


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Police Explorer Scout Program</b>		
<b>NUMBER</b>	1104.12	<b>EFFECTIVE DATE</b>	February 15, 2009
<b>Scheduled Review Date</b>	April 01, 2016	<b>ISSUE DATE</b>	February 15, 2009
<b>Date Reviewed</b>	March 18, 2014	<b>REVISION DATE</b>	November 15, 2010
<b>APPROVED BY</b>		(Reserved for Expansion)	

### I. Scope and Purpose

- A. This policy establishes the guidelines and mandates that surround the Texarkana Police Department's Police Explorer Scout Program. The program is administered in conjunction with the Boy Scouts of America's Learning for Life Program for the purpose of educating and involving the youth within our community in police operations while fostering and stimulating any desire they might exhibit in the pursuit of a future career within law enforcement.

### II. Policy

- A. It is the policy of the Texarkana Police Department to develop, institute and promote the Agency's Police Explorer Program. In an effort to secure its success—while providing the participants with the guidance, assistance and a sense of solid moral and ethical conduct needed to succeed—the Department has formulated the following rules, regulations and procedures that govern the manner in which this program is administered. It shall be the responsibility of every participant of this program to recognize, accept and adhere to the conditions set forth throughout this policy.

### III. Procedure

- A. Every participant involved in the Texarkana Police Department's Explorer Program—hereafter referred to in this policy as the Explorer Program—shall conform and adhere to each rule, policy, regulation and provision contained within this policy. The participants of this program shall strive to utilize proper judgment and discretion during any such situation not specifically contained within this policy.
- B. Qualifications required for participation in the Explorer Program:
1. Every participant of the Explorer Program shall be a minimum of sixteen (16) years-of-age and a maximum of twenty (20) years-of-age;
  2. Every Police Explorer shall be enrolled as a student in a recognized high school or college institution, and before entry into the program is achieved, the explorer shall present a copy of their most current grade sheet to the Post Advisor;
    - a) The Police Explorer shall be required to maintain a minimum grade point average of 2.5 (C average) at the school or college in which he/she is enrolled for the duration of their affiliation with the Explorer Program. Failure to maintain the required GPA will result in their suspension or termination from the program.

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3. Each Police Explorer shall remain in a state of good physical condition during the duration of their affiliation with the program;
  4. Each Police Explorer shall maintain an excellent reputation within the community and the school in which they attend throughout the duration of their affiliation with the program;
- C. Each Explorer shall have no previous arrests. All histories of traffic related offenses will be considered on a case-by-case basis, but in no event shall an Explorer have a history of habitual traffic related offenses.
1. The Texarkana Police Department reserves the right to conduct background checks on all those applying to become a Police Explorer. The Department also reserves the right to periodically check an Explorer's background to ensure the Explorer remains compliant with the policies set forth.
- D. Program selection process and procedure:
1. Every candidate shall complete the Department's Explorer Program Application and ensure all of the required documentation is provided as necessary;
  2. All completed applications will be placed into a file, and each candidate's file will be reviewed by the Department's Post Advisor;
  3. Those candidates whose file meets the program's minimum qualifications and requirements will be scheduled for an oral board for the purpose of establishing and Explorer Post Eligibility List;
  4. The Post Advisor, working in conjunction with the Patrol Division Commander, will coordinate and establish an oral board and subsequently schedule the candidate's interview;
  5. Upon completion of the interviews, the Post Advisor, working in conjunction with the oral board, will publish an eligibility list of the prospective candidates;
    - a) The Texarkana Police Department reserves the right to establish the minimum and maximum number of Explorer positions available after considering the needs and mission of the Agency.
  6. Once approved, the eligibility list shall be maintained for a period of one calendar year, and all vacancies and program expansion positions will be filled from those candidates who are on the approved list;
  7. Candidates who fail to meet the minimum requirements, or those who fail to pass the oral interview, will not be placed upon the eligibility list.
    - a) Those candidates who fall within this category may submit a subsequent program application no less than one year from the date of their previous elimination.
    - b) The Post Advisor and the Patrol Division Commander will hear all appeals originating from those who fall into this category, and their decision regarding the appeal will be final.

