twenty-four (24) hours prior to the event they are missing.

Staff meetings will be held monthly on the first Tuesday of the month, or a time determined by the post advisor. Any explorer holding a specialty assignment or the rank of Sergeant or above is required to attend.

6.2 Attendance and Punctuality

Explorers are required to attend all meetings, unless otherwise excused by the Post Advisor, with a minimum of twenty-four (24) hours notice. Although missing meetings are extremely discouraged, Explorers are allowed to miss meetings as long as prior notice is given in accordance with the handbook. Missing more than two (2) meetings without appropriate notice can result in disciplinary action, dismissal and/or suspension from the program.

Explorers must be punctual in attending Post functions and various Police Department activities. Tardiness without the minimum six (6) hour notice shall result in reprimand in accordance with the post discipline policy.

Attendance and participation at meetings is restricted to members, Advisors, guest instructors and police officers who are assisting in training exercises.

Exception: With the permission of the post advisors and prior notice, parents, guardians, and guests are welcome at any meeting and will be seated so that they are non-participants in the meeting.

Cape Girardeau Police Department Explorer Policy Handbook

6.3 Leave of Absence

Any Explorer that is unable to participate in Post activities for an extended period of time may request a leave of absence. All leaves of absence will be requested to the Post Advisor and approved by the Post Advisor. Absence documentation will be maintained in the individual Working File. All leaves of absence may be granted for a minimum of one month and a maximum of six months; extensions are possible and will be addressed on a case-by-case basis by the Post Advisor.

Example reasons for a leave of absence are, but are not limited to, military training, participation in organized sporting events, demanding coursework and/or classes which conflict with meeting times, and prolonged illness. Supporting documentation must be submitted with an Explorer's request for a leave of absence from the post.

6.4 Advancement and Point System

Explorers in good standing will be considered for advancement to fill vacancies and new positions as they arise.

Explorers will be given one point for every meeting and special event they attend. Half points will be awarded if an explorer attends but leaves early or arrives late. These points will assist post advisors and staff officers in selecting explorers for advancement or other special opportunities.

Attendance points will be maintained by the post secretary and supervised by the post captain or their designee.

Cape Girardeau Police Department
Explorer Policy Handbook

**CHAPTER 7 REPRESENTATION OF THE
DEPARTMENT**

7.1 Representation

- Explorers are representatives of the Cape Girardeau Police Department and will be of strong moral character
- Explorers are required to maintain a clean, well kept, and professional appearance while in uniform
- Explorers will interact with members of CGPD and the citizens of Cape Girardeau in a courteous and professional manner
- Explorers will not use their position with the department for personal gain. Any Explorer found to be abusing their position could be dismissed following disciplinary action
- No photographs of Explorers in uniform, or any components of their uniform, should appear on social media or the internet unless posted by the department or with the expressed permission of the Post Advisor(s).

Cape Girardeau Police Department
Explorer Policy Handbook
CHAPTER 8 UNIFORMS

8.1 Overview

To have an Explorer appear to be a regularly sworn officer can be hazardous to the Explorer and confusing to the public. Unless the Explorer is clearly distinguishable from the sworn officer, members of the community may expect assistance in situations for which the Explorer is not trained or empowered to act.

Any Explorer intentionally posing or impersonating a real police officer will be immediately dismissed from the program.

8.2 Uniform

- All uniform t-shirts and polo shirts are the property of the Cape Girardeau Police Department, even after being issued to the explorer.
- During the Explorer's probationary period, the Explorer will be required to wear the Class "B" Uniform (see 8.6 Class "B" Uniform) to all Explorer functions unless instructed otherwise. If the explorer has not yet been issued an explorer polo, a polo shirt will suffice. Khaki pants shall be worn with all department-issued shirts. Jeans are prohibited.
- Upon successful completion of the probationary period, the Explorer shall be issued the Class "A" Uniform for wear (see 8.5 Class "A" Uniform).
- The explorer is financially responsible for any missing property or damages that occur to any issued uniform or equipment.

8.3 Standard

- The Cape Girardeau Police Department reserves the right to revoke an Explorer's privilege of wearing the approved Explorer uniform at any time.
- Explorers are not authorized to wear their uniform when not involved in Explorer activities unless they obtain specific expressed permission from the Post Advisor(s).
- Uniforms and shoes are to be kept clean and serviceable. If an explorer fails to maintain their uniform, their privilege of wearing it will be revoked and the department will re-take possession of it.
- If an explorer engages in misconduct or posts unapproved photographs online which reflects negatively on the department, at a minimum uniform privileges will be revoked.

Cape Girardeau Police Department Explorer Policy Handbook

8.4 Inspections

- Explorers will be subject to uniform inspections at any time to ensure the uniform is being worn in accordance with policy.
- Explorer Sergeants shall conduct brief inspections prior to each explorer meeting and event.

