

**PEORIA POLICE DEPARTMENT
EXPLORER PROGRAM
APPLICATION COVER SHEET**

APPLICATIONS MUST BE RETURNED TO
THE PEORIA POLICE DEPARTMENT
8351 WEST CINNABAR AVENUE,
PEORIA, ARIZONA, 85345



PEORIA POLICE EXPLORER QUESTIONNAIRE



Name of Applicant: (Last, First, Middle)

Date of Application: _____

READ THE FOLLOWING INFORMATION VERY CAREFULLY AND COMPLETELY

Those persons responsible for accepting applicants into the Peoria Police Explorer Program will evaluate this questionnaire. It will be reviewed as part of a background investigation into your personal history.

ALL APPLICANTS ARE REQUIRED TO COMPLETE THIS QUESTIONNAIRE AND COMPLETE AN INTERVIEW AS PART OF THE APPLICATION PROCESS.

ANY FALSE, MISLEADING, OR INCOMPLETE INFORMATION OR FAILURE TO FOLLOW INSTRUCTIONS LISTED BELOW WILL BE GROUNDS TO DISQUALIFY YOU FROM MEMBERSHIP IN THE PEORIA POLICE EXPLORER PROGRAM.

FOLLOW THESE DIRECTIONS CAREFULLY

- Use ink to complete this questionnaire.
- Complete the questionnaire in your own handwriting or printing. **DO NOT TYPE.**
- Write or print legibly.
- Read each question carefully.
- Answer each question completely and accurately.
- Answer all questions.
- If a question does not apply to you, write N/A in the box.
- If you need additional space, write on the back page.
- Before returning this questionnaire, read and sign the last page. If you are under 18 years of age, you must also have a parent or guardian signature.
- You must include a recent photograph, copy of recent report card, copy of your social security card, and copy of your driver's license.

**PEORIA POLICE DEPARTMENT
EXPLORER PROGRAM APPLICATION**

1. PERSONAL DATA										
Last Name:		First Name:		Middle Name:		Home Phone:		Work Phone:	Message Phone:	
Current Address:						City:		State:	Zip Code:	
Age:	Date of Birth:		Place of Birth:		Sex:	Race:	Hgt:	Wgt:	Hair Color	Eye Color
Social Security Number:				List any other names you have used:						
Under 18 years of age:										
Parent/ Guardian Name:				Home Phone			Work Phone			

2. ADDRESS HISTORY						
DATES		Street Address	City	Country	State	Zip Code
From:	To:					
	Present					

3. REFERENCES						
List three references (not relatives or former employers) who are responsible adults and who have known you well for at least the last three years.						
Name:		Street Address: ? Residence ? Business				
How Long Known?:	Occupation:	City:	State:	Zip:	Home Phone:	Business Phone:
Name:		Street Address: ? Residence ? Business				
How Long Known?:	Occupation:	City:	State:	Zip:	Home Phone:	Business Phone:
Name:		Street Address: ? Residence ? Business				
How Long Known?:	Occupation:	City:	State:	Zip:	Home Phone:	Business Phone:

4. EDUCATION

Please list, in chronological order, any junior high school, high school, or college you have attended

Dates	Name of School	Address if outside of Peoria	Year in School

Indicate by checking the selection below if you have any of the following:

- High School Diploma
- GED Certificate
- Other Educational Certificates (list below:

Are you currently attending school? Yes No

If yes, what school are you attending? _____

What is your current grade level? _____

What is your current grade point average? _____

Have you ever been suspended, disciplined or expelled from any school? Yes No

If yes, please explain:

5. EMPLOYMENT HISTORY (Part One)

Have you ever been employed? Yes No

Are you currently employed? Yes No

If you have been employed, have you ever been
fired, dismissed, or asked to resign from any position? Yes No

If yes, please explain:

5. EMPLOYMENT HISTORY (Part Two)

If applicable and beginning with your present or most recent employer, list all the places you have worked. Please keep them in chronological order. List all employment to include temporary assignments, volunteer service, and part-time positions. You must list everything; **omit** nothing. If additional space is needed, please use Section 10 (Explanation Section) of this application.