**IV. Uniforms, Appearance and Care of Departmental Equipment**

- A. The Texarkana Police Department requires all Police Explorers who participate within the program to project a positive image when performing functions affiliated with the Department. The Department's mission requires an adherence to a prescribed code of appearance which dictates the manner in which the uniform is worn. The Explorer Uniform allows the citizens of the community to recognize and identify the Explorer's affiliation with the Department. It shall be the duty of every Explorer to maintain a clean, professional and neat appearance while performing functions affiliated with the Department. The Post Advisor or his designee is responsible for the appearance of all Explorers.

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- B. The Department’s code of uniform appearance requires all Explorers to ensure their uniforms remain neat, clean and pressed. Department issued leather accessories shall remain dyed black and polished to give the appearance of a deep shine, and all metal accessories shall be polished to give the appearance of a high, glossy shine.
- C. All footwear worn in conjunction with the Explorer Uniform shall be black in color and constructed of a material that can be polished. All footwear shall remain highly polished to give the appearance of a deep shine.
- D. All uniform equipment will be furnished by the Department. Explorers are responsible to supply their own individual socks, shoes, boots and handcuffs.
  - 1. All Departmental issued equipment and uniform apparel will be disseminated, controlled and recorded by the Post Advisor utilizing receipts that document the issue of the respective items.
  - 2. The Explorer to which the equipment was issued shall be responsible for the loss or destruction of the equipment. Upon the Explorer’s separation from the program, the issued equipment and uniform apparel shall be returned to the Post Advisor or his designee. Explorers who fail to return their issued items will monetarily reimburse the Department for the expense of the items. Should the Explorer fail to reimburse the Department for the expense of the issued items, the Agency reserves the right to seek legal action.
- E. Police Explorers are prohibited from wearing any portion of their uniform when they are not engaged in a Department function.
- F. There are occasions that will require the Police Explorer to wear civilian clothing while performing functions affiliated with the Department. Such occasions are assignments to the Criminal Investigations Division (CID) or Department sponsored training. The following guidelines shall govern the manner in which Explorers wear civilian clothing while they are performing functions affiliated with the Department:
  - 1. Explorers who wish to be assigned to CID are required to wear business attire. Supervisors within the Department are responsible to ensure the civilian clothing presents a professional, positive image. Denim pants—commonly referred to as blue jeans—are prohibited unless expressed permission is received from the Post Advisor or his designee.
  - 2. In an effort to maintain clearly established lines of identity that separate the Police Explorer from commissioned officers within the Agency, Explorers are prohibited from carrying handcuffs, radios or similar equipment while performing functions in civilian attire.
  - 3. Police Explorers who are attending Department sponsored training or find themselves in any other setting that places them in a position that represents the Agency, the following attire is deemed appropriate:
    - a) Tactical uniform for “hands-on” training sessions;
    - b) Police Explorers attending Department sponsored conferences, seminars or other training events shall wear business attire or some other uniform specified by the Agency. Business attire is defined as slacks, dress shirt or polo shirt;
    - c) Police Explorers making presentations or formally representing the Department during any business or training event shall wear professional business attire or some other uniform specified by the Agency. Professional business attire is defined as a suit with a tie;
    - d) The following examples of attire shall not be permitted:

