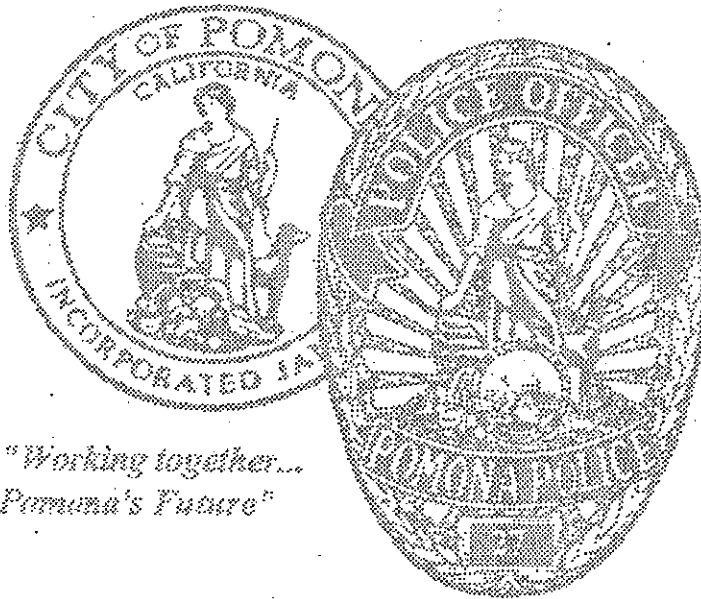


Pomona Police Department

# Police Explorer Program



*"Working together...  
Pomona's Future"*

# Policy Manual

# Pomona Police Explorers Policies and Procedures

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## **010.01 Mission Statement**

The intent of the Pomona Police Department Exploring program is to educate and involve youth of the community in police operations, to interest young citizens in law enforcement functions while providing support to the department. The Pomona Police Explorer program primary function is to help guide Explorers towards a career in law enforcement while providing an atmosphere of trust between the Department and the youth of the community.

## **010.05 Department Authority**

The Pomona Police Explorer Program is an official program of the Pomona Police Department in conjunction with the Boy Scouts of America. The Pomona Police Department and the City of Pomona shall be the final authority on all matters pertaining to the operation of the Law Enforcement Explorer Program.

## **010.10 Duties of Post Advisor**

The Post Advisor is responsible for maintaining the Explorer Program. He/she will:

- A. Recruit and process applicants.
- B. Oversee Post Meetings.
- C. Provide for meaningful work experiences.
- D. Be responsible for the submission of monthly and annual reports to the Training Sergeant.
- E. Participate in authorized field trips.
- F. Perform such other tasks as required by the Program.
- G. Maintain a line of communication between the Post the Department and the Boy Scout Council.

## **010.15 Duties of Assistant Post Advisor**

The Assistant Post Advisor will assist the Post Advisor with his duties. He will also assume the Post Advisor's duties when the Post Advisor is absent. He will perform delegated duties as requested by the Post Advisor.

## **010.30 Eligibility Waiver and Release**

Each year Pomona Police Explorers shall complete and submit the following forms. These forms are to be completed and submitted to Post Advisor no later than January 15 of the calendar year.

- A. Medical Waiver
- B. Release of Liability Waiver
- C. Boy Scouts of America Application

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## 010.35 Departmental Standards

Applicants for the position of an Explorer should be high school or college students from the ages of 14 to 20 years inclusive and must comply with the following conditions:

- A. Be a citizen of the United States.
- B. Be free of any physical defects that could cause injury to himself or jeopardize others.
- C. Must be of good moral character
- D. The applicant must not have been convicted of a felony in this state or any offense that would have been a felony if committed in this state or convicted of any moral offense.
- E. The applicant must be currently attending school or employed full-time except during summer vacation.

An investigation to determine suitability shall be conducted into the character and background of each candidate for the Law Enforcement Explorer Program. Candidates with criminal records, questionable loyalty, or morals and unsuitable personalities shall be rejected when investigation establishes facts which warrant such action. These investigations will be completed by the Post Advisor with the assistance of the Department.

## 010.41 Applicants

Following items must be submitted for candidate to be considered as an applicant:

- A. Medical Waiver
- B. Release of Liability
- C. Boy Scouts of America Application and Fees (registration and insurance)
- D. Departmental Explorer Application

## 010.42 Classification

- A. Explorers will be designated into classifications (ascending order):
- B. Applicant
- C. Recruit
- D. Probationary Explorer
- E. Explorer
- F. Explorer Corporal, Sergeant, Lieutenant, and Captain.

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These classifications are broken down into areas which are changed based upon such Explorers knowledge, training, experience, and general attitude. The Post Advisor may upon thorough investigation, reclassify an Explorer for specified reasons.

## 010.43 Qualifications for Classification

### A. Applicant

1. Must be 14 years of age not to exceed 20 years of age.
2. Must be in good physical and mental condition as required for the position.
3. Must be a citizen of the United States.
4. Must be enrolled in school or employed.
5. Must be of good moral character.
6. The Applicant must not have been convicted of a felony in this state or convicted of a moral offense.
7. The Applicant must be attending school or employed full time except during summer vacation.
8. The Applicant must obey all laws, ordinances, General Orders Rules, and Regulations.
9. Must have completed all application paperwork.

