



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 6.3	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: October 1, 2015	NUMBER OF PAGES: 10
CFA STANDARD: 13, 2 SUBJECT: <i>Personnel Allocation & Distribution-</i>	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	
EXPLORER AND VOLUNTEER PROGRAMS			

CFA STANDARDS: 13.01M, 2.09M

SECTIONS:

- 6.3.1 Explorer and Volunteer Programs**
- 6.3.2 Training**
- 6.3.3 Uniforms**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish a Volunteer Program; to provide opportunities for high school and college students, interns, and concerned citizens to perform volunteer service for the South Miami Police Department.

SCOPE: All departmental personnel, including police explorers and volunteers.

POLICY: It is the policy of the South Miami Police Department to provide a Police Explorer program, utilizing Police Officers, and to utilize high school and college interns, as well as other concerned citizens who may be assigned to operational components within the department in a support capacity role. These civilian volunteers are not vested with any legal authority to make arrests nor perform any function for the department except at the direction and supervision of a sworn or non-sworn employee. [CFA2.09M]

DEFINITIONS:

Intern: A civilian affiliated with the South Miami Police Department in a part-time, non-sworn capacity, without compensation, because of his or her interest in contributing to the agency's role in a support capacity, i.e., volunteer, intern, and police explorers.

Police Explorer: A person 14 years of age or older, who participates in a Learning for Life Explorers program sponsored by the South Miami Police Department. The Police Explorer Program is established and organized to teach young people about the role of a police officer in society. Police Explorers receive orientation and training for various functions within the

department, and when qualified, participate as an observer in a ride-along program with sworn police personnel. Explorers may not carry firearms and are to avoid all hazardous situations.

Post Advisor: A sworn police officer placed in charge of the Explorer program, responsible for the training of the members and administration of the program. While serving as advisor, must still adhere to all General Orders as it pertains to discipline and conduct.

Rule of Two: This is a guideline that two or more adults should be involved in the supervision of one or more juvenile members of the Explorer program. This policy is for the safety of the supervisor/advisor and the Explorers themselves. Generally the two adults should not be related by blood and should be in sight of each other.

Exceptions to this policy may always occur, but in those circumstances, the adult supervisor/advisor should be with the juvenile Explorer in an open public place, visible to others or be in the presence of multiple Explorers at the same time.

Officer: Any person employed or appointed as a full-time law enforcement officer by the South Miami Police Department. The officer must possess the appropriate certification from the Florida Department of Law Enforcement (FDLE).

Volunteer: A civilian working for the department in a part-time, support capacity, without compensation; e.g., law enforcement explorers and college interns.

PROCEDURE:

6.3.1 Police Explorer Program:

A Post Advisor designated by the Chief of Police will oversee and coordinate the Police Explorer Program. All Explorer activities must be reviewed and approved by the Chief of Police or his designee.

The Post Advisor is directly responsible for supervising the Explorers under his / her command and for planning Post functions. The Post Advisor will maintain liaison with the Chief of Police via the chain of command in the Patrol Division and ensure that all out-of-City Explorer activities are pre-approved.

Eligibility for Police Explorer Candidates:

1. Age: Candidates must be at least 14 years of age and attending junior or senior high school at the time of application. Explorers past the age of 21 can become committee members (post advisor), upon approval by the Chief of Police and Post Advisors.
2. Educational Requirements: Candidates and members must be full-time students maintaining a 2.0(c) grade point average, or a high school graduate who maintained a 2.0(c) average. Any member who falls below 2.0 will be placed on

probation for one semester. If improvement is not noted, the Explorer will be terminated from the program.

3. Physical Health: Prospective members must be physically fit with no obvious physical deformities. Vision must be correctable to 20/20 in each eye. Any hue impairment (color blindness) is disqualifying. A medical certification letter must be submitted with the Explorer application.
4. The Chief of Police may waive any and all physical qualifications.

Ineligible for Program: To preclude a conflict of interest or other conflict, persons within the following categories are ineligible to participate in the program:

1. Currently employed as a guard, private detective, security patrolman, or similar occupation.
2. Members of other municipal or county police departments.
3. Employees of county departmental elements which prohibit acceptance of appointment as Explorer.

