

Joliet Police Explorer Post 220



Policies and Procedures

Updated 08/09

11/11

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Chapter 1

1.0 Mission

The mission of the Joliet Police Explorer Program is to educate and involve the youth in police operations, and to provide them with an insight in a possible career in the field of Law Enforcement. Besides exploring the field of Law Enforcement, this post plans to develop the personal growth of each individual through emotional and physical confidence.

1.1 Goals

- A. Develop knowledge in the field of law enforcement.
 - 1. Through basic law enforcement principles and techniques
 - 2. Through participation in police department activities
 - 3. Through the ride along program
- B. Develop personal growth
 - 1. Through leadership experiences
 - 2. By improving self confidence through policing activities
 - a. Strengthening public speaking skills
 - b. Strengthening written communication skills
 - c. Demonstrating self discipline and commitment
 - 3. By encouraging social connections in the post
 - a. Identifying with a group of similar interests
 - b. Understanding teamwork and group dynamics
- C. To create a post of service, commitment and respect
 - 1. To the Joliet Police Department
 - 2. To our peers
 - 3. To our community
 - 4. To ourselves

1.2 Explorer Code

"I believe that America's strength lies in her trust in God and in the courage and strength of her people. I will; therefore, be faithful in my religious duties and will maintain a personal sense of honor in my life. I will treasure my American heritage and will do all I can to preserve and enrich it. I will recognize the dignity and worth of my fellow citizen and will use fair play and good will in dealing with them. I will acquire the exploring attitude that seeks the truth in all things on the frontiers of our changing world."

1.3 Police Department Policy

The Joliet Explorer Post exists as defined in Joliet Police General Order 5-17, and will operate under those established guidelines.

Chapter 2

2.0 Organizational Structure

The Joliet Police Explorer Post is composed of the Chief of Police and other sworn officers and youth of the community. The Chief of Police appoints the Post Committee Chairman and approves of the Advisor Committee participants.

2.1

Adult Leadership

- A. Executive Officer- Chief of Police
 - 1. The Executive Officer oversees the Joliet Police Explorer Program
 - 2. The Executive Officer appoints a Program Advisor and Post Committee Chairman
 - 3. The Executive Officer approves of Post Advisor participants
 - 4. the Executive Officer represents the Joliet Police Department at special events with the Boy Scouts of America and Learning For Life.
- B. Program Advisor- Captain or Lieutenant
 - 1. The Program Advisor is the liaison to the Executive Officer
 - 2. The Program Advisor appoints the Post Advisor and approves of Advisor participants
- C. Committee Chairman-Officer
 - 1. The Committee Chairman is the liaison between the post and Learning for Life
- D. Program Committee- Sergeants/Ranking Officers
 - 1. Program Committee provides guidance to the Advisors
 - 2. Program Committee guides and supports Post's goals and efforts
 - 3. Program Committee reviews, approves and provides logistic support to the Post's program and activities
 - 4. Program Committee reviews and approves requests to dismiss Explorers from the program, as well as serves as the appeals of any form of discipline in the post
- E. Post Advisor-Officer
 - 1. Post Advisor is responsible for recruiting and training adult leadership
 - 2. Post Advisor helps obtain resources as needed by the Post
 - 3. Post Advisor participates in Post meetings, setting the tone and modeling desired form of leadership.
 - 4. Post Advisor ensures that activities are conducted within the safety guidelines and requirements
 - 5. Post Advisor provides the necessary framework for protecting the participants of the Post from abuse
 - 6. The Post Advisor reports to the Program Committee on the progress, performance, and/or problems of the Post
 - 7. Post Advisor reviews formal requests for dismissal and forward requests to the Program Committee
- F. Associate Advisors-Officers
 - 1. Advisors participate in Post meetings, setting tone and modeling desired form of leadership
 - 2. Advisors develop post officers to lead, plan, and make decisions, as well as carry out planned activities

3. Advisors foster an environment within the Post that has a true sense of community and that encourages everyone's growth and responsibility towards one another, while upholding the standards and policies of the Joliet Police Department and Learning for Life
4. Advisors counsel Explorers on their work performance, educational pursuits, career plans or personal problems. The Advisors will take steps when necessary to rectify troubling situations
5. Advisors conduct exit interviews with Explorers prior to their separation from the Post
6. Advisors advise Explorers of career opportunities, educational programs, and related criminal justice oriented activities.
7. Associate Advisors help the Post Advisor delegate responsibilities and take on the role of the Post Advisor during the Post Advisor's absence
8. Advisors help recruit and process new Explorer participants
9. Advisors provide recognition for the individual achievements of post participants and tracking academic performance of each Explorer
10. Advisors set curriculum for training, arrange speakers/trainers for their specific expertise, and allocate training resources for each meeting
11. Advisors assist with fundraising both in the planning and participation of the fundraising activity
12. Advisors maintain a record of all uniforms and equipment issued to Explorers and are responsible for requesting additional uniforms/equipment
13. Determine and enforce immediate and appropriate discipline up to and including a formal request for dismissal of an Explorer

2.2 Organizational Chain of Command

- A. Executive Officer
- B. Program Advisor
- C. Program Committee
- D. Committee Chairman
- E. Post Advisor
- F. Associate Advisor- Sworn
- G. Associate Advisor- Non Sworn
- H. Parental Volunteers
- I. Role Players

Chapter 3 Explorer Applicants

3.1 Qualifications

- A. Applicants must be at least 14 yoa and have completed the eighth grade. Upon appointment, an Explorer may remain active until their 21st birthday

