



**Macomb Police Explorers  
Law Enforcement Explorer Post #4044  
Policy Handbook**

Macomb Police Department  
Explorer Policy Handbook

**TABLE OF CONTENTS**

**MISSION STATEMENT**.....5

**LAW ENFORCEMENT CODE OF ETHICS**.....6

**CHAPTER 1 – PROGRAM OVERVIEW**

1.1 Overview.....7

1.2 Goals and Objectives .....7

**CHAPTER 2 – RECRUITMENT**

2.1 Application Requirements .....9

2.2 Oral Board Procedures .....9

2.3 Volunteers/Cadet Program.....10

**CHAPTER 3 – PROGRAM ADMINISTRATION**

3.1 Confidentiality of Information .....11

3.2 Personnel Files .....11

3.3 Post Funds.....11

**CHAPTER 4 – CHAIN OF COMMAND**

4.1 Purpose .....12

4.2 Chain of Command Structure .....12

4.3 Responsibilities.....13

Post Advisor .....13

Captain .....13

Executive Officer .....14

Lieutenant .....14

Sergeant .....14

Corporal .....15

Explorer First and Second Class .....15

Explorer .....16

4.4 Evaluations .....17

4.5 Program Survey .....17

4.6 Promotion Eligibility List .....17

**CHAPTER 5 - EXPLORING**

5.1 Probation .....18

Macomb Police Department  
Explorer Policy Handbook

[5.2 Classroom Studies](#).....18  
[5.3 Field Trips](#).....18  
[5.4 Community Outreach](#).....18  
[5.5 Ride-A-Long Program](#).....19  
[5.6 Events and Activities](#).....19

**CHAPTER 6 - MEETINGS AND FUNCTIONS**

[6.1 Meetings](#) .....20  
[6.2 Attendance and Punctuality](#).....20  
[6.3 Leave of Absence](#) .....21  
[6.4 Advancement and Point System](#).....21

**CHAPTER 7 – REPRESENTATION OF THE DEPARTMENT**

[7.1 Representation](#).....23

**CHAPTER 8 – UNIFORMS**

[8.1 Overview](#).....24  
[8.2 Uniform](#) .....24  
[8.3 Standard](#) .....25  
[8.4 Inspections](#).....25  
[8.5 Class “B” Uniform](#) .....26  
[8.6 Class “C” Uniform](#) .....27  
[8.7 Uniform Jacket](#) .....27

**CHAPTER 9 – INTERNAL POST DISCIPLINE**

[9.1 Compliance of Policy and Procedures](#) .....28  
[9.2 Conduct](#).....28  
[9.3 Disciplinary System – Infraction Classifications](#).....29  
[9.4 Disciplinary Scale](#) .....29  
    [Major Infraction](#) .....30  
    [Major Infraction](#) .....30  
[9.5 Flagged For Unfavorable Actions](#).....30

**CHAPTER 10 – COMPLAINTS**

[10.1 Process](#).....31

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 11 – INSURANCE, INJURIES, AND PROPERTY**

**DAMAGE**

11.1 Insurance Policy and Liability.....32  
11.2 Injury to the Explorer.....32  
11.3 Property Damage.....32

**CHAPTER 12 – COMMUNICATIONS AND TECHNOLOGY**

12.1 Electronic Devices.....33  
12.2 Radio Use .....33

**CHAPTER 13 – COMMENDATIONS AND AWARDS**

13.1 Letters of Commendation.....34  
13.2 Awards .....34

**ACKNOWLEDGEMENT EXPLORER OF HANDBOOK**.....40

Macomb Police Department  
Explorer Policy Handbook  
**MISSION STATEMENT**

The mission of the Macomb Police Department Explorer Post #4044 is to educate and mentor young men and women who are interested in the field of law enforcement and provide an environment which impresses the importance of community service, responsibility, maturity, and teamwork upon them.

