

Explorer Post 906

Preliminary Membership Application

Name _____
(Last, First, Middle Name)

Address _____

City _____ Zip Code _____

Phone _____ Age _____ DOB _____

School _____ Grade _____

Parent(s) Name _____

Parent Address _____

Parent Phone _____ Work Phone _____

Emergency Contact _____ Phone _____

1) Please list your career interests:

2) What would you hope to gain by being a member of Post #906?

3) Please furnish two character references and their phone numbers:

1)

2)

Explorer Post 906

Waiver of Liability

For and in consideration of the undersigned being given the opportunity of observing police operations and functions of the Town of Manlius Police Department by riding in a police vehicle, operated by members of the Town of Manlius Police Department and by any other means of observation whatsoever. The undersigned in order to avail himself/herself of said opportunity, recognizes and assumes any and all risks pertaining thereto, and hereby releases the Town of Manlius from any and all liability whatsoever for any injuries, damages, and claims the undersigned, his heirs, dependents, and assigns may sustain in and about the police vehicle or in any other way during the course of the observation and studies by the undersigned of the operation and functions of the Town of Manlius Police Department.

In witness whereof, the undersigned has affixed his/her signature at the Town of Manlius, New York, this _____ day of _____ 20____.

Accepted and witnessed

Town of Manlius

(signature)

(officer)

(parent must sign if under 18)

Chief of Police

Explorer Post 906

Rules and Regulations

The following rules and regulations are furnished as a guide to all Police Explorer Post 906 related activities and may be updated and corrected at the discretion of the Chief of Police.

The Town of Manlius Police Department Explorer Post 906 was instituted as a cooperative effort of the Town of Manlius Police Department and the Hiawatha Seaway Council Division of Exploring. Its overall objective is to expose young men and women to a career in the law enforcement field by lectures, tours, in-service training and a ride-along program.

The explorer post shall consist of sworn members of the Town of Manlius Police Department acting as advisor and associate advisors. This is a voluntary position and may be changed anytime. The explorer post will consist of a pre-determined number of youth between the ages of 14 and 21 years at the advisor's discretion. The post shall also contain three deep leadership consisting of an explorer sergeant, lieutenant and captain.

Membership Candidacy: Each candidate for an explorer position will complete the Town of Manlius Police Explorer application, liability waiver, Exploring Division application and sign that they have read and understand the Rules and Regulations. With these items secured, the candidate will be fingerprinted and photographed and a background investigation will be conducted by the advisor or designee. The background investigation should include, but not limited to, criminal history checks, character references and contact with the applicant's respective school. Due to the nature of the law enforcement explorer program, the candidate must be of good moral habits with no arrest or conviction records for serious offenses including crimes of moral turpitude. The candidate should also remain in school in good academic standing, or have completed high school. If the candidate is slated for acceptance, they will be invited to attend a Police Explorer orientation at the following meeting date and subject to the initial Police Explorer registration fee required by the Hiawatha Seaway Council. Those applicants rejected for membership will be notified as soon as possible by the Post Advisory.

Explorer Meetings: Meeting places and times will be designated by the Post Advisor and will be consistent in nature. The meetings shall have a training theme, and agenda. The meetings shall be mandatory for Police Explorers, however, absences shall be granted on a case by case basis. During meetings or Police Explorer functions, the Police Explorer members shall be under the direct supervision of designated sworn Town of Manlius Police Department Member at all times. Police Explorers shall follow all rules and regulations set forth by the Police Explorer post, the Hiawatha Seaway Council and the Town of Manlius Police Department as it relates to Police Explorer duties and conduct. All active personnel shall maintain an 80% attendance of meetings. Members below this requirement may not complete ride-alongs and may be suspended from the post and/or demoted.

Training Requirements: All Police Explorer members shall be given a copy of the rules and regulations, and be trained as to the contents. Each Police Explorer shall be responsible for their adherence to the regulations. Mandatory yearly training shall include: traffic control, use of flares, police radio familiarization and police explorer post/department rules and regulations. Other training shall include patrol procedures, accident investigation, basic first aid, crime prevention, crime scene search techniques and community/public relations. These training topics shall be conducted at the discretion of the Post Advisor. The Post Advisor shall make minimum training requirements prior to ride-along approval.

Confidentiality: All Police Explorers will be advised and understand that law enforcement is of confidential nature, touching the lives of private citizens in our community. Police Explorers shall not elaborate on incidents or information obtained while participating in the Police Explorer program.