- * B. Applicant must be in good physical condition and able to participate in physical activity related to Post activities
- C. Applicant must have good moral habits, and have no prior arrest record or serious traffic violations, confirmed by a background investigation
- D. Explorer Post membership dues of \$~~15~~²⁴ are payable upon acceptance into the Joliet Explorer Post
- E. Applicants shall submit an application, be fingerprinted, and photographed
- F. Applicants will meet with Advisors for an oral interview
- G. Upon acceptance, each Explorer will be put on a probationary status of three months unless other arrangements have been made by Advisor staff. After the probationary period, Explorers gain active status

3.2 Active Status

In order to remain active in the Post, Explorers must meet the following requirements:

- A. Explorers must pay annual \$15 dues by March 1st of the current year, or within three months of joining the post.
- B. Explorers must review and abide by the rules, regulations, policies and procedures established by the Post, contained here within and as amended by the Adult Leadership Staff
- C. Explorers must maintain a minimum of a 2.5GPA in school academics. Explorers must be enrolled in school until graduation of high school. Once graduated, Explorers must either enroll in at least six credit hours in college or seek employment of at least 18 hours/week.
- * D. Explorers must maintain 75% attendance over a three month period at all Explorer meetings. Any absences from scheduled meetings must be communicated to the Post, either to the Explorer's immediate ranking Explorer or, if not available, to the Advising staff either by email or office phone message. Failure to notify the Post of any absence prior to the meeting will be considered an unexcused absence. Two unexcused absences will result in a one week suspension from the Post, including the meeting and any additional Explorer functions.
- E. If an Explorer will be absent for an extended amount of time, the Explorer will turn in a To-From for a leave of absence request, noting the date the request takes effect, and the date the Explorer will be expected to return to active status. If the leave extends one month, the Explorer will turn in any Post issued equipment, which will be reissued upon the Explorer's return.
- F. Explorer must meet minimum community service hours as determined by staff, not to fall below 50% over a six month period. If an Explorer signs up to work a detail, and is unavailable, it is the Explorer's responsibility to notify the Post using the methods described in 3.2-E and to find another Explorer to cover their hours.
- G. Any incident involving police contact outside of Post events, of questionable or negative context will be reported immediately to an Advisor.

- H. If an Explorer fails to meet any of the requirements for Active Status, the Explorer will be considered Inactive until the Explorer can meet the requirements. During Inactive Status, Explorers will turn in any Post issued equipment. Equipment may be reissued upon return to Active Status. An Explorer in Inactive Status will still be considered an Explorer until the Explorer notifies the Post of their separation from the Post, or the Explorer is notified by the Post of their expulsion. If the Explorer fails to communicate any leave of absence to the Post, or fails to return to the Post after the leave of absence has expired, the Explorer will remain Inactive until the beginning of the next calendar year, at which point the Explorer will not be re-chartered with the Post. The Post retains the right to reclaim Post issued property from separated Explorers.

3.3 Rules of Conduct

Explorers should remember that when on or off "duty", they are representing the Joliet Police Department, the City of Joliet, and the Joliet Explorer Post. They should act accordingly so as not to bring discredit upon him or herself, the department, the community, and the Learning for Life/Boy Scouts of America.

- A. Explorers will perform their assigned responsibilities to the best of their ability and according to department directives and Program policies. Explorers will perform their duties in a competent and timely manner.
- B. Explorers must exhibit the Exploring attitude and commitment both during Post events and throughout their personal lives. Explorers will hold their own code of conduct higher than that of their peers to ensure that they do not discredit the Program, the Joliet Police Department, or themselves.
- C. Explorer must exhibit the highest form of respect to all ranking Explorers, Adult Leadership Staff, outside law enforcement personnel, guest speakers/trainers, and adult volunteers.
- D. Explorers will demonstrate commitment and motivation during all Post events.
- E. Explorers will not aid or assist any person engaged in any unlawful act or immoral act
- F. Explorers will not release or divulge any information in relation to any official business of the Joliet Police Department to any unaffiliated persons.
- G. Explorers shall be punctual in reporting for duty and will complete their tour of duty unless relieved by an Advisor.
- H. Explorers shall be prepared for each Exploring event with proper equipment and attire.
- I. Explorers will maintain professional conduct at all times.
- J. Explorers will refrain from the use of profanity in public
- K. Explorers will not consume or use any alcoholic beverages.
- L. Explorers will not violate any laws
- M. Explorers will refer to Advisors/ ranking Explorers by their appropriate title
- N. Explorers will obey any lawful order from a ranking Explorer or Advisor

- O. Explorers will not remove or alter any files of either the Post or the Police Department
- P. Explorers will not use any illegal narcotic or drug
- Q. Explorers are not authorized to represent or identify themselves as a police officer. Explorers shall represent themselves as "Police Explorer" only when engaged in an authorized activity. Scenario training is an exception.
- R. Explorers will not use any form of tobacco while on duty.
- S. Explorers will refrain from fraternization with Adult leaders and affiliated adults, as defined in these policies
- T. Any Explorer who believes he or she may be in violation of these rules or any civil, criminal or traffic laws will report the violation to the Post Advisor at the first opportunity. Failure to do so will be considered a violation in of itself.