### B. Recruit

1. Must have completed application testing.
2. Background investigation must be satisfactory.
3. Must participate in training with the Post.

### C. Probationary Explorer

1. Must have been a Recruit for three months or have dated written consent from the Post Advisor.
2. Must complete oral radio code test.
3. Must pass written policy and procedures test.
4. Must pass a written Ride-Along procedure test.
5. Must have a minimum of 10 hours of community service.

### D. Explorer

1. Must complete a minimum of 40 hours of community service.
2. Cannot have missed more than three regular meetings in a five

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month period unless prior approval given by their supervisor.

3. Must successfully complete an examination on written radio and traffic codes.
4. Must have been a probationary Explorer for a period of not less than four months or have dated written consent from the Post Advisor.
5. Must have attended and successfully completed a R.O.P. Explorer Law Enforcement Academy within the first year as an Explorer.

## 010.45 Rank

The descending order of rank and job description in the Explorer Program shall be as follows:

- A. Explorer Captain
  1. Top of Chain-of-Command
  2. Delegates assignments
  3. Assures that Monthly Reports are prepared by the Administrative Sergeant.
  4. Oversees Meetings
  5. Responsible for duties as assigned by Post Advisor
  6. Has regularly scheduled meetings with the Post Advisor.
- B. Explorer Lieutenant
  1. Second in Chain-of-Command
  2. In charge of all training.
  3. In charge of files
    - a) Final head count in all Explorer activities
    - b) In charge of updating and accuracy of files
- C. Explorer Administrative Sergeant... (Secretary)
  1. In charge of minutes of meetings
  2. Updating and accuracy of meeting minutes
  3. In charge of a squad if necessary
  4. Prepares notes for the Captain.
  5. Maintains photos and acts as historian

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6. Maintains attendance files
- D. Explorer Sergeant
1. In charge of a squad
  2. Acts as supervisor in the absence of the Lieutenant.
  3. Assist with training as needed
  4. Prepares monthly squad reports.
  5. In charge of special details in the absence of the Lieutenant.
- E. Explorer Corporal.
1. Prepares recruitment flyers
  2. Meets with new applicants to provide applications
  3. Acts as trainer for applicants
  4. Acts as an Ambassador with other posts or youth groups
  5. Maintains logs of issued equipment.
  6. Maintains inventory of all specialized equipment.

## 010.46 Appointment to Rank

Explorers shall be appointed to rank by the Post Advisor . Explorers shall be promoted based on the information collected from their personnel file, a written test and/or oral board. The oral board shall be comprised of the Post Advisor, Post Captain or highest ranking Explorer, and one or more associate advisors.

## 010.47 Rank Assignments

The Post Advisor may determine the number of Supervisors needed for the Explorer Program based upon the size of the post. The number of supervisors should not exceed:

- A. One Captain.
- B. Two Lieutenants (roughly one Lieutenant for every 15-20 Explorers).
- C. Two Administrative Sergeants (as needed).
- D. One Squad Sergeant per minimum of two Explorers, maximum of seven.
- E. Corporals as needed per special duty assignments. (one per squad)

## 010.55 Delegation of Authority

Supervisors shall make suitable and clearly defined delegations of authority so that a maximum efficiency may be achieved. Police Explorers directed to act in the capacities above their ordinary or usual rank or classification shall possess the authority of the higher rank or classification for the necessary period of time.



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## **010.60 Exercising Authority and Issuing**

Authority in the Post shall be exercised with fairness and impartiality. Under no circumstances shall personal attitudes influence decisions. Each supervisor shall use fact in giving orders and correcting mistakes in order to inspire confidence and industriousness. He/she shall carefully test understanding of instruction to ensure that subordinates know in detail what they are to do, know how to do it, and if appropriate, the reason for doing it.

## **010.65 Responsibilities of Supervisors**

Pomona Explorers designated as supervisors by virtue of their rank or classification shall in conformance with Post policy and/or regulations be responsible for the work conduct of subordinate personnel.

A supervisor shall uphold or support a subordinate who is acting within his rights. Supervisors shall investigate any report of laxity in the performance of duty or violation of Post rules. After determining the facts the supervisor shall report his finding to his own immediate supervisor or Post Advisor.

A supervisor shall not reprimand a subordinate in the presence of others.

## **010.70 Chain-of-Command**

The chain-of-command shall be respected in all matters. Information and communications shall move up and down through channels. It shall be the responsibility of each echelon to forward information and communication to the next higher or lower echelon together with approval, disapproval and/or recommendation(s). Explorers will follow orders given to them by sworn personnel. If the order conflicts with an order from the Post Advisor, contact the Advisor for clarification.

## **010.75 Unity of Command**

Each individual unit and situation is under the immediate control of one and only one person. The principle of command responsibility is in effect (i.e. each supervisor is responsible for the action of his/her subordinates)

## **010.80 Conflict of Orders**

In the event of conflict of orders Explorers shall respectfully call such conflict to the attention of the supervisor giving the order and order shall be carried out as directed by the supervisor.

## **010.85 General Behavior**

A Pomona Police Explorer shall not act or behave privately or officially in such a manner as to bring discredit upon himself or the Department. Members shall not willfully violate any federal statute, state law or local ordinance.