Uniforms: The Police Explorer will be required to wear the authorized uniform for the Town of Manlius Explorers Post. This uniform shall be consistent for all members, and any change or addition shall be approved by the Chief of Police. The Police Explorer uniform shall differ greatly from the uniform worn by sworn officers of the Town of Manlius Police Department. Police Explorers without uniforms shall wear

appropriate business attire while participating in Explorer Post functions. Police Explorers may not carry any unauthorized items of police equipment while participating in Police Explorer activities. Explorers are authorized and should carry a flashlight, flashlight holster, glove pouch, gloves, notebook, pen and a whistle for traffic control. Any other equipment has to be presented to the advisor for authorization. The Police Explorer shall adhere to the following uniform and personal hygiene standards:

1. Uniform shirt and trousers cleaned and pressed.
2. Footwear cleaned and shined.
3. The Police Explorer will conform to the rules set forth under the procedure section (III) of the Town of Manlius Police Department Uniform Standards Manual sections A (Personal Appearance Hygiene), B (Jewelry) and C (Tattoos, Body Art, Brandings and Body Piercing). (**See Attachment A**)

Finances: The Police Explorer Post will maintain a no interest checking account at a certified public institution. This checking account will be maintained and utilized by the Post Advisor. Dues for the program will be decided on in reference to amount and collected monthly. Any moneys taken in by the Police Explorer Post will be recorded and receipts will be furnished. The Post Advisor has the sole responsibility for keeping all financial records available for inspection at any time requested.

Liability Insurance: The Boy Scouts of America General Liability Insurance program insures both the Police Explorer member and leadership. The insurance is in excess over any other insurance the individual has to their benefit. The Boy Scouts of America Automotive Insurance program is also in effect and above any other insurance that is in place for that vehicle. The Hiawatha Seaway Council maintains \$15,000,000.00 limit in coverage.

Ride Along Program: The Town of Manlius Police Department in conjunction with the Police Explorer Post shall maintain a ride along program for the Police Explorer members in good standing. This program is designed to give hands on experience into the law enforcement field. After completing the necessary training, acquiring the proper equipment and maintaining an 80% attendance status, and being a member in good standing as designated by the advisor, the Police Explorer member will be qualified for the program. Final determination for participation shall be at the discretion of the Post Advisor. Prior to acceptance for ride-along, the Police Explorer must show a good working knowledge of post guidelines and department procedure. The Post Advisor will direct and coordinate all Police Explorer ride-alongs with approved sworn officers of the department. Police Explorer members in a ride along capacity are **observers**. Police Explorers shall never be placed in, or place themselves in a situation readily capable of physical injury or conflict. Police Explorers can be delegated to perform menial tasks to assist officers in the field, but will be under the direct supervision of the officer at all times. Police Explorers will not exit patrol vehicles on traffic stops unless commanded by the supervising sworn officer. Police Explorers will obey all lawful orders given by the sworn officer in the course of their duties. The sworn officer has the authority to command any and all Police Explorers charged in their care to remain in the patrol vehicle at any time. This is for the protection of all participants. When a request for police response of a serious nature is received the sworn officer has two options in regards to the Police Explorer rider:

1. Drop the Police Explorer off in a safe location before responding to the call for service. Contact Manlius Police Department Headquarters and advise of the need for transport of the rider back to Headquarters.
2. Proceed to the area of the call for service with the Police Explorer staying in the vehicle, and keeping a safe distance away from the area. When it is convenient, transportation will be arranged for the rider back to Headquarters.
3. The permitted hours for Police Explorer ride-alongs are either B-watch between the hours of 0700-1500/0800-1600, or C-watch between the hours of 1500-2300/1600-2400. These tours consist of an eight hour shift and are only permissible for Police Explorers that have graduated from secondary school, or for all Police Explorer members during weekends, and school vacations. Ride-alongs are permissible during school nights in four hour blocks from the hours of 1500-1900 hours and 1600-2000

hours. **Police Explorer ride-alongs between the hours of midnight and 0700 hours are expressly prohibited.**

Police Explorer Conduct: The rules and regulations set forth in this section are strict guidelines to be followed by the member of the Town of Manlius Police Department Law Enforcement Explorers. The Police Explorers represent the Town of Manlius Police Department and frequently participate in events where they are in the public view. The Explorer Post Advisors have the responsibility to act and protect the integrity of the Police Explorer Post, program and the Town of Manlius Police Department.