8.5 Class “A” Uniform

- The Class “A” Uniform is comprised of a Blue Uniform Dress Shirt with approved khaki colored dress pants, a white undershirt, black boots, and a black belt.
- Black nylon, Velcro, or leather, duty belts are authorized and issued by the post. Duty belts will only be worn when participating in Explorer meetings or events and while under direct supervision of a sworn law enforcement officer
- The dress shirt shall have the approved explorer logo embroidered on the front left breast, just above the zippered pocket
- The approved Explorer Post shoulder patches shall be sewn on each sleeve
- The Explorer’s name shall appear on a 2 ¼” x ½” silver name plate with black, block capital writing. The Explorer’s last name shall be displayed on the nameplate (ex: MARASS). The nameplate shall appear parallel on the right breast directly in line with the top of the left breast pocket □ Awards shall be displayed on the right breast, centered, 1/8” above the name plate. Awards shall be displayed in the order they appear in the Explorer Handbook (see Chapter 13.2) with the highest awards being on the top and left. Awards shall not exceed three across



Cape Girardeau Police Department Explorer Policy Handbook

Figure 1: Proper wear of the Explorer Class "B" Uniform

8.6 Class "B" Uniform

- The Class "B" Uniform is a Royal blue polo with the approved logo on front with "CAPE GIRARDEAU POLICE EXPLORER".
- Black nylon, Velcro, or leather, duty belts are authorized and issued by the post. Duty belts will only be worn when participating in Explorer meetings or events and while under direct supervision of a sworn law enforcement officer.
- All Explorers will be required to wear a black belt and black boots. Tennis shoes are temporarily permitted as long as they are ALL black until the explorer can acquire black boots. A blue PT shirt is required to be worn under the Class "B" uniform.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 9 INTERNAL POST DISCIPLINE

9.1 Compliance of Policy and Procedures

Each Explorer must comply with all applicable Police Department and Post policies, procedures, and guidance. All procedures and guidance deemed necessary by any Advisor for program success will be adhered to by the Explorer. Failure to comply could result in suspension or removal from the Program.

9.2 Conduct

Explorers are required to maintain the same high standards of personal and professional conduct required of any Police Department employees as set forth in the Cape Girardeau Police Department Policies.

Explorers will not fraternize with Advisors or any other member of the Police Department in an unprofessional manner. Violation of this shall result in suspension or removal from the Post.

Explorers will not consume any alcoholic beverages, narcotics, or illegal substance(s) at any time. Violation of this shall result in suspension or removal from the Post and criminal charges pursuant with Missouri Law.

Explorers will not smoke or consume tobacco products while in uniform or while participating in any Post function or law enforcement activity. The use of any tobacco products by Explorers under the age of 18, shall result in suspension or removal from the Post and charges pursuant with Missouri Law.

Explorers will not accept any gratuities, loans, gifts, merchandise, meals, beverages, or other things of value in connection with or resulting from their official position. Explorers will not use their official positions to obtain privileges not otherwise available to them.

Explorers will not harass or intimidate the public or other Post members or create, or promote, a hostile environment.

9.3 Disciplinary System – Infraction Classifications

Infractions of Post #4230 rules/regulations and standards of conduct will be classified as either “minor” or “major”, in accordance with the schedule below.

Cape Girardeau Police Department Explorer Policy Handbook

Minor Infractions:

- * Arguing/Insubordination
- * Conduct deemed disrespectful or unbecoming of an Explorer
- * Tardiness
- * Failure to meet appearance standards
- * Failure to attend scheduled meetings
- * Any conduct deemed a minor infraction by the Post Advisor

Major Infractions:

- * Dishonesty
- * Underage smoking
- * Fighting
- * Use/Sale of alcohol or drugs
- * Criminal activity/Juvenile delinquency
- * Three (3) or more minor infractions within a (2) month period
- * Any conduct deemed a major infraction by the Post Advisor

9.4 Disciplinary Scale

As a general rule, infractions of the rules/regulations and Standards of Conduct will result in disciplinary action as outlined below. All disciplinary actions/warnings will be documented in the participant's file.

Minor Infractions

1st Minor Infraction: Written Reprimand

2nd Minor Infraction: 2nd Written Reprimand

3rd Minor Infraction: Suspension from next organized Explorer event

After three suspensions from Explorer events have been issued, the Explorer is eligible for termination from the program.

Major Infractions

Any major infractions can result in immediate dismissal from the program. Dismissal of a participant is addressed on a case-by-case basis by the Post Advisor.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 10 COMPLAINTS

10.1 Process

Whenever a situation arises where an Explorer feels that a formal complaint is necessary, the Explorer must inform an Advisor. All complaints will be reviewed and investigated by the Post Advisor.

