



**EXPLORER**

**POST 0705**

**MANUAL**

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## **INTRODUCTION**

The El Cerrito Police Department offers the Explorer an opportunity to serve the community and to gain a basic understanding of the workings of the Police Department and law enforcement in general.

As a functioning organization associated with the Police Department, the Explorers are expected to conduct themselves in a manner which inspires public confidence and respect.

As with any volunteer organization, the success of the program depends heavily on the dedication and concern of its members.

It is the purpose of this manual to acquaint the Explorer with the organization and functions of the El Cerrito Police Department. Explorers are expected to become familiar with the information contained in the manual and to abide by the regulations contained in it.

### **El Cerrito Police Department Mission Statement**

We are committed to service, safety and enhancing the public trust through professionalism and leadership.

## **Mission of the Explorer Program**

All Exploring programs are based on the following five areas of emphasis: Career Opportunities, Life Skills, Service Learning, Character Education, and Leadership Experience. Law Enforcement Exploring fulfills all of these areas of emphasis in its mission to offer Explorers interested in a career in law enforcement the opportunity to:

1. Gain exposure to various criminal justice careers and to have positive interaction with law enforcement professionals. [*Career Opportunities*]
2. Obtain “hands-on” experience and awareness of the criminal justice system, thereby helping an Explorer make an informed decision on a career in law enforcement or a related field. [*Career Opportunities*]
3. Receive comprehensive career focused training that in many cases qualifies for academic credit (i.e. career education credit). [*Career Opportunities*]
4. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and high standards of performance and personal conduct. [*Service learning, Character Education*]
5. Enhance character development and improve physical and mental fitness. [*Character Education, Life Skills*]
6. Learn responsibility to self and others through leadership. [*Leadership Experience*]
7. Serve their community by assisting their sponsoring agency in a supplementary law enforcement and liaison capacity. [*Service Learning*]

## **Minimum Qualifications**

1. Applicant must be 14-20 years of age and a U.S. citizen or Resident Alien
2. Applicant must not have a prior arrest record or serious traffic violations.
3. Applicant must be in excellent physical condition with weight in proportion to height and body frame in accordance with ECPD Policy.
3. Applicant must be of good conduct and high moral character.
4. Upon acceptance into the Post, the applicant must maintain a “C” average in scholastic studies. Once an Explorer graduates from high school, he/she must enroll in at least two courses per semester at an accredited college.

Explorer candidates will be rated on their performance in written and oral interviews, and must pass a thorough background investigation. Candidates successfully completing the testing process will be invited to join the Explorer Post.

## **ORGANIZATION**

The authorized strength of Explorer Post 0705 is no more than 20 members.

The Explorer Post is part of the Special Operations Division. The Division Lieutenant will select Explorer Advisors and manage the program.

A police officer or officers shall be assigned to the organization as the Advisor. The Advisor shall be responsible for the day to day operation of the Explorer Post and will act as a liaison between the Explorer Post and the rest of the Police Department. Other police officers, professional staff or volunteers may assist the Advisor in the day-to-day operation of the Post.

## **CHAIN OF COMMAND**

The Explorer Post will have its own internal Chain of Command. Explorers will be expected to understand and follow the Chain of Command for the efficiency of the Post.

## **EXPLORER RANKS AND STATUS**

The Explorer Advisor may appoint Explorers to positions of rank within the Explorer unit if Post membership levels dictate the need. These positions entail additional responsibilities as listed below: Explorers will be classified by Level, III, II or I as follows through their progression through the program.

### **Probationary Period – Level III Explorers**

Members of the Post shall serve in a probationary status for the first three months (90 days) of their membership. During the probationary period, Explorers will be observed closely and evaluated regularly. To complete probation, Explorers must complete competency tests on Radio Codes, Policies, and the Explorer Manual. At the end of the probationary period, there shall be a written evaluation to determine if the member will continue in the Post.