3.4 Discipline

- A. The Post will utilize a system of progressive discipline, to include immediate physical correction (such as push-ups), team accountability, written To-Froms, written reprimands, counseling sessions, referrals, suspensions, and up to expulsion from the Post.
- B. If an Explorer wishes to contest a disciplinary decision, the Explorer must submit a written To-From addressed to the Explorer Post Advisor, describing the details of the reason for the discipline, the discipline that was administered, and the reason(s) the discipline was inappropriate. If the discipline involves suspension or expulsion from the Post, or was administered by the Post Advisor, the To-From will be addressed to the Explorer Program Sergeant, however will be turned into an Advisor before being forwarded to the Sergeant.
- C. Formal discipline may be recorded in the Explorer's personnel file.

3.5 Recognition

- A. Explorers who perform exemplary in their duties should be recognized for their work. Forms of recognition used by the Post include verbal praise, group acknowledgement, letters of accommodation, Explorer Merit Ribbons, recommendation for Explorer of the Year, letters of recommendations, and so forth. If possible, formal recognition will be recorded in the Explorer's personnel file.

Chapter 4- Uniforms and Appearance

4.1 Uniforms

- A. Class A Uniforms
 - a. Long sleeve or short sleeve uniform shirt as appropriate, pressed or ironed (Provided by Post)
 - b. Uniform pants, pressed or ironed (Provided by Post)
 - c. Black socks
 - d. White undershirt (for short sleeve uniform) or black turtleneck (for long sleeve uniform)
 - e. Black shoes or boots, polished
 - f. Plain black belt

- g. Two black pens and pocket notebook
 - h. Nametag and any Post issued ribbons
 - * B. Class B Uniforms
 - a. Explorer polo shirt, clean and free of wrinkles (Provided by Post)
 - b. Black or navy blue work style pants
 - c. Black shoes or boots, polished
 - d. Black belt
 - * e. Post assigned headgear, worn with the bill forward, properly placed on the head. No headgear will be worn indoors unless otherwise specified.
 - * f. Two black pens and pocket notebook
 - C. Class C Uniform
 - a. Non issued shirt or polo with no distracting designs of appropriate size so as not to expose skin more than three inches below the neck or any part of the midsection
 - b. Pants, jeans, or bdu's, free of holes or distracting designs, of appropriate size, so as not to expose any undergarments, and worn with a belt around the waist
 - c. Shoes appropriate for the nature of the meeting or activity. No open toe shoes or high heels will be worn to official post meetings/activities
 - D. A \$20 refundable deposit will be required for the issuance of uniforms/equipment. Explorers must have active status in the Post to be issued Post uniforms (completing probationary status and making attendance/community service requirements). Upon leaving the Post, all Post and Department property must be returned in serviceable condition. Failure to do so will forfeit the deposit and result in legal action/criminal charges
 - E. Class A and B uniforms will only be worn during approved Explorer events. Any Explorer found to be wearing or publicly displaying Post property outside of a Post approved event will be disciplined up to and including termination from the Post. If the act violates 3.3-Q, criminal charges will be filed.
 - F. Personally purchased utility belts may be worn with Class B uniform only during specified training days. Personally purchased utility belts will be carried in and out of the training area, not worn. Utility belts and accessories will be purchased/worn only with the pre-approval of the Advising Staff, and will not include any type of defensive action equipment.
 - G. Any approved Redman training guns/equipment will be red in color so as to be standard and immediately identifiable as training equipment. Explorers will not use any type of projectile weapon for Joliet Post training. During outside Post training, Explorers will adhere to the equipment rules of the hosting agency.
- 4.2 General Appearance-Males
- A. Head hair will be worn neatly and not of distracting styles, and will be fashioned so as not to extend below the shirt collar.

- B. Color will be natural or, if artificial, a conservative variation of a color natural to human hair
- ✧ C. Facial hair must be neatly trimmed, conservative in style, as deemed appropriate by the Advising Staff.
- D. Explorers are allowed one conservative wrist watch and wedding ring(s), if married, while attending Exploring events
- ✧ E. No Explorer will wear earrings or any other visible piercing while attending Exploring events.
- F. Cosmetics will not be worn by any male Explorer
- G. All uniform items/clothing will present a neat and clean appearance that is in good repair.
- H. Shoes and boots will be clean, shined, and in good repair.
- I. All uniform shirts will be completely buttoned, except the top button on the summer uniform shirt and the top two buttons of the polo shirt.

4.3 General Appearance-Females

- A. Head hair will be neatly shaped and arranged, and fashioned so as not to extend lower than a horizontal line drawn from the top outer edge of the shoulders while attending Explorer events
- B. Head hair will be either natural or a conservative artificial color variation of a natural hair color, and will not be extreme or distracting in style
- C. Explorers are allowed one conservative wrist watch and wedding rings, if married, while attending Exploring events
- D. No Explorer will wear earrings or other visible piercings while attending Exploring events
- E. Female Explorers will limit their use of cosmetics and fingernail polish to be conservative in nature
- F. All uniforms items/clothing will present a neat and clean appearance that is in good repair
- G. Shoes and boots will be clean, shined, and in good repair.
- H. All uniform shirts will be completely buttoned, except the top button on the summer uniform shirt and the top two buttons of the uniform shirt.

Chapter 5- Explorer Leadership

5.1 Post Youth Leadership Positions Established

The Explorer Post will be organized to have youth leaders serving in positions within the Post to lead the organization and to help develop leadership qualities in an individual. These positions will be appointed by the Advisor Staff, subsequent to an application process. Positions will be terminated by the Explorer leaving the Post, reaching their 21st birthday, making a request to step down from appointed position, or by request of the Advisor Staff.

