

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Ancillary Organizations		P&P-N-101
Explorer Program		
Effective Date: 06-27-18 Supersedes: 09-15-16	Approval: Sheriff	Number of Pages: 6
References: 18-3-401 CRS, P&P-A-107	Reevaluation Date: Annually	Standards: CALEA 16.4.1, COM 3.2.1

I. POLICY

Explorer Post 10-4 is an authorized 501(c)(3) auxiliary organization of the Douglas County Sheriff's Office, is chartered through the Boy Scouts of America, and a member of the Learning for Life Denver Area Council. Explorers are not sworn officers and must follow under the direction of the deputy or supervisor to which they are partaking in any authorized explorer activity.

Explorers must adhere to all Douglas County Sheriff's Office Policies and Procedures.

II. PROCEDURE

This program provides invaluable training and insight to the youth of our community who have an interest in law enforcement.

A. Officer / Advisor Criteria for Involvement

1. Both commissioned and civilian members of this Office may serve as advisors to the Explorer Post.
 - a. The member shall have a minimum of one-year experience with the Sheriff's Office.
 - b. The member shall have no compromising disciplinary actions on file.
 - c. The member will be familiar with the objectives and guidelines of the Explorer Program, specifically the observation program.
 - d. The member will have the approval of their supervisor.

B. Meetings, Activities, Events

1. An Explorer Post advisor, or an approved Office member, are required to be present at all Explorer Post meetings, events, or activities involving the use of Explorers.
2. A male and female advisor and/or member must be present and supervising any such event, meeting, or activity that lasts overnight, when no other Explorer Posts are at the overnight stay venue. On overnight stays where other Explorer Posts are attending and staying at the same venue, then the number of advisors will be determined by the number of explorers attending the overnight stay event. This will be decided by the Post Head Advisor with approval from the chief deputy that oversees the explorer program.

III. FRATERNIZATION

Explorers shall not knowingly fraternize with, or do favors for, any person in the custody of this Office or recently released from this Office. Explorers shall not socialize outside of sanctioned Post activities with any member of this Office without expressed approval of the designated Division Chief, Undersheriff or Sheriff.

IV. MEMBER RELATIONSHIPS

It will be considered a conflict of interest to the Explorer Post and the Douglas County Sheriff's Office for any Douglas County Sheriff's Office employee to involve themselves in a personal (social, dating or intimate) relationship with any member within the Post. Explorers will not be involved in such relationships with any member of the Douglas County Sheriff's Office. All members of this Office are considered to be "One in A Position of Trust" with Explorers. (C.R.S. 18-3-401 3.5)

V. EXPLORER POST RANK IN SUCCESSION

Sheriff
Undersheriff
Chief Deputy
Post Head Advisor
Associate Advisor
Explorer Captain
Explorer Lieutenant
Explorer Sergeant
Explorer

VI. INSURANCE AND INJURIES

A. INSURANCE

As a chartered member, the Boy Scouts of America provides general liability coverage (BSA general liability insurance program) for registered volunteer Explorers with respect to claims arising out of an official scouting activity, which is defined in the insurance policy as consistent with the values, charter and bylaws, rules and regulations, the operations manuals, and applicable literature of the Boy Scouts of America. This BSA general liability policy provides coverage for a bodily injury or property damage claim that is made and arises out of an official Scouting activity.

Unauthorized activities are not considered official Scouting activities and therefore not covered by the BSA general liability insurance program. A list of BSA unauthorized activities can be found in the *Guide to Safe Scouting* at the Boy Scouts of America website at <https://www.scouting.org/health-and-safety/gss/>. The BSA general liability policy *does not* provide indemnification or defense coverage to those individuals who commit intentional and/or criminal acts.

In the event of an injury to an Explorer during an authorized Exploring activity, the BSA general liability insurance program provides primary coverage if the Explorer is not covered by other personal insurance. If the Explorer is covered by applicable personal (medical or auto insurance, depending on circumstance of the injury), then the BSA liability insurance program serves as secondary insurance coverage.

Generally, authorized activities include event(s), meeting(s) or training(s) that are approved by the Post Head Advisor.

B. INJURIES

The advisor assigned to the explorer event(s), meeting(s) or training(s) shall notify the on-duty patrol supervisor and the Post Head Advisor as soon as practical of any injuries to any Explorer. The patrol supervisor or the Post Head Advisor will determine who shall be contacting the injured Explorer's parent or guardian if they are a minor.

In the event of an injury, the advisor assigned, on duty patrol supervisor or the Post Head Advisor must complete the BSA Incident Report via their *Boy Scouts of America Incident Reporting Tool* at https://filestore.scouting.org/filestore/pdf/680-016_fillable.pdf and submit the completed report to the Learning for Life Denver Area Council. Attachments such as photos, statements, and this incident report form can be added during online entry and are helpful.

Also, all proper Douglas County Notice of Injury paperwork shall be completed by the assigned advisor, on duty patrol supervisor or the Post Head Advisor if that individual was at the event(s), meeting(s) or training(s) when the explorer was injured. A copy of the BSA incident report shall also be attached to the Douglas County Notice of Injury report(s).

VII. PRE SELECTION STANDARDS

Applicants for new Explorers will be accepted between August-October each year. The application deadline can be extended as needed by the Post Head Advisor. An annual open house will be held each year in the fall for new Explorers.

