



PELHAM POLICE DEPARTMENT GENERAL ORDER 97

	ISSUE DATE: May 1, 2014		
	EFFECTIVE DATE: February 22, 2018		
	SUBJECT: PELHAM POLICE EXPLORER PROGRAM		
	ISSUING AUTHORITY: Joseph A. Roark Chief of Police	PAGE: 1 of 9	

DISTRIBUTION: ALL MEMBERS

NOTE: This written directive is for the internal governance of the Pelham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

The purpose of this General Order is to establish the guidelines that govern the operation of the Pelham Police Explorer Program.

II. POLICY



It is the policy of the Pelham Police Department to maintain an Explorer Post program for the purpose of providing service to the community. The Pelham Law Enforcement Explorer Post 635, which is a youth oriented program under the guidelines of the Boy Scouts of America and sponsored by the Pelham Police Department.

III. DEFINITION

Explorer - A civilian between the ages of 14 and 21, affiliated with the department in a non-sworn capacity, without compensation, because of his/her interest in contributing to the department's mission in a support capacity.

IV. PROCEDURES



- A. All Explorers must complete a "Youth Application" provided by the Exploring Division to enroll in the Explorer program. Membership shall be denied to anyone with a criminal record, discipline problem in school, and not meeting academic standards. The Police Chief shall have final say in all cases.
- B. All Explorers' will be supervised by a member of the department as designated by the Chief of Police.

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- C. All Explorers' will be trained only in the functions that they will be authorized to perform. No Police Explorer will be allowed to perform in any function requiring the status and training of sworn personnel with the exception of Traffic Control.
- D. All Explorer personnel will conform to all rules and regulations of the department.

V. GOALS AND OBJECTIVES OF POLICE EXPLORER PROGRAM

- A. The Pelham Police Law Enforcement Explorer Post 635 has three (3) main themes:
 - 1. To further the Explorer's education.
 - 2. To encourage the Explorer's participation in a rewarding and productive service activity.
 - 3. To enhance the Explorer's preparation for future roles as citizens, community members, leaders and future law enforcement officers.
- B. To be utilized as a service group within the community. Community services are strongly encouraged. Explorers are not to be used in assignments requiring police authority, but are used to assist the community under the direct supervision of police officers.
- C. To serve as a community relations effort between the police and youth.
- D. To serve as a potential recruitment tool for future law enforcement officers. The Pelham Police Law Enforcement Explorer program will instill in the Explorer a desire to enter into a law enforcement career by providing the members with a "hands on" exposure to the job.
- E. Potential use as supplemental manpower.
 - 1. Explorers will not be assigned to duties requiring sworn officer status.
 - 2. Explorers have many duties in service to the community. They do not have police authority though they may be utilized in law enforcement related assignments not requiring a sworn officer status, which includes but are not limited to:
 - A. Community services;
 - B. Drug education programs;
 - C. Traffic direction and control;
 - D. Pedestrian direction and control.

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VI. EXPLORER TRAINING

- A. Explorers who provide a service to the community will be trained appropriate to the duties anticipated.
- B. Training will be obtained through classroom sessions and "hands on" training geared at specific topics. The Explorers will be instructed in numerous subjects that will include, but not be limited to, CPR and first aid, defensive tactics, traffic direction, New Hampshire motor vehicle and criminal code and other aspects of police duties.
- C. Regular meetings shall be held every Wednesday evening at 6PM from September through June, or as deemed necessary by the post advisors.
- D. The Pelham Police Law Enforcement Explorer Post 635 will adhere to the Post's By-Laws established under the guidelines set forth in the "Law Enforcement Explorers Manual" as promulgated by the department.
- E. Explorers are recognized as personnel to the Pelham Police Department and, therefore, must adhere to all rules and regulations.

VII EXPLORER UNIFORM



An official Explorer uniform shall be designated with the approval of the Chief of Police. This uniform shall include an officially issued Explorer Post 635 shirt, pant, belt, and hat. The purchase of black boots or shoes shall be at the explorers expense. All Explorers shall wear the uniform with pride and maintain appearance of the uniform in accordance with proper standards.

