



**LAW ENFORCEMENT
EXPLORER PROGRAM
RULES AND REGULATIONS
POLICY MANUAL**

Introduction

As a member of the Ascension Parish Explorer Program, recruits should first refer to their manual for guidance in resolving immediate or lasting matters. If matters are left unresolved the recruit shall notify his/her immediate instructor for a resolution. Should unforeseen circumstances exist the recruit and/or his or her parents/guardian, should seek additional guidance from the Community Outreach Unit Commander.

CONDUCT AND DISCIPLINE

A. GENERAL BEHAVIOR

- Explorers shall not act or behave, officially or privately in such a manner as to bring discredit upon themselves or the department.
- No member shall willingly violate any federal, state, or local law.

B. CONFORMANCE WITH REGULATIONS AND PROCEDURES

- Every Explorer shall be familiar with and conform to the procedures as stipulated in this manual. Explorers who violate any rule, regulations, or policy of the department or Law Enforcement Explorer Program shall be subject to disciplinary action.

C. CONTACT WITH LAW ENFORCEMENT

- Anytime an Explorer has contact with any Law Enforcement Official (i.e., Traffic Stop, receiving a traffic citation, etc.) he/she will advise official of the fact that he/she is in the Explorer Program and notify Explorer Personnel as soon as practical. The Explorer will then write a memo to the Explorer Personnel detailing the circumstances of the incident. The memo will be placed in the Explorer's personnel file. Repeated negative contacts with Law Enforcement Personnel may result in disciplinary action.

D. SOCIAL MEDIA

- Social media is defined as, but not limited to the following:
 - Social Networking Sites (Facebook, Myspace, LinkedIn)
 - Micro-blogging sites (Twitter, Instagram, Snapchat)
 - Video and Photo Sharing Websites (Flickr, You Tube, TikTok)
 - Forums, blogs, and discussion boards (Google and Yahoo)
 - Online Information Sites (Wikipedia, Sidewiki)
- Explorers are expected to conduct themselves in a positive manner, which would not reflect poorly upon themselves or this department when using all forms of social media.

Posts, pictures, and videos should not be of a provocative or inappropriate nature. Explorers should remember that their social media postings represent not just themselves, but their affiliation with this department as well.

- Explorers should not post any information on social media sites about the Ascension Parish Sheriff's Department, or law enforcement activities, including but not limited to; calls for service, arrests, investigations, traffic stops or locations of check points.
- In accordance with Ascension Parish Sheriff's Department Policy, Explorers shall not post any APSO related information with any media outlet or any social media site without approval from the Sheriff.

E. INFRACTIONS

The following infractions will be recorded and result in disciplinary action:

- Improper Uniform
- Unsatisfactory grooming habits
- Poor Attendance
- Disobeying an order of any Explorer Personnel
- Low grades
- Violations of department orders, rules, or regulations
- Violations of federal, state, or local statutes
- Repeated negative contacts with any Law Enforcement

F. INITIATING DISCIPLINARY ACTION

Explorer Personnel, when advised of an infraction, shall record any activity or action of an Explorer that is expressly prohibited as stated in this manual or failure of an Explorer to act in a manner that is required by this manual. **The Explorer Personnel shall have the authority to initiate disciplinary action as outlined in this manual.**

G. DISCIPLINARY ACTION

Discipline may be dispensed by Explorer Personnel in the following manner:

- Oral reprimand
- Written reprimand
- Extra duty assignments
- Denial of optional training privileges
- Imposing a probationary period during which any further violation shall result in dismissal
- Suspension
- Dismissal

H. APPEAL OF DISCIPLINARY ACTIONS

Disciplinary action may be appealed in writing within ten working days to Explorer Personnel. The decision of the Explorer Personnel may be appealed to the Sheriff within ten working days. The decision of the Sheriff is final.

PERFORMANCE OF DUTY

A. ETHICS

While on duty, all Law Enforcement Explorers shall be governed by the following regulations:

- Explorers shall devote their time and attention to the service of the parish and the Sheriff's Department and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency.
- Any rule, regulation, or policy governing the department and not in this manual shall be deemed a portion of this manual.

B. INCOMPETENCE

Explorers may be deemed incompetent and subject to suspension, or dismissal for the following:

- Displaying a reluctance to properly perform their assigned duties.
- Acting in a manner as to bring discredit to themselves or the department.
- Failing to assume responsibilities or exercise due diligence, intelligence, and or interest in the pursuit of their duties.
- Violating a policy, rule, or regulation.

C. PUNCTUALITY

Explorers shall be punctual in reporting for duty at the time and place designated by their Explorer Personnel. Habitual failure to report promptly at the specified time will be deemed neglect of duty. If unable to attend a scheduled event, Explorers shall notify Explorer Personnel as soon as possible.