Macomb Police Department  
Explorer Policy Handbook  
**LAW ENFORCEMENT CODE OF ETHICS**

*"As a law enforcement officer my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality and justice.*

*I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageously calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.*

*I will never act officiously or permit personal feelings, prejudices, personal beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.*

*I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.*

*I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement."*

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 1**

**PROGRAM OVERVIEW**

**1.1 Overview**

Explorers serve as civilian students who are gaging toward a career in Law Enforcement. Explorers are not commissioned as law enforcement officers and do not have authority to make a full custody arrest or execute decisions concerning police business. Explorers may be assigned to assist in law enforcement related community service functions under the supervision of a sworn law enforcement officer. They can also be used as a resource during emergencies and large scale special events. Generally, they receive significantly less training than sworn officers or full-time employees. Explorers are not authorized to carry a weapon.

Police Exploring is a career-oriented volunteer program sponsored by Learning for Life, a subsidiary of the Boy Scouts of America. The program allows participants the opportunity to explore a career in law enforcement by working with their local law enforcement agencies.

We educate young men and women in the field of law enforcement through classroom instruction, practical exercises, and occasional field trips. Our curriculum is meant to help the explorer decide if the field of law enforcement is right for them and provide a sound foundation for which they can build their career.

**1.2 Goals and Objectives**

The Macomb Police Department Law Enforcement Explorer Post #4044 is a professional law enforcement orientation program, jointly sponsored by the Macomb Police Department and the Boy Scouts of America. The major objective of this Explorer Program is to promote the ideals, knowledge, and philosophies of the law enforcement profession.

From these objectives, this Explorer Post has identified six major goals within its activities:

- 1. Service to the community**
- 2. Leadership and social development**

Macomb Police Department  
Explorer Policy Handbook

- 3. Continuing education**
- 4. Commitment to excellence**
- 5. Personal pride and discipline**
- 6. Growth of law enforcement knowledge, skills, and training through practical exercises**



Macomb Police Department  
Explorer Policy Handbook

## CHAPTER 2

### RECRUITMENT

#### 2.1 Application Requirements

Applicants for the Explorer program must be between 14 and 20 years old, and must be enrolled in school, have a high school diploma, or GED. While in the Post, an Explorer shall maintain a minimum 2.5 Grade Point Average (GPA). Applicants must be of good health and good character to enter the Post as a probationary Explorer. All applicants must complete an application in full, and submit to a background investigation. Misdemeanor charges and past drug/alcohol abuse may disqualify applicants. Felony charges and/or current alcohol/drug abuse will disqualify applicants. Applicants must also demonstrate a willingness to participate, learn, and exercise leadership skills. No perspective member shall be disqualified because of race, color, creed, gender, sexual orientation, religion, ethnic background, disability, or citizenship. Membership into the post is competitive, not guaranteed. Only a limited amount of spots are available, depending on the number of and availability of Advisors.

#### 2.2 Oral Board Procedures

After submitting a completed application and upon the completion of a background investigation, the prospective Explorer will be contacted for an interview. The applicant shall appear before an oral board consisting of, but not limited to, the Post Advisors and Explorer Captain. The members of the oral board will be given a complete copy of the application prior to the scheduled oral interview. The results of the interview will determine whether the applicant is accepted or rejected. Accepted applicants will enter the Post for a probationary period outlined in Chapter 5 of this manual. During that probationary period the Police Department reserves the right to dismiss the Explorer without cause.

# Macomb Police Department Explorer Policy Handbook

## **2.3 Volunteers/Cadet Program**

Explorers who have reached their 21st birthday, and who are in good standing with the Post, may continue with the program as an adult volunteer or associate post advisor. This status is contingent upon approval of the Post Advisors. Not all Explorers who are in the program will be retained as volunteers once they reach their 21<sup>st</sup> birthday. This status is contingent upon the caliber of the Explorer, the time they have spent in the program, and special skills and qualifications they may possess.

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 3**

**PROGRAM ADMINISTRATION**

**3.1 Confidentiality of Information**

Explorers shall treat all information received from the Police Department as “Confidential” in nature. Explorers will never disclose confidential information to any third party, not representative of the Macomb Police Department. Explorers will never reveal the identity of complainants, informants, suspects, witnesses, or victims to any person outside the Macomb Police Department. Explorers will never communicate information relating to ongoing investigations or proposed arrests to anyone outside of the Macomb Police Department.

**3.2 Personnel Files**

All documentation pertaining to an Explorer’s performance (i.e., applications, evaluations, commendations, etc.), shall be filed with the Macomb Police Department Explorer Program by the Post Advisor. The file will track training, evaluations, report cards, commendations, disciplines, attendance, etc.