VIII. EXPLORER EQUIPMENT

- A. As non-sworn personnel Explorers shall not be permitted to carry firearms, knives or non-lethal weapons, such as O.C. spray or mace, batons or handcuffs.
- B. Explorers may be issued department equipment. Explorers will utilize department equipment only for its intended purpose in accordance with established departmental procedures and guidelines. Explorers will maintain all department equipment assigned to them in good condition.

IX. RULES OF CONDUCT

Each Explorer shall conduct him/herself in a manner consistent with the principles of Exploring. Explorers are in the public eye and appearance and behavior is how the public judges the post and the Pelham Police Department. Even when off-duty Explorers are a reflection of their department, community and the Boy Scouts of America.

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X. DISCIPLINE

Violations of any directives or any violations of other official department directives or orders may be grounds for initiating disciplinary procedures. Depending on the severity of the violation involved and the Explorer's past record, such action could include dismissal. Dismissal would occur upon a meeting of advisors. An Explorer may be dismissed from the post for any infraction. Should the Explorer be dismissed s/he will have neither recourse for reinstatement nor any right to appeal.

XI. EXPLORER RIDE ALONG PROGRAM

A. The following information is derived from the "Learning for Life Law Enforcement Exploring Program Guidelines".

3.0 Ride-Along Program

3.1 Purpose



- To provide qualified Law Enforcement 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

Each agency that seeks certification for its Ride-Along program must include in its policy and standard operating procedures for Explorers the protocol for spontaneous situations that require an aggressive and risk inherent response on the part of the law enforcement officer, and address the parameters set forth in **Section 3.7** of this document. of this document.

3.3 Prerequisite Training for Ride-Along

Training for Explorers participating in a Ride-Along program should, at a minimum, include completion of the agency'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 procedures for Explorers, and spontaneous emergency protocols. Explorers must also undergo Youth Protection: Personal Safety Awareness training, to include assertive and practical prevention and cessation procedures. Youth Protection training materials are available through the local Learning for Life representative.

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Training for law enforcement officers who have been designated by the agency to have Explorers accompany them on patrol operations should undergo an orientation that, at a minimum, includes a verbal and/or written overview of the objectives of Law Enforcement Exploring, agency Ride-Along program policy and standard operating procedures for both Explorers and Law Enforcement Officers. Officers must also undergo the self-guided Youth Protection Training course for adults.

3.4 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 agency's policy and standard operating procedures that will, at a minimum, include the elements outlined in **Section 3.7** of this document. 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. Perimeter control at accident or crime scenes.
6. Note taking that may aid the law enforcement officer or assistance with completing incident or other forms.

3.5 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. Many Posts find it beneficial to 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. Some Posts also set a maximum amount of allowable Ride-Along opportunities per Explorer, per month to make sure that every qualified member of the Post has an opportunity to participate in the program.

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 agency. 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. Typically, the logbook and approved list/release forms book would be maintained in the area of the patrol operations briefing room.



3.6 Development of Emergency Protocols for Ride-Along

Each agency must develop its own protocols that are to be instituted in those situations where an Explorer participating in a Ride-Along is accompanying an officer who is dispatched to a high-risk call or when a seemingly routine patrol procedure or call for service escalates into a situation requiring an aggressive and risk inherent response. Reference is made to **Section 3.7** of this document for further guidance on the development of Ride-Along program policy and standard operating procedures.

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/conveyance or on the scene of the incident.

3.7 Ride-Along Program Certification



As previously mentioned, the Ride-Along program provides Explorers with an opportunity to observe law enforcement field activity by accompanying a police officer on patrol operations. Patrol operations are defined as routine policing functions where an Explorer accompanies a law enforcement officer in a marked police vehicle, in/on special police conveyances (i.e., bike patrol, equestrian patrol, marine patrol or other police patrol conveyance with the exception of motorcycles, motorized personal watercraft or motorized personal all-terrain vehicles), or on foot patrol. The Ride-Along program, to Explorers, is one of the most attractive features of Law Enforcement Exploring.