Selection Process: The Police Explorer selection process is accomplished by the concerned South Miami Police (Post) Explorer Advisor. The selection process consists of:

1. Distribution of confidential Police Explorer application to candidates. The Parental Consent Section on the form will be utilized, when applicable, to grant consent for the applicants to be photographed. The records are maintained on file at the South Miami Police Station.
2. Distribution of Boy Scouts of America Explorer application to Candidates for completion.
3. Submission of latest academic progress reports.
4. Review of applications by Advisors and the Chief Explorer.
5. Post Advisors Oral Interviews.
6. Following acceptance to the Post, explorers will complete a South Miami Police Department Hold Harmless Agreement for the Police Explorer Program along with an observer application.
7. The Post Committee Guide of the Boy Scouts of America Explorers Program shall be complied with.

Police Explorers Advisor:

1. Selection: The Post Advisor is selected by the Chief of Police.
2. Responsibilities:

- a. Maintains a liaison with the Chief of Police via chain of command and the Police Explorers Program.
- b. Be responsible for all Explorer activities within the respective post. Maintain and ensure uniformity of Explorer requirements and discipline.
- c. Maintains liaison with the Boy Scouts of America, District Scout Executive, to ensure proper insurance coverage through the Boy Scouts of America, and compliance with the Boy Scouts of America rules and regulations.
- d. Forwards an updated membership roster to the Chief of Police via chain of command every quarter.
- e. Forwards a report to the Chief of Police via chain of command listing all expenses and income from fund raising events, after the completion of the event.
- f. Ensure that weekly Explorer meetings are held.
- g. Ensure that ALL Explorer activities are approved by the Chief of Police or designee.
- h. Ensure that Explorer Scouts are properly supervised at the various events they attend. The safety of the members involved in this program is paramount. No events or training will take place that could put the Explorers in a position where they could be seriously injured.
- i. Ensure that the Medical Power of Attorney form is completed and signed by the Explorer's parent(s) or legal guardian(s).
- j. Non-sworn Employees: Non-sworn employees of the Department may participate in the Explorer program as Assistant Post Advisors provided the request is supported by the Post Advisors and approved by the Chief of Police.
- k. Attends all required training recommended by the Learning for Life Organization for advisors.
- l. The supervision of the Explorers will require the "rule of two" to be used when dealing with individual members in training or counseling. Travel out of town for events will require the appropriate gender representation for advisors/supervisors.

Utilization and Assignment:

The Post Advisors or the Supervisor to which the Explorer is assigned will designate the duties and responsibilities of the Explorers, which can include:[CFA13.01M]

Station Duties: Initial assignments are limited to desk operations and general investigation units, such as:

1. Desk Operations:
 - a. Answering telephones;
 - b. Aid with filing of paperwork;
 - c. Photocopying paperwork;

- d. Assist in preparing activity maps and information sheets for uniformed patrol, targeted areas, watch orders, etc.;
- e. Observe witness interviewing process with the lead investigator's approval;
- f. When approved by Post Advisor and Patrol Lieutenant or designee, Explorers may ride with officers if established qualifications and training are met.
- g. Assignments as dictated by the Accreditation Manager.
- h. Assignments as dictated by the Services Lieutenant.

2. Uniformed Patrol Assignment:

Police Explorers must have authorization from Post Advisors prior to being assigned ride-along patrol duties. Explorers who are approved to ride in a police vehicle will have an original copy of the Hold Harmless Agreement in their station file. The same unit number will be used by the Explorer on all riding assignments listed below:

- a. 14 to 21 years of age
- b. Patrol duty is limited to once a week unless otherwise approved. The Chief of Police or designee and the Post Advisors must grant final permission for each riding assignment.

The patrol duties of a Police Explorer consist of:

- a. Assist officers with traffic control.
- b. Assist officers in administering first aid.
- c. Fill out Field Interview Cards (F.I. cards). The cards must be signed by the officer.
- d. Use the radio under close supervision or in emergency situations when an officer is incapacitated. Check in as an unarmed Explorer by stating his/her name.
- e. Attach a copy of the officer's worksheet to the Explorer Ride Along request and submit it to the Post Advisor at the next subsequent meeting.
- f. When requested, assist officers interviewing witnesses with regard to reports and BOLO information.
- g. Upon receipt of a subpoena, attend court with police officers.
- h. Review personal evaluations taking positive steps in deficiency areas.
- i. Give oral reports, as appropriate, on duties performed.