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- 1) All denim pants (blue jeans) regardless of design, style or color;
  - 2) Tank tops, halter tops, tube tops and see through blouses. The areas of that surround the midriff and back shall at all times be covered;
  - 3) Open-toed style footwear, flip-flops, spiked high heeled shoes, tennis shoes and bare feet;
  - 4) Sweat shirts, tee shirts, shorts, cut-offs or any shirt or clothing that contains a slogan or a picture.
- G. Police Explorers shall not report for duty in need of a hair cut or shave. The Department reserves the right to establish reasonable standards of appearance as a condition of membership within the Department's Explorer Program.
1. The Department understands hairstyles and hair textures vary from person to person, and as such, the length and bulk of one's hair will also vary. There are many different hairstyles that are acceptable to Departmental standards. Extreme, "fad" type haircuts or hairstyles are not permitted. Haircuts or hairstyles shall at all times be neat and clean.
  2. If dyes, tints or any sort of bleaching is applied to the Explorer's hair, the resultant color shall be a color that is natural to human hair.
  3. Mustaches are acceptable, provided they are neatly trimmed, the edges of the mustache do not extend beyond a vertical line that extends upwards from the corners of the mouth and the mustache does not fall over the upper lip. All beards, goatees and other similar facial hair are not permitted.
  4. Female Police Explorers whose hair extends below the shoulders shall be gathered and held in place pursuant to established Departmental policy that governs female hairstyles.
- H. Because Police Explorers are highly visible within the community, this Department mandates every Explorer project a positive and professional image. **The Department prohibits the wearing of earrings by male Explorers. In addition, the Department also strongly discourages excessive and/or offensive ornamental use of tattoos, body decals, body branding, body piercings or similar body alterations by Explorers.**
- I. Although not inclusive, this section provides guidance to Police Explorers concerning the wear of earrings and the display of ornamental body alterations:
1. Earrings—Female Police Explorers
    - a) All earrings worn by female Explorers shall be small and affixed using a post or clip to the backside of the ear. Only one earring is permitted per ear, and all earrings shall be attached to the ear lobe and positioned lower than the opening located at the ear canal.
  2. Earrings—Male Police Explorers
    - a) All male Explorers are prohibited from wearing any earrings while engaged in a Department function.
  3. Ornamental tattoos, body decals, body brandings, body piercings or other similar alterations:
    - a) Visible body decals, body brandings, body piercings or other similar alterations are prohibited while the Explorer is engaged in a Department function.
    - b) Police Explorers will cover tattoos and/or body decals from public view while engaged in a Department function.

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- c) All Police Explorers whose appearance and professional bearing are deemed compromised by way of excessive tattooing, body branding or body piercing shall be released from program. If the Department determines an Explorer's appearance or professional bearing have been compromised by the excessive display of body ornamentation, the Police Explorer will be notified in writing by the Post Advisor they no longer meet acceptable Agency standards.

**V. Military Bearing**

A. While in uniform, all Police Explorers shall maintain a sense of military bearing whenever applicable. The display of military bearing presents a positive image of the Department and projects professionalism. This section provides generalized guidelines regarding the manner in which Police Explorers conduct themselves at funerals, award and recognition ceremonies, parades and other official gatherings. The guidelines that follow will provide Police Explorers with the information needed to carry out recognized military movements with precision and in unison with other members of the Department.

B. The three (3) basic commands Police Explorers are required to perform are the positions of **ATTENTION, PARADE REST and PRESENT ARMS.**

1. The position of **ATTENTION** is performed in the following manner:

- To assume this position, place of the heels of your shoes together and point your toes forward at 45 degree angles;
- Position both of your arms down alongside the outer seams of your trousers while cupping the fingers on both of your hands in a manner that resembles a fist. Ensure your thumbs are kept on the outside of your index fingers;
- Rest your thumbs alongside the outer seams of your trousers;
- Position your head and eyes straight ahead with no looking around while keeping your back straight and your chest out.

2. The position of **PARADE REST** is performed in the following manner:

- To assume this position, begin by placing your feet approximately shoulder width apart;
- Bring both of your hands to the small of your back and rest the back of your right hand in the palm of your left hand;
- Position your head and eyes straight ahead with no looking around.
- Police Explorers will assume this position when they are given the command to do so or during periods that follow the completion of a funeral escort. Upon the completion of the funeral escort, those Explorers who are wearing a hat shall place the hat across their heart in lieu of a hand salute until the entire procession has passed.

