



SAN LEANDRO POLICE EXPLORER POST 540

Explorer Program Guidelines

LAW ENFORCEMENT EXPLORING PROGRAM
GUIDELINES



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1.0 INTRODUCTION

The purpose of the guidelines is to provide important information concerning program development, policy and procedures for San Leandro Police Explorer Post.

1.1 Law Enforcement Exploring

The purpose of Law Enforcement Exploring is to provide young adults who may be interested in a career in law enforcement with a comprehensive program of training, competition, service and practical experiences. Character development, physical fitness, good citizenship and patriotism are integral components of the overall program. Through their involvement in the program, Explorers develop an awareness of the purpose, mission and objectives of law enforcement agencies. The support of the chief of police, along with a dedicated cadre of law enforcement professionals who provide adult leadership, is essential to the success of this Post.

1.2 Program Objectives

- To provide a program of training that educates young adults on the purpose, mission and objectives of law enforcement agencies.
- To provide an opportunity for service, practical experiences, competition and recreation.
- To help prepare Explorers become better citizens and community members through character development, physical fitness, good citizenship and patriotism.

Several approaches are used to achieve the objectives of Law Enforcement Exploring. One of these is regular meetings at which representatives of various law enforcement agencies (federal, state, county, and local) provide Explorers with training and practical, hands-on, activities.

Another approach is the Ride-Along program. At the discretion and direction of the San Leandro Police Department, Explorers can observe firsthand patrol operations and community policing.

This Explorer Post will include a combination of educational/training, practical, competitive and recreational activities. It is through such activities that Explorers are able to broaden their understanding and knowledge of the law enforcement profession in

general and learn the challenges and rewards of providing police services in their own community.

The San Leandro Police Department will use Law Enforcement Explorers to assist in such areas as crime prevention, traffic/crowd control, recordkeeping, and telecommunications. These forms of assistance are always conducted under the supervision of law enforcement officers and or Professional Staff who serve to demonstrate that Explorers can be beneficial to the San Leandro Police Department and the community.

2.0 PROGRAM

2.1 Eligibility Requirements

Law Enforcement Exploring is open to young adults ages 14, through 20 ½. Due to the sensitive nature of law enforcement operations, the San Leandro Police Department has established additional eligibility standards for prospective Explorers, which include, but are not limited to:

- As a prerequisite for joining a hold harmless and release form for the agency and Learning for Life must be executed by the parents or legal guardian and/or the Explorer if of legal age to sign such a form.
- Must not have a prior conviction for a criminal offense or serious traffic offense.
- Must have and maintain a minimum of a 2.0 cumulative grade point average (GPA) in high school or college to remain in the Post and currently have no “F” grades.
- Must undergo a thorough background review to assess character and integrity that will include interviews with neighbors, teachers and employers.

2.2 Training

Law Enforcement Exploring is intended to provide young adults with an educational and practical orientation into the law enforcement profession. In order for Explorers to have the type of quality experience that will permit them to better understand and appreciate the law enforcement profession, and to facilitate their acceptance by departmental personnel, it is essential they undergo some form of a basic training program followed by periodic in-service training sessions. These trainings are as follows:

Typical Law Enforcement Explorer basic training curriculums include, but are not limited to, the following topics:

- A. The history of law enforcement
- B. Patrol procedures

- C. Criminal Law
- D. Juvenile Law
- E. Arrest, Search & Seizure
- F. Report Writing
- G. Crisis Intervention
- H. Ethics
- I. Self-Defense
- J. Traffic control/Crowd Control
- K. Accident investigation
- L. Traffic Stops – Misdemeanor and Felony
- M. Basic first aid & CPR
- N. Radio communication procedures
- O. Crime prevention techniques
- P. Crime scene search techniques
- Q. Community/public relations
- R. Dangerous Drugs and Narcotics
- S. Criminology

2.3 Scope of Activities

Law Enforcement Explorers, through completion of a basic training curriculum, periodic in-service training courses, and practical experiences, often can be involved with more complex and challenging activities within the agency. However, the San Leandro Police Department will have a written policy and standard operating procedures to govern the Explorer program.

Law enforcement patrol operations and calls for service often involve spontaneous situations that require an aggressive and risk inherent response; or, just as likely, a seemingly mundane patrol procedure or call for service escalates into a situation requiring the same type of response.

Typical types of patrol operations, calls for services and other law enforcement assistance that trained Law Enforcement Explorers can provide with relatively minimal risk include, but are not limited to:

- A. Crime prevention services.
- B. Citizen tours of police facilities.
- C. Perimeter security checks.
- D. Bicycle safety inspections.
- E. Disabled motorist assists.
- F. Child identification fingerprinting for parents/legal guardian.
- G. Agency information booth at career fairs and community events.
- H. Agency telecommunications/dispatch center assistance.
- I. Assistance with organized searches for lost/missing persons.
- J. Traffic/crowd control at parades, festivals and other community events.