Name of Business:		Job Title:			
Address:		City:	State:	Zip Code:	Phone Number:
Name of Supervisor:			Starting Salary:	Ending Salary:	
Date of Employment:		From:	To:		
Describe your duties:					

Reason for Leaving:					

Name of Business:		Job Title:			
Address:		City:	State:	Zip Code:	Phone Number:
Name of Supervisor:			Starting Salary:	Ending Salary:	
Date of Employment:		From:	To:		
Describe your duties:					

Reason for Leaving:					

Name of Business:		Job Title:			
Address:		City:	State:	Zip Code:	Phone Number:
Name of Supervisor:			Starting Salary:	Ending Salary:	
Date of Employment:		From:	To:		
Describe your duties:					

Reason for Leaving:					

Explorer Program Application

6. ARREST/CRIMINAL HISTORY

The following questions pertain to your arrest history in this country as well as in all other countries as both a juvenile and an adult. Do not include minor traffic violations.

Date of Arrest	Arresting Agency	Charge(s)	Disposition of Charge(s)

7. DRIVING HISTORY

List each and every traffic citation, summons, and/or written warning you have ever received. List in chronological order beginning with the most recent.

Month / Year	City and State	Violation	Disposition (Result)

Please answer the following questions relating to your driving history:

Have you ever had a driver's license? ? Yes ? No

Have you ever attended a driver improvement school? ? Yes ? No
 If yes, where: _____ When: _____

Have you ever had a driver's license canceled, refused, revoked, or suspended? ? Yes ? No
 If yes, please explain (if more space is needed, use Section 10, Explanation Section, of this application)

In the following section, please list all driver's license you now hold:

Issue Date	Type of License	Expiration Date	State	License Number

Explorer Program Application

PLEASE READ THE FOLLOWING STATEMENT AND SIGN PRIOR TO
SUBMITTING THIS QUESTIONNAIRE

I affirm that this questionnaire contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that statements made by me on this questionnaire are subject to investigation. I am further aware that should any investigation disclose any misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and I will not be eligible to become an Explorer with the Peoria Police Department. If I have already been accepted, I may be dismissed.

I authorize the Peoria Police Department to conduct inquiries to employers, school officials and references listed on the questionnaire regarding my integrity, reputation, and character.

I realize that it is necessary for the Peoria Police Department to thoroughly investigate all aspects of my personal background and qualifications. By applying to be a volunteer with the Peoria Police Department, I expressly waive all my legal rights and causes of action to the extent that the Peoria Police Department investigation (for purposes of evaluating my suitability) may violate or infringe upon these aforementioned legal rights and causes of action.

The undersigned further agrees to hold harmless and release from liability, under any and all possible causes of action, the City of Peoria, the Peoria Police Department, its officers, agents, and employees, for any statements, acts, or omissions in the course of the investigation into my background, family, personal habits and reputation, and my mental and physical health.

I also agree to participate in the Explorer activities if accepted into the Peoria Police Explorer Program. I agree to exonerate and hold blameless the City of Peoria, the Peoria Police Department, its officers, agents, employees, and explorers in the event of any accident or injury which may occur as a result of my participation in the Exploring activities with this organization.

Signature of Applicant

Date

(If applicant is less than 18 years of age, the parents or legal guardian must read and sign the following.)

We, the parent(s)/guardian(s) of _____, have read the questionnaire for application to the Peoria Police Explorer Program and do agree with the above mentioned statements. I/We also agree to allow my/our son/daughter to participate in the Explorer activities if he/she is accepted into the Explorer Program. I/We also agree to exonerate and hold blameless the City of Peoria, the Peoria Police Department, its officers, agents, employees, and explorers in the event of any accident or injury which may occur as a result of his/her participation in the Exploring activities with this organization.