3. The position of **PRESENT ARMS** is a hand salute conducted by those who are wearing a hat and is performed in the following manner:

- To assume this position, the Police Explorer must first assume the position of **ATTENTION**;
- Bend your right arm at the elbow while bringing your right hand and forearm towards the front brimmed edge of your hat;

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- Fully extend all of your fingers while pressing and holding them tightly together ensuring the palm of your right hand faces the ground;
  - Place the tip of the middle finger on your right hand against the outer brimmed edge of your hat while ensuring the section of your arm that extends from your shoulder to your elbow is parallel to the ground.
  - Police Explorers will assume the position of **PRESENT ARMS** under the following conditions:
    - When ordered to do so;
    - When wearing the Police Explorer Uniform and the American Flag passes within view;
    - After the completion of a funeral escort for a police officer or those who have received a military burial. Explorers shall hold the position of **PRESENT ARMS** until the complete procession has passed in front of their position, or when so directed, until the command to release the position is given. Explorers who are not wearing a hat shall place their right hand over their heart rather than assuming the position of **PRESENT ARMS**.
4. The commands to assume these three (3) positions are given in two (2) parts. The first command is defined as the **command of preparation**, and the second command is defined as the **command of execution**. The following chart provides additional clarification regarding the manner in which these commands are issued:

<u>MOVEMENT</u>	<u>COMMAND OF PREPARATION</u>	<u>COMMAND OF EXECUTION</u>
Attention	Atten ( <b>Ten</b> )	tion ( <b>Hut</b> )
Parade Rest	Parade	Rest
Present Arms ( <b>Salute</b> )	Present	Arms
Release Salute	Order	Arms

## VI. Required Departmental Forms

- A. After successful completion of the selection process, all Police Explorers shall complete the following forms. All required forms will be maintained in electronic format, and once complete, the forms shall be submitted to the Post Advisor for inclusion within Departmental Explorer records.
1. **Hold Harmless Agreement**
  2. **Release of Claims and Indemnity Agreement**
    - a) A statement of Release of Claims and Indemnity Agreement will be endorsed by the Explorer's parent or legal guardian, and in those cases that find the Explorer eighteen (18) years-of-age or older, the statement shall be endorsed by the Explorer.

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**3. Medical Consent / Release**

- a) A Medical Release / Consent Form will be endorsed by the Explorer's parent or legal guardian, and in those cases that find the Explorer eighteen (18) years-of-age or older, the statement shall be endorsed by the Explorer.

**VII. Police Explorer Code of Conduct**

**A. Patrol Unit Conduct**

- 1. While assigned to a patrol unit, a Police Explorer must be an asset, not a liability, to the officer in charge. The Police Explorer is expected to listen as the officer instructs him, and the Police Explorer shall follow the officer's instructions. The officer whom the Explorer is riding with shall be his/her immediate supervisor unless relieved by the Post Advisor or his designee.

**B. Patrol Unit Equipment**

- 1. While assigned to a patrol unit, Police Explorers shall not operate any equipment in the patrol unit unless so instructed by the officer in charge. This does not include calling for assistance on the radio if the officer in charge is in need of such help and cannot make the call for assistance himself. At no time while the Police Explorer is involved in the Department's Explorer Program will the Explorer be allowed to carry a firearm while on duty or participating in any other Explorer function.

**C. Leaving the Patrol Unit**

- 1. Permission for Police Explorers to leave the patrol unit will be granted only during the investigation of routine misdemeanor complaint calls. At no time will the Police Explorer dismount the patrol unit while at the scene of any of the following situations until the officer has evaluated the situation, deemed the situation safe and has given permission for the Police Explorer to exit the vehicle. The only exception to this rule is if an emergency situation quickly develops and the need for immediate action becomes necessary:
  - Calls for service involving fights;
  - Any call for service involving a disturbance;
  - Any call for service involving a shooting;
  - Any call for service involving people carrying weapon (guns, knives, clubs, etc.);
  - Any call for service surrounding a prowler complaint;
  - All calls for service surrounding the investigation of an alarm; and
  - All calls for service involving felony or violent misdemeanor crimes in progress.

**D. Traffic Stops**

- 1. Traffic stops are unique in nature, and to insure the safe completion of a traffic stop, officers must direct their constant attention solely to the traffic stop. At no time will a Police Explorer interfere with an officer while he/she is in the process of conducting a traffic stop. During traffic stops, the Police Explorer will position himself/herself behind the patrol car's opened door and maintain a position that enables the Explorer to observe the officer. At no time will a Police Explorer approach the vehicle being stopped while it is occupied.