A. Membership requirements for the Sheriff's Office Explorer Program:

1. Any person at least fourteen (14) years of age and who has completed the 8th grade, or at least fifteen (15) years of age and not yet twenty (20) years of age.
2. Good physical and mental condition.
3. A minimum 2.0 academic grade point average prior to, and maintained after appointment.
4. Able to effectively communicate in written and spoken English.
5. Possess the qualities of honesty, maturity, self discipline and initiative.
6. Have the desire to learn.
7. Make a commitment to volunteer their time to serve this agency and community.
8. Successfully meet the requirements outlined in the applicant phase of the Explorer Phasing Program.
9. Have parent/guardian approval to participate in the Explorer activities.
10. Person ineligible to participate in the Sheriff's Office Explorer Program:
 - a. Individuals who do not meet the age requirements.
 - b. Individuals who are unable or unwilling to satisfy the commitment of time and responsibility associated with the Explorer Program.
 - c. Individuals who are unable to successfully pass any portion of the selection process.
 - d. Individuals who have been adjudicated guilty of a criminal offense, which would preclude the individual from effectively performing as an Explorer.

- e. Individuals who fraudulently made false statements during the application phase.

VIII. RIDE-ALONG

A. Guidelines:

1. Explorers participating in the ride-along program must have successfully completed the Applicant and Training Phases.
2. Explorers under the age of 16 are prohibited from riding with patrol.
3. Explorers under the age of 18 are prohibited from riding with patrol between the hours of 0001 to 0600.
4. Explorers wishing to ride must complete a *Ride-Along / Work Program* form at least 48 hours prior to the scheduled time of observation. This includes parental approval and signature if the Explorer is less than 18 years of age.
5. The Post Head Advisor or Associate Advisor must approve the ride-along prior to the time of observation (cannot be same officer / advisor as the Explorer will be riding with).
6. A medical release must be signed allowing the deputy to consent as guardian for the Explorer if emergency medical treatment is required. This release must be on file in the Explorer's file.
7. Explorers wishing to ride must schedule the observation with the shift supervisor after receiving Explorer Advisor approval and completing of the *Ride-Along / Work Program* form.
8. Explorers should report for assignment 15 minutes before the shift roll call.
9. The *Ride-Along / Work Program* form must be given to the shift supervisor at the start of briefing. An Explorer without the properly completed form will be denied the ride-along.
10. The shift supervisor must sign the front of the *Ride-Along / Work Program* form.
11. On the reverse of the form is an *Explorer Post Evaluation* form. The deputy who the Explorer is riding with will complete this form. This form will be forwarded directly to the Post Head Advisor. Under no circumstance is the form to be returned to the Explorer.
12. Explorers will ride only with the deputy to whom they are assigned and Explorers must follow all instructions and orders given to them by the deputy.
13. Explorers must be properly dressed in business attire or Explorer uniform.
14. Willful disobedience or discourtesy to a DCSO employee will result in the immediate termination of the ride.
15. No Explorer, whether in uniform or not, will drive a marked patrol vehicle except under the most exigent circumstance.
16. Use of a ballistic vest is recommended on a patrol ride-along.
17. The use and carrying of the following equipment (other than in a training exercise) is prohibited: firearms, chemical sprays, and baton.
19. An Explorer may not complete more than two ride-alongs with the same deputy in a six-month period (includes advisors) and no more than two total rides in the same month.
20. Any meetings by Explorers with DCSO employees outside of sanctioned events is unacceptable and not within Office policy.

B. Authorized Explorer Activities

The duties of the Explorer will be under the direction of the deputy with whom the Explorer is riding. These duties may include:

1. Traffic control
2. Communication and radio use
3. Administration of First Aid
4. Assistance in crime scene security
5. Motorist assistance
6. Completion of routine paperwork that will not be used in any court action.

C. Prohibited Explorer Activities

At no time will Explorers be deliberately placed in a risky or dangerous situation. Explorers are observers only and are prohibited from the following:

1. Assisting in criminal interrogations or interviews of suspects, witnesses or victims.
2. Accompanying the deputy inside any dwelling or structure during in progress calls.
3. Participating in or being left in control of an arrestee.
4. Being armed in any manner (except for a knife as allowed under Colorado law).
5. Signing any arrest, offense, or accident report, traffic citation, or other legal document.
6. Assisting in providing cover for any possible crime in progress.
7. Driving vehicles.
8. Riding with any vice, narcotics, task force, or organized crime unit.
9. Leaving the vehicle, except upon the specific instruction of the deputy.
10. Assisting at a scene except as specifically directed by a deputy.
11. Being a passenger during a pursuit.

D. High-Risk Call Procedures

In the case of a high-risk call, the deputy will return the Explorer to the Office or stop at the first convenient location and radio the position of the Explorer to dispatch so that another unit can pick up the Explorer. In the case of an immediate emergency, the Explorer will remain in the patrol vehicle until the deputy advises that the situation is safe.

IX. MONIES EARNED OR DONATED TO POST 10-4

Post 10-4 is a 501(c)(3) non-profit organization.

- A. Money earned or donated will be directly deposited into the Explorer checking account.
- B. Money will be distributed by the Post Head Advisor, or another designated signer, for Post activities. Activities include and are not limited to: conference fees competition fees, Post sanctioned events, post equipment, any other activities or items deemed necessary and appropriate for the Post.
- C. Receipts are required for all money distributed by the Post
- D. Banks statements will be reconciled monthly by an independent person.
- E. All checks written over \$50 require a second signature.

X. AGING OUT

An Explorer ages out of the program at age 21. Explorers are able to stay in the program until the end of the month of their 21st birthday.

By Order of the Sheriff