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## 010.87 School Grade Reports

As Explorers receive their school grade reports, each Explorer will provide the Post Advisor with copies of that report. The Post Advisor will determine if Explorer activities may be interfering with the Explorer's performance in school and will take appropriate action to ensure a proper learning atmosphere. A minimum G.P.A. of 2.0 will be maintained. Explorers falling below a 2.0 G.P.A. will be placed on probationary status until the following school grade reports are issued. If the Explorer's G.P.A. is still below the minimum 2.0 at this time, he/she may be terminated from the POST at the Advisors discretion.

## 010.88 Monthly Activity Reports

Explorers are required to submit monthly activity reports to their immediate supervisor. These reports should provide detailed information about their individual Explorer activity, to include but not limited to:

1. Number of hours devoted to meetings
2. Number of hours devoted to training
3. Number of hours devoted to special details
4. Number of hours devoted to ride alongs
5. An account of specific activities:

These reports are to be compiled by each supervisor and forwarded to the Explorer Administrative Sergeant, who will compile the information and forward it to the Post Advisor, no later than the third day of each and every month.

## 010.90 Conformance with Department Policy and Procedures

Every Pomona Police Explorer shall be familiar with and conform to the policy and procedures of this Department as stipulated in the Pomona Police Department Policy and Procedures. Any Pomona Explorer who violates any rules regulations or policies of the Department or Law Enforcement Explorer Program shall be subject to disciplinary action. The commission or omission of any other act contrary to good order and conduct shall also be subject to disciplinary action.

## 010.95 Infractions

The following infractions shall be subject to disciplinary action upon being sustained by a supervisor or Post Advisor

- A. Unkempt or improper use of the uniform
- B. Reporting for duty out of uniform

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- C. Other clothing deficiencies
- D. Unsatisfactory personal grooming habits
- E. Poor attendance
- F. Unauthorized entrance into restricted areas (without direction from a Supervisor)
  - 1. Jail area
  - 2. Evidence building
  - 3. Radio room/ communications
  - 4. Investigations office (Detectives room)
  - 5. Crime scenes
  - 6. Files or classified information/ Records Dept.
- G. Disobeying orders of senior officers or senior Explorers
- H. Violation of Departmental orders rules and regulations
- I. Willful disrespect of any police officer or police official.
- J. Failure to complete required paperwork in a timely manner.
- K. Any actions contrary to this manual.

## **020.00 Initiating Disciplinary Action**

The Post Advisor or officer when advised will record any activity or action of an Explorer that is expressly prohibited as stated in this manual or the failure of an Explorer to act in any manner other than in conformance with information found in this manual.

The Post Advisor or officer will initiate procedures when the need exists for disciplinary action. Such action shall be initiated only with the approval of the Post Advisor.

The types of disciplinary action are as follows:

- 1. Oral reprimand
- 2. Written reprimand (usually To-From memo)
- 3. Suspension
- 4. Termination

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## 020.05 Retention of ID Card

If an Explorer is placed on suspension his ID card and badge shall be retained by the Post Advisor or highest ranking Post Supervisor until such time as the period of suspension has ended.

During investigation of an infraction or dismissal from the post the ID card and badge will be retained by the Post Advisor.

## 020.10 Post Activities

Post activities are divided into three areas:

- A. Job orientation activities are to familiarize Explorers with the nature and complexity of law enforcement. These activities are to be non-hazardous in nature and may include, but are not limited to, the following:
  - 1. Assist with crowd and traffic control at parades, festivals, and special events
  - 2. Assist with fingerprinting as requested
  - 3. Assist station personnel with record keeping, filing, and development of statistical summaries
  - 4. Participate as observers in ride-along
  - 5. Participate in departmental training exercises
  - 6. Assist in Crime Prevention and Citizen Awareness programs
  - 7. Assist in door to door search operations for missing children
- B. Educational
  - 1. Practice Police Procedures
  - 2. Participate in ride alongs
  - 3. Participate in Explorer Competitions
  - 4. Training in conjunction with meetings
  - 5. Assist with departmental training
- C. Social and recreational
  - 1. Social activities help Explorers build stable personal values firmly based on team building concepts. Learning to deal with people on all levels helps gain a sense of responsibility. Some examples of social activities are:
    - 2. Informal sporting events

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- a) Such as Softball and volleyball games, etc.
- b) Informal/formal parties and/or dinners
- c) Camping trips or retreats
- d) Trips to movies or civic events
- e) Hiking trips

## 020.11 Restrictions to Explorers

Explorer personnel will comply with the following special regulations:

- A. Shall not communicate with prisoners in custody unless requested to do so by an officer for translation purposes only.
- B. Shall not enter the jail area of the station unless authorized by the Post Advisor or the station supervisory personnel.
- C. Shall not use station files or computer data unless assisting secretarial staff or police officers.
- D. Shall not carry a firearm concealed on or off duty. Explorers may only possess a firearm on duty during training exercises, supervised by the Post Advisor or his designee.
- E. Explorers shall not take any police action while off duty. Explorers shall take police action only under the direct supervision of a police officer.
- F. Explorers may carry their identification with them off duty but shall display it only when requested by any police officer.
- G. Explorers shall carry their identification upon their person while in the police station at all times if not in class "A" uniform.
- H. Explorers shall not wear their regulation uniform in full or part except in the line of authorized duty or at functions authorized by the Post Advisor.
- I. Upon resignation from the Explorer Program, Explorer personnel shall immediately notify the Post Advisor in writing and return all issued equipment, including uniform patches.
- J. Explorers will not perform any traffic control functions without proper equipment, to include:
  - 1. Approved Traffic Vest (if available)
  - 2. Flashlight when appropriate

Explorers who have not been properly trained in traffic control will not perform this function. Explorers are not authorized to direct and control traffic at any major intersection unless assisting a uniformed officer.