D. DISORDERLY CONDUCT

Explorers shall not be disorderly or intoxicated at any time, on or off duty.

E. USE OF DRUGS OR ILLEGAL SUBSTANCES

An Explorer may use only drugs or other substances that have been lawfully prescribed by a physician for an illness or injury. Explorers shall not use any drugs while on duty or be under the influence of any drug while on duty if drug alters or may alter the performance of the Explorer. Any Explorer found to be under the influence of or in the possession of non-prescribed drugs or substances will be subject to disciplinary action and or criminal charges.

F. REWARDS, GIFTS, FAVORS

Explorers shall not except any rewards, tips, gifts, or gratuities of any kind through the performance of their duties or from their position with the Law Enforcement Explorer Program.

G. USE OF FORCE

Explorers will not participate in making arrests and are not authorized to use force or subdue any person. Explorers must be firm, resolute, and energetic in exercising the means necessary to perform their duties.

H. POLITICS

No Explorer shall campaign in uniform or represent themselves as Explorers and campaign.

I. UNIFORMS

The standard uniform for APSO Explorer will be black Explorer t-shirt with khaki BDU type pants, black belt, black boots. A navy blue BDU type uniform shirt may also be issued for special details or Class "A" type uniform. A Black t-shirt may be worn under uniform shirt. No writing or pictures should be visible on undershirts.

J. PROHIBITED ITEMS

The following items will be considered prohibited and shall not be carried by an Explorer without expressed written consent of the Sheriff:

- Ammo pouches or carriers
- Weapons of any kind
- Mace or chemical agents
- Batons or impact weapons
- Any ECD (electronic control device)
- Flashlights not approved by Explorer Personnel.
- Any other items specified by Explorer Personnel or the Sheriff

I. SEPARATION FROM THE PROGRAM

When an Explorer is suspended, resigns, or is terminated from the Explorer program, all Ascension Parish Sheriff's Department property previously issued shall be returned to the Explorer Personnel within 10 days of separation. If the property cannot be returned or is lost or stolen the Explorer will be responsible for the replacement cost to avoid legal action.

APPEARANCE

A. PERSONAL APPEARANCE

Explorers shall always keep their person(s) clean and sanitary. For female Explorers, make-up should be used in moderation as not to detract from the uniform.

B. HAIR

Explorers will conform to department regulations, hair being off the collar, either cut or pinned in place. Sideburns will not extend further than mid ear. Mustaches will be no longer than the end of the lip. No beards allowed.

C. UNIFORM

Each Explorer will maintain his/her uniform in a clean, pressed, and neat manner. Explorers failing to maintain standards may be subject to disciplinary action.

D. TOBACCO USE

Tobacco use of any kind is prohibited by Explorers at any Explorer related event or training.

TRAINING

A. EXPLORER TRAINING

All members of the Explorer program will be requested to participate and satisfactorily complete the prescribed course of training of the Explorer Training Program.

ACTIVITIES

Program activities are to be divided into the following areas:

- Job Oriented
- Community Service
- Social and Recreational
- Fund Raising

NOTE: Explorer Personnel are ultimately responsible for the Programs and must approve all Program Activities.

A. JOB ORIENTED ACTIVITIES

Job oriented activities are to familiarize Explorers with the nature and complexity of Law Enforcement. These activities are to be non-hazardous in nature and may include, but not limited to the following:

- Fingerprinting
- Assisting with crowd control
- Assisting with traffic control
- Assisting in court
- Assisting in communications

Explorers are **REQUIRED** to wear department issued high visibility traffic vest any time they are assisting with traffic control, or any other activity as directed by Explorer Personnel.

While participating in Explorer details, Explorers should work in pairs, when possible, in adherence to APSO detail policy.

B. COMMUNITY SERVICE

Activities in community service may include, but are not limited to the following:

- Assisting during parades and festivals
- Assisting during neighborhood watch meetings
- Child fingerprinting
- Assisting local charity organizations with their community programs

C. SOCIAL AND RECREATIONAL

Social activities may be activities not directed at law enforcement. They may include, but not limited to the following:

- BBQ's
- Parties
- Dances
- Basketball Tournaments
- Softball or Baseball Tournaments
- Soccer Tournaments
- 5k walks or runs
- Color Runs
- Obstacle Courses

D. FUNDRAISING

Fundraising activities will be those activities that bring donations or funds into the Explorer program. They may include, but not limited to the following:

- Candy Sales
- Raffles

All fundraisers must be approved by the Sheriff.

ACKNOWLEDGEMENT OF RECEIPT OF POLICY MANUAL

I have read the Explorers Procedures Manual as issued by the Ascension Parish Sheriff's Office and agree to abide by the rules and regulations therein. I will also agree to keep the manual current as I know changes can and will occur.

Signature

Print name

Date