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Most young adults consider the privilege of accompanying a law enforcement officer on patrol operations the highlight of their Explorer experience.

Due to the potential risks involved with Explorers participating in the Ride-Along program, each agency must, at a minimum, adhere to the following parameters and include them in their written policy and standard operating procedures.

- A. A statement addressing the agency objectives of the Ride-Along program.
- B. A hold harmless and release form for the agency and Learning for Life executed by the parents or legal guardian and/or the Explorer if of legal age to sign such a form.
- C. Prohibition of Explorers under the age of 18 from participating in the Ride-Along program between 12 midnight and 6 AM.
- D. Prior to participating in the Ride-Along program, Explorers must have completed the agency's basic training course, to include policy and standard operating procedures while accompanying a law enforcement officer on patrol operations and spontaneous emergency protocols, and be provided with an orientation of patrol vehicle/conveyance systems and communication equipment. The agency basic training course must include Youth Protection: Personal Safety Awareness training and emphasize assertive and practical ways in which an Explorer can prevent and stop inappropriate behavior from adults or other Explorers. Posts that permit Ride-Alongs in/on authorized special police conveyances must include training requirements and protocols for each conveyance.
- E. 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 also be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices.
- F. Explorers on a Ride-Along where authorized special police conveyances are used must wear the same safety equipment (i.e., helmet for bike patrol, personal flotation device for marine patrol, etc.) required for law enforcement officers.
- G. Ride-Along officers must have completed their field training program and probationary period, and be in good standing with their agency, before being allowed to supervise Explorers participating in the Ride-Along program. Ride-Along officers must also be provided a briefing on agency policy and standard operating procedures for Explorers participating in the Ride-Along program, and spontaneous emergency protocols prior to

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being permitted to having Explorers accompany them on patrol operations. Additionally, Officers must undergo the self-guided Youth Protection Training course for adults. The agency will determine which officers are approved to participate in the Ride-Along program.

- H. Medical release form permitting authorized agency representatives to approve emergency medical treatment for Explorers.
- I. Adherence to Law Enforcement Exploring policy on driving police vehicles, bloodborne pathogens, Hepatitis B vaccination declination, covert activities and other applicable policies. Sponsoring agencies participating in the Ride-Along program should give consideration to the following recommendations:
 1. It is strongly recommended every Explorer be required to wear a protective vest while accompanying a law enforcement officer on patrol operations.
 2. Whenever possible and practical, the Ride-Along officer and Explorer should be of the same gender.

3.8 Events that Require Submission of New Application for Certification

Ride-along certification remains valid until such time as one or both of the following events occur; the agency's Ride-Along Policy and Standard Operation Procedures are amended, or a new head of agency (Chief of Police, Sheriff, or director of the agency) is appointed. Should either of these events occur the sponsoring agency must submit a new Ride-Along Certification Application and supporting documentation.

4.0 Liability Insurance

Learning for Life provides primary liability insurance to the sponsoring agency of Law Enforcement Explorer Posts. Coverage for this insurance is contingent upon adherence to Learning for Life/Law Enforcement Exploring policies and procedures, to include certification of Ride-Along program if offered to Explorers by the sponsoring agency.

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.

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All incidents should be reported by the sponsoring agency, via telephone, to the local Learning for Life representative within 24 hours of the occurrence. As soon thereafter as possible, a LFL 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 in the Appendix Section of these Guidelines. The national office will coordinate with the legal counsel or other authorized representative from the sponsoring agency with regard to applicable liability insurance coverage.

Reference is made to **Section 2.9** (Media Relations Policy) of these Guidelines as it relates to incidents involving Explorers, adults or other individuals involved with Law Enforcement Exploring.

REVIEWED BY: JAR, DGF, BCM
REVIEWED DATE: February 28, 2014
WRITTEN BY: Lt. Brian McCarthy
SOURCE: HUDSON, NH PD
REVISED BY: JAR
REVISED DATE: February 22, 2018

SIGNATURE OF CHIEF: _____ DATE: _____