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E. Operation of the Police Unit

1. Under no circumstances shall a Police Explorer—whether they are in uniform or civilian attire—operate a marked police unit. The only exception to this policy is during authorized Department sponsored training that places an adult law enforcement official in the front passenger’s seat of the unit. Police Explorers who are eighteen (18) years-of-age or older and who possess a valid driver’s license may assist in transporting units to designated locations when instructed to do so by the officer in charge. This exception is primarily intended to allow for the movement of vehicles from Fleet Maintenance to the Bi-State and does not involve emergency or routine patrol operations.

F. Calls for Service that Allow for Police Explorer Participation

1. Active Police Explorers who participate in police field operations are considered observers; however, the Explorers may fulfill and participate in duties as so directed by the officer in charge. These duties may include the following:
  - Traffic control or passive crowd control functions;
  - Radio operations;
  - Assisting motorists who require help with mechanical problems or those needing directions (not to be confused with traffic stops);
  - Completing routine paperwork on misdemeanor crimes;
  - The protection of crime scenes;
  - Routine, minor misdemeanor calls for service where the crime has already occurred and there exists a well diminished possibility of violence; and
  - Special events that include parades, fairs, fireworks displays, incidents that require a police response to natural disasters where a command center has been established or any other event deemed appropriate by the Post Advisor or his designee.

G. Under no circumstances will a Police Explorer be placed in a position of legal liability or used in a dangerous capacity. Some of these prohibited actions are:

- Interviewing or interrogating suspects;
- Participating in an arrest or allowed to remain alone or be in control of any prisoner;
- Assisting at any scene, unless told to do so by the assigned officer;
- Being armed in any manner;
- Signing any arrest report, offense report, traffic accident report, traffic citation or any other legal document;
- Participating in any action, incident or event dealing with narcotics, vice or gang unit personnel;
- Participating in any covert or undercover operation unless so approved by the Division Commander; and
- Assisting in or serving in a back-up or cover position during any crime in progress.

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#### H. Police Explorer Riding Hours

1. Police Explorers are permitted to ride in a patrol unit between the hours of 6:00 a.m. and 10:00 p.m.; however, the special guidelines contained with the following section must be observed and followed. These hours are subject to change, and notification of any such change will be made through a published memorandum. Only those Police Explorers who have reached their eighteenth (18<sup>th</sup>) birthday may ride in a patrol unit after 10:00 p.m. The Police Explorer shall request permission for this expansion from the Post Advisor and shift supervisor prior to riding during these hours. Male Explorers shall ride with male officers after 10:00 p.m., and female Explorers shall ride with female officers after 10:00 p.m.
2. The Police Explorer must ride a minimum of eight (8) hours per month. If this requirement is not met, the Police Explorer may be suspended or altogether removed from the Police Explorer Program. The Police Explorer may ride a maximum of forty (40) hours per month during the school year and eighty (80) hours per month during the summer months. Any additional hours must be approved by the Post Advisor.

#### I. Officer in-charge Criteria

1. An officer whom the Explorer wishes to ride with must have successfully completed the FTO program, successfully completed all probationary phases of employment and be approved by the Post Advisor. The Officer must not have any compromising disciplinary actions on file and shall be considered by his supervisors and peers as one having an excellent sense judgment.
2. The consenting officer in charge must have received, reviewed and understood the policy, rules and regulations that govern the Police Explorer Program. The Officer must maintain compliance with all of the provisions set forth in this policy and agree to the responsibility of acting as the Explorer's supervisor unless relieved by the Post Advisor.
3. The officer in charge shall remain constantly mindful of the Explorer's presence while assessing incidents or situations that would necessitate the act of dropping off the Police Explorer in a safe location prior to responding to extremely dangerous events. Some of these incidents might include violent riots, shootings in progress and other calls for service that contain the possibility for heightened levels of violence. If the Police Explorer is to be dropped off, it shall be done at the nearest convenience store or other location deemed safe, and the officer in charge shall immediately transmit the Explorer's location via the radio to facilitate the removal of the Police Explorer.