There are numerous police operations and procedures that must not intentionally involve Law Enforcement Explorers due to the considerable potential for legal complications or for an aggressive and risk inherent response. The law enforcement officer that is responsible for the Explorer must use his/her best professional judgment with respect to the safety and security of the Explorer and should never intentionally place an Explorer in a high risk or legally precarious situation. Such operations and procedures include, but are not limited to:

- A. Arrests.
- B. Felony in-progress calls.
- C. Breathalyzer/sobriety tests.
- D. Custodial interviews or interrogations.
- E. Foot pursuits.
- F. Searches & seizures (to include direct Explorer involvement in a routine stop and frisk).
- G. Surveillances.
- H. Processing evidence or involved in the chain of custody of same.
- I. Field testing of narcotics or other controlled substances if such test is part of a criminal investigation.
- J. Handling, intake or transfer of persons taken into custody.
- K. Handling of any dangerous weapons

2.4 Uniform

In addition to learning about a career in law enforcement, one of the major attractions to an Explorer Post for young people is the opportunity to wear a uniform that provides them identity with the agency and the respect of their peers and community. Normally, the privilege of wearing the uniform of the Post is not granted until the basic training program has been completed, so the uniform also serves as a badge of honor that demonstrates the Explorer has made a commitment to the program and successfully passed the training course.

Once an Explorer has passed the basic training program and at the discretion of the POST Advisor, an Explorer may be issued uniforms or authorized to purchase uniforms at the expense of the department.

2.5 Equipment

A written policy and standard operating procedures will be adhered to with equipment and accessories that Explorers are permitted to carry or use while they are involved in Post activities; both while in uniform or otherwise. Generally speaking, Explorers can carry such equipment and accessories as, but are not limited to, notebook, pen, non-tactical flashlight, and whistle. Explorers will wear a high visibility reflective vest or other reflective item of clothing when assisting with traffic control functions. San

Leandro Police Department may determine that it is permissible for Explorers to carry handcuffs as they can be considered a valuable aid to a law enforcement officer in the event, during a spontaneous situation, an additional set of handcuffs is needed (i.e. a second person taken into custody or a large framed individual requiring two sets of handcuffs). If permitted, the handcuffs may be carried by Explorers only while in uniform and the handcuffs must be in a closed carrying case (cuffs not visible until the flap of the case is opened) attached to the uniform belt.

Explorers are not permitted to carry offensive or defensive weapons to include firearms, tasers, nightsticks, batons (collapsible or otherwise), saps or sap gloves, tactical flashlights (i.e. large metal or other heavy duty material flashlights that may be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices. It is to be noted that Explorers may use firearms during approved training programs or competitive events while under the direct supervision of a certified firearms instructor.

2.6 Covert Activities Policy

Explorers are prohibited from directly or indirectly engaging in covert operations (i.e., serving in an undercover capacity, other than as a decoy program for underage alcoholic beverage or Tobacco buys, within the guidelines of Alcohol Tobacco and Firearms youth decoy program and under the direct and immediate supervision of a sworn officer) and should not be used as confidential informants or sources. These activities are fraught with potential legal complications and are risk inherent for the agency and the Explorer. Further, they are inconsistent with the career education and orientation objectives of Law Enforcement Exploring.

2.7 Driving Policy

Law Enforcement Explorers (whether or not in uniform) are not permitted to drive marked police vehicles or other motorized police conveyances. The exception to this policy is when Explorers are participating in an authorized training program or competition and are under the direct, onsite, supervision of a law enforcement officer, or otherwise directly instructed to drive said vehicles under the supervision of a law enforcement officer.

2.8 Blood borne Pathogens Policy

It is to be noted that OSHA standards and regulations apply only to employees in jobs that involve "occupational exposure" to blood borne pathogens. The rules do not apply to Explorers of the Post or other organizations. However, as a precautionary measure, the following are for when Explorers that engage in activities that may inadvertently result in participants being exposed to blood or body fluids.

A. A qualified representative, generally a Department Instructor, of the San Leandro Police Department should brief all adult and youth participants on blood borne pathogens and make them aware of the possible inadvertent exposure to blood or body fluids during the course of their activities with the Post.

B. As a precautionary measure, adult and youth participants should be advised to obtain a Hepatitis B vaccination. This vaccination is recommended, but the cost of the vaccination must be paid by the adult or youth participant. Learning for Life and the San Leandro Police Department are not required to underwrite the cost of the vaccination. In some cases, the department may be able to arrange for the Hepatitis B Vaccination to be administered at a reduced rate or free of charge. The vaccination can be obtained at a clinic or at the member's personal physician.