1. The following violations will result in immediate termination from the Town of Manlius Police Explorer Post:
 - a. Any substantiated report of, or any violation of New York State Penal Law, any other state's statutes or equivalent penal law, and any criminal traffic offenses (i.e. DWI, DWAI, AUO, etc.)
 - b. Any substantiated reports that the Police Explorer possessed, used or sold any illegal drug, prescription drug (without said prescription), or synthetic drug.
 - c. Any substantiated reports that the Police Explorer violated any offenses related to the use and/or possession of guns, knives or weapons.
 - i. This subsection shall include NYS Penal Law 265.05, Unlawful Possession of a Weapon by Persons under Sixteen. **(See Attachment B)**
 - d. Any substantiated reports of underage consumption of alcoholic beverages, or providing alcoholic beverages for consumption.
 - e. Physical altercations in which the Police Explorer was determined to be the primary aggressor.
 - f. Substantiated report(s) of an integrity issue will be grounds for review by the Post Advisory Staff for either: termination from the Explorer Post, demotion and or suspension for a period of time to be determined by the Post Advisory Staff. Integrity issues include, but are not limited to, lying, failure to report to the Post Advisor any negative interaction with law enforcement personnel, failure to comply with any assignment or direct order given by sworn law enforcement personnel, improper wearing of the Explorer Post Uniform, impersonation of sworn law enforcement personnel, accepting gratuities, sharing of confidential information (information overheard at TMPD headquarters or while participating in ride-alongs with sworn TMPD personnel), conduct which brings discredit upon the Town of Manlius Police Department, Town of Manlius Police Department Explorer Post or the individual Police Explorer.
 - g. Any safety violations committed by a Police Explorer which creates a substantial risk of injury to other members, civilians or sworn members of the Town of Manlius Police Department shall be grounds for termination from the Explorer Post. Safety violations include but are not limited to: bringing any type of weapon to a meeting or scheduled event, disregarding traffic control procedures while conducting traffic duties, and failure to follow proper safety procedures during training events.
2. The following violations can result in demotion and or suspension from the Explorer Post for a period of time to be determined by the Post Advisory Staff.
 - a. **Academics:** All Police Explorers are expected to maintain an overall grade point average of 70% grade point average (gpa) or better during the school year.
 - i. Police Explorers are required to show their report cards to the Post Advisory Staff after each academic marking period. If a Police Explorer fails to achieve a 70% grade point average (gpa) the Police Explorer shall be suspended from all Explorer Post meetings and scheduled events for (1) academic marking period.
 - ii. If a Police Explorer fails to attain a 70% gpa during the next academic marking period, the Police Explorer will again be suspended for (1) academic marking period.

- iii. If a Police Explorer fails to achieve a 70% gpa for three consecutive academic marking periods, the Police Explorer will be suspended from the post until such time as the Police Explorer has achieved a gpa of 70% or higher for (2) consecutive academic marking periods.
 - iv. If a Police Explorer has a medical excuse, or a family related emergency that has caused the Police Explorer's gpa to fall below 70%, the Post Advisory Staff will take this into consideration regarding suspension.
- b. **School Discipline:**
- i. Police Explorers are expected to be exemplary citizens, both in and out of school. Any school discipline must be reported to the Explorer Post Advisory Staff.
 - ii. If a Police Explorer is suspended from school, the Police Explorer will be suspended from the post for a month per day of suspension. For example, if a Police Explorer is suspended from school for (3) days, the Police Explorer will be suspended from the Post for (3) months.
 - iii. If a Police Explorer is disciplined at school by being given in-school suspension, the Post Advisory Staff shall review the incident and determine if the Police Explorer shall be suspended, demoted or required to write an essay regarding the incident.
- c. **Traffic Infractions:**
- i. If a Police Explorer receives a traffic citation for a non- criminal violation of the Vehicle and Traffic Law of any state, the Police Explorer shall immediately notify the Post Advisory Staff. The Police Advisory Staff shall review the incident and make a determination as to whether the Police Explorer is suspended, demoted or required to write an essay regarding why the traffic citation was issued. Equipment violations (headlights, tail lamps, loud muffler etc.) that were no fault of the Police Explorer will not be considered a violation of this section, if every effort was made to correct the equipment violation within a timely manner.
 - ii. Any Police Explorer receiving a traffic citation for a moving offense (speeding, passing red light, unsafe passing, etc) or for failure to wear a safety belt or talking or texting on a cellular telephone shall receive an immediate (3) month suspension from all Post activities, demotion if applicable, and shall be required to write an essay regarding why they received the traffic citation.
- d. **Explorer Post 906 Attendance Policy:**
- i. All Police Explorers must maintain an 80% attendance record per year to maintain an active post membership. If a Police Explorer is going to miss a meeting or event, he/she is required to contact the Post Advisory Staff and indicate why they will not be at the meeting/event. The Post Advisory Staff will determine if the absence is excusable.
 - ii. Failure to comply with the attendance policy will result in the following:
 - 1. First unexcused absence: The Police Explorer shall complete a written essay explaining why they were absent without permission from the Post Advisory Staff.
 - 2. Second unexcused absence: The Police Explorer will be suspended for (1) month and if applicable, demoted one rank.
 - 3. Third unexcused absence: The Police Explorer will be suspended from the Post for (1) year.
 - 4. Any unexcused absence from an Explorer Post event will result in a (6) month suspension and demotion if applicable.
- e. **Social Media:**