The Explorer files are considered confidential in nature and are accessible to the individual Explorer and parents upon request to the Post Advisor. All Explorer Chain of Command shall have access to individual files of Explorers underneath them. To access the files, a written memorandum must be submitted to the Post Advisor outlining the reason for requesting access. Written requests will then be added to the file.

It should be noted that if any agency conducting a background investigation presents a waiver, signed by the current or former Explorer, authorizing the release of their information, then the agency requesting access to that Explorer’s individual personnel record shall be granted. This waiver is standard during most police backgrounds investigations.

**3.3 Post Funds**

Post #4044 will maintain a fund dedicated to supporting all Post activities. Post Advisors and the appointed treasurer will monitor the funds. Funds will be primarily gathered through donations and fundraisers.

Macomb Police Department  
Explorer Policy Handbook

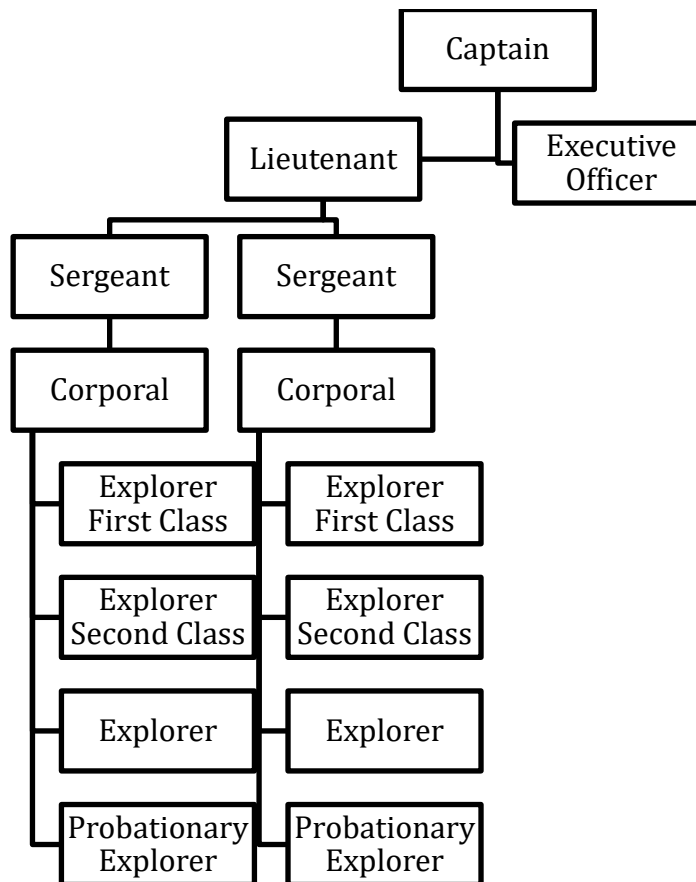
**CHAPTER 4**

**CHAIN OF COMMAND**

**4.1 Purpose**

A Chain of Command is established to introduce the Explorer to a structured environment that mimics that of an established law enforcement agency. Interaction will be kept to the lowest possible level to solve any problems that may arise.

**4.2 Chain of Command Structure**



# Macomb Police Department Explorer Policy Handbook

## 4.3 Responsibilities

### Post Advisor

- The Post Advisor must ensure the professional and consistent operation of Explorer Post #4044
- The Post Advisor will directly supervise all members of the Post during Explorer activities, as well as, supervising Explorer Post meetings and all other activities
- Responsible for coordinating all activities of the Post
- Constant financial monitoring of all Explorer funds
- Responsible for supervising the recruitment and screening of new applicants
- Ensure proper information flow to and from the Command Staff through appropriate Chain of Command—two-way communication conduit
- Receive, review, and investigate (for complaint validation or dismissal) internal and external complaints made against the Post members, attendance records, and ensure that proper corrective action(s) is administered as outlined by agency policy, procedures, and this policy handbook.

