

*SAN LEANDRO  
POLICE  
EXPLORERS*

---



*RULES AND  
REGULATIONS*

---

# ***SAN LEANDRO POLICE EXPLORERS***

## ***RULES AND REGULATIONS***

The purpose of these rules and regulations is to establish guidelines for Police Explorers. Members of the San Leandro Police Explorers shall abide by the San Leandro Administrative Code, as well as the other codes which have been adopted by the San Leandro Police Explorers regarding ride-a-longs, attendance, dress codes, and on and off-duty conduct. These rules and regulations shall be in effect as of month, day, year.

### ***SAN LEANDRO ADMINISTRATIVE CODE:***

The following codes directly apply to the San Leandro Police Explorer unit:

**§11.1.205:** **NON-SWORN MEMBER.** When used alone shall mean civilian employee assigned to the Police Department in any permanent or temporary Personnel Classification.

**§11.1.330:** **MEMBER.** Non-sworn members, other than Police Services Aides, are appointed to the department in appropriate civil service classification.

- (a) Non-sworn members of the department shall work such hours as may be designated by the Division Commander, subject to the approval of the Chief of Police.
- (b) Non-sworn members are subject to all department rules and regulations in the same manner as are officers and Police Services Aides.
- (c) Non-sworn members assigned to duties which require contact with the general public are representing the department and shall conduct themselves in a courteous, alert, and efficient manner.

**§11.1.600: CONDUCT TO BE CREDITABLE.** A position of public trust demands the highest degree of integrity and professional conduct. Members of the department shall so conduct themselves, on and off-duty, in a manner which does not bring discredit upon the department or the City or discredit or dishonor upon themselves. Conduct unbecoming a police officer is that conduct, in the mind of a reasonable person and taken in the context of the law enforcement community, which discredits or dishonors the police department or injures the professional reputation and morale of its members.

**§11.1.405: PROFESSIONAL CONDUCT.** Members of the department shall maintain a professional posture towards victims, complainants, witnesses or violators of the law.

- (a) Members shall not abuse their authority by acting in an officious or arbitrary manner.

**§11.1.605: CONDUCT TOWARD THE PUBLIC.** Members shall be courteous, compassionate, and civil to the public and to one another. They shall exercise patience and discretion in the performance of their duties. They shall not allow their personal prejudices, biases, or opinions to influence their official acts or decisions.

**§11.1.465: RESTRICTED USE OF DEPARTMENT RECORDS.** Members shall not divulge to any person not connected with the department any information, memorandum, or official record of the department, unless required by law, departmental order, departmental policy, or order of a Command Officer. Departmental records, memorandum or reports shall be exhibited only in conformity with current law and departmental orders. (Refer to Departmental Operations Directives 87-24 and 87-34).

- (a) Disclosing Police Information. Members shall not divulge any police information to which they may have access or which may come to their attention, except in the exercise of their official duties, or as provided by law or competent authority.
  
- (b) Divulging Identity of Persons Prohibited. Members shall not divulge to anyone the identity of any person giving information to the department, except as provided by law, competent authority or Operations Directive. This includes the identity of a complainant or confidential informant in any police activity.

## **RULES OF THE POLICE EXPLORERS:**

**CHAIN OF COMMAND:** Explorers shall follow the chain of command of the Explorer unit. The chain of command is as follows:

- \*Explorer Advisor (Sworn, full time Police Officer, PST)
  
- \*Explorer Captain
  
- \*Explorer Lieutenant
  
- \*Explorer Sergeant
  
- \*Explorer
  
- \*Recruit

**§11.1.297: SENIORITY.** Seniority is established first by rank and second by time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the higher position on the Personnel eligibility list from which appointments were made is deemed the senior.

**EDUCATION:** SLPD Explorers are required to attend high school, and graduate with their class. Explorers who are on an independent study program must be “on track” and graduate with their graduating class. Explorers must maintain a minimum grade point average of 2.0 (“C” average). Explorers who receive any grade less than a “C-” will not be able to participate in any Explorer functions, until they can maintain grades greater than or equal to “C-”. Explorers must

obey all school rules, and carry themselves to the highest standards while at school functions, as they are recognized as members of the San Leandro Police Department.