## **Non-Probationary Period – Level II Explorers**

Members of the Post who have successfully completed the probationary period will automatically become Level II Explorers. Level II Explorer will be required to complete an Explorer Academy and all other required training; plus have at least one year with the Post to become eligible to continue on to Level I status. Level II Explorers can perform the tasks for which they have trained, such as use of the police radio, completion of some forms, and participation in public outreach events, honor guard, ride a-longs with patrol officers, and other duties as approved by Advisors.

## **Leadership Roles: Non-Probationary – Level I Explorers**

Explorers who have excelled in their performances at the Level III and Level II positions, become eligible for appointment to Level I status. To attain Level I status; Explorers must be nominated by an Advisor. Level I Explorers will become leaders and mentors to other Explorers. They may be assigned to roles of leadership within the Post as follows:

### **Explorer Platoon Leaders**

Under direction of the Explorer Advisor(s), the Explorer Platoon Leader(s) shall have general supervision of the Explorer Squad Leaders. S/He shall be responsible for the government, efficiency and general good conduct of the Explorer Post. The Explorer Platoon Leader(s) shall be responsible for directing the Explorer Squad Leaders, and shall be responsible for their evaluation. The Explorer Platoon Leader(s) shall conduct the Explorer meetings and shall be the Officer In Charge on all functions, in order of their seniority. The Explorer Platoon Leader(s) shall report to the Explorer Advisor(s) and shall be evaluated by the Advisor(s). Platoon Leaders shall wear department issued collar rank (Sergeant)

### **Explorer Squad Leaders**

Explorer Squad Leader(s) shall supervise the Explorers. They are responsible for planning events, assigning Explorers to tasks, keeping records and training/evaluating new members of the Explorer Post. S/he shall be responsible for the direct supervision of Explorers, their conduct, appearance and performance. The Explorer Squad Leader(s) shall report to the Explorer Platoon Leader(s), or in their absence the Explorer Advisor(s). Squad Leaders shall wear department issued collar rank (Corporal)

## **El Cerrito Police Department Policy**

# **Police Explorers**

### **PURPOSE AND SCOPE**

The Explorer Post is an official program of the police department. The explorer post is chartered, and shall remain so chartered, through the Boy Scouts of America/Learning-For-Life Program. The purpose of the exploring program is to prepare its youth members for a future career in law enforcement.

Police Explorers perform under direct supervision of authorized advisors or staff and perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

The Explorer Post Manual shall be maintained and periodically updated by the Chief of Police or his/her designee.

### **1049.2 EXPLORER MEMBERSHIP REQUIREMENTS**

Membership in the explorer post is open to all persons who meet the requirements listed below and any other eligibility requirements established by the Boy Scouts of America/Learning-For-Life.

Members do not have to reside in El Cerrito to participate in the exploring program:

- Be between the ages of 14 and 21 years of age
- Be a graduate of the 9th grade
- Have an interest in learning about law enforcement and in serving the community
- Pass an applicant screening process
- Pass an applicant background process
- Have no felony convictions and not be on probation or parole
- Be of good moral character, in good health and emotionally stable
- Be willing to supply some equipment
- Be willing to make the required commitments to attend meetings, details and training events
- Have parental/guardian permission, if under 19 years of age.

The Explorer Post Coordinator shall develop an applicant screening and background investigation process sufficient to screen all applicants to ensure that membership requirements have been met.

### **1049.21 EDUCATION REQUIREMENT**

Explorers shall be enrolled in high school or an equivalent academic program while participating in the explorer program. Explorers who have graduated high school, or its equivalent, shall be enrolled in a college or advanced education program with a minimum of three (3) units per semester. Explorers shall be in good academic standing and are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken.

## **1049.22 VOLUNTEERISM**

Members of the explorer post attend explorer post functions and partake in explorer post activity voluntarily. Members of the explorer post are not employees of the Department. Explorer post members shall not be compensated by the City of El Cerrito in any way for their participation in the exploring program.