5.2 Post Youth Leadership Requirements

- A. The Post will provide rank testing each year to allow Explorers experience in leadership positions.

- B. Explorer must be a member of the Post for at least one year, with active status to apply for leadership.
- C. Explorer must be up to date on all dues and tests
- D. Explorers may apply for an open position by submitting a standardized application.
- E. Explorers will be required to complete the testing process, to include a written test, physical agility test, and oral interview with the Advising Staff.
- F. Additionally, the position of Post Captain requires that an Explorer be a member at least one year and at least 16 years of age at time of appointment
- G. The Advisor Staff may make exceptions to any of above listed criteria as they see fit.
- H. Explorers in leadership positions will be required to maintain 90% attendance at all meetings, and 75% attendance at community service events. Ranking Explorers will also be expected to attend Advisor Meetings.

5.3 Youth Leadership Positions and Duties

In addition to fulfilling the basic responsibilities of all Explorers, ranking Explorers will also:

- A. Captain
 - a. Serve as youth leader of the Post
 - b. General supervision of all Explorers in the performance of their duties during any Exploring event
 - c. Ensuring that all rules, regulations, and policies are adhered to. Any infractions will be recorded in writing and referred to the Advisor Staff
 - d. Notifying all Explorers of any changes in the program policy, rules and regulations
 - e. Reporting any condition that adversely affects the functioning of the Post or the safety of the Post members
 - f. Direct supervision of the Lieutenants, Sergeants, and Squad Leaders
 - g. Inspecting or causing to be inspected on a periodic basis all members for appearance in uniform
 - h. Coordinating the basic training of all new Explorers
 - i. Any other duties assigned by the Advisor Staff
- B. Lieutenant
 - a. Assume responsibility of Post Captain in their absence
 - b. Leads the recruiting and admissions of new Explorers
 - c. Organizes and recognizes achievements of Post members
 - d. Tracks attendance and community service hours of all Post members
 - e. General supervision of lower ranking/non ranking Explorers
 - f. Reporting any condition that adversely affects the functioning of the Post or the safety of the Post members
 - g. Ensuring that all rules, regulations, and policies are adhered to. Any infractions will be recorded in writing and referred to the Advisor Staff

- h. Any other duties assigned by the Advisor Staff or Post Captain
- C. Sergeants
 - a. Secretary
 - i. Assists Lieutenant with all record keeping duties
 - ii. Handles Post correspondence and minutes
 - iii. Maintains training and activity records
 - iv. Tracks attendance and community service hours of all Post members
 - v. General supervision of lower ranking/non ranking Explorers
 - vi. Reporting any condition that adversely affects the functioning of the Post or the safety of the Post members
 - vii. Ensuring that all rules, regulations, and policies are adhered to. Any infractions will be recorded in writing and referred to the Advisor Staff
 - viii. Field Training Officer for new Explorers
 - b. Treasurer
 - i. Maintains financial records and monitors Post budget
 - ii. Communicates Post's finances to Advisor Staff on regular basis
 - iii. Plans and monitors Post fundraising programs and reports on Post fundraising efforts to Advisor Staff
 - iv. Tracks uniform and equipment issued to Explorers
 - v. Requests necessary uniform/equipment to Advisor Staff
 - vi. General supervision of lower ranking/non ranking Explorers
 - vii. Reporting any condition that adversely affects the functioning of the Post or the safety of the Post members
 - viii. Ensuring that all rules, regulations, and policies are adhered to. Any infractions will be recorded in writing and referred to the Advisor Staff
 - ix. Field Training Officer for new Explorers
- D. Squad Leaders-if appropriate
 - a. Each Squad Leader will be assigned of a squad of three to eight Explorers
 - b. Responsible for appearance and timeliness of all squad members
 - c. Inspects squad members periodically for acceptance of uniform of the day
 - d. Relays information as to whereabouts, Excused absences, injuries

5.4 Youth Officer Chain of Command

- A. Program Committee
- B. Post Advisor
- C. Associate Advisors
- D. Captain
- E. Lieutenants
- F. Sergeants

- G. Squad Leaders
- H. Explorers based on Seniority

Chapter 6-Youth Protection

6.1 BSA Youth Protection Requirements

- A. Joliet Explorer Post Advisors will be familiar with the Youth Protection Guidelines as explained in The Explorer Leader Handbook, A31.
 - a. All Advisors will complete BSA Youth Protection training
 - b. The sworn Post Advisors will ensure that thorough background checks are completed on all non-sworn Advisors
 - c. The Post will establish policies and amend activities to create barriers to abuse within the Program
 - d. Advisors are to encourage Explorers to report improper behavior so as to identify offenders quickly
 - e. Two deep leadership- Two Advisors are required present as a minimum for any post event
 - f. All counseling and interactions with individual Explorers will require a minimum of two Advisors present. No one-on-one contact is allowed. The Ride-Along Program is an exception.
 - g. During any extended or overnight event, Explorers and Advisors will have separate accommodations and be separated by gender. This will include either separate showering facilities or a schedule to ensure separation by gender and adult/youth. All extended and overnight events will require at least one Advisor present of each gender of Explorer present.
 - h. Any time internal abuse is suspected, Advisors will document the allegations, advise the Adult Chain of Command, notify the Organizational Head (Chief) and notify Learning for Life.
 - i. The Post will remove adult leadership accused of internal abuse pending a police investigation of allegations.
 - j. Fraternalization between Explorers and Advisors, despite the age of the Explorer, is strictly forbidden both by this Post and the Boy Scouts of America/Learning For Life. Violations will be considered internal abuse and will result in removal of the Advisor from the Program at a minimum.