- i. All members of the Manlius Explorer Post 906 agree to the rules and regulations set forth for all Town of Manlius Police Department employees in General Order # 511 "Social Networking". **(See Attachment C)**
 - ii. Failure to comply with General Order # 511 "Social Networking" shall result in suspension, demotion and or termination from the Explorer Post. The Post Advisory Staff shall determine what level of discipline is appropriate for any social media violations.
- f. **Post Advisory Staff Duties:**
- i. The Explorer Post Advisory Staff shall be responsible for maintaining and updating personnel files for all Police Explorers. All disciplinary reports shall be maintained in the Police Explorers personnel file.
 - ii. If a Police Explorer demonstrates a pattern of disciplinary issues, the Post Advisory Staff shall conduct a review with the Police Explorer and his/her parent(s) regarding potential suspension, demotion or termination from the Post.

This document of rules and regulations may be updated, changed or reconfigured at any time at the discretion of the Explorer Post Advisor.

I, _____, and my parent/guardian have read this document in its entirety and I fully understand my responsibilities as a Police Explorer member. I also understand that if I break one of the above rules and regulations I will be faced with disciplinary action to include, suspension, demotion, or termination as decided upon by the Post Advisory Staff.

Explorer signature	Print name
Parent/Guardian	Print name
Explorer Advisor	Chief/or his designee

Attachment A

A. Personal Appearance Hygiene

1. Members shall maintain good personal hygiene and present a professional image. No member shall have offensive body odor, or wear strong perfumes or colognes.
2. Members' hair shall be neat, clean, trimmed, and present a groomed appearance regardless of the style personally selected by the member. Hair shall not be dyed, cut or worn so as to appear outstanding from the general population or to present an unprofessional image. If wigs or hairpieces are worn on-duty, such wigs and hairpieces shall meet all standards set for natural hair. The member's hairstyle shall not preclude the wearing of the uniform hat in such a manner as to reflect a well-groomed, professional image.
3. Male members shall groom their hair to the following standards:
 - a. Hair may touch but may not fall below the top of the ear.
 - b. Hair may touch but may not fall below the top of the collar.
 - c. Sideburns shall not extend beyond the lowest point in the opening of the ear and will end in a clean-shaven, horizontal line. Sideburns shall not exceed one inch in width and shall not flare more than one-quarter inch top-to-bottom of sideburn.
 - d. A neatly trimmed mustache may be worn but shall not extend over the top of the upper lip or more than one-quarter inch beyond the corner of the mouth at the side of the mouth. Beards are prohibited.
4. Female officers assigned to uniformed duty shall groom their hair to the following standards:
 - a. Long hair shall be neatly upswept in a bun or similar style. Dangerous or conspicuous pins, combs or barrettes shall not be worn.
 - b. Short or bobbed hair shall be worn pinned back from the face, and pinned up above the collar.
 - c. Pony-tails, pig-tails or hair styles that can be easily grabbed shall not be permitted.
5. Female members assigned to non-uniformed duties shall wear their hair in a manner which presents a neatly groomed professional appearance.
6. Conservative makeup, applied in moderation, may be worn by female members. Female members shall maintain fingernails no more than 1/4" nail length beyond the fingertip. Nail polish may be worn only by female members assigned to non- uniformed duties and must be of a conservative color. Uniformed female officers may only wear clear nail polish while on-duty.
7. The Chief of Police may authorize exceptions to these requirements for members assigned to certain investigative functions or for medical reasons.

B. Jewelry

1. All sworn members shall wear a watch while on-duty. The watch may be a wristwatch or pocket watch and must be accurate and dependable. The value of the watch worn on duty should not exceed one hundred dollars. Reimbursement for a lost or damaged wristwatch shall not exceed one hundred dollars.
2. Jewelry worn by members shall be of a conservative style and shall not be an impediment to safety. Members shall not wear nose pins or visible religious symbols while on-duty.
3. Members shall wear no more than three rings on-duty.
4. Visible chains necklaces and bracelets may not be worn with the police uniform. Jewelry, or any pins other than those approved by the department shall not be attached to the police uniform.
5. Female officers may wear one pair of small button type earrings. Only female officers may wear

earrings on-duty.