**ATTENDANCE:** Explorers are required to attend all training meetings. Training meetings are held on Thursday evenings between 6:00 p.m. and 9:00 p.m. at the San Leandro Police Department, unless otherwise stated by the Explorer Advisor. Explorers who are unable to attend the meeting or will be late to a meeting are required to notify their Explorer Sergeant prior to the scheduled meeting. The Explorer shall explain why they cannot attend the meeting. Explorers will also be required to complete a memo regarding the circumstances as to why they were unable to attend a meeting. This memo shall be directed to the Explorer Advisor, via the chain of command.

**WORK ASSIGNMENTS:** Explorers who sign up for a work assignment are required to complete the assignment. If for whatever reason the Explorer cannot do the work assignment, he/she is responsible for finding someone else to replace them. It shall be the responsibility of each Explorer to keep a current log of their volunteer time. This log shall be checked and updated by the Explorer Lieutenant on a monthly basis.

**UNIFORMS:** The San Leandro Police Department shall provide each explorer with the following equipment:

Long and short sleeved shirts

Uniform pants

Name tag

Cloth badge patch

SLPD and Explorer patches

Duty belt

3 keepers

Flashlight and holder

Boots

It shall be the Explorers' responsibility to obtain shoes or boots and a dress belt ( which is worn under the duty belt). Shoes and boots shall be black leather, similar to "Rocky" brand boots. The shoes/boots shall be kept polished.

Each Explorer is responsible to maintain his/her equipment which is issued to them by the San Leandro Police Department. It shall be the responsibility of each Explorer to return any issued equipment upon request.

Explorers may wear the nylon "web-gear" duty equipment. If an Explorer chooses to wear this equipment, it shall be his/her responsibility to purchase it themselves. The nylon "web-gear" must be made by Bianchi Accu-Mold. The belt must have a Velcro closure, and no buckle. Other items on the belt shall have "snap" closures, and not Velcro.

Explorers who choose to wear SLDP baseball caps shall purchase them on their own. The cap must be black in color, and have the SLDP patch on the front of the hat.

Personal cell phones may be carried with the Explorers while in uniform. If carried, the cell phone must be concealed within a shirt or pant pockets so that it is not visible. Cell phones must be carried on "vibrate" mode while attending Explorer meetings or events.

**WEARING THE EXPLORER UNIFORM:** Explorers are required to wear their complete uniform to all Explorer functions, including meetings, work assignments and ride-a-longs, unless otherwise specified by the Explorer Advisors. Explorers who do not wear their uniform to a meeting shall complete a detailed memo, addressed to the Explorer Advisor, as soon as possible. The memo shall contain the reason as to why the Explorer did not wear his/her uniform.

Explorers shall not wear their uniform outside of any Explorer function except when coming to and from a specific function, or with the permission of the Explorer Advisor.

**APPEARANCE:** Explorers shall maintain good hygiene, as they are representatives of the San Leandro Police Department. Explorer's hair-styles, make up, and jewelry shall be worn in a professional manner while in uniform.

**RIDE-A-LONGS:** The ride-a-long program is optional to all Explorers. The following guidelines must be followed by all of the Explorers:

- \*Explorers must volunteer one hour of work at the San Leandro Police Department in exchange for one hour of ride-a-long time.

- \*No more than two 12-hour ride-a-longs in a one month period.

- \*Ride-a-long requests must be submitted to an Explorer Sergeant no later than two weeks prior to the ride-a-long date.

- \*No more than 2 Explorers may ride on the same shift on the same day.

- \*Explorers may not ride with officers in the CSU, Bike Unit or K-9 Unit.

\*Explorers may not ride past 0100 **AT ANY TIME.**

\*Explorers may not ride past 2300 on a school night.

\*Explorers must complete a liability waiver prior to their ride-a-long. Explorers under the age of 18 must have the waiver signed by a parent or guardian. The completed waiver shall be forwarded to the on-duty Patrol Sergeant, before the Explorer begins his/her shift.

\*Explorers on ride-a-longs are observers, and should not assume the responsibility of a back up officer.

\*Explorers may use the police radio at the discretion of the Officer that they are riding with.

**DRIVING OF MARKED POLICE CARS:** The following policy has been approved and adopted by the National Law Enforcement Explorer Academy Committee and the National Exploring Committee in 1994.

\*No law enforcement Explorer, whether in uniform or not, should not drive a marked patrol vehicle. The only exception to this policy is in authorized competitions in which an adult law enforcement official shall ride in the front passenger seat.

\*The policy shall also cover any vehicles which are readily recognizable as a police car, such as a Tac Unit car.