C. Learning for Life also recommends all participants be advised of the following:

- Treat all blood as if it were contaminated with blood borne viruses.
- Do not use bare hands to stop bleeding; always use a protective barrier.
- Always wash exposed skin areas with hot water and soap immediately after treating an injured person.

2.9 Media Relations Policy

Post Advisors and/or Explorers occasionally may be asked to respond to media inquiries to include requests for comments, interviews or photo/video coverage pertaining to this Explorer Post. All news media inquiries relating to Law Enforcement Exploring with respect to the activities of this Post should be coordinated with the designated public information officer/or Advisor to ensure adherence to department protocol for interaction with the media. Additionally, the local Learning for Life representative, who can provide assistance as needed to the public information officer, should be informed of any media inquiries. In some instances, particularly where media coverage is extensive or may generate substantial attention, the public information officer is encouraged to coordinate with the national director for Law Enforcement Exploring. Any news media inquiry regarding Law Enforcement Exploring in general, or its programs, policies and procedures may be referred to the national director for Law Enforcement Exploring.

2.10 Training, Practical Exercises and Simulated Scenarios Policy

Law Enforcement Exploring is a career orientation program and as such it is expected that participating agencies and other associated organizations would provide Explorers with various types of law enforcement training, to include practical exercises and simulated scenarios. It is the position of the department that all training for Explorers have a reasonable career related or educational learning objective and that it is conducted in a properly supervised and safe environment. All training, practical exercises and simulated scenarios always should be presented in a manner that reinforces the rule of

law, principals of democracy and a respect for cultural, religious, ethnic and lifestyle diversity.

2.11 Use of Less-Lethal Training Firearms Policy

The use of Less- Lethal Training Firearms (LLTF) by Explorers in a controlled and supervised environment is recognized as having a legitimate training purpose in teaching situational awareness, defensive procedures, strategic practices and judgmental decision making. LLTF are described as replicas of firearms that are designed to look and feel authentic and may discharge a non-lethal laser beam or solid projectile (i.e., paintball or plastic pellet such as used in the popular Airsoft simulated firearms). LLTF that discharge metal projectiles are prohibited. The use of simulated non-lethal hand-grenades, distraction devices (commonly called flashbangs), M203 style launchers (i.e. RPG's LAW's AT4's, etc.), sniper rifles, fully automatic firearms, Claymore or similar type mines or other non-handheld firearm devices are strictly prohibited.

LLTF may only be used while under the supervision of specially trained law enforcement officers designated by the department as a firearms instructors. Explorers under the age of 18 must provide to the Post Advisor written permission from a parent or legal guardian to participate in LLTF practical exercises. The following safety standards and protocol are, as indicated, mandatory or recommended for use of LLTF that discharge paintballs or plastic projectiles.

- a) Safety Briefing: A certified law enforcement firearms instructor and/or range safety officer must conduct a safety and rules of engagement briefing for all participants prior to the initiation of the training activity.
- b) Site Selection/Security: Prior to the commencement of any LLTF exercise, the training area must be inspected for any hazards (i.e., trip/fall risks, broken glass, sharp objects, etc.) that may cause injuries to participants. Static vehicles, if used in the training exercise, must be searched for live weapons and other prohibited items.
- c) Prohibited Items: Real fire weapons and/or live ammunition, impact devices, knives, chemical repellents and electrical shock devices are prohibited in the training area.
- d) Participant Inspection: All participants, instructors, role players, and monitors must enter and exit the training area via a single checkpoint where each individual will be inspected by a certified instructor or range safety officer for live ammunition or other prohibited items. No one may enter or re-enter the training area without undergoing a thorough inspection. As an added precaution, the loading of non-lethal ammunition into LLTF and magazines must be conducted by certified law enforcement instructor or range safety officer.
- e) Supervision: The training exercise will closely be monitored by a certified law enforcement instructor or range safety officer, as well as designated assistants and role

players, to ensure the safety of all participants and adherence to the learning objectives for the activity.

- f) Clothing: All participants must be attired in long sleeve shirts and long pants, preferably made of thick material or layered. All exposed skin must be covered by clothing or other protective items.
- g) Chest Protection: All participants must wear a chest protector or protective vest.
- h) Face Protection: Full face masks capable of defeating non-lethal projectiles with a must be worn by all participants in the training area.
- i) Neck Protection: The use of a neck protector is required for all participants.
- j) Hand Protection: The use of protective gloves is required for all participants.
- k) Groin Protection: The use of a groin protector is required for all participants.
- l) Footwear: The use of law enforcement/military boots is recommended for all participants; especially for activities that will be conducted in outdoor, wooded or uneven terrain.
- m) Knee/Elbow Pads: The use of knee and elbow pads is recommended for all participants.
- n) No Fire Zones: A no fire zone, or zones, will clearly be established by the instructor or range safety officer as areas for players to take a break, adjust their safety equipment or cease participation in the training exercise for whatever reason. Participants will not engage another participant retreating to a no fire zone or once inside the no fire zone. All LLTF must properly be cleared (ammunition removed with no projectile in the chamber)
- p) Distinguishable Marking for Simulated Firearms: It is highly recommended that all LLTF have a highly visible permanent marking (i.e. bright orange, red or blue) on the muzzle tip and/or grip to clearly distinguish them from actual firearms.