## **1049.3 EXPLORER POST COORDINATOR**

The Special Operations Commander shall select an Explorer Post Coordinator from the advisor ranks, The Coordinator shall be responsible to:

Oversee all operations of the explorer program Liaison with Learning-for-Life and all outside organizations related to police exploring

Ensure that all required charters, insurance, waivers and other related information is current and on file

Oversee the processing of applicants, including the screening and background process

Schedule and oversee explorer meetings, training programs, detail staffing and activities

Schedule and chair frequent explorer advisor meetings Maintain records to track the training and performance of individual explorers

Review all decisions affecting explorer assignments, status, education requirements and performance evaluations

Maintain explorer post equipment records and prepare reports to the Captain

Oversee the planning of all explorer post field trips and events

## **1049.31 EXPLORER POST ADVISORS**

The Explorer Post Coordinator may select individual members of the department, or approved members of the community, to serve as advisors for the explorer program.

Advisors must be 21 years of age, or older, and shall meet any requirements for advisors, as required by the Boys Scouts of America/Learning-For-Life.

Department members serving as advisors shall be off of probationary status. Non-department advisors shall be processed as Volunteers pursuant to Department protocol. The Lieutenant shall approve all advisors prior to appointment. These advisors will serve as mentors for the explorers and, under the direction of the explorer coordinator, shall supervise and oversee explorer post events activities.

## **1049.32 ADVISOR CERTIFICATION**

Employees and non-department volunteers serving as advisors shall also meet the eligibility, training and certification requirements of the Boy Scouts of America/Learning-For-Life program. They shall be formally enrolled with Boy Scouts of America/Learning-For-Life program at all times while serving in an advisor capacity.

## **1049.4 ORIENTATION AND TRAINING**

Newly accepted explorers shall receive orientation and in-house training in compliance with the Explorer Post Manual.

All explorers shall receive on-going and frequent training related to all aspects of explorer activity and law enforcement career training preparation. Training shall be provided under the direction of the advisors and/or senior explorers. Training sessions will be scheduled by the Coordinator, or his/her designee, as needed, in order to provide on-going training for explorers.

In addition to this in-house training, all explorers shall participate in an approved explorer training academy within one (1) year of acceptance to the exploring program. All training provided to explorers will focus on improving their explorer performance, as well as in their preparation to become police officers.

#### **1049.5 EXPLORER UNIFORMS**

Each explorer will be provided a minimum of one (1) explorer uniform, jacket and foul weather garment meeting the specifications described for Explorers in the Department Uniform Manual (and duplicated in the Uniform and Equipment Specification Manual). Class C and D uniforms are approved, please reference the Uniform Specification Procedure.

#### **1049.6 RIDE-ALONG PROCEDURES**

All explorers are authorized to participate in the Ride-Along Program, as authorized by the Coordinator and approved by the Watch Commander. The Coordinator shall ensure that applicable signed waivers are on file with the Department in advance of the ride-along. Unless otherwise authorized or directed, Explorers shall wear their uniform while participating on a ride-along.

#### **1049.61 TRAFFIC CONTROL BY EXPLORERS**

From time to time, explorers may be called upon to perform traffic direction and traffic control functions at emergency scenes or at various events or incidents. Whenever an explorer is used to direct traffic or provide traffic control functions, the following shall occur:

(a) Whenever possible, explorers shall be under the direct supervision of a Department member whenever they are directing traffic off of any school property or when they are on any public sidewalk, street, roadway, or highway. Exceptions to this requirement shall include explorers directing traffic at fixed posts, marked street closures, or when the explorer is working behind sufficiently visible traffic control signs or devices (such as flares, cones, physical barriers, etc).

(b) Advisors and supervising employees shall monitor the activity of all explorers performing traffic control functions, regardless of the location, to ensure that they are acting safely and not unnecessarily creating a danger for themselves or the public.

(c) All explorers directing traffic, regardless of the location, time of day, or the duration of the activity, shall wear a highly visible fluorescent reflective safety vest and, during hours of darkness, shall have a flashlight or lighted traffic control wand. These safety items shall be provided by the department. Advisors and Supervising employees shall ensure that any explorer is so equipped prior to being used to direct traffic. Exceptions to this requirement shall only include situations that necessitate immediate action in order to prevent injury to the explorer or others, and the additional time needed to don the safety equipment would further endanger the explorer or others.