6. The department shall not accept liability for any jewelry, other than watches worn by sworn members, lost or damaged in the performance of duty.

C. Tattoos, Body Art, Brandings And Body Piercing

The purpose of the Department's policy regarding tattooing, brandings and body piercing is to promote uniformity of appearance; for the purpose of identification of members to the public; to maintain neutrality and the perception of neutrality amongst members of the public; to prevent discrimination or the perception of discrimination amongst members of the public; to encourage esprit de corps; foster discipline; and to encourage public confidence in members of the Town of Manlius Police Department.

1. Tattoos, body art or brands that are obscene, sexually explicit, symbolize gender, racial, religious, sexual orientation, ethnic or national origin discrimination or symbolize gang affiliation, supremacist or extreme groups or drug use are considered conduct unbecoming and are strictly prohibited.
2. Visible tattoos, body art or brands on the ears, head, neck, face, scalp and hands are prohibited.
3. The display of any tattoo, body art or brand, regardless of its location is prohibited while on-duty.
 - a. Members who have tattoos, body art or brands that would be visible on the arms while wearing a short sleeve Class "A" uniform or bicycle shirt shall be required to wear a Class "A" long-sleeve uniform shirt in accordance with section G.2. b. (i). of this regulation.
 - b. Members who have tattoos, body art or brands that are visible on the legs are not authorized to wear the department approved uniform shorts. Members assigned to the bicycle patrol who have visible tattoos, body art or brandings on the legs shall be required to wear the nylon wind pants while on bicycle patrol.
 - c. The Chief of Police may authorize other exceptions to the long-sleeve shirt or nylon wind pants requirement promulgated in III.C.3.a & b., provided the tattoos, body art or brands are not visible and a uniform appearance is maintained. Exceptions must be approved in advance by the Chief of Police.
4. Body piercing jewelry on the face, ears, (except what is allowed in Section III. B. 5), eyebrows, lips, and tongue shall not be visible while on duty.

Attachment B

New York State Penal Law 265.08

Unlawful possession of weapons by persons under sixteen

It shall be unlawful for any person under the age of sixteen to possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is spring or air, or any gun or any instrument or weapon in or upon which any loaded or blank cartridges may be used, or any loaded or blank cartridges or ammunition therefor, or any dangerous knife; provided that the possession of rifle or shotgun or ammunition therefor by the holder of a hunting license or permit issued pursuant to article eleven of the environmental conservation law and used in accordance with said law shall not be governed by this section.

A person who violated the provisions of this section shall be adjudged a juvenile delinquent.

Attachment C

Social Networking

Network sites that use internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary site to site. Examples of the types of internet based social networking sites include: blogs, networking sites, photo sharing, video sharing, micro-blogging, podcasts, as well as comments posted on sites. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Duties and Responsibilities of the Member

1. Members of the Town of Manlius Police Department have the right to maintain personal web pages or sites. Social networking sites on the internet provide people with a portal for connecting with others, sharing information, and the opportunity to express their creativity. The use of these sites comes with the need for personal accountability.
2. Members of the Town of Manlius Police Department shall not conduct themselves in a manner which brings discredit to the police department.
3. It is the responsibility and duty of the members of the Town of Manlius Police Department to not publicly criticize the action/s of any officer or the action/s of the Town of Manlius Police Department.
4. Members of the Town of Manlius Police Department shall not represent that they are speaking or acting on behalf of the police department unless they have permission from the Chief of Police or his designee.
5. Members of the Town of Manlius Police Department shall not discuss or reveal any confidential or law enforcement sensitive information regardless of the originating source. (i.e. ongoing police investigations or arrests)
6. Members of the Town of Manlius Police Department shall honor the privacy rights of other department member by seeking their permission before writing about or displaying internal agency happenings that might be considered to be a breach of their privacy and confidentiality.
7. Members of the Town of Manlius Police Department shall not post pictures of department property to include but not limited to vehicles, patches, logos, department facility, badge, or uniform without permission from the Chief of Police.
8. Members of the Town of Manlius Police Department shall not post pictures of a crime scene, accident scene, or any other incident scene without permission from the Chief of Police.
9. Members of the Town of Manlius Police Department shall not post anything regarding department training, activities, or work related assignments or material without the permission from the Chief of Police.
10. Members of the Town of Manlius Police Department shall comply with the agencies computer and internet use policy General Order# 510 "Computers and Electronic Messaging" and recognize that all time and effort spent on their personal site should be done on their personal time and should not interfere with their assigned job duties.