Parent(s) or Guardian(s) Signatures: _____ Date: _____

_____ Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

_____ My Commission Expires _____
(Notary Public)

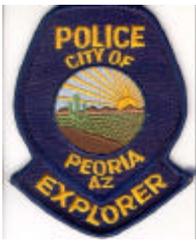


**A FEW THINGS YOU SHOULD
KNOW ABOUT
THE PEORIA POLICE EXPLORER
PROGRAM BEFORE JOINING:**



Before applying, you must meet all of the listed requirements of the Explorer Program. If accepted into the program, you will be expected to maintain these standards throughout your membership in the Explorer Program. If you do not maintain these standards, you could be removed from the program.

- I. If accepted into the Explorer Program, you will be required to purchase the required shirt and uniform pants. This must be done before you attend the first meeting or activity.
- II. If accepted into the Explorer Program, you will be required to maintain grooming standards not limited to, but including hair length, facial hair, and body piercing. These standards are to be met by the first Explorer meeting or activities you attend and continue throughout your participation in the program.
- III. Dating other members of the Explorer Program is prohibited. Although friendships are made, the Explorer Program is not intended to be used as a dating service or to find boyfriends or girlfriends. If it is discovered that members of the Explorer Program are dating, both members could be removed from the program.
- IV. Any occurrence of dishonesty and /or deception is grounds for immediate termination from the Explorer Program.
- V. Upon acceptance into the Explorer Program, you will be expected to accept constructive criticism and occasional discipline. The discipline for minor infractions may include, but is not limited to: memos, written assignments, and physical activity such as running, pushups, and sit-ups. You must be willing to accept and perform the assigned discipline when asked.
- VI. The Peoria Police Explorer Program has and continues to maintain high standards. We expect all of our members to be proud of who they are and proud to belong to this organization. We will not make exceptions to our high standards as we have a reputation to maintain. Therefore, if you do not feel that you are capable of following these rules and requirements, we suggest you reconsider applying.
- VII. If you feel that you can follow these rules and requirements, we invite and welcome your application to become a Peoria Police Explorer.



PEORIA POLICE EXPLORER APPLICANT QUESTIONNAIRE



Applicant's Name: _____

Please answer the following questions concerning the Police Explorer position for which you are applying. Please put an "x" next to the appropriate answer.

1. Are you willing to be closely supervised and scrutinized during a six month probationary period?
____Yes No____
2. Are you willing to attend two meetings a month and participate in a least 75% of other post activities that includes a minimum of one physical conditioning class per month?
____Yes No____
3. Are you willing to accept being told exactly what to do by a supervisor regardless of their age, gender, or race?
____Yes No____
4. Are you willing to occasionally sacrifice personal plans to attend Explorer activities?
____Yes No____
5. Are you willing to provide your own source of transportation to and from Explorer functions?
____Yes No____
6. Are you willing to assist in fingerprinting small children, or conducting bicycle safety checks for small children, sometimes for several hours at a time?
____Yes No____
7. Are you willing to respond to emergency call-outs, which may require you to assist with traffic control and provide support to police personnel, many times in adverse weather?
____Yes No____
8. Are you capable of maintaining your composure due to intense public scrutiny and criticism?
____Yes No____
9. Are you capable of maintaining your composure while being insulted or sworn at by a citizen?
____Yes No____
10. Are you willing to actively participate in various law enforcement training?
____Yes No____