3. Other Assignments:

- a. Participation in activities which are nontraditional for Police Explorers will be at the discretion of the Chief of Police.

- b. The Explorers will adhere to the guidelines established by the office to which they are assigned and comply with lawful orders issued by the unit's supervisor and or personnel.
 - c. Participate in parades.
 - d. Participate in city events.
 - e. Participate in DUI or MADD events.
4. Restricted Activities. Explorers will Not:
- a. Affect an arrest.
 - b. Assist in an arrest of a subject except in exigent circumstances involving potential or actual physical injury to the officer and only at the direction of the officer.
 - c. Participate in emergency situations except in exigent circumstances authorized by police personnel.
 - d. Interview or interrogate subjects or prisoners.
 - e. Issue citations.
 - f. Carry or use firearms (carrying or use of firearms is strictly prohibited).
 - g. Explorers will not, under any circumstances, be allowed to participate in events involving firearms, unless otherwise approved by the Chief of Police or designee (i.e. firearms range training).
 - h. Carry an ASP baton except for training purposes and only at the training facility or Post meeting.
 - i. Guard prisoners.
 - j. Remove property from prisoners.
 - k. Engage in conversation with prisoners.
 - l. Associate with prisoners.
 - m. Handle or sign confiscated property.
 - n. Recommend the services of a particular attorney or bondsman.
 - o. Submit an official police report.
 - p. Participate in other activities prohibited by the Post or Department.
5. Special Requirements:
- 1. Demonstrate knowledge of the departmental radio code.
 - 2. Be familiar with all South Miami Police procedures, rules, and regulations.
 - 3. Explorers are encouraged to participate in the following:
 - a. Graffiti Paint Out activities.
 - b. Police Departmental Open House.
 - c. Police Memorial.
 - d. Scout Explorer Shows.
 - e. Community Parades.
 - f. Red Ribbon Week presentations.
 - g. Other activities as specified by the Department and/or Post Advisors.

4. Be a member in good standing; e.g., grades must be within guidelines and dues must be current to the Boy Scouts of America.

Rank Structure: Dependent on the number of Explorers, the rank structure for each Explorer Post will be consistent with the Post organizational structure.

1. The Post Advisor appoints qualified Explorers to the appropriate ranks.
2. Candidates must have a satisfactory rating for the preceding evaluation period.
3. Post Advisors can limit or delete a rank position depending on the needs of the respective Post.
4. There is no limit to the number of terms an Explorer may serve in any position.
5. If an Explorer is removed from a position, for any reason(s), the Post Advisor(s) may appoint an individual to serve for the remainder of the term.
6. Former members will be allowed to rejoin a Post only if they left in good standing and their re-application is approved by the Chief of Police or designee. Former members will be placed at the rank of beginning Explorer.

Volunteer Internship Program:

High school and college interns, as volunteers, help the South Miami Police Department by providing skills, expertise, fresh input, objective viewpoints, and extra hands. As the demands for government service grow, volunteers can supplement the current work force demands, at minimum cost to taxpayers. Their duties and responsibilities will not include any legal authority to make arrests, but to allow them a firsthand look at law enforcement operations while performing clerical positions within the department. [CFA13.01M]

1. South Miami Police Department volunteer college or graduate school interns serve in a variety of areas within the department, based upon departmental needs and the intern's knowledge, skills, ability and availability. Some of those areas include administration, accreditation, CID, patrol, services, communications, and community relations.
2. The Assistant Chief coordinates the Intern program. The Assistant Chief is responsible for the selection, training, and assignment of all volunteers and interns. Schedules are based upon departmental needs and upon the qualifications of the individual college intern.
3. The intern selection process and criteria involves the following:
 - a. A completed City of South Miami hold harmless agreement received by the Office of the Chief of Police;
 - b. Official transcripts and/or letters of recommendation from college professors, providing evidence of college attendance and enrollment in applicable criminal justice or related fields of study;