\*Explorers over the age of 18 may drive marked police cars, with prior permission from the Explorer Advisor or the "on-duty" patrol Sergeant, while cleaning them. The cars may only be transported between the Police Department, THE Corporation Yard, and the "Bubble Machine" car wash, located at 1992 E. 14<sup>th</sup> Street. Explorers who drive the vehicles must hang an "out of service" sign in the left-rear window, prior to driving the cars.

**ON AND OFF DUTY CONDUCT:** Explorers shall hold themselves to the highest moral and ethical standards at all times. Explorers shall abide by section 11.1.600 of the San Leandro Administrative Code at all times.

**§11.1.600: CONDUCT TO BE CREDITABLE.** A position of public trust demands the highest degree of integrity and professional conduct. Members of the department shall so conduct themselves, on and off-duty, in a manner which does not bring discredit upon the department or the City or discredit or dishonor upon themselves. Conduct unbecoming a police officer is that conduct, in the mind of a reasonable person and taken in the context of the law

enforcement community, which discredits or dishonors the police department or injures the professional reputation and morale of its members.

**§11.1.605: CONDUCT TOWARD THE PUBLIC.** Members shall be courteous, compassionate, and civil to the public and to one another. They shall exercise patience and discretion in the performance of their duties. They shall not allow their personal prejudices, biases, or opinions to influence their official acts or decisions.

**§11.1.610: DEPARTMENT SEMI-MILITARY ORGANIZATION.** The Police Department is a semi-military organization in operational and personnel procedures.

- (a) Title of Rank to be Used in Public. Members on duty, while in the presence of the public shall address command or supervisory officers by their title of rank.
  
- (b) Military Honors to National Colors. Officers in uniform shall at appropriate time, render full military honors to the National Colors and the National Anthem. Members in civilian dress shall render proper civilian honors to the National Colors and National Anthem.

**§11.1.615: INTOXICANTS - REPORTING FOR DUTY.** Members shall not drink any alcoholic beverage prior to reporting for duty to the extent that on-duty performance is in any way impaired or that such consumption is in any way apparent.

- (a) Intoxication Examination. Members whose on-duty state of sobriety is questioned by competent authority shall, upon the order of a superior officer, submit to an intoxication examination which may include a chemical analysis of the member's blood, breath or urine.



- (b) Intoxicants - Drinking on Duty. No member in uniform shall drink any alcoholic beverage while on duty. No officer in plain clothes shall drink any alcoholic beverages while on duty, except when necessary in the performance of duty.
  
- (c) Intoxicants - Drinking in Uniform. No member off duty and in uniform, or in any recognizable part of the uniform dress, shall drink any alcoholic beverage in public view or in any place accessible to the public.
  
- (d) Intoxicants on Duty. Members shall not bring into or keep any alcoholic beverage on departmental premises, or transport any alcoholic beverage in department vehicles, except in performance of their duty.

**§11.1.620: CONTROLLED SUBSTANCES.** Members shall not use any narcotics, hallucinogens, or any other controlled substances, except when legally prescribed.

- (a) Reporting Use of Controlled Substances. Members shall inform their supervisory officer prior to reporting for duty, whenever any controlled substance has been prescribed for their use, or whenever any substance whatsoever is used which might impair their ability to perform their assigned functions.

**§11.1.625: USE OF TOBACCO.** Members shall not use tobacco when making initial contacts with the public. Members shall use good judgment and common courtesy when using tobacco in the presence or view of others.

**§11.1.630: CONTROVERSIAL DISCUSSIONS.** No members shall, while on duty, engage in a political, religious, racial or other argument which is highly disruptive to the effectiveness or discipline in the department. Nothing herein shall be construed to inhibit the exercise of First Amendment rights.

**§11.1.635: DESTRUCTIVE CRITICISM.** No member shall maliciously perform any action, or make any statement written or verbal for publication or any other reason which is vitriolic, defamatory, or highly disruptive in nature, and which tends to bring the department or its administrative officers into disrepute or ridicule; or which destructively criticizes the department or its administrative officers in the performance of their official duties; or which is highly disruptive of the effective performance of official duties and obligations of members of the department; or which tend to interfere with or subvert the reasonable supervision, proper discipline or good order of the department. Nothing herein shall be construed to inhibit the exercise of First Amendment rights.

- (a) Disrespectful Conduct. No member shall manifest disrespect or insolent, mutinous, or other insubordinate attitude or conduct towards a superior officer, either by action, speech or behavior.