11. Are you willing to show respect to your fellow Explorers, Explorer advisors, police officers, support staff and citizens?
_____Yes No_____
12. Are you willing to work closely with a group of young women and men of different races and religions?
_____Yes No_____
13. Are you willing to be a member of an organization that promotes and requires integrity, honesty, and willingness to learn in both your personal life and in your work as an Explorer?
_____Yes No_____
14. Are you willing to complete monthly activity reports and other miscellaneous paperwork?
_____Yes No_____
15. Are you willing to participate in a ride along with a police officer after your probationary period?
_____Yes No_____
16. Are you willing to accept discipline and/or constructive criticism?
_____Yes No_____
17. Are you willing to maintain specific grooming standards?
_____Yes No_____
18. Are you willing to be on time to Explorer meetings and activities?
_____Yes No_____
19. Are you willing to be a member of a program that will help you prepare for you future?
_____Yes No_____
20. Are you willing to conduct yourself in a manner that will earn you respect from other Explorers?
_____Yes No_____

Note: If you answered "No" to any of the questions, you should reconsider applying for the Peoria Police Explorer Program.

I have read and answered all of the above questions honestly,

Signature: _____ Date: _____

Peoria Police Explorer Post #2999
Rules and Regulations

I GENERAL

- A The Peoria Police Explorer Post shall be a voluntary, nonprofit organization, affiliated with the Boy Scouts of America, working under the direction of the Chief of Police.
- B The Explorer Post shall be governed by an advisor staff consisting of the Post Coordinator and at least three Advisors. Advisors may be sworn or non-sworn adults at least 21 years of age.
 - 1 The Post Coordinator will be a Police Lieutenant responsible for all Explorer Post personnel and all explorer activities. The Post Coordinator or designee will function as the liaison between the Explorer Post and the Boy Scouts of America. The Post Coordinator is the highest-ranking Advisor in the Post. Whenever reference is made to Post Advisors, the term will include the Post Coordinator.
 - 2 Each Post Advisor will provide guidance and training to Explorers and report directly to the Post Coordinator.
- C The Peoria Police Explorer Post will be under the direction of the Chief of Police - or designee.

II INTENT OF THE EXPLORER PROGRAM

- A The intent of Law Enforcement Exploring is to educate and involve youth in police operations, to interest them in possible law enforcement careers, and to build mutual understanding. The educational aspect provides knowledge of the law enforcement function whether the participant enters policing or not. Through member involvement, the Law Enforcement Explorer Program establishes an awareness of complexities within Police Service.
- B The Peoria Police Explorer Post is affiliated with the Boy Scouts of America. Explorers are not considered Boy Scouts and should not be referred to as "Scouts" or "Explorer Scouts."

III GOALS AND OBJECTIVES OF THE EXPLORER PROGRAM

- A To further the Explorer's knowledge of law enforcement.
- B To help the Explorer prepare for a career in law enforcement.
- C To develop the Explorer's enthusiasm and understanding of the importance of community service.
- D To develop responsibility and leadership qualities in the Explorer.
- E To promote a positive image for law enforcement and youth in the community.

IV QUALIFICATIONS: All Explorer applicants must meet the following qualifications:

- A All applicants must be between 14 to 20 years of age. Applicants must have completed the eighth grade.
- B Maintain a "C" average in all schoolwork through the twelfth grade.

- C Have no serious arrests or convictions. Advisors will make the determination as to the seriousness of the charges when reviewing the applicant's file.
- D Maintain good moral character.
- E Pass an oral interview.
- F Pass a background investigation.
- G Register with the Boy Scouts of America.
- H Demonstrate willingness to serve and participate in explorer activities.
- I Will obey all traffic laws and traffic safety.

V SELECTION PROCESS

- A Applicant submits an application packet.
- B Background check completed by an Advisor.
- C Explorer Coordinator and Advisors make a determination of acceptance or non-acceptance.
- D Applicant is awarded status of Explorer Recruit, and must serve a six month probationary period.