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## 020.12 Educational Activities Include

- A. Post meetings
- B. Field Trips
- C. Academics through school and including Post training.
- D. Social Events
- E. Approved competitions

Post meeting are to be conducted by Explorer's appointed officer (Captain); a portion of the post meeting is to be devoted to training. Explorer meetings will be conducted at regular intervals, no less than once per month.

## 020.15 Field Trips

Field trips conducted by the Pomona Police Explorers may use Department transportation when available and with the approval of the Post Advisor.

Notification of field trips must be made prior to their occurrence with the Post Advisor. Field trips out of the county are permitted but prior permission must be obtained from the Post Advisor. Travel permits must be obtained from the Boy Scouts of America prior to departure. All arrangements for lodging, transportation and activities must be negotiated prior to departure.

If female Explorer(s) are to be included at least one female advisor or a responsible adult woman should, if available, accompany the post field trip.

## 020.20 Social Activities

These activities will be developed and carried out by the Explorers with the knowledge and permission of the Post Advisor.

## 020.25 Uniforms

- A. The standard class "A" uniform for Explorers shall consist of the following clothing and ID items:
  - 1. Nameplate with gold background with black lettering worn on top seam of right breast pocket.
  - 2. Shirt, light blue in color, with patches, long sleeve.
  - 3. Black, Shoes or boots, with black socks, departmental regulation.
  - 4. Pants, dark blue uniform style.

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5. Black belt with silver colored buckle
  6. Black clip on tie w/ gold tie bar.
  7. Specialty assignment plates may be worn directly above the nameplate when applicable
  8. A small star with a number representing years of service may be worn 1/2" above the nameplate.
- B. The Class "A" Dress Uniform shall be used in situations where a formal dress uniform is appropriate. The following items should be worn in addition to or in place of the standard class "A" Uniform:
1. Long sleeve Uniform shirt.
  2. Black regulation tie.
  3. Shiny leather duty belt with equipment as authorized by the Post Advisor.
  4. Merit Ribbons may be worn approximately 1/4" above the nameplate.
- C. The Class "B" uniform will be the uniform of the day unless directed otherwise by an Explorer Advisor or supervisor. This uniform will be the same as the Class "A" uniform, minus the black tie
1. Long or short sleeve shirts minus the black tie.
  2. Dark blue uniform pants.
  3. Black shoes or boots with black socks
  4. Explorer ID Card in possession
- D. The Class "C" Uniform shall be used on details where a risk of damage to the uniform may occur, but there is a need for a recognizable uniform. The uniform shall consist of an approved black collared polo-shirt with "Pomona Police Explorer" printed plainly on the shirt. In addition the following items shall be worn:
1. Conservative pants, blue jeans
  2. ID cards required when in uniform or in the Police building.
  3. No duty belt unless required for training.
  4. White dress shirt, black clip on tie, black slacks, black shineable shoes, black socks, and a black leather belt will be the uniform for all Probationary Explorers prior to graduation from the Explorer Law Enforcement Academy.
- E. Civilian Dress for Explorers when on duty for special details, court or other situations not requiring a uniform shall be conservative and in good taste unless the circumstances of the detail necessitate otherwise. ID cards will be carried when in the Police building while in civilian dress.
- F. The following are approved equipment based upon classifications:

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1. Explorer
    - a) Flashlight and flashlight holder
    - b) Key ring holder
    - c) Specialty Assignment Tags worn above the nameplate.
    - d) Radio and/or pager case
  2. Probationary Explorer
    - a) Flashlight and flashlight holder
    - b) Key ring holder
    - c) Radio and/or pager case
  3. Recruit
    - a) Only class "C" uniforms are authorized for recruits
    - b) ID cards when issued.
- G. In class "A" and Dress uniforms Rank insignia (on collar) if applicable.
- H. In class "A" and Dress uniforms Shoulder patches, Departmental patch on arms, Law Enforcement Explorer patch on arms below Departmental patches.
- I. Explorers are responsible for the purchase care and treatment of their uniform.
- J. Explorers may use their uniform for Post approved activities only.

## 020.27 Merit Ribbons

Merit Ribbons approved by the Post Advisor may be worn with the dress uniform. Merit ribbons are not approved for everyday wear. The following are the requirements for each ribbon:

- A. Law Enforcement Training (Red and Blue):
1. Recognizes Explorers who have completed a Law Enforcement Explorer Training Academy whose total time meets or exceeds 60 hours of training.
- B. Community Service Award (Blue and Yellow):
1. Acknowledges an access of 100 documented hours of community service. Includes crowd/traffic control, parking service, community events, McGruff suit, etc. The Post Advisor will approve or disapprove community service hours.
- C. Crime Prevention Training (Green and Gold):
1. Includes a basic 8 hour course in crime prevention as well as an additional 8 hours in areas such as neighborhood watch, home security survey and bicycle registration. The ribbon is presented to Explorers who participate in at least three departmental crime prevention projects with a minimum of 25 hours



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specifically in Crime Prevention.