#### J. Blood Borne Pathogens

1. Police Explorers should be made aware this profession has potential for the individual Explorer to come into contact with bodily fluids. As a precaution, the individual Explorer should consider obtaining a hepatitis B vaccination. The cost of these shot(s) will not be the responsibility of the Learning for Life program or the Texarkana Police Department. However, this does not mean that the Department will not assist the Explorer in obtaining the vaccinations if he/she so desires. The Department will provide the Explorer with a vaccination waiver form that gives the Explorer four choices. The choices will be:
  - Pay for the vaccination at the Explorer's own expense;
  - Pay for the vaccination at a reduced cost;
  - Receive the vaccination at no charge to the Explorer; or
  - Waive the vaccination altogether.

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2. The Post Advisor will assist the Explorer with the details of the vaccinations. The Explorer will be required to sign the vaccination waiver and can waive the vaccinations altogether after being explained the risks involved. If the Explorer is under the age of eighteen (18), the parents/guardians of the Explorer must endorse the form.
3. Learning for Life and the Texarkana Police Department recommend the following:
  - Treat all body fluids as if they were contaminated with blood borne viruses;
  - Do not use bare hands to stop bleeding;
  - Always use protective barriers such as medical masks or latex gloves;
  - Always wash exposed skin areas with hot water and soap immediately after treating a victim. (If this is not possible, all patrol vehicles have been equipped with alcohol hand sanitizer);
  - The Texarkana Police Department supplies Latex gloves, CPR safety valves, plastic goggles, and hand sanitizer, along with other protective gear. Explorers are directed to use this safety equipment when acting in a situation that involves bodily fluids; and
  - If you are exposed to any bodily fluids, notify the officer in charge and the shift supervisor as soon as possible.

K. Conduct Unbecoming of a Police Explorer

1. Those active participants of the Police Explorer Program shall at all times avoid conduct that brings about a negative reflection or discredit upon himself/herself, the Police Explorer Program and the Texarkana Police Department. All Police Explorers shall recognize and adhere to the following rules of personal conduct. Should an Explorer violate the following code of conduct, they may be subject to suspension or removal from the Police Explorer Program:
  - Police Explorers shall be punctual when reporting to all functions;
  - Police Explorers shall address superior officers by their proper titles while in the presence of others;
  - Police Explorers shall refrain from using profane, coarse, or insolent language to any officer, civilian employee or citizen;
  - Police Explorers shall at all times remain courteous and respectful to the public;
  - Police Explorers shall at all times direct their efforts in a manner that establishes and brings about a high levels of efficiency;
  - When attending parades in uniform, Police Explorers need only salute the massed national colors at the head of the parade. When the Police Explorer encounters the United State Flag a distance equal to six paces from him/her, the Police Explorer shall face the flag and render a hand salute until the flag is six paces beyond him;
  - During any ceremony that requires the hoisting or lowering of the United States Flag, those Police Explorers attending in full inform shall render the prescribed hand salute;
  - When attending any ceremony in which the National Anthem is played, the Police Explorer shall assume the position of attention, face the national colors if present and render a hand

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salute. If there are not national colors present, he/she shall face the band, remove any head covering and assume the position of attention;

- Police Explorers shall treat all official business of the Texarkana Police Department as confidential. Police Explorers shall not disseminate any Departmental information to anyone, except those to whom the information was intended, or as directed by a superior officer;
- Police Explorers shall not engage in the dissemination of rumors with other member of the Department or the public;
- **Insubordination**---No Police Explorer shall willfully disobey a lawful order given by a superior officer. Police Explorers' affiliation with the program will be immediately terminated upon being found negligent of disobeying any reasonable and lawful order given by an officer of this agency.

### VIII. Police Explorer Training and Educational Guidelines

- A. The Texarkana Arkansas Police Department subscribes to the idea of higher learning. Police Explorers are encouraged to further their studies through extended education. This agency requires the completion of thirty (30) hours of college prior to being employed, so extending your education is not only encouraged, it is required of officers employed with the Department.
- B. The Texarkana Police Department will also provide educational training courses to Police Explorers. This is done in order to build on the requisite knowledge that each individual Police Explorer may have in the field of criminal justice.
- C. Prior to becoming involved in the Texarkana Police Department's Police Explorer ride along program, the Explorer will be required to become familiar in certain areas of importance. The Post Advisor will responsible for guiding the Explorer along this probationary training period. The Police Explorers shall receive training in the following areas:
  - Post Guidelines;
  - A generic familiarization of Texarkana's geographic areas;
  - Traffic and patrol functions;
  - Communications and radio functions;
  - Common sense youth protection issues (Youth Protection Guidelines in Learning for Life);
  - Daily operational demands of police officers;
  - Police vehicles and equipment; and
  - Required dress and equipment.