# **ECPD UNIFORM MANUAL: EXPLORERS**

## **Explorer Post / Department Property**

The Explorer Post will issue the following equipment to each Explorer:

- One (1) class B uniform shirt with patches (long sleeve or short sleeve, Explorer's choice)
- One (1) class B uniform trousers
- One (10) Polo shirt
- One (1) black leather basket weave trouser belt
- One (1) Nameplate
- One (1) Explorer badge
- One (1) Explorer identification card
- One (1) Radio holder

When any member of the Explorer Post leaves the service of the Post, s/he shall surrender to the Advisor all property in their possession belonging to the Post / Department.

## **Optional Equipment:**

A Duty Belt with keepers, a handcuff case, and a flashlight holder may be purchased by Explorers and worn with consent of an Advisor. The equipment may be worn on Ride Alongs.

Level 1 Explorers may also purchase an approved holster and a "Red Gun" Sig P226 which can be worn only during Meetings or other training events as authorized by an Advisor.

## **Explorer Identification Card / Badge**

Explorers shall not display the Explorer badge or identification card for ANY REASON when off duty.

The unauthorized use of any badge, uniform, identification card or other department equipment or property for personal gain or any other improper purpose is prohibited.

## **UNIFORMS AND EQUIPMENT: ECPD UNIFORM MANUAL**

### **Class B:**

#### **Duty Jacket:**

Wearing of the Duty Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Duty Jacket is the “New Generation” model by Horace Small. Jackets made for police use, of the correct color may be substituted. The Horace Small jacket is a guideline. 5.11 jackets may be approved

#### **Lightweight Jacket:**

Wearing of the Lightweight Jacket is optional. The jacket will have the Department shoulder patches ½” below the shoulder seam. It shall be LAPD Navy Blue only with an embroidered badge and the last name of the wearer embroidered into the jacket or on a “name strip”. An example of an approved Lightweight Jacket is the “Ultra Jacket” model by Fechheimer Brothers. Jackets made for police use, of the correct color may be substituted. The Fechheimer Brothers jacket is a guideline. 5.11 jackets may be approved

#### **Uniform Shirt:**

Light blue, with flap pockets, epaulets and black buttons: pressed with a military crease; to have Department shoulder patches ½” below the shoulder seam; long or short sleeves

Uniform shirts must be commercially manufactured specifically for police uniform use. This includes the special provisions above the left pocket for the badge.

The uniform shirt will be wash & wear. It may be of long or short sleeves.

#### **Uniform Trousers:**

Machine washable, LAPD blue, Dacron/polyester blend

#### **T-Shirt/Undershirt:**

Crew Neck shirts in black, white or navy blue. The sleeves must not be visible. Faded T-Shirts or of other colors are not authorized.

#### **Turtleneck Shirts:**

Either Turtlenecks or Dickey, black in color, are acceptable. They shall be worn beneath the long sleeve duty shirt and the duty shirt shall be worn with the collar open.

#### **Socks:**

Black or Navy blue when any part of the sock shows or may show while wearing the uniform

#### **Shoes/Boots:**

Footwear must be solid black plain toe finish. No punch work, straps, buckles, designs, ornamentation or western style boots are authorized; nor are dress shoes not designed for uniform wear.

#### **Cap:**

Baseball style cap, Navy Blue with embroidered Department badge worn with supervisory approval.

#### **Rain Gear:**

An example of an approved Rain Gear is the “Newport Harbor” black/lime color. Matching pants are optional. Optionally they may be reversible, with a black side for use not related to highways.

**Name Tag:**

Silver colored metal with Blue lettering as issued by the Department. It shall be worn horizontally and centered directly over the right shirt pocket.

**Badge:**

As issued by the Department. It shall be worn over the left breast of the outermost garment unless a badge is embroidered onto the outermost garment.

**American Flag Pin:**

Members may wear an approved American Flag pin above the name tag while in the Class B uniform. It shall be over the name tag and above any other approved pin.

**Class D:**

As authorized by ECPD Policy, with an Explorer Polo Shirt.