- D. Law Enforcement service (Red and Gold):
1. This ribbon is presented to Explorers who have accumulated over 100 hours of documented service to the department. These hours must be above and beyond that of normal community service, ride along, or crime prevention hours. This must be time specifically directed towards assisting in law enforcement related activity. Examples would be: Answering non-emergency phone calls, data entry, records keeping, crime scene security, etc. The Post Advisor will review all records pertaining to this ribbon prior to issuing the award.
- E. Emergency Preparedness (Red and White):
1. Certifies that the Explorer has received documented training in advanced first aid and CPR. Also that the Explorer demonstrates the knowledge of how the Explorers would assist in a disaster situation such as a flood, tornado, major power outage, or other disaster. The Explorer is required to have participated in at least one disaster training exercise.
- F. Firearms Training (Explorer NRA Marksmanship Bar):
1. The Explorer has satisfactorily completed a minimum 8 hour firearms course approved by the department Rangemaster and the Post Advisor.
- G. Tenure (Red):
1. Award to those Explorers who complete one year of satisfactory service to the department in the classification of probationary explorer or above.
- H. Drug Abuse Prevention (Blue and Silver):
1. Acknowledges proficiency in drug abuse prevention training and service. Requires a minimum of 6 hours of advanced training in Drug Abuse Prevention and a minimum of 50 hours of service in at least two different drug abuse prevention projects. Explorers may work directly with D.A.R.E. Officers in order to complete these projects.
- I. Perfect Attendance (Yellow and White):
1. Recognizes attendance at each scheduled meeting of the Explorer Post for one year.
- J. Explorer of the Year (Blue with Gold "E"):
1. This Explorer is selected on the basis of dependability, attitude, attendance, contributions to the post, the department, and the community as a whole. The Explorer of the year ribbon is issued once during a calendar year and the recipient is selected by the Post Advisors.
- K. Years of Service Star (Gold star with a number):
1. A gold star with a number indicating the years of service may be worn above the

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nameplate. The number shall indicate the full number of years since the Explorer became a recruit. This indicator of merit may be worn with the class "A" or dress uniform.

- L. Academy Pin (Specific Academy or Competition Pin):
  - 1. No more than one pin significant of a competition or academy that an individual Explorer has attended may be worn above the nameplate while in class "A" uniform.

## 020.30 Prohibited Equipment

The following items are prohibited for Explorers while on duty:

- A. Firearms shall not be carried while on duty except for approved training situations.
- B. Knives of any kind, unless authorized by the Post Advisor.
- C. Sunglasses which are mirrored or reflective or sunglasses which are not a conservative style.
- D. Chemical spray, except in authorized training situations.
- E. Batons or other impact weapons, except as approved for training.
- F. Earrings may not be worn by male Explorers while on duty.
- G. Earrings may be worn by female Explorers but are limited to one per ear, must be conservative style and not dangle past the lower portion of the earlobe.
- H. Only approved hats may be worn while in class "B" or above uniforms.
- I. Scanners, other radios and other electronic devices unless approved by the Post Advisor.

## 020.35 Performance On Duty

Explorers shall devote their time and attention to the service of this department and community. They shall direct and coordinate their efforts in a manner that will establish and maintain standards of efficiency as directed within the guidelines of this manual.

Explorers shall maintain a professional image and shall perform their duties in a dignified and exemplary manner. Explorers shall serve the department with loyalty and dedication and shall not display cowardice or fail to support their fellow members in the performance of duty. Any rule, regulation, or policy governing the department not in this manual shall also be deemed a portion of this manual if applicable.

## 020.40 Absence

Except when sickness or injury to the Explorer or his immediate family keeps him/her from reporting for duty, an Explorer shall be absent only with the proper leave or permission. A police Explorer shall not be absent for more than three (3) assignments without the expressed consent of the Explorer Advisor. Any Explorer who is reported for more than three (3) unexcused

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absences and has not obtained permission from the Explorer Advisor shall be subject to disciplinary action. Any command staff officer who misses one or more meetings without consent from the Post Advisor will be subject to immediate disciplinary action.

## **020.45 Acceptance of Bribes, Rewards, Loans, Gifts, Favors**

A Pomona Police Explorer shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through his or her position with the Department's Law Enforcement Explorer Program.

## **020.50 Conduct Toward Others- False Statements- Political- Religious**

Explorers shall conduct themselves in a manner that will foster the greatest harmony. They shall not speak despairingly of nationality, color, religious beliefs or creed of any person.

## **020.55 Court Attendance**

Explorers concerned in cases before the court shall be dressed business like in appearance. When in civilian dress, a tie shall always be worn by male Explorers. Sport shirts shall not be worn. Female Explorers shall dress in appropriate attire. Explorers may wear the Post Class "A" uniform if desired. Explorers who are unsure about appropriate dress will check with the Post Advisor prior to reporting for court.

## **020.60 Courtesy-Ceremonial-Patriotic**

Explorers representing the Department as an escort or in an official capacity shall wear the full official Class "A" dress uniform. The uniform shall be exceptionally neat, clean and well maintained. On approach of the flag uniformed Explorers shall face the flag and render a military salute. Explorers in civilian clothes shall stand at attention; if wearing a cap or hat, remove it and place it over the left breast.