### IX. Police Explorer Organizational Relationships

- A. This policy is meant to provide guidance to the Explorer in matters of organizational relationships and promotional guidelines. Every Explorer shall familiarize himself/herself with this policy and understand the importance of structure within the Explorer program.

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B. Requirements for Promotion to Police Explorer Sergeant:

- Must be an Police Explorer for a minimum of one year;
- Must have completed a 24 hour tour of duty with CID;
- Must have a minimum of 80 logged hours in patrol;
- Must have completed a 16 hour tour of duty within the Services Division;
- Must have completed all requirements of an entry level Explorer;
- Must have a minimum of 6 approved training hours;
- Must satisfactorily pass the Police Explorer's Sergeant's exam with 90% score; and
- Must pass an Oral board interview.

(1) Selections will be made when considering the above requirements in conjunction with an evaluation of the Explorer's ability to lead. The Police Explorer Sergeant will act as an assistant to the Police Explorer Lieutenant(s) and will be called upon to complete many tasks within the program. These tasks may include, but are not limited to: Reviewing the riding log in an effort to ensure subordinate Police Explorers are correctly logging their volunteer hours, assisting with meetings, ensuring all Explorers understand and are in compliance with the Rules and Regulations of this Department and complete other tasks as they may be assigned by the Police Explorer Lieutenant or Post Advisor.

C. Requirements for Promotion to Police Explorer Lieutenant:

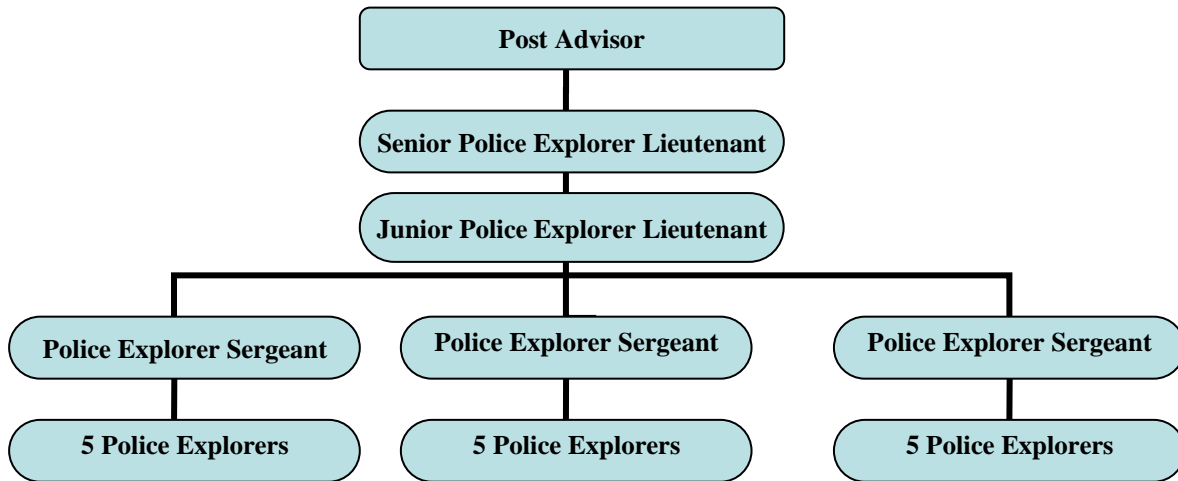
- Must be an Explorer for a minimum of two years;
- Must have completed 40 hours of logged time with CID;
- Must have a minimum of 160 hours of logged time in patrol;
- Must have completed 32 hours of logged time with Services;
- Must be a Sergeant in good standing in the program;
- Must have a minimum of 12 approved training hours;
- Must satisfactorily pass the Lieutenant's Exam with 90% score; and
- Must pass an Oral board interview.