LAW ENFORCEMENT EXPLORING LESS-LETHAL TRAINING FIREARMS SAFETY BRIEFING REQUIREMENTS

Introduction: Section 2.11 (Use of Less-Lethal Training Firearms Policy) of the Law Enforcement Exploring Program Guidelines mandates that a safety briefing be presented to all participants prior to the commencement of any training exercise where Less-Lethal Training Firearms (LLTF) will be used. The primary purpose of the briefing is to ensure no real firearms or live ammunition is brought into the training area, validate that participants are outfitted with the required safety equipment, and to review the training exercise protocols and procedures. The briefing must be conducted by a certified law

enforcement firearms, LLTF instructor or range safety officer and, at a minimum, must address the following elements:

A. The objective of LLTF training exercise is to teach/reinforce situational awareness, defensive procedures, strategic practices and judgmental decision making.

B. At all times during a LLTF training exercise the certified law enforcement instructor or range safety officer, and his/her assistants or role players, will be in control of the training environment and participants must obey all of their directions and commands without question or hesitation. At any time, an instructor, safety officer, role player or participant may stop the training exercise by a pre-determined verbal command (i.e., "Cease Fire," "Out of Role," etc.) or audible signal such as a whistle or air horn. All participants must immediately stop engaging in the exercise when one or more of these signals are heard.

C. Real weapons and/or live ammunition, impact devices, knives, chemical repellents and electrical shock devices are strictly prohibited in the training area. All participants will be inspected for real weapons and/or live ammunition or other prohibited items prior to being permitted in the training area and each time they re-enter the area after departing the for any reason. The use of a handheld magnetometer is recommended to assist in identifying any prohibited items.

D. All LLTF must be treated with the same degree of safety and responsibility afforded to real firearms and live ammunition. LLTF ammunition, pre-loaded by a certified law enforcement instructor or range safety officer, will not be placed into LLTF until directed by an instructor.

E. All participants must wear required safety equipment at all times during the training exercise and such equipment may not be removed without permission of an instructor, safety officer or role player, and then only in a pre-determined no-fire zone. In the event a required piece of safety equipment becomes dislodged or otherwise ineffective during the training exercise a participant must immediately protect his/her person by covering the exposed area and shout one of the predetermined verbal commands to stop the exercise until the safety equipment is in its proper place.

F. Pre-determined no-fire zones will be established within the training area. Participants will not engage another participant retreating to a no fire zone or once inside the no fire zone. All LLTF must be cleared properly (ammunition removed with no projectile in the chamber) and holstered prior to entering a no fire zone.

G. Participants are not to intentionally target the head, face or neck of another participant and should aim for center mass at all times. Participants are prohibited from discharging their LLTF if they are closer than 3 feet to another participant.

H. Participants are prohibited from blind firing (i.e. blindly firing above, below or around an obstacle without seeing where the muzzle is pointed and the intended target).

Indiscriminate discharging a LLTF, as well as unsafe or reckless behavior, is also prohibited.

I. All injuries must immediately be reported to an instructor, safety officer, role player or other staff member.

2.12 Use of Oleoresin Capsicum (Pepper Spray) in Training Policy

As set forth in Section 2.5 of these Guidelines, Explorers are prohibited from carrying or using all forms of chemical repellents; however, the possibility exists that Explorers inadvertently may be exposed to Oleoresin Capsicum (commonly known as OC or Pepper Spray) during a Ride-Along, crowd control detail or other activity. It is understood that an Explorer who has been exposed to OC during a controlled training exercise is less likely to panic, overact or take action that may cause harm or further complicate a situation while engaged in an authorized Law Enforcement Exploring activity. Therefore, Explorers are permitted to volunteer, with certain restrictions, to be exposed to OC for familiarization purposes in a controlled training exercise (i.e. San Diego County Law Enforcement Explorer Academy). Such restrictions include, but are not limited to, training must be conducted under the direct supervision of a qualified instructor (as determined by SLPD) who is, at a minimum, familiar with the chemical properties of OC as well as its effects, its proper use in law enforcement operations, and first aid and decontamination procedures for exposure. Additionally, in advance of exposure to OC the instructor will provide all participants a briefing on the effects of exposure to OC, safety procedures for the training exercise, and first aid and decontamination protocols. Finally, all Law Enforcement Explorers are required to have medical clearance for exposure to Oleoresin Capsicum in a manner determined by the participating agency, and those under the age of 18 must also provide to the Post Advisor written permission from a parent or legal guardian to volunteer to be exposed to OC.