It is the Explorers responsibility to draft a written statement with a detailed description of the incident, including date and time, and those involved. The statement must be typed or neatly printed and provided to an Advisor.

The Chain of Command will always be utilized at the lowest level to resolve any issues that may arise. However, the best interest of the Explorer will always be considered.

If Explorers have an issue of a personal or sensitive matter they may speak directly with a Post Advisor. Explorers should make an attempt to notify their chain of command to request a meeting with an Advisor but need not disclose the reason for the meeting.

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 11
INSURANCE, INJURIES, AND PROPERTY DAMAGE

11.1 Insurance Policy and Liability

Prior to participation in any hands-on training exercise, explorers must complete, in full, their learning for life application and release of liability form.

11.2 Injury to the Explorer

Any injuries which occur during an explorer event shall be reported to a Post Advisor immediately. Medical assets will be requested if needed and the Explorer's parent/guardian will be notified if they are under the age of 18.

11.3 Property Damage

Any property damage which occurs during an explorer event shall be reported to a Post Advisor immediately.

Cape Girardeau Police Department
Explorer Policy Handbook
**CHAPTER 12 COMMUNICATIONS AND
TECHNOLOGY**

12.1 Electronic Devices

The use of cellular phones or other devices during classroom instruction and training is not authorized. Cell phones and any other electronic devices shall not be used during Explorer functions or law enforcement activities unless as part of the Explorer's official duties or permission from an Advisor is obtained.

12.2 Radio Use

Radio communication is the primary form of communication for law enforcement officers. In the event Explorers need to use the radio, they will be given instructions on how to use the radio and the proper etiquette to follow. Radio communication is for official use only!

Cape Girardeau Police Department
Explorer Policy Handbook

CHAPTER 13 COMMENDATIONS AND AWARDS

13.1 Letters of Commendation

Letters of Commendation may be awarded to reward and recognize exemplary service. Letter of Commendation shall be presented to the Explorer and a copy will be placed in their personnel file.

13.2 Awards

The awards listed below are authorized for wear on the Class “A” uniform shirt. Unless otherwise depicted in section 8.5, awards will be worn in the order shown below. Awards shall not exceed three across in a row and shall be displayed 1/8 inch above the name plate. The highest awards shall be displayed on the left (if looking at the uniform). Should another row of awards be displayed, the highest award shall be on top.

Explorer of the Year



Each year an Explorer will be selected for Explorer of the Year based on their dependability, attitude, attendance, and contributions to the post, department, and community. Explorers of the Year are recognized for their outstanding performance and personal attitude. The recognition is a blue bar with gold “E”, No. 04025.

Law Enforcement Training



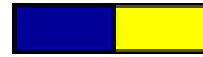
Recognizes the accumulation of 60 hours of training in the following areas:

- 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)

Cape Girardeau Police Department Explorer Policy Handbook

- 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)

Community Service



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

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.

Law Enforcement Service



Includes assistance to the department in areas such as records management, communications support, property control/inventory, facility tours, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021.

Cape Girardeau Police Department Explorer Policy Handbook

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 communitywide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022.

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, No. 99-264.

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.

Perfect Attendance



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

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 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.

Cape Girardeau Police Department Explorer Policy Handbook

National LE Exploring Conference Bar



Presented to Explorers who attend a National Law Enforcement Exploring Conference. The recognition is a dark green commendation bar, No. 04030.

National LE Exploring Leadership Academy



Presented to Explorers who have been selected for and completed a National Law Enforcement Leadership Academy or who have completed a leadership training program certified by the National Law Enforcement Exploring Community. The recognition is a black commendation bar, No. 04034.

National LE Exploring Conference Device



Presented to Explorers who attend more than one National Law Enforcement Exploring Conference. Device should be placed on conference bar. The recognition is a Gold Explorer "E", No. 00930.

Eagle or Gold Award Recognition



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

Physical Fitness [\(P.O.W.E.R. Test\)](#)



Explorers who satisfactorily meet the requirements for the Peace Officer Wellness Evaluation Report, set forth by the Missouri Law Enforcement Training and Standards Board, will be authorized to wear the physical fitness ribbon.

Cape Girardeau Police Department
Explorer Policy Handbook

ACKNOWLEDGEMENT OF EXPLORER HANDBOOK

I _____ certify I have read and understand the
(Print Full Legal Name)

rules and regulations of the Cape Girardeau Police Department Explorer Post #4230 outlined in this handbook.

I agree to follow the rules and regulations outlined in this handbook, and understand a violation of the aforementioned policies will result in disciplinary action, to include termination from the Explorer Post.

(Explorer Signature)

(Date)

(Parent/Guardian Signature if under 18)

(Date)

Return this page, completed in full, to the Post Advisor.