## Equipment

**Duty Belt:**

Black Basket Weave, Sam Brown style.

**Keepers:**

Black Basket Weave, with brass or hidden snaps.

**Radio Holder:**

As issued by the Department

**Handcuff Case:**

Black Basket Weave with brass or hidden snaps and a flap cover that fastens down. Velcro closures are authorized.

**Holster:**

Black Basket Weave as issued by the Department. All holsters must be approved by the Senior Explorer Advisor and may only be worn in specific, limited assignments with a Red Gun.

**Prohibited Equipment:**

Explorers shall not carry any weapon or unauthorized equipment while in uniform.

Explorers shall not use or handle equipment they have not been trained and authorized to use.

**Department Issued Equipment**

All uniforms and equipment issued by the department shall be returned by the Explorer upon leaving the Explorer post. The care of Departmental Property Policy is on the following page.

## **700.2 CARE OF DEPARTMENTAL PROPERTY**

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

# **ECPD Personal Appearance Standards Policy**

## **1021.1 PURPOSE AND SCOPE**

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

## **1021.2 GROOMING STANDARDS**

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

### **1021.2.1 HAIR**

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance, nor extend beyond the center of the ear. The hair style will not have designs cut or shaved into it. Hairpieces, if worn, must conform to all of the above regulations. Unconventional hair color is prohibited.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

### **1021.2.2 MUSTACHES**

Mustaches area allowed.

### **1021.2.4 FACIAL HAIR**

Facial hair is authorized. It must be kept neat and may not be long enough to create a Safety Hazard.

### **1021.2.5 FINGERNAILS**

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

### **1044.2.6 JEWELRY AND ACCESSORIES**

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Earrings shall not be worn by uniformed sworn members, detectives or special assignment personnel without permission of the Chief of Police or his/her designee. Only one ring may be worn on each hand of the employee while on-duty.

Only one ring may be worn on each hand of all employees while on-duty. An engagement ring and wedding band shall be considered one ring. Eyeglasses and sunglasses, prescription or non-prescription, shall not have frames that are conspicuously designed or

of loud colors. Security straps, if worn, shall be limited to black or navy blue in color. The wearing of mirrored sunglasses while on duty is prohibited.

### **1044.3 TATTOOS**

All Department personnel (Sworn and Non-sworn) are prohibited from displaying intentional scarring, mutilation, or dental ornamentation while on duty including training or representing the Department in any official capacity.

On duty personnel shall cover existing intentional scarring, or mutilation by wearing a long-sleeve properly fitted uniform shirt and/or cover the existing brand(s), intentional scarring, or mutilation with a skin tone patch or make-up, approved uniform pants.

Intentional scarring, mutilation, or dental ornamentation that is not able to be covered or concealed is prohibited. This includes, but is not limited to, foreign objects inserted under the skin; pierced, or split tongue; stretched out holes in the ears; or similar body modifications.

On duty personnel shall not have any dental ornamentation. The use of gold, platinum, silver, or veneer caps for the purpose of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

Tattoos may be visible while on-duty, i.e. not covered if they are not offensive in nature. Any tattoo which may be considered offensive to any group must be covered. Tattoos on the face and neck are not allowed.

The policy is intended to allow the display of tattoos. However, the Chief of Police has the authority to require any member of the department to adhere to a mandatory coverage of tattoos if he/she finds that they may be offensive or distasteful to the public.

# Discriminatory Harassment

## 314.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

## 314.2 POLICY

The El Cerrito Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect. The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 314.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

### 314.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- b. Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- c. Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

# Employee Speech, Expression and Social Networking

## 1027.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1027.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1027.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the El Cerrito Police Department will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

## 1027.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the El Cerrito Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

## 1027.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the Department's safety, performance and public-trust needs, the following is prohibited:

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the El Cerrito Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the El Cerrito Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the El Cerrito Police Department or its employees. Examples may include:
  - 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
  - 2. Expression that demonstrates support for criminal activity.
  - 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the El Cerrito Police Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the El Cerrito Police Department on any personal or social networking or other website or web page, without the express written permission of the Chief of Police.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department owned, for personal purposes while on-duty, except in the following circumstances:
  - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  - 2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including Employees must take reasonable and prompt action to remove any content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

#### **1027.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS**

Unless specifically authorized by the Chief of Police, employees may not represent the El Cerrito Police Department or identify themselves in any way as being affiliated with the El Cerrito Police Department in order to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through some unofficial group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the El Cerrito Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### **1027.5 PRIVACY EXPECTATION**

Employees forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any Internet site open to public view (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system.