- c. Criminal records and drivers license check conducted by the Office of the Chief of Police;
 - d. The Chief of Police or his designee interviews the applicant when necessary forms are completed;
 - e. Introductions of selected interns to their supervisor and assignment of jobs based upon their qualifications, as well as departmental needs. Specific job training and work schedules are completed.
4. When the Assistant Chief identifies or foresees an intern placement that is not beneficial to the Department or unsatisfactory to the intern, the following steps will be taken:
- a. Notify the Chief of Police, via chain of command, when changing the job assignment or when recommending termination of an intern;
 - b. If the intern requests a transfer to another assignment, notify the Chief of Police or designee, who will attempt to satisfy the request if the intern is qualified;
 - c. Interns may withdraw their services, but are encouraged to discuss their reasons with the Chief of Police. If they stop volunteering, they will be requested to submit a written memorandum to the Chief of Police stating the reason;
 - d. Interns and volunteers serve at the discretion of the Chief of Police.

6.3.2 Training

Explorer Training:

- A. The South Miami Police Department will administer and conduct the Police Explorer training as coordinated by the Post Advisors.
- B. Scope of Instruction: Classroom instruction, preparation of notes and notebook, practical applications, oral and written examinations, and physical conditioning. This training will cover a wide range of topics involving police operations, patrol procedures, and the expectations of performance by the Explorers. [CFA 13.01M]
- C. Attendance:
 - 1. The Explorer Academy will consist of 80 hours of training.
 - 2. Students are required to attend scheduled classes.
 - 3. The class supervisor will be notified prior to the start of class when circumstances cause a student to be absent.

Intern Training

- A. South Miami Police Department Interns will undergo on-the-job training specific to assigned tasks. They will be explained the operations and chain of command of the department. They will be advised of whom to report to and where to seek additional information to complete their assigned tasks. They will be advised of the appropriate safety steps involved in whatever task they may be assigned. Interns will be given expectations of what goals they need to achieve and what level of performance they need meet. This training will be provided by the Assistant Chief or his/her designee. [CFA13.01M]
- B. Interns will follow the directions of the employee assigned to their training.

6.3.3 Uniforms

Police Explorers

Uniforms for the Police Explorers, will be clearly distinguishable from those of sworn police officers.

- A. Uniform Requirements: The appropriate uniform will be worn by Explorers unless otherwise authorized by an Advisor.
 - 1. The uniform consists of a short sleeve light blue shirt with the South Miami Police Explorer patch sewn on both shoulders. Patches are to be sewn 1” below shoulder seam. In addition, explorers will wear dark blue trousers, black socks, black shoes, and black belt (Class A). Explorers must maintain a high standard of appearance at all times. SMPD Explorer T shirts may be worn at the discretion of the Advisor (Class B). Explorers will not wear any part of their uniform unless they are participating in a City authorized function.
 - 2. While issued uniforms remain the property of the South Miami Police Department, each Explorer is responsible for maintenance of assigned uniforms and accessories. Uniforms will be properly cleaned, neatly pressed, and properly maintained in good order at all times. Shoes will be clean and polished. Upon leaving the Post, it is the responsibility of the individual Explorer to turn in immediately all issued equipment to the Post Advisor.
 - 3. Silver or black pens with black ink are authorized for Explorers.
 - 4. Each Explorer will carry a small notebook.
 - 5. The issuance of uniforms and equipment will be coordinated by the Post Advisors along with the Chief of Police. A complete requisition must be

signed by the Chief of Police or designee prior to obtaining uniforms or equipment.

6. The following uniform accessories will be issued as availability permits:
 - a. Duty belt.
 - b. Handcuff case (Smith and Wesson or Peerless handcuffs will be purchased by the Explorers).
 - c. Radio holder.
 - d. Flashlight holder.
 - e. Latex glove holder.
7. Uniform variations, when appropriate, may be approved by the Post Advisors. Under no circumstances will Explorers attend formal events inappropriately attired, e.g. tee shirt, shorts, tennis shoes, etc.
8. Explorers will strictly adhere to General Orders, Uniform Standards and Personal Appearance, regarding personal appearance.

Interns

- B. Interns will wear appropriate business attire. Inappropriate type jeans, sandals, skirts and shorts are prohibited. Clothing that is distracting, messy, or in disrepair are not considered appropriate.