6.2 Harassment

The Joliet Explorer Post requires that all members treat one another with respect and dignity. Any conduct that is unwelcome, whether verbal, physical, or visual, including unwanted touching, will be classified as harassment. No acts of harassment will be tolerated in the Post.

- A. Members will not ridicule, mock, or belittle any person
- B. Members will not make offensive or derogatory comments based on race, color, sex, religion, national origin, sexual orientation, individual disabilities or similar personal topics to another person.

- C. Members will cooperate in teams with fellow Explorers regardless of personal preferences towards one another.
- D. All harassment incidents will be reported to an Advisor immediately
- E. Advisors will document and investigate each report of harassment
- F. Findings in all reports will be reported to the Post Committee
- G. Explorers found to be in violation of this Harassment policy may be disciplined up to and including dismissal from the Post

Chapter 7- Post Activities

7.1 Requirements

- A. Each member must be willing and able to participate in scheduled training, meetings, and activities, will required equipment including two black pens and pocket notebook.
- B. Training may include classroom lectures, demonstrations, guest speakers, tours, use of various visual and audio aids, oral and written assignments, written tests, and practical exercises.
- C. Parental permission and release forms may be required for participation in certain Joliet Police activities
- D. At least two advisors are required for all meetings, activities, training, and conferences. The Youth Protection guidelines of Chapter 6 will be adhered to.
- E. It is the Explorer's responsibility to notify their Squad Leader, or the next rank in their chain of command, if they are unable to attend a meeting or activity.
- F. An Advisor must be notified at the first opportunity if an Explorer will be participating in any law enforcement activity outside of the Joliet Explorer Post
- G. Any foreseen absences must be reported to the Post prior to the scheduled meeting time, either through Explorer Chain of Command, or by email/office phone message. Officer cell phones should not be utilized to report absences.

7.2 Meetings

- A. Meetings will consist of Post business and some type of training.
- B. Post meetings will be held on every Thursday from 6pm until 9pm unless otherwise arranged.
- C. It will be the duty and responsibility of Explorers to attend meetings on a regular basis. To remain active, Explorers must maintain a 75% attendance record
- D. New members will be introduced on the first night of the month.
- E. Members must be fully prepared for each meeting with appropriate uniform and equipment
- F. If an Explorer misses a meeting, the Explorer is responsible for any information they may have missed.
- G. New members will be training by appointed FTOs, (ranking Explorer officers) for a three month period.

7.3 Community Service

- A. All Explorers will participate in community service events that become available to the Post
- B. Events for the City include The Taste of Joliet, parades, Race Car Rally, Waterway Days, Child Safety Seat Checkpoints, Fourth of July Celebrations, and any other special event that offers the opportunity to utilize the Explorers
- C. Explorers may be required to register information, direct traffic, cross pedestrians, park vehicles, or any other reasonable task assigned to them. Explorers will not take on sworn duties, nor will they represent themselves as sworn officers at any time.
- D. At least two Explorer Advisors will be present at any community service event to ensure the safety and well being of the Explorers present. Explorers will report their arrival and departure to the present Advisors, as well as any concerns or problems.
- E. Explorers will maintain professionalism and proper conduct at all times

7.4 Academies

- A. Explorers may be eligible to attend Exploring academies as are available and verified as approved by the hosting region's Learning-For-Life office.
- B. If the academy is outside the 50 mile range of Joliet, the Post Advisors will be responsible for obtaining a Tour Permit through the BSA.
- C. Satisfactory completion of an Explorer academy will be required for the Explorer Captain and Lieutenants positions.
- D. During attendance at an Explorer academy, Joliet Explorers will adhere to the rules and regulations of the academy. This will include command structure and reporting policies. Only for safety or Youth Protection concerns will an Explorer disregard the academy's policy and directly report to an Advisor or competent adult leader.

7.5 Conferences

- A. Explorers may be considered for participation in regional, state, and/or national conferences.
- B. An Explorer must be a member for at least six months to be considered
- C. Explorers will adhere to rules and regulations set forth by the conference
- D. If the conference is outside the 50 mile range of Joliet, Post Advisors will be responsible for obtaining a Tour Permit through BSA.

Chapter 8- Ride-Along Program

8.1 Ride-Alongs

The Explorer Post promotes and encourages Explorers to ride as passenger observers with police officers for experience and educational reasons.

- A. All ride-alongs must be approved by the Watch Commander
- B. All Explorers must complete and have a parent/guardian sign the Joliet Police Department Release and Covenant Not to Sue. The form must be turned in to the division commander in which the ride-along occurs at least three days before the desired date.
- C. Any Explorer 18 years old or older may participate in the Ride-Along Program as defined in Joliet Police General Order 9-13.