VI PROBATION

- A Successful completion of six-month Probationary period will be required before acceptance.
- B The Explorer Recruits will be evaluated monthly by their Explorer Sergeant. This Sergeant, at any time during the six-month probation, can recommend termination of an Explorer. The Post Commander, Explorer Advisors and Post Coordinator will make the final determination.
- C Explorer Recruits will be required to pass written and/or oral tests, and physical tests in order to complete probation and become Explorers. Examples of areas of testing are radio codes, physical agility and Explorer post rules and regulations.
 - 1 If the Explorer fails a test, (s)he will be given one more opportunity to pass the test.
 - 2 A Sergeant will give the Explorer a designated period of time in which to prepare to retake the test.
 - 3 If the Explorer fails the test a second time, (s)he can be dismissed from the Post.
- D Monthly meetings are mandatory for all Explorers. Members are expected to participate in at least 75% of Post activities, such as work details and other activities. They must also participate in at least one physical conditioning event per month, or (s)he may be dismissed from the Post.

VII CONTINUED MEMBERSHIP

- A Obey all laws and comply with all manuals, policies, and procedures of the Peoria Police Department and Explorer Post.
- B Maintain a grade point average of 2.0 (“C”) average or higher in all subjects, and display good school citizenship.
 - 1 Report cards must be submitted on a quarterly basis through the chain of command to the Advisor Staff.

VIII RANKS: A chain-of-command shall be adhered to by all Explorers, and shall not be bypassed or circumvented except in an emergency. The following ranks are authorized within the Explorer Post:

- A Commander
- B Lieutenant
- C Sergeant
- D Explorer
- E Explorer Recruit

IX DUTIES OF EXPLORER COMMANDER

- A Serve as Commander of the Post
- B Oversee the operations of the Post to insure its goals and objectives are met.
- C Represent Post at various meetings outside the Department.
- D Preside at Post and staff meetings.
- E Assist with recruitment
- F Evaluate and supervise Lieutenants.
- G Coordinate all requests for outside work agreements and special assignments
- H Serve as Post Treasurer, working directly with Advisors on funding and available monies.
- I Maintain and evaluate all statistical information relative to Explorer work hours, assignments, etc.
- J Any other duties assigned by the Post Coordinator or Advisor(s).

X DUTIES OF EXPLORER LIEUTENANT

- A Serve as acting Commander when the Explorer Commander is not available.
- B Chair discipline review boards as needed.
- C Arrange training for new Explorers on general policies and procedures of the Post.
- D Arrange for the administration of required Recruit tests.
- E Plan and conduct orientation training for new Explorers.
- F Evaluate and supervise Sergeants.

G Any other duties assigned by the Post Commander, Advisor(s) or the Post Coordinator.

XI DUTIES OF EXPLORER SERGEANT

A Keep Explorer files up to date.

B Responsible for the supervision and evaluation of a squad of Explorers.

C Take minutes at staff meetings and review minutes from prior staff meetings.

D Collect monthly logs from Explorers.

E Keep Explorer telephone list up to date. Monitor, retrieve and process telephone calls left on the general information phone line (773-8000).

F Takes attendance at Explorer meetings.

G Any other duties assigned through the chain-of-command.

XII PROMOTIONAL REQUIREMENTS: Post Coordinator or Advisors may make exceptions to the following for the good of the Post:

A Commander: Must have served as a Lieutenant in the Post.

B Lieutenant: Must have served as a Sergeant in the Post.

C Sergeant: Must have been a member of the Post.

D Explorer: Must successfully pass a six-month probationary period as an Explorer Recruit.

XIII PROMOTIONAL TESTING PROCESS: Post Coordinator or Advisors will determine the promotional selection process. The process can include, but is not limited to; appointment, written test, oral board, and/or review of performance records including attendance of post activities and job assignments.

XIV STANDARD OF CONDUCT

A Members shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon the Post and/or the Peoria Police Department.

B While involved in Explorer activities the Explorers will interact with each other in a professional manner. Explorers will not display personal affection toward one another while involved in Explorer activities. Personal affection includes, but is not limited to, hand holding, kissing, statements of affection, and flirting.

C Explorers shall not date or become personally involved with any Police Department personnel.