2.13 Chain Of Command

The San Leandro Police Department adheres a paramilitary structure and chain of command. When addressing superiors, all Explorers shall use proper rank identification: Chief, Captain, Lieutenant, Sergeant, Officer, etc. Explorers shall refrain from using first names or nicknames in addressing sworn and professional staff members. When rank or name is not known, Explorers will address sworn and professional staff as “sir” or “ma’am.”

Explorers must follow their own chain of command, and will route communication through the Explorer command structure. Only Explorer command members (Explorer Sergeant(s), Lieutenant(s) and Captain) may contact an Advisor outside of an Explorer meeting or event.

Although it is understood that Advisors not only act as coordinators for the program, they are an integral part of the mentorship towards members of POST 540. It is understood that incidents may arise where Advisors may need to speak with Explorers on a one-on-

one basis for privacy reasons (disciplinary, personal matter, personnel matters related to on and off duty, etc.). Advisors shall hold these such meetings with other sworn or professional staff present. When possible, every effort shall be made to seek a same gender staff member to be present in such meetings with an Explorer. If a same gender staff member is not available, Advisors must weigh the need to hold a one-on-one meeting. If it is necessary, such meetings shall be witnessed by another sworn or professional staff member of this organization.

2.14 Roles Defined

The Explorer Program is managed by the program manager, a role assigned to a Police Lieutenant. The Police Lieutenant will oversee the program and report to the Operations Captain. The Police Lieutenant will directly supervise the program supervisor, a role for a Police Sergeant. Amongst other duties, the police Lieutenant will oversee the program budget, staff reporting, managed hours and selection of Post Advisors, in accordance with department policy.

The program will be supervised by a Police Sergeant. The Sergeant will be responsible for the Post and will directly supervise advisors, along with advise/assist in the management of the program. Amongst other duties, the Police Sergeant will be responsible for maintaining training guidelines/matrix, ensuring the program has staffing and equipment as needed. The Police Sergeant will also assist the Police Lieutenant in budget, staff reporting, managed hours, and selecting Advisors.

The program Advisor position is open to non-probationary members of the police department (Sworn and Professional Staff), a position held for 3 years, with two-one year extensions based on prior performance evaluations and performance assessment as an Advisor.

The program Advisor will be the immediate supervisor of the program and will direct the Explorers with duties as assigned. The program Advisor will directly answer to the Police Sergeant. Amongst other duties, the program Advisor will oversee the daily maintenance of the Post, will arrange training, explorer and department events and bi-weekly meetings. The program Advisor will serve as the direct supervisor for all explorers at explorer and department events/details.

The Explorer Captain is the highest ranking member of the explorer post. The Explorer Captain answers directly to the program Advisor. The Explorer Captain is responsible for the program management and should delegate daily duties to the Explorer Lieutenant.

The Explorer Lieutenant answers to the Explorer Captain and post Advisor. The Explorer Lieutenant will directly supervise the Explorer Sergeant(s) and will take an active role in administrative management of the program.

The Explorer Sergeant(s) directly supervisors explorers and members in the process of becoming explorers in the post. The Explorer Sergeant answers to the Explorer

Lieutenant, Captain and Post Advisors. Explorer Sergeants may be assigned to “patrol function” or “administrative duties” as directed by the post Advisor and or Explorer Captain.

Explorer promotions will be held as vacancies occur. The promotional process will include a written exam, and an oral interview. Selection process will be made by the Post Advisors and Police Sergeant assigned to the program.

3.0 RIDE-ALONG PROGRAM

3.1 Purpose

- To provide qualified Explorers the opportunity to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related police services. To supplement basic and in-service classroom training in patrol operations and related police services.
- To provide Explorers with a greater appreciation for the challenges and benefits of patrol operations and a better understanding of the importance of law enforcement services within the community.

3.2 Ride-Along Policy and Standard Operating Procedures

Training for Explorers participating in a Ride-Along program should, at a minimum, include completion of the department’s basic training curriculum for Explorers, along with methods and techniques used in patrol operations and related police services, traffic control, telecommunications procedures, patrol vehicle/conveyance systems and equipment familiarization, policy and standard operating procedure.

3.3 Ride-Along Scope of Activities and Responsibilities

The prevailing authority for Explorers participating in a Ride-Along program, as well as the scope of permissible activities, will be the department’s policy and standard operating procedures that will, at a minimum, include the parameters outlined for citizen ride-along procedure.

Explorers will remain under the supervision of a law enforcement officer at all times during a Ride-Along. The types of activities that Explorers are typically allowed to assist with during a Ride-Along include, but are not limited to:

1. Traffic control.
2. Crowd control.
3. Telecommunications support.
4. Administration of first aid assistance.
5. Note taking that may aid the law enforcement officer or assistance with completing incident or other forms.