- a. The Explorer will ride with any officer that the Watch Commander assigns to them.
 - b. The Explorer may request to ride with a particular officer, and it will be the Watch Commander's final decision whether or not to honor that request
 - c. Explorers will dress appropriately, wearing their Department issued polos, and khaki pants.
 - d. All Explorers will be considered observers only, and under the direct supervision of the officer to whom they are assigned. Explorers will remain in the vehicle when directed to do so, and will use vehicle seatbelts in accordance with the Illinois Vehicle Code.
 - e. Explorers will refrain from becoming physically involved in incidents that are likely to risk his or her physical well being.
 - f. Explorers are not allowed to carry any weapons, including training equipment such as Redman guns and handcuffs.
 - g. At the discretion of the Watch Commander, the Explorer may be able to attend roll call for the watch during which they ride.
 - h. The ride-along may be terminated at any time for any behavior that violates any of the Explorer policies, Department policies, or is of safety concern.
 - i. Explorers will be allowed to participate in one 8hr ride-along per month. Ride-along hours will be documented by the Post Explorer Sergeants each month.
- D. Any Explorer between 16 and 18 years of age may participate in a Ride-Along under the following requirements
- a. The Explorer must ride with a Post Advisor
 - b. The Watch Commander or Division Commander will still have final approval of granting the ride-along
 - c. Explorers will dress appropriately, wearing their Department issued polos, and khaki pants.
 - d. All Explorers will be considered observers only, and under the direct supervision of the officer to whom they are assigned. Explorers will remain in the vehicle when directed to do so, and will use vehicle seatbelts in accordance with the Illinois Vehicle Code.
 - e. Explorers will refrain from becoming physically involved in incidents that are likely to risk his or her physical well being.
 - f. Explorers are not allowed to carry any weapons, including training equipment such as red man guns and handcuffs.
 - g. At the discretion of the Watch Commander, the Explorer may be able to attend roll call for the watch during which they ride.
 - h. Explorers will be allowed to participate in one 4hr ride along per month. Ride-along hours will be documented by the Post Explorer Sergeants each month.

Chapter 9- Acceptance of Policies

9.1 Issuing

Upon Post acceptance of these policies, a copy will be issued to each participating member of the Post including both Explorers and Advising Staff. Each member will review the policies and sign the included waiver indicating that the member agrees to abide by the policies and understands that violations can result in termination from the Post and legal action if appropriate. Explorers will also have a parent or guardian sign their waiver indicating that the parent/guardian understands and accepts the policies.

9.2

Changes

Changes can be made at any time to these policies as determined and agreed upon by the Advising Staff. Any changes will be made available to all Explorers in writing. Explorers will be held accountable for any changes to policies that they have been made aware of.

Ten Code List

- 10-20 Location
 - 10-21 Call ... by telephone
 - 10-22 Disregard
 - 10-23 Arrived at scene
 - 10-24 Assignment completed
 - 10-25 Report in person (meet)...
 - 10-26 Detaining subject, expedite
 - 10-27 Drivers license information
 - 10-28 Vehicle registration information
 - 10-29 Check for wanted
 - 10-30 Unnecessary use of radio
 - 10-31 Crime in progress
 - 10-32 Subject with gun
 - 10-33 Emergency
 - 10-34 Riot
 - 10-35 Major crime alert
 - 10-36 Correct time
 - 10-37 (Investigate) suspicious vehicle
 - 10-38 Stopping suspicious vehicle
 - 10-39 Urgent - use lights, siren
-
- 10-40 Silent run - no lights, siren
 - 10-41 Beginning tour of duty
 - 10-42 Ending tour of duty
 - 10-43 Information
 - 10-44 Permission to leave...for...
 - 10-45 Animal carcass at...
 - 10-46 Assist motorist
 - 10-47 Emergency road repair at...
 - 10-48 Traffic standard repair at...
 - 10-49 Traffic light out at...
 - 10-50 Accident (F, P, PD)
 - 10-51 Wrecker needed
 - 10-52 Ambulance needed
 - 10-53 Road blocked at...
 - 10-54 Livestock on highway
 - 10-55 Suspected DUI
 - 10-56 Intoxicated motorist in
 - 10-57 Hit and run (F, P, PD)
 - 10-58 Direct traffic
 - 10-59 Convoy or escort
-
- 10-60 Squad in vicinity
 - 10-61 Isolate self for message
 - 10-62 Reply to message
 - 10-63 Prepare to make written copy
 - 10-64 Message for local delivery
 - 10-65 Net message assignment
 - 10-66 Message cancellation
 - 10-67 Clear for net message
 - 10-68 Dispatch information
 - 10-69 Message received
 - 10-70 Fire
 - 10-71 Advise nature of fire
 - 10-72 Report progress of fire
 - 10-73 Smoke report
 - 10-74 Negative
 - 10-75 In contact with ...
 - 10-76 Enroute
 - 10-77 ETA (Estimated Time Arrival)
 - 10-78 Request Emergency Backup
 - 10-79 Notify coroner
-
- 10-80 Pursuit
 - 10-81 Deathlyzer
 - 10-82 Reserve lodging
 - 10-83 Work school Xing at...
 - 10-84 If meeting...advise ETA
 - 10-85 Deincyed due to...
 - 10-86 Officer/operator on duty
 - 10-87 Pickup/distribute checks
 - 10-88 Present telephone # of...
 - 10-89 Bomb threat
 - 10-90 Alarm at
 - 10-91 Pick up prisoner/subject
 - 10-92 Improperly parked vehicle
 - 10-93 Blockade
 - 10-94 Drag racing
 - 10-95 Prisoner/subject in custody
 - 10-96 Mchinal subject
 - 10-97 Check (test)
 - 10-98 Prison/jail break
 - 10-99 Wanted/stolen indicated