D Explorers shall not fraternize with, engage the services of, accept services from, or do favors for any person being investigated or arrested by the department, except as set forth by the Post Coordinator.

XV OBEDIENCE TO LAWS AND REGULATIONS

A Members shall observe and obey all federal and state laws, municipal ordinances, rules and regulations of the Post.

B Members shall, at all times, respond to the lawful orders of superior officers.

XVI REPORTING VIOLATIONS OF LAWS, ORDINANCES, RULES ORDERS

- A Members, who have knowledge of other members violating laws, ordinances, rules of the Department and Explorer Post, or disobeying orders, shall report them to an Advisor as soon as possible.
- B When an Advisor becomes aware of a violation, they are to inform the Post Coordinator and other appropriate Advisor Staff. The violation incident will be immediately reviewed by the Post Coordinator and Advisors and corrective action taken.

XVII CONFIDENTIALITY

Members shall not discuss with anyone outside the organization confidential matters concerning the Peoria Police Department and Explorer Post. Members shall not discuss with anyone information shared in confidence by another Explorer, with the exception of information that violates Post rules and regulations or in violation of state or federal law. The aforementioned exceptions, along with information to indicate a member may endanger themselves or others must be immediately reported to the Post Coordinator or Explorer Advisor.

XVIII LEAVE OF ABSENCE

- A Any member who must take a leave of absence from the Post may do so by submitting a request to their immediate supervisor. This request must state the reason why the leave of absence is being requested.
- B The Explorer Supervisor will then advise the Post Commander via the chain-of-command about the request, and the Commander and Advisors will make the decision on whether or not to grant the leave.
- C A leave of absence will be no longer than 90 days.
- D A ranking Explorer will be asked to resign his or her rank if they are granted a leave of absence.

XIX RESIGNATION

- A Any member of the Post may resign by submitting a written resignation to their supervisor and returning all issued equipment.
- B Failure to return equipment may result in theft charges.

XX DUTIES

- A Explorers will complete a minimum of ten hours of service per month consisting of the following:
 - 1 Attending monthly training meetings, monthly business meetings, performing work at the Police Department, uniformed ride-along, and outside activities performed as an Explorer.
 - 2 An Explorer is not permitted to obtain all of their required hours from ride-along, Ride-a longs are limited to one per month, and the number of hours that may be used from any ride-along is limited to eight.

- 3 Explorer Recruits are not permitted to go on ride-a-longs. The required 10-hours of service per month must come from other functions.
- B An Explorer will not perform any police related tasks unless authorized to do so by a Post Advisor, Post Coordinator, a police department supervisor, or the officer with whom they are working.
- C Requests for utilization of Explorers must be received at least three business days before the date assistance is needed. This does not include emergency call outs. The request shall be directed to and approved by the Post Coordinator or designee, who will then route the request to the Explorer Commander.
- D Explorers may perform a number of duties to help the police function. They have no police powers, but may perform various tasks. Examples of some of the ways in which they can assist are: traffic control, lost or missing persons, CPR, motorist assistance, power outages, elderly welfare checks, training role players, funeral detail and vacation watches.

XXI WORK DETAILS

- A When performing a planned detail, the senior Explorer in charge of the detail shall notify an on-duty Police Supervisor of the following:
 - 1 Number of personnel involved
 - 2 Equipment and vehicles checked out
 - 3 Time leaving and returning to the Department
 - 4 Location of the assignment
- B Any Explorer, who, without mitigating circumstances, fails to attend a special assignment or outside work agreement, shall be subject to corrective action.
- C Explorers must be at the department thirty minutes before scheduled meeting/briefing time, and allow enough time to obtain their equipment.
- D While working a detail or a call-out, Explorers remain the responsibility of the Peoria Police Department.
- E Explorers will make every effort to satisfy the requests of event coordinators, providing they are not in violation of the law, Peoria Police Department policies and procedures, or post rules and regulations.
- F Minimum staffing levels shall be established for all outside work agreements and approved by an Explorer Advisor. Minimum staffing levels will be determined by the size and the nature of the event.