When approving Ride-Alongs the Post Advisors will ensure the following guidelines are adhered to:

1. Explorer's must fill out a Ride-Along request form and forward it up the Explorer chain of command. Generally, requests should be two-weeks in advance to ensure sufficient time for approval.
2. Explorer's are strictly prohibited from contacting officers directly to schedule Ride-Alongs.
3. It is strongly recommended every Explorer be required to wear a protective vest while accompanying a law enforcement officer on patrol operations.
- 4. Whenever possible and practical, the Ride-Along Officer and Explorer should be of the same gender.**
- 5. Ultimate approval will be on the on-duty Patrol Sergeant.**

3.4 Ride-Along Log/Records and Limitations on Participation

The Ride-Along program is so popular with Explorers that it sometimes becomes the primary or only activity in which they want to participate. The department will place prerequisites on participating in the program that include, but are not limited to; Explorers must attend regular meetings and training sessions, and must participate in a minimum amount of other Post activities in order to be permitted on a Ride-Along.

In order to monitor participation in the Ride-Along program, and to have a record of which Explorer accompanied which Officer on a Ride-Along, a logbook should be maintained by the Explorer Post. This logbook should include, at a minimum, the date, starting time/ending time, name of Explorer, name of accompanying law enforcement officer, and a section for any comments by the law enforcement officer for each Ride-Along session. A list of Explorers permitted to participate in the Ride-Along program, along with their respective hold harmless/release form and their medical release for emergency medical treatment form should be maintained in a notebook or folder near where the logbook is maintained and available to law enforcement personnel involved with the Ride-Along program.

3.5 Development of Emergency Protocols for Ride-Along

It is understood that it is not possible to foresee every possible contingency for Explorers participating in the Ride-Along program. Ultimately, the law enforcement officer responsible for the Explorer must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Explorer. There are some emergency situations where it may be safe and practical for an Explorer to be dropped off at a location before the law enforcement officer arrives at the scene of the incident. Another law enforcement officer would then retrieve the Explorer as soon as

possible and transport him/her to the police station or other safe location. There are other situations where it may be safer for the Explorer to remain in/on the patrol vehicle or on the scene of the incident.

4.0 LIABILITY INSURANCE

Learning for Life provides primary liability insurance for SLPD Explorer Post 540. Coverage for this insurance is contingent upon adherence to Learning for Life/Law Enforcement Exploring policies and procedures.

4.1 Incident Reporting

An incident is defined as any situation where an Explorer or adult involved in a Law Enforcement Exploring related activity, or other individual not involved with the program (i.e., observer, person in area of activity, etc.), was injured and/or significant property damage was incurred as a result of the activity. Additionally, an incident would include any situation where an Explorer, adult or other individual are the victim of a crime that may be associated with their involvement in Law Enforcement Exploring.

All incidents should be reported by the San Leandro Police Department, via telephone or in person, to the local Learning for Life representative within 24 hours of the occurrence. As soon thereafter as possible, an Incident Information Report should be completed and transmitted, via fax or e-mail, both to the national office for Exploring and the local Learning for Life office. This report may be found online at www.exploring.org/training-safety. The national office will coordinate with the legal counsel or other authorized representative from the participating agency with regard to applicable liability insurance coverage.

4.2. Risk Management: Potential/Avoided Incident Reporting

The national office for Learning for Life/Law Enforcement Exploring regularly reviews program activities as part of its risk management process. This process is designed to provide the best possible program with the least amount of risk to participants and the participating agency. In order to evaluate activities for risk potential and, if possible, to mitigate risks through development of defined policies and procedures, it is important to analysis those situations where there was a strong potential for an incident to have occurred and/or an incident was avoided.

Accordingly, the San Leandro Police Department will submit a Near Miss Incident Information Report for every situation in which there was a strong potential for an incident (as defined in Section 4.1) to have occurred and/or an incident was avoided. This report may be found online at www.exploring.org/training-safety. This report should be completed as soon as possible after the occurrence and transmitted via fax or e-mail, both to the national office for Exploring and the Local Learning for Life office.