## **020.64 Disorderly Conduct**

Explorers shall not be disorderly or intoxicated at any time. They are expected to set an example of professionalism both on and off duty.

## **020.70 Incompetence**

Explorers may be deemed incompetent and subject to suspension, reduction in rank or dismissal for the following reasons:

- A. Displaying reluctance to properly perform their assigned duties.

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- B. Acting in a manner tending to bring discredit to themselves, Explorers, or the Department.
- C. Failing to assume responsibility or exercise diligence intelligence and interest in the pursuit of their duties.
- D. Violating Department policies rules and regulations.
- E. Violating policies contained within this manual.

## **020.75 Punctuality**

Explorers shall be punctual in reporting for duty at the time and place designated by their supervisor or Post Advisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

## **020.80 Personal Appearance**

Explorers shall be clean and sanitary by frequent bathing. Proper barbering shall be practiced. Official uniforms shall always be kept as neat as possible; leather accessories shall be shined and kept clean. The Explorer's uniform must conform to this manual. Hair styles shall be conservative and shall not drape over the collar. Facial hair shall be kept shaven for male Explorers. Sideburns shall not extend lower than the earlobes. Mustaches must not extend lower than the corners of the mouth.

## **020.85 Recommending Lawyers and Bond**

Explorers shall not recommend or suggest the name or employment of any person, firm or corporation to act as attorney counsel or bondsmen.

## **020.90 Sleeping On Duty**

Explorers shall not sleep on a tour of duty unless specifically authorized to do so by their supervisor.

## **020.95 Use of Tobacco**

No Explorer under the age eighteen (18) years of age will use or possess any type of tobacco at any time. Explorers eighteen (18) years old and older will not use tobacco while engaged in official police functions at any time.

# Pomona Police Explorers Policies and Procedures

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## **030.00 Use of Drugs or Narcotics**

Use of dangerous drugs or narcotics is prohibited unless prescribed by a physician for an illness or injury. Explorers shall not use or report for duty or be on duty while under the influence of any drugs.

## **030.05 Use of Force**

Explorers must be firm resolute and energetic in exercising the means necessary to properly perform their duty. Explorers will not use force in the performance of their duty unless in self defense.

## **030.10 Care of ID Items**

Explorers shall be responsible for all items issued to them by the Department or Explorer Post. Explorers shall not loan or borrow such items and shall report any loss of such item immediately to the duty sergeant or officer by means of a written memo.

## **030.15 Badges**

Explorer cloth badges will be issued by the Post Advisor at the advisor's discretion. Explorer cloth badges shall remain property of the Department. When on duty, Explorers shall always carry or have in their immediate possession their ID card as prescribed by the Department.

## **030.25 Use and Operation of Vehicles**

Explorers driving any type of motor vehicle shall obey all traffic laws. Members shall set a good example for other drivers. Explorers may only drive city vehicles with direct permission of the Post Advisor or under the direct supervision of a Police Officer. Only licensed drivers shall drive departmental motor vehicles. Under no circumstances will an unlicensed Explorer be permitted to operate any motor vehicle for any reason.

## **030.30 Accidents or Damage to Vehicles**

In the event of an accident or damage to any city owned vehicle being used in the service of the Department Explorers in charge of the vehicle shall:

- A. Remain at the scene until a police report is taken.
- B. Promptly notify his/her supervisor or Post Advisor of the accident.
- C. Promptly prepare required forms for reporting such accident or damage.

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# Pomona Police Explorers Policies and Procedures

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## 030.35 Evidence and Property

Explorers shall not fabricate, withhold or destroy evidence of any kind. Explorers shall deliver to proper custodian any money or other property not their own which comes into their possession so that the proper police report can be taken.

## 030.40 Property Damage

Explorers shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities.

## 030.45 Return Of City and Explorer Property

When an Explorer is suspended, terminated or resigns from the Explorer Post he/she is responsible for returning all items that were issued to that Explorer by the city (department) and the Explorer Post such as:

- A. All Department patches
- B. ID card
- C. Cloth Badge
- D. Explorer Policies and Procedures Manual
- E. Any other Explorer property or Departmental equipment

## 030.50 Reporting Information

An Explorer shall properly report any information given to him in good faith that might indicate the need for action by the Department. Explorers shall furnish the Department with his/her correct name address telephone number and name of the person to be notified in case of an emergency. He/she will also be responsible for reporting any changes of name, address, etc. Explorers who have information concerning any felony in progress are to immediately report the crime to a police officer by whatever means necessary. This is not to be misconstrued as a requirement for Explorers to act as confidential informants for the department.

## 030.55 Confidential Information

The official business of the department is confidential. Explorers shall not discuss or give official information except for the following reasons:

- A. To persons for whom the information is confidential.
- B. As directed by their superior, including police officers.
- C. Under the process of law.

# Pomona Police Explorers Policies and Procedures

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## **030.65 Investigations**

Incident investigations shall be conducted in an impartial and objective manner. The purpose is to disclose and report all facts relevant to the matter whether or not such facts may be favorable or unfavorable to the individual. If requested to make a statement in the course of an official Departmental investigation Explorers shall make full complete and truthful statements when questioned or interviewed or in reports submitted.

## **030.70 Records**

Explorers shall not remove any official records of the department except as directed by their supervisor or under due process of law. Explorers shall not make false official records.