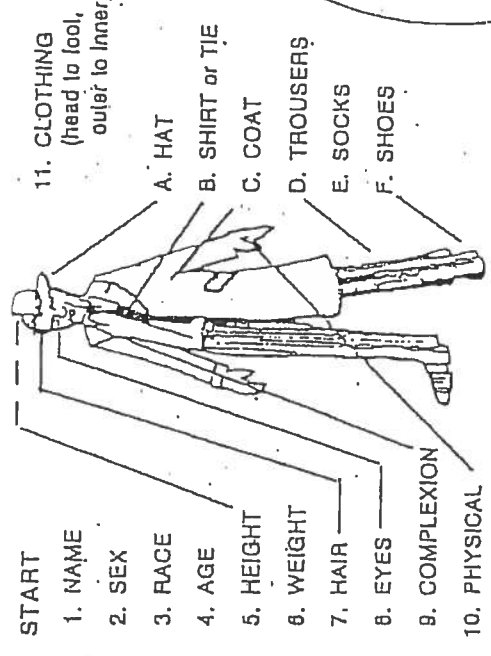
bold - most commonly used

STANDARD DESCRIPTION OF CARS



- C. COLOR *Red over white*
Start at top and move down
- Y. YEAR *88*
- M. MAKE *Chrysler*
- M. MODEL *New Yorker*
- U. BODY *2 door hardtop*
- A. *(Additional Description)*
- L. LICENSE *AB 1234*
- S. SERIAL *2P3B766842R123456*
(VIN)

STANDARD DESCRIPTION OF PERSON



- START
- 1. NAME
- 2. SEX
- 3. RACE
- 4. AGE
- 5. HEIGHT
- 6. WEIGHT
- 7. HAIR
- 8. EYES
- 9. COMPLEXION
- 10. PHYSICAL
(scars, marks, limp, etc.)

PHONETIC ALPHABET

It may be necessary to spell unusual names or words using the phonetic alphabet.

Correct Usage: A-Adam, B-Boy, C-Charles
 Incorrect Usage: A "as in" Adam, B "as in" Boy, etc.

A	Adam	J	John	S	Sam
B	Boy	K	King	T	Tom
C	Charles	L	Lincoln	U	Union
D	David	M	Mary	V	Victor
E	Edward	N	Nora	W	William
F	Frank	O	Ocean	X	Xray
G	George	P	Paul	Y	Young
H	Henry	Q	Queen	Z	Zebra
I	Ida	R	Robert		



JOLIET POLICE DEPARTMENT

EXPLORER POST 220

"Today's Explorers... Tomorrow's Law Enforcement Officers"

CHILD'S FULL NAME: _____ DOB: _____
(LAST, FIRST, MIDDLE INITIAL)

ADDRESS: _____ CITY: _____ ZIP CODE: _____

CELL PHONE: _____ HOME PHONE NUMBER: _____

Email _____

SOCIAL SECURITY NUMBER: _____ Nickname/Alias _____

DRIVERS LICENSE NUMBER: _____ Expires _____ Valid _____

NAME OF PARENTS: _____ (MOTHER) _____ (FATHER)

CELL PHONE NUMBER: _____ (MOTHER) _____ (FATHER)

MOTHER'S EMPLOYER: _____ PHONE NUMBER: _____

FATHER'S EMPLOYER: _____ PHONE NUMBER: _____

Email parent _____ Email _____

CLOSEST LIVING RELATIVE: _____ (NAME) _____ (RELATIONSHIP TO CHILD)

(ADDRESS/CITY/ZIP) (PHONE NUMBER)

Junior High School _____ Year _____ GPA _____

High School _____ Year _____ GPA _____

College _____ Year _____ GPA _____

Employer _____ Dates? _____ Reason for leaving? _____

Employer _____ Dates? _____ Reason for leaving? _____

May we contact your employer for references? _____

How did you find out about the Explorer Program? _____

MEDICAL INFORMATION

LIST ANY MEDICATIONS: _____

ALLERGIES: _____

(FOOD, MEDICINE, INSECTS, PLANTS, ETC.)

DATE OF LAST TETANUS SHOT: _____

GENERAL MEDICAL HISTORY: _____

(Asthma, Cancer, Convulsions, Diabetes, Heart Trouble, Hemophilia, High Blood Pressure, Kidney Disease, ETC.)

FAMILY PHYSICIAN: _____ PHONE NUMBER: _____

INSURANCE INFORMATION:

INSURANCE COMPANY: _____

POLICY NUMBER: _____

X _____
(PARENT/GUARDIAN SIGNATURE)

(DATE)

Are you or have you ever been a gang member? _____

Name of Gang _____ Years of involvement _____ Nickname _____

Ever Arrested or been fingerprinted? _____

Arrests _____ For? _____ When _____ Where? _____

Immediate family member (parents or siblings) arrested ? _____ gang member? _____

Ever been on parole or probation? _____ When and jurisdiction? _____

Ever been reported missing runaway? _____ jurisdiction? _____ when? _____

Do you currently have a Firearms Owners Identification Card and if not is there a reason you cannot get one (felon, mental illness, unlawful alien)? _____

Do you smoke? _____ How often _____ How long? _____

Do you drink alcohol? _____ How often _____ How long? _____

Ever received a traffic ticket or citation? _____ When _____

When? _____ Jurisdiction? _____

Do you have any health(physical) problems that would prevent you from full participation from the Explorer

Program? _____

Do you have any medical (mental), personal (including court cases), or health issues which advisors should be made aware of?

Details _____

Are you able to commit to weekly meetings? _____ Community Events? _____

If no explain _____

Social Clubs or School activities(including sports) _____

How often and dates active? _____

Name 2 references that you have known for over a year that are not family members that can vouch for your integrity.