It also includes records of all key strokes or web-browsing history made at any department computer or over any department network.

The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through a department computer or network. However, the Department may not require an employee to disclose a personal user name or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work related misconduct (Labor Code § 980).

## **DISCIPLINARY PROCEDURES**

1. Department Policy regulates Discipline: Examples of violations include:
  - Commission of a criminal offense
  - Neglect of duty
  - Violating City of El Cerrito rules, policies or procedures
  - Conduct which may tend to reflect unfavorably upon the Explorer, the Explorer Program or the Department
  - Failure to complete the required number of department hours.
  - Personnel Complaint - an allegation of misconduct by an Explorer received from any source.
  - Violations of ECPD Disciplinary Policy
  
2. Adjudication of Personnel Complaint
  - Adjudication of all complaints shall be made by the Advisor(s).
  - Initial Action - Complaint of Misconduct

A supervisor or Explorer of supervisory rank who becomes aware of misconduct by an Explorer shall immediately take appropriate action to prevent aggravation of the problem and shall make the necessary notification. If an Explorer is the subject of a Community Member Complaint, the matter shall be handled in the same manner as any Complaint investigated by the Department. An assisting advisor or any supervisor may conduct the investigation. Disciplinary action, if required, will be determined by the Advisor. The Advisor's determination may be modified, following review, by the Special Operations Division Lieutenant, Captain or the Chief of Police.

3. Possible Disciplinary Actions:
  - Verbal Counseling
  - Special Assignment (Memo, prepare a presentation, etc.)
  - Written Admonishment
  - Loss of rank
  - Suspension
  - Termination

4. Administrative Leave

When the basis of a complaint is of a serious nature the Explorer will turn in their badge and ID card until the investigation is complete.

5. Minor censurable conduct may be handled by an Explorer Platoon Leader. Some examples are:

- Tardiness
- Uniform defects
- Minor mishandling of equipment
- Violation of minor Post rules or procedures

## **OTHER EXPLORER POST RULES:**

### **Loitering In or About the Public Safety Building**

Members shall not be permitted to loiter in or about the Public Safety Building.

### **Change of Address or Phone Number**

Per ECPD Policy, Explorers must notify the PD within 24 hours of any change in residence address.

### **Release of Information**

Members shall treat all Department/City business as confidential. Release of this information may cause the immediate termination of the member. If there has been a violation of law, criminal charges may be filed.

### **Appearing as a Witness**

Members of the Post who are subpoenaed or requested to appear in court shall notify the Explorer Advisor(s) upon receipt of any subpoena, and prior to the appearance date.

### **Duty Assignments**

- Explorers are not allowed to be inside the Public Safety Building in uniform without a specific assignment.
- Explorers shall complete an Explorer Participation Sheet each time they enter the Public Safety Building. The Explorer shall note the reason of their business inside the building.
- When Explorers ride along with a patrol officer, they shall enter the officer's name on the log sheet.
- Explorers may be assigned other duties by department management or other supervisory personnel.

Examples of Services which are NOT provided by the Explorers:

- Explorers are Not to book prisoners
- Explorers are Not to be in the booking room when prisoners are present
- Explorers are Not to make car / pedestrian stops independent of sworn personnel
- Explorers are Not to participate in the handcuffing or searching of prisoners or suspects
- Explorers are Not to complete reports or collect evidence

## **RIDE ALONG PROGRAM**

Level II & I Explorers may ride along with a police officer under the following conditions:

- Explorers shall have their ride along approved by an Explorer Advisor prior to riding. The preferred method is email or telephone. Requests shall be made at least 48 hours in advance. The Explorer Advisor will then notify the appropriate Watch Commander.
- All Explorers are allowed to ride along with officers during all shifts with the only restrictions being Explorers who are still in high school. These persons shall not ride along between 2300-0700 hours during school days (Sunday through Thursday nights).
- Explorers shall obey all orders or directions given by the police officer.
- Explorers shall remain in the patrol car unless otherwise directed by the police officer.
- Explorers shall plan for their meals by either bringing sufficient money or a bag lunch.
- Explorers shall not exceed four (4) hours on a ride along without the Watch Commander's approval.
- All Explorers shall wear an approved uniform while on a ride along.
- Explorers shall not drive patrol cars for general patrol purposes. Only Explorers who are approved to drive City cars are allowed to drive/move patrol cars, and may only do so with the approval of the Watch Commander or a supervisor.

### **Reporting for Duty**

Members shall report for duty on time, wear an approved Explorer uniform, and bring all necessary equipment. The uniform shall be kept neat, clean and presentable at all times.

### **Required Hours**

Members shall work a minimum of 12 hours per month in order to maintain their status as an Explorer. There will be a requirement of 6 hours of Department Service accompanied by 6 hours of additional hours of ride alongs. Special events, station duties, and special duties count towards the required Department Service. Hours will be calculated on a quarterly basis to allow Explorers to average their hours of service.

Attendance at scheduled Explorer Post meetings is required and provides a minimum of one hour (or actual time if over one hour) towards Department Service. If an Explorer is unable to attend a scheduled meeting, the Explorer must notify an Explorer Advisor at least 24 hours prior to the start time of the meeting.

## **Required Training**

Members of the Post shall complete assigned training including the Explorer Academy

## **Reporting Participation Hours**

At the conclusion of any Explorer duties; Explorers are required to complete the ECPD Participation form and submit it to an Advisor to document their participation.

## **Personal Relationships**

Members shall conduct themselves in a manner which will foster the greatest harmony, cooperation and professionalism.

Explorers shall treat all people they contact with respect. They shall be courteous, considerate, and refrain from making negative comments about the El Cerrito Police Department or any of its members. Explorers, regardless of rank, are subordinate to any regular employed police officer or reserve officer. Members shall speak to police officers by addressing them by rank and last name (i.e “Officer Hubbs”, “Corporal Wahrlich”, etc.).

## **Fitness**

The ECPD participates in the **Law Enforcement Exploring Physical Fitness Proficiency** program as prescribed by the Exploring for Life Organization. Explorers are expected to participate.

## **Firearms**

Explorers will have the opportunity to participate in ECPD sponsored and sanctioned Firearms Training annually.

## **Files**

The ECPD will maintain a personnel file for each Explorer. Training records, personnel records and actions will be kept in the files consistent with Department policy.

## **Forms:**

New Explorers will have to complete the following forms, which will be retained in their personnel files. If the Explorer is under 18 years of age, their parent or guardian must read, understand and sign the forms.

- Video Photo Release
- Release of Liability
- Firearms Training Release
- Emergency Information
- Swearing in Data Form

## **References:**

El Cerrito Police Department Policy Manual

Exploring for Life Program, Law Enforcement Program and Resource Guide, [http://22f4e1cd31b0a7291970-e572d4e32ed1ac771e593b0d255bffa7.r99.cf1.rackcdn.com/wp-content/documents/LEE\\_Program%20and%20Resource%20Guide\\_080812.pdf](http://22f4e1cd31b0a7291970-e572d4e32ed1ac771e593b0d255bffa7.r99.cf1.rackcdn.com/wp-content/documents/LEE_Program%20and%20Resource%20Guide_080812.pdf)

Law Enforcement Exploring Program Guidelines, <http://www.exploring.org/wp-content/uploads/2015/12/LAW-ENFORCEMENT-EXPLORING-PROGRAM-GUIDELINES.pdf>

Law Enforcement Physical Fitness Proficiency Award, <http://www.exploring.org/wp-content/uploads/2015/12/Law-Enforcement-Exploring-Physical-Fitness-Proficiency-Award.pdf>