SAN LEANDRO POLICE DEPARTMENT
LAW ENFORCEMENT EXPLORER POST #540
RIDE-ALONG PROGRAM

General Policy

- 1.1 Authority: The policy and standard operating procedures contained herein for the San Leandro Police Department (hereafter referred to as SLPD), Law Enforcement Explorer Post #540 (hereafter referred to as Post #540), Ride-Along program have been approved by the Chief of Police and supplement the rules, regulations, policies and procedures of the SLPD.
- 1.2 Purpose and Objectives: The purpose of SLPD Post #540 is to provide a comprehensive training, competition, service, practical, and recreational experience to young adults interested in a career in law enforcement or a related field. The objectives of the Ride-Along program is to offer qualified Explorers the opportunity to accompany a police officer on patrol to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related services. This program also provides Explorers with valuable knowledge of the challenges and benefits of patrol operations and a better understanding of the importance of police services within the City of San Leandro.
- 1.3 Risk Management and Acceptance of Liability: SLPD recognizes the potential risks to participants involved with Post #540 activities, to include personal injury and/or inadvertent involvement with dangerous situations. All SLPD personnel, or approved volunteers, involved with Post #540 will make every effort to minimize risk to Explorers through training, supervision, adherence to policy and standard operating procedures, and proactive risk management. As a condition of acceptance into Post #540, the parents or legal guardian of every Explorer, or the Explorer if of legal age to do so, must sign a hold harmless and release form acknowledging they have been advised of the risk potential and waive any right to initiate a legal cause of action against the City of San Leandro, SLPD, and Learning for Life/Law Enforcement Exploring, or any of their representatives.
- 1.4 Authorization for Emergency Medical Treatment: Prior to participation in the program, the parents or legal guardian of every Explorer in Post #540, or the Explorer if of legal age to do so, must sign a medical release form authorizing SLPD representatives to approve emergency medical treatment.
- 1.5 Learning for Life/Law Enforcement Exploring Policies: The policies and standard operating procedures for SLPD Post #540 shall remain consistent with current policies established by Learning for Life/Law Enforcement Exploring with respect to Explorers driving police vehicles, covert activities, bloodborne

pathogens, Hepatitis B vaccination declination, or any future policies pertaining to Law Enforcement Exploring.

- 1.6 Explorers under 18 years of age may not accompany officers on a Ride-Along between 12 midnight and 6 AM, unless directly authorized to do so by the Advisor AND the on-duty patrol Sergeant. In order ensure that Explorers partake in all activities of the Post, and to provide an equal opportunity for all members, Explorers will be limited to participating in the Ride-Along program based on the number of hours expended on other Post activities. Upon accruing eight hours of time involved in Post meetings, training, competition or other approved activities, an Explorer can spend an equal amount of time participating in the Ride-Along program. The Post Advisor, or their designee, can make an exception to this policy as needed.

Training

- 2.1 Prerequisites for Explorers: As a prerequisite for participating in the Ride-Along program, an Explorer must have successfully passed the SLPD Post #540 basic training course, and not be the subject of any disciplinary action (to include not being on academic probation for failure to maintain a 2.0 cumulative GPA).
- 2.2 Specialized Training for Explorers: Prior to being designated as qualified for the Ride-Along program, Explorers will receive specialized training in methods and techniques used in patrol operations and related services, traffic control, crowd control, telecommunications procedures and basic first aid/CPR. Explorers also will be provided with familiarization training on all patrol vehicle systems and equipment.
- 2.3 Officers: In order for an Officer to be considered for the program they must have completed their field training program and probationary period, and be in good standing with no pending disciplinary actions or other adverse matters. SLPD personnel approved for participation in the Ride-Along program must undergo an orientation that includes an overview of Law Enforcement Exploring, agency policy and standard operating procedures for Officers and Explorers.

Uniforms and Equipment

- 3.1 Uniform: Explorers will report for a Ride-Along well-groomed in a clean and pressed Class B uniform, unless otherwise notified. Explorers should have other uniform items as dictated by weather or other factors (i.e. rain coat, coat, boots, etc), along with a reflective vest or other approved reflective clothing item to be used when in engaged in traffic control functions.
- 3.2 Authorized Equipment: Explorers will have with them on every Ride-Along a notepad, pen and pencil, flashlight, whistle, and handcuffs contained in an

approved carrying case. Explorers will wear a protective vest (personally owned or, SLPD owned vest) under their uniform shirt and be issued a portable police radio.

- 3.3 Prohibited Equipment: Explorers may not carry any offensive or defensive weapons; to include firearms, tasers, nightsticks, batons (collapsible or otherwise), saps, sap gloves, tactical flashlights (i.e., large metal or other heavy duty flashlights that may be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices.