## **030.80 Public Appearances and Writing**

When identified as an Explorer of the Department members must obtain prior authorization to participate in the following:

- A. Address any public gathering
- B. Join any organization without approval
- C. Appear on radio, television programs
- D. Write articles or manuscripts
- E. Speak with members of the press.

## **030.85 Complaint and Information Request**

Explorers receiving inquiries from the public concerning complaints and information shall refer the person to a police officer or to the police department.

## **030.90 Assistance Request**

Explorers shall not respond to the location of any emergency operation disaster etc. unless specifically ordered to do so by an authorized person of the Department. If so ordered the Explorer shall immediately or as soon as possible thereafter notify his/her advisor. In the event of an emergency Explorers will not call the department to determine if assistance is needed. This does not preclude the assistance of Explorers who are present when an emergency occurs.

## **040.00 Use of Communications**

Explorers shall not use Department communication equipment for personal, social or unofficial purposes. Explorers who use departmental radios shall use proper radio procedure as outlined in departmental training.

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# Pomona Police Explorers Policies and Procedures

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## 040.05 Use of Department Letterhead

Explorers shall have all written outside communication sent on department letterhead approved by the Post Advisor prior to it being sent.

## 040.10 Commendations

All official commendations shall be issued in written form and notification of such will be placed in the commendee's folder. Any commendations from outside sources shall also be placed in the commendee's folder. Commendations on Departmental letterhead shall be signed by the Chief, Captain, or the Post Advisor.

## 040.15 Suggestion

Explorers desiring to make a suggestion for the good of the Department should submit a written statement of the suggestions to his Post Advisor through the chain-of-command to be forwarded to its desired destination.

## 040.30 Ride Alongs

While Explorers are encouraged to enhance their learning experience by participating in ride alongs with officers in the field, a well rounded Explorer should participate in meetings and community service projects as well as ride alongs. To encourage such, the Post Advisor has the discretion to approve or disapprove ride alongs based upon the Explorer's willingness to attend and participate in community service, training, and fundraising functions. Ride alongs are a privilege and not a right.

- A. Explorers may schedule ride alongs in patrol through the Post Advisor, rides should be restricted to the following:
1. Applicants and recruits, may like any other citizen apply to ride once every six months through the department's ride along program. No uniform of any class may be worn. Applicants and Recruits who ride along are to follow the guidelines of the department's citizen ride-along program and as such are not entitled to any of the benefits of the Explorer program at that time. As such, Applicants and Recruits are acting solely as private citizens.
  2. Probationary Explorers may ride one shift as required as part of the Explorer Law Enforcement academy.
  3. Explorers may ride three times per month.
  4. Supervisory Explorers may ride as often as practical.
  5. The Post Advisor may allow Probationary Explorers and above to ride more often if necessary for training.
  6. Recruits may participate in special group ride alongs as determined by the Post Advisor.



# Pomona Police Explorers Policies and Procedures

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- B. Explorers shall either wear the class "A" or class "B" dress uniform during rides.
- C. Explorers who wish to ride must schedule the ride along through the Post Advisor at least one week prior to the ride. The name of the officer the Explorer will ride with shall accompany that request. Approval from the on duty Watch Commander and the squad supervisor (Sgt./Cpl.) are required prior to the ride along. Ride along request forms are to be filled out prior to the intended ride date.
- D. Explorers on ride alongs will be under the direct supervision of the officer in which the Explorer is riding. The Explorer may fulfill various duties as determined by the ride-along officer, these may include:
  - 1. Traffic or crowd control (if properly trained)
  - 2. Radio Operation
  - 3. Assisting a motorist
  - 4. Completing routine minor paperwork
  - 5. Protecting a crime scene
  - 6. Acting as an interpreter, as needed
  - 7. Administration of first aid (if trained)
  - 8. Acting as an additional set of eyes and ears
- E. Explorers at no time will be at risk or used in dangerous or undercover situations, some specific activities that Explorers should not be assigned to are:
  - 1. Interviewing or interrogating suspects or potentially hostile witnesses.
  - 2. Participating in or being left in control of the arrest of a prisoner.
  - 3. Leave the police vehicle, unless so instructed by the assigned officer.
  - 4. Assisting at any scene, unless so instructed by the assigned officer.
  - 5. Being armed in any manner.
  - 6. Signing any arrest, offense, accident report, traffic citation or similar document.
  - 7. Assisting in providing cover for any possible crime in progress.
  - 8. Driving patrol vehicles for patrol or suspect vehicles for transport.
    - a) This does not preclude the moving of a patrol vehicle for a short distance to assist the officer.
    - b) This does not preclude the assisting of the officer with other duties.
    - c) Explorers who are not previously approved to drive department vehicles may not drive unless an emergency situation necessitates they drive.
  - 9. Ride in a jail vehicle or vehicle specifically assigned to transport prisoners.