XXII CALLOUTS

- A Explorers may be called out to assist in the event of an emergency.
- B A request must be made from a department supervisor and the Post Coordinator or designee must approve and initiate the emergency call-out.
- C A minimum of two Post Advisors must be able to respond to an emergency call out, in order to oversee the involved Explorers.
- D The Advisors are responsible for contacting the appropriate Post Lieutenant and briefing him or her on the situation and how many Explorers are needed.

- E The Post Lieutenant will then notify the Post Sergeant(s), who will contact their squad members to find out who can respond.
- F The Post Lieutenant will call the appropriate Explorer Advisor to inform how many Explorers will be responding.
- G Explorers are not exempt from curfew laws, and all involved parties should be mindful of the law during call out situations.

XXIII MEETINGS

- A Attendance at all meetings is mandatory. Explorers not able to attend must make prior arrangements with their supervisor. More than two (2) absences in a 12-month period may be grounds for corrective action or dismissal from the Post.
- B A business meeting will normally be held on the first Monday of each month. The purpose of this meeting will be to discuss regular business of the Post, inspections, assignments, and to plan activities.
- C A training meeting will normally be held on the third Monday of each month and will consist of classroom or field training as determined by the Advisors.
- D Explorer uniforms are to be worn at all meetings unless notified differently through the chain of command. The Post Lieutenant will select the uniform of the day, unless otherwise directed by the Post Commander, Explorer Advisors or Post Coordinator.

XXIV RIDE-ALONG PROCEDURES

- A Explorers will be allowed to ride with patrol officers on a scheduled basis.
- B Explorers must complete probation before authorized to participate in the ride-along program.
- C There will only be one Explorer riding per patrol team, per shift.
- D Explorers may attend shift briefings; however, each Patrol Sergeant has the authority to ask an Explorer not to attend briefing.
- E Explorers should arrive at least 15 minutes before the start of a briefing, in order to check in with the appropriate patrol supervisor.
- F Explorers, when scheduled to ride, will wear the Dress D uniform (blue utility T-Shirt, blue jean pants and tennis shoes) and have all required equipment.
- G Explorers ages 16 and 17 may not ride with an officer past 2300 hours. Explorers ages 14 and 15 may not ride with an officer past 2100 hours. If a situation arises that is going to keep the Explorer out past his or her designated time, the responsible officer should make arrangements to have the Explorer transported back to the Police Department. A request to extend the listed ride-along hours must have prior approval from the Post Coordinator.
- H Explorers shall be limited to one ride-along per month, and there must be at least 24 hours between two different ride-alongs.
- I Ride-a-longs will be scheduled for eight hours. Sometimes, depending on various circumstances, rides may be longer or shorter.

J Explorers will be riding as observers only and will follow the officer's orders. If a situation arises which might endanger the Explorer or might hinder an investigation if the Explorer is present, s(he) may be directed to remain in the police vehicle. At the **officer's discretion**, Explorers may assist in the following duties:

- 1 Minor traffic and crowd control including use of flares and cones.
- 2 Administering first aid.
- 3 Stranded motorist assistance.

XXV SCHEDULING RIDE-ALONGS

1 Explorers must complete a department ride-along form and submit the completed form to their Explorer Sergeant. Explorers may not request to ride with a specific officer.

B The Explorer Sergeant will then approve or deny the ride-along.

1 If the Explorer Sergeant approves the ride-along, s (he) will forward the ride-along form up the chain-of-command to the Post Coordinator or designee.

2 The Post Coordinator or designee will approve or deny the request. If approved, the form will be given to the appropriate patrol Watch Commander for final approval.

3 The Explorer Sergeant will receive a copy of the approved ride-along form, and will contact the Explorer with the pertinent information.