(1) Selections to the position of Explorer Lieutenant will be based on the effectiveness of the Explorer's leadership as a Sergeant and his decision making skills. The above requirements will also be reviewed during the promotional process. The Explorer Lieutenant will report directly to the Post Advisor. The Explorer Lieutenant will have the following responsibilities, but these responsibilities are not limited to this brief description: Supervise the Explorer Sergeants, Organize and lead Explorer meetings, Notify and organize Explorers on call out situations that the Explorers want to participate in, making sure that all Explorer Sergeants and Explorers understand and comply with agency Rules and Regulations, and complete other tasks as assigned by the Post Advisor.

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D. Organizational Relationships

1. For every five (5) Police Explorers, there shall be one Police Explorer Sergeant. Sergeants will be ranked by their seniority.
2. For every two (2) Police Explorer Sergeants, there shall be one Police Explorer Lieutenant. The most senior Lieutenant shall be the acting Commander and have rank precedent above the Junior Lieutenant.
3. Listed below is an organizational chart depicting the rank structure of the Police Explorer Program:



E. Command Authority

1. When a question of seniority arises regarding who is in command, seniority shall be determined as follows:
  - (a) Seniority shall first be determined by rank; and
  - (b) Should both officers be of equal rank—and unless specified or delegated in another section—seniority shall be determined by their date of appointment or promotion within a period of continuous service.

F. Chain of Command

1. The Texarkana Police Department’s Explorer program shall operate under a chain-of-command system. The recognized order of the Department’s chain-of-command system is as follows:
  - (a) Chief of Police;
  - (b) Police Captain;
  - (c) Police Lieutenant;
  - (d) Police Sergeant; and
  - (e) Police Officer / Police Detective.

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2. The recognized order of the Explorer Program's chain-of-command system is as follows. This system by no means is meant to deter an Explorer from reporting directly to the Post Advisor on any topic deemed necessary:
  - (a) Post Advisor;
  - (b) Explorer Lieutenant;
  - (c) Explorer Sergeant; and
  - (d) Explorer.

**G. Lines Authority**

1. The chain-of-command from the Post Advisor down through the ranks of Police Explorer and the Lines of Authority up through the ranks to the Post Advisor shall be preserved in order to maintain sound principals of administration.
2. Explorer supervisors shall not be bypassed except under emergency or unusual situations that demand it; however, the Department realizes the importance of free flowing communication between the Post Advisor and the Explorer. It is of great importance for the Police Explorer to understand he or she may directly approach the Post Advisor with any personal or professional matter that he or she deems necessary or essential. The Department will protect this line of communication so as to deter any acts of retribution against the Police Explorer by any member of the Department or Explorer Program.

**X. Police Explorer Proficiency Awards**

- A. The Police Explorer Proficiency Awards program provides an opportunity for posts and the participating Explorers within each post to earn a series of decorative bars/awards that serve to document the Police Explorer's experience. These decorative bars/awards are categorized as follows:

1. Law Enforcement Training bar



- (a) Recognizes the accumulation of 60 hours of training in the following areas:









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

2. Community Service bar



- (a) 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.

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3. Crime Prevention bar 
- (a) 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 bar 
- (a) 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 bar 
- (a) 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 bar 
- (a) 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 a Learning for Life item; see No. 99-264). Note: NRA membership is not required.
7. Tenure bar 
- (a) 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. Prefect Attendance bar 
- (a) 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 bar 
- (a) Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Explorers: A Guidebook, No. 99-210, 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 
- (a) Presented to Explorers who attend a national Law Enforcement Explorer conference. The recognition is a dark green commendation bar, No. 04030.

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11. National Law Enforcement Explorer Academy bar



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

12. Eagle or Gold Award Recognition



(a) 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.

13. Police Explorer of the Year Award



(a) The Texarkana Arkansas Police Department will recognize one Explorer each year. This Explorer should be selected on the basis of **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 a gold "E," No. 04025.

B. Each individual area of proficiency has been set forth to recognize experience, tenure, training and leadership. These decorative bars/awards shall be worn on the Police Explorer's Class A Uniform during those periods so instructed by the Post Advisor.

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