# Pomona Police Explorers Policies and Procedures

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- F. When responding to high risk calls, the officer in charge of the ride along has two options to maintain the safety of the Explorer:
  - 1. Upon receiving a high risk call, the officer in charge may respond to the scene, parking a safe distance away and instructs the Explorer to remain in the vehicle and monitor radio traffic.
  - 2. Upon receiving a high risk call, the officer in charge may stop at the first safe location having the Explorer exit the unit and radio the position of the Explorer to Dispatch, so that the Explorer may be picked up later.
- G. The extent to which the Explorer is exposed to calls for service is the responsibility of the individual police officer. The officer's decision for either option is final and the Explorer will act accordingly without argument. Any violation will constitute immediate termination from the Explorer program.
- H. Explorers who are on a ride along should limit their discussions to the officer in charge to questions concerning training. Explorers are encouraged to discuss each call with the officer in charge for training purposes.
- I. Explorers shall not operate any equipment within the police vehicle without the express prior permission of the officer in charge.
- J. Explorers should provide the officer in charge with a synopsis of their individual training at the beginning of the shift. Explorers who are asked to perform tasks in which they do not feel comfortable because they are not trained, should immediately inform the officer in charge of their reluctance. In all cases if the officer in charge still insists the Explorer should then complete the task as assigned.
- K. Officers in charge of the ride along may terminate the ride along at any time without discussion. Explorers should be aware that the sometimes secretive nature of law enforcement may necessitate the need to prematurely terminate the ride along.

POMONA POLICE DEPARTMENT EXPLORER POST 160 APPLICATION

Date

Name

Date of Birth

Age

Address

Phone

Height

Weight

Eye Color

Male

Female

What is your GPA?

Email Address

Have you ever been arrested? Y N If yes, please explain.

Have you ever used illegal drugs or prescription drugs not prescribed to you? Y N If yes, please explain.

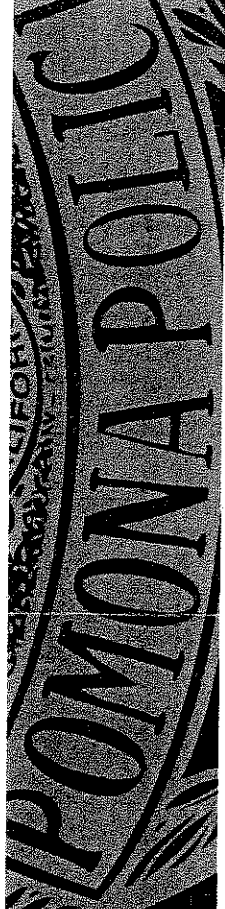
Have you had any injuries or disabilities that might affect your performance?

Why do you want to join the Explorer Post?



POMONA POLICE DEPARTMENT

# EXPLORER POST 160



## WHAT IS POLICE EXPLORING?

The primary purpose of the Police Explorer program is to provide young adults, with an interest in law enforcement career, some hands on experience.

POLICE EXPLORING is for young adults who want to be where the action is, and who want to be part of the action. If you want to discover the world and yourself, if you believe that the world could be better than it is... you should become an Explorer!

**OPPORTUNITIES FOR BOTH MALES AND FEMALES. MANY EXPLORERS HAVE GONE INTO CAREERS IN LAW ENFORCEMENT.**

## SIGN UP NOW

The Pomona Police Explorers are now accepting applications. Fill in the blanks on the reverse side of this brochure and mail it to us along with a copy of your report card or transcript:

Pomona Police Explorer  
Post #160  
490 W. Mission Boulevard  
Pomona, CA 91766

If your application is accepted, you will be notified when to report and complete the application process.

Must have the full approval and be assured of the assistance of the parents or guardian.

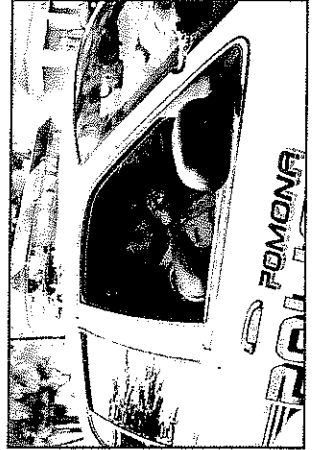
## EXPLORER ACTIVITIES

Explorer training is in the field of law enforcement and has been developed to provide the explorer with a basic understanding of the many services necessary in order to function as a public safety agency.

Much of the training will help the Explorers to gain a better understanding of themselves and the people a police agency must serve.

As a part of the training the Explorer will receive many job assignments in various areas throughout the department: Patrol ride-alongs, traffic control, searches, jail procedures, report writing, communications, records, community relations.

Along with the training the Explorer will be expected to participate in many other Post activities such as: Drill team, field trips to other agencies, parades, L.A. County Fair missing children detail and other activities planned by the Explorers.



**WHAT YOU WILL LEARN:** Teamwork, Confidence, Discipline, First Aid, Traffic Control, Self Defense, Report Writing, Penal Code...

## REQUIREMENTS

Police Exploring has been the start of many law enforcement careers. Because of this, anyone accepted into the Police Explorer Post must possess or be capable of attaining, the mental and physical requirements of the law enforcement positions.

**Age:** 15 to 20

**Weight:** Proportionate to height

**Health:** Excellent, with no permanent limiting conditions.

**Education:** Must maintain a "C" average in high school or have a High School Diploma. Those persons accepted into the Post will be required to graduate from the R.O.P. Police Explorer Academy within the first year (the R.O.P. Explorer Academy is held on Saturdays, 8 hours a day for 18 consecutive weeks).

**Conduct:** No felony convictions, current or past illegal drug use and good personal conduct. (Explorers will be required to have a record check.)