4 The Explorer Sergeant will keep a copy of each ride a-long form.

C If the ride-along is denied, the reason for the denial will be explained to the Explorer.

XXVI GRIEVANCE PROCEDURE

A Any member who feels that they have been treated unfairly or that a serious problem exists within the Post, shall report it to their immediate supervisor.

B The Supervisor will then process the grievance through the chain-of-command.

C The Post Coordinator and Advisors will then make a determination of the action to be taken.

XXVII DISCIPLINARY ACTIONS

A The following guidelines are to be used for corrective action in the Post and are ranked in severity from highest to lowest. It is not necessary to start at the lowest level and move to the next level.

- 1 Verbal warning and discussion.
- 2 Written assignment (written project) or physical conditioning.
- 3 Written reprimand.
- 4 Suspension from the ride-along program.
- 5 Suspension from the Post.
- 6 Reduction in rank and/ or re-instituting probationary status.
- 7 Dismissal from the Post.

- a. Each subsequent act will be reviewed and the appropriate corrective action taken.
- b. All recommendations for corrective action must be documented in writing and forwarded through the chain-of command to the Post Coordinator. The Post Coordinator must approve any corrective -action exceeding a written reprimand.
- c. Any Explorer supervisor may initiate corrective action for a violation of the law, Peoria Police Department policy and procedures, Post rules and regulations, or actions that would jeopardize the prestige and/or reputation of the Explorer Post or Police Department.
- d. Explorer supervisors should make every effort to discuss the observed deficiency with the involved Explorer before corrective action is needed.
- e. Explorer supervisors must exercise discretion and good judgment when taking corrective actions. Every effort should be made to encourage voluntary compliance.

XXVIII GENERAL APPEARANCE AND UNIFORMS

- A Good grooming will be maintained at all times when representing the City of Peoria as an Explorer. Uniforms and equipment will be maintained in a clean, serviceable condition.
- B Explorers should bear in mind at all times that they represent the City of Peoria Police Department to members of the community and that the department strives for professionalism in appearance as well as performance.
- C Explorer supervisors are responsible for insuring that Explorers under their command maintain a neat and professional appearance, and use only department approved uniforms and equipment. Each Explorer is subject to uniform inspection any time they reports for duty assignment. Unsatisfactory appearance may lead to disciplinary action.
- D The Peoria Police Department's policy and procedures manual has a policy specifically addressing uniforms, equipment, and grooming. This policy (Uniforms/Equipment, 5.04) will be adhered to by Explorers. Explorers are expected to follow the same guidelines as police officers, except those that do not apply.
 - 1 Explorers will have the same insignia of rank as sworn personnel.
 - 2 Explorers will confirm to the same grooming standards.
 - 3 Explorer will wear pins and medals according to policy 5.04.
 - 4 Style, brand, and color of uniforms, for Explorers will be different than sworn personnel. Uniforms will be maintained as dictated by policy 5.04, but approved uniforms will be at the discretion of the Post Coordinator.

XXIX COST OF UNIFORM

- A Explorers will have at least four different uniforms.
 - 1 Dress A uniform - A formal uniform that Explorers are expected to wear to specific functions such as, funeral details, promotional ceremonies, or

otherwise directed by the Post Coordinator or designee. Explorer Recruits, who successfully complete probation, will graduate to the formal uniform. The Peoria Police Department will incur the cost of the first formal uniform.

- 2 Dress B uniform - A casual uniform that Explorers are expected to wear to specific functions such as community and department events, or otherwise directed by the Post Coordinator or designee. This is the primary uniform for an Explorer recruit while on probation. This uniform is paid for by the Explorer Recruit upon acceptance into the program and must be worn to all events.
- 3 Dress C uniform - A training uniform that Explorers are expected to wear to training classes or otherwise directed by the Post Coordinator or designee.
- 4 Dress D uniform - A utility uniform that Explorers are expected to wear to community clean-up events or on ride-alongs or otherwise directed by the Post Coordinator or designee.