Name Phone number Email address Relationship

Name	Phone number	Email address	Relationship

In your own words what is the reason that you would like to be a Joliet Police Explorer? Do you understand that there is a level of commitment that will be required from you to continue to participate with this program once that you are accepted? Do you have an interest in either law enforcement or in the military and also what career or life goals do you currently have?

Signature of Applicant _____ DATE _____

Internal Use Only

Joliet Explorer Post Policies

I, _____ have received, read and understand the Joliet Explorer Post 220 Policies that have been issued to me. I agree to abide by the Policies and uphold the Explorer Code of Conduct. I understand that any violation of the Policies can lead to disciplinary action against me, including dismissal from the Explorer Post and if appropriate, legal action.

Explorer Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



JOLIET POLICE DEPARTMENT

EXPLORER POST 220

"Today's Explorers...Tomorrow's Law Enforcement Officers"

EMERGENCY MEDICAL INFORMATION

MEDICAL RELEASE WAIVER

In the event of illness or injury occurring to my child I consent to x-ray examination, anesthesia, and/or medical or surgical diagnostic procedures or treatment considered necessary in the best judgment of the attending physician and performed by or under the supervision of a member of the medical staff of the hospital furnishing medical services. It is understood that in the event of a serious illness or injury, reasonable efforts to reach me will be attempted.

ANY EXPLORER AT ANY TIME THAT IS UNABLE TO PERFORM PHYSICAL ACTIVITY, OF ANY FORM WILL NEED DOCUMENTATION FROM A CERTIFIED MEDICAL AUTHORITY EXPLAINING THE CONDITION AND LEVEL OF PHYSICAL LIMITATIONS.

Physically demanding activities are sometimes conducted to include physical training, running, long periods of standing, and other strenuous activity. Absent documentation, the attending explorer is expected to participate in all physical activities without hindrance. Copies of Sports "Current" Physicals are *highly encouraged*.

I also give my full consent to adult members of the Explorer Post to act as my child's guardian in my absence. The Explorer Post can provide and/or seek medical attention for my child.

X _____
Explorer Signature Date

X _____
Parent/Guardian Signature Date



JOLIET POLICE DEPARTMENT

EXPLORER POST 220

“Today’s Explorers... Tomorrow’s Law Enforcement Officers”

Explorer Post 220 Property Receipt

_____ was issued the following property from Joliet Explorer Post #220

_____ Polo _____ T-shirt _____ Baseball Cap

_____ Class A blouse _____ Class A pants _____ BDU pants

_____ Canteen _____ ID _____ Long sleeve shirt

_____ Stocking Cap

By signing this form, above mentioned Explorer takes responsibility for checked items, and agrees to return each item upon leaving the post, turning 21 years of age, or by request of any Advisor at any time. Otherwise, this Explorer is responsible for the cost of replacement of unreturned items.

Signed:

Explorer

Advisor

Date

CITY OF JOLIET
150 W. JEFFERSON ST.
JOLIET, ILLINOIS 60432

GENERAL RELEASE, INDEMNITY, HOLD HARMLESS AGREEMENT AND
COVENANT NOT TO SUE

In consideration for agreement at the request for services of the City of Joliet and the Explorer Post #200 I, _____, do hereby release, acquit, discharge, indemnify, and hold harmless the City of Joliet, their officers, personnel, employees and agents from any and all causes of action, including personal injury, illness, death, property damage, cost, charges, claims, demands, and liabilities of whatever kind, name, or nature, or nature in any manner arising from the presentation of these services.

Moreover, I hereby agree not to initiate suit or any form of litigation or judicial proceedings or to make any claim or claims of any type against the City of Joliet, their officers, personnel, employees and agents to include but not limited to death, personal injury; medical claims or property damage, directly or indirectly relating to or arising from or arising out of or by reason of my participation and utilization of the Explorer Post #200 Program.

This agreement is intended to cover all claims for all injuries, fatal or nonfatal, and illness of every type, kind or nature and property damage, if any, which are or may be sustained or suffered from any cause whatsoever directly or indirectly connected with or arising out of or by reason of my participation in the aforementioned Explorer Post #200 Program.

Furthermore, I agree to reimburse the City of Joliet as required by applicable regulations and the laws of the United States of America, State of Illinois and the City of Joliet for any costs, debts, or liabilities predicated upon the loss of, damage to, or destruction of any property owned, leased, or controlled by the City of Joliet which occurs as a result of my intentional or negligent acts of omissions or being a participant of an institution requesting the aforementioned services.

DATE

PARTICIPANT

DATE

PARENT/GUARDIAN

Joliet Police Explorer Post #220

Media/Publicity Waiver

Dear Parents:

There will be times throughout the year when our Explorers will be involved in projects and events that gain media attention. Furthermore, the Joliet Police Department and the Joliet Explorer Post may also document such events for community outreach and to promote the Post's work.

Please indicate below if your child's name, picture, and/or likeness may be used as mentioned above during their involvement with the Post.

Also, each member of the Joliet Explorer Post MAY NOT advertise or represent the City of Joliet, the Joliet Police Department, or the Joliet Explorer Post to the media or on any form of social media without prior expressed consent. This includes speaking to any member of the press as an Explorer, and posting any comments or pictures of Post training and/or events.

I give permission for the Joliet Police Department and the Joliet Explorer Post 220 to use my/my child's (_____) name, picture, and/or likeness. I further understand and agree to abide by the media policy as explained above.

(Signature of Explorer)

(Date)

(Signature of Parent/Guardian)

(Date)