Standard Operating Procedures

- 4.1 Reporting for a Ride-Along: Explorers will report for their Ride-Along at least 15 minutes before their scheduled time in their complete uniform and with the required equipment. Explorers must not have any prohibited equipment as defined in Section 3.3 of this policy.
- 4.2 Ride-Along Logbook/Release Records: A Ride-Along logbook will be maintained in the Patrol Division, Sergeants Office and will be completed by the supervising officer each time an Explorer accompanies him/her on a Ride-Along. The logbook will contain the following information about the Ride Along: date, start time, end time, Explorer's name, supervising officer's name and any comments deemed appropriate by the supervising officer. A records book will also be maintained in the Patrol Division, Sergeants Office that will contain a current list of Explorers qualified to participate in the Ride-Along program, along with a copy of their hold harmless and release form as well as their medical release form that permits SLPD representatives to approve emergency medical treatment. It is the responsibility of the Post Advisor, or their designee, to make sure the logbook is maintained properly and the release records book is up to date.
- 4.3 Unacceptable Behavior on Ride-Along: Explorers may not eat or drink (except water or while on a break with the supervising patrol officer); use tobacco products; use any electronic device such as a cell phone, personal digital assistant, music device or game; or engage in any other behavior that would distract the supervising officer or interfere with the objectives of the Ride Along program. The only exception to this policy is the use of a cell phone, or other communication device, in an emergency situation.
- 4.4 Prohibited Actions: Due to potential legal issues with federal and state statutes regulating criminal law and procedure, civil law, and privacy and confidentiality concerns, Explorers are not permitted to participate in interviews, interrogations, the handling or processing of evidence, or the intake or transfer of persons taken into custody. Further, Explorers are forbidden from responding to any opinion or judgment questions posed to them by the public (i.e., at a scene of a traffic accident someone asks, "Who do you think was at fault?" "What type of citation should be issued?" etc.). Conversations with citizens will be limited to comments

made necessary by direct inquiry and do not require an opinion or judgment, or as otherwise directed by the supervising officer. If avoidable, Explorers should not be placed in situations where they may be called as a witness in a criminal or civil proceeding.

- 4.5 Supervision of Explorer: At all times during a Ride-Along the Explorer will adhere to the commands and direction given to him/her by the supervising officer or, in the supervising officer's absence or incapacity, any other law enforcement officer. The Explorer SHALL, to the extent possible, remain in the patrol vehicle as an observer during a Ride-Along unless otherwise directed by the supervising officer or other law enforcement officer.
- 4.6 Permissible Activities on Ride-Alongs: Explorers, as directed by the supervising officer, may assist with telecommunications, traffic control, crowd control, perimeter control, and completion of incident report forms or any other activity that is considered by the supervising officer to be routine and low-risk for the Explorer.
- 4.7 Prohibited Activities on Ride-Alongs: Explorers are prohibited, due to the considerable potential for legal complications or for an aggressive or risk inherent response, from participating in arrests, felony-in-progress calls, foot pursuits, civil unrest or drinking establishment disturbances, administering sobriety tests or any other high risk or legally precarious situation. If feasible, Officers should consider the risks of having an explorer while engaging in high-speed pursuits, domestic crisis calls or other incidents that have a propensity of escalating to a violent or near violent encounter. Should, during the course of a Ride-Along, the supervising officer have enough advance notice of a high risk or legally precarious call as it relates to the Explorer, he/she will transport the Explorer to a safe location, make arrangements for the Explorer to be transported to a safe location, or instruct the Explorer to remain in the patrol vehicle.
- 4.8 Spontaneous Emergency on Ride-Along: Patrol operations and calls for service often involve spontaneous situations that require an aggressive and risk inherent response; or just as likely a routine call for service escalates into a situation requiring the same type of response. In that it is not possible to foresee every possible contingency for Explorers participating in the Ride-Along program, the supervising law enforcement officer responsible for the Explorer must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Explorer. A pre-arranged response to some possible escape route should be discussed with an explorer prior to the start of a ride-along. As a general rule, if the supervising officer is confronted with such a situation and able, he/she should make arrangements for another law enforcement officer to transport the Explorer to the police station or other safe location. In some situations it may be safer for the Explorer to remain in the patrol vehicle. It is the responsibility of the Explorer to remain as uninvolved as possible during a spontaneous emergency. In the event the supervising officer is in need of

emergency assistance, the Explorer will contact the police dispatch center by police radio or cell phone and relate as clearly as possible the location and situation. If the Explorer's safety is in jeopardy, and he/she can be of no further assistance to the supervising officer or other law enforcement personnel, the Explorer should remove himself/herself from the immediate area and, without unnecessary delay, report to the police station.

- 4.9 Injuries/potential legal situations: The supervising officer, or any other SLPD personnel or volunteer involved with Post #540, must report to the Shift Sergeant and Post Advisor any injury that occurs to an Explorer, or any situation that may have legal consequences, arising from the Explorer's participation in a Ride-Along or any other Post #540 activity. This report must be made as soon as possible, but no later than 24 hours after the injury or incident.
- 4.10 Infractions of Policy: The supervising officer shall immediately terminate the Ride-Along for any infraction of this policy. Infractions of this policy, or any other SLPD policy and procedure, by an Explorer must be reported to the Post Advisor Sergeant as soon as possible, but no later than 24 hours after the incident(s) so appropriate follow-up and/or disciplinary action can be initiated.