### Captain

- Captain is the highest rank in the post organization
- Responsible for the administration of the post
- Conduct the Explorer Post meetings and functions under the guidance and direction of the Post Advisors
- Work as a liaison between the Post Advisors, Post Officers, and other Explorers
- Participate in the planning and development of course curriculum and provide input on other decisions as they arise
- Manage explorers holding rank or additional duties to ensure the successful operation of the post

### Selection Process:

- Appointment by post advisors with recommendation from outgoing Captain
- Hold the previous rank of Sergeant or above
- Extensive Oral Board Interview
- Have at least one P.O.W.E.R Test attempt on file within the last year prior to the selection process
- Commit to attempting the P.O.W.E.R Test each semester it is offered
- Review of applicants past Explorer Evaluation Report's

# Macomb Police Department Explorer Policy Handbook

## **Executive Officer (XO)**

- The Executive Officer shall hold the rank of Lieutenant.
- Assist the Post Captain in their duties and assume command in the Captain's absence
- Ensure the day-to-day operations of the Post are running smoothly and assist in planning future operations
- Perform tasks as assigned by the Captain

### Selection Process:

- Must hold the rank of Explorer Sergeant or Lieutenant (*With the expressed consent from post advisors, and in certain situations, an applicant may hold any rank*)
- Extensive Oral Board Interview
- Have at least one P.O.W.E.R Test attempt on file within the last year prior to the selection process
- Commit to attempting the P.O.W.E.R Test each semester it is offered
- Review of applicants past Explorer Evaluation Report's

## **Lieutenant**

- Third highest rank in the post
- The Lieutenant will assume command in the absence of the Captain and XO
- Responsible for accountability of and information flow to all explorers underneath them
- Perform other tasks as assigned by the Captain

### Selection Process:

- Must hold the rank of Explorer Sergeant (*With the expressed consent from post advisors, and in certain situations, an applicant may hold any rank*)
- Extensive Oral Board Interview
- Have at least one P.O.W.E.R Test attempt on file within the last year prior to the selection process
- Commit to attempting the P.O.W.E.R Test each semester it is offered
- Review of applicants past Explorer Evaluation Report's

# Macomb Police Department Explorer Policy Handbook

## **Sergeant**

- The Sergeant has the most demanding job in the Post
  - The Sergeant and his Lieutenant must work cohesively as a team
  - Responsible for ensuring their Explorers receive all information needed prior to an event (i.e. uniform, time, place, etc.)
  - Responsible for upholding the high standards of the Explorer Post (i.e. ensuring uniforms are being worn in compliance with policy, rules are being followed, etc.)
- 
- Sergeants are expected to tactfully make on-the-spot corrections if an infraction is noticed
  - One Sergeant is assigned per squad

### Selection Process:

- Although preferred, applicant does not have to hold the rank of Explorer Corporal to apply but must be off of probation and remain good standing within the post. However, if an Explorer tests for Explorer Corporal and does not receive a passing score, the Explorer is not allowed to test for Explorer Sergeant within the same testing period.
- Take a Sergeants Practical and Written Exam
- Oral Board Interview
- Commit to attempting the P.O.W.E.R Test each semester it is offered
- Review of applicants Explorer Evaluation Report's

## **Corporal**

- Responsible for the training of all probationary explorers within their squads
- Act as an Explorer Training Officer to help guide and direct a probationary explorer through their six-month probationary period
- Responsible for assisting their Explorer Sergeant in their day-to-day responsibilities
- The Corporal and his Sergeants must work cohesively as a team to develop their squad to the highest potential
- The Corporal will assume command of their squad in the absence of that squad's Sergeant
- One Corporal is assigned per squad

### Selection Process:

## Macomb Police Department Explorer Policy Handbook

- Although preferred, applicant **does not** have to hold the rank of Explorer First Class or Explorer Second Class to apply but must be off of probation. Any explorer can apply.
- Take a Corporal Practical and Written Exam
- Review of applicants EER's with the recommendation from the explorer Sergeant

### **Explorer First Class and Explorer Second Class**

- The rank of Explorer First Class is reserved for explorers who have shown exceptional involvement within in the program and demonstrated a willingness to fully participate in a majority of post meetings and events. They should demonstrate a can-do attitude and the proven ability to apply

knowledge learned in class to hands-on training. They should not be afraid to participate in group activities and events and impart their knowledge on others. This explorer should demonstrate leadership potential that sets them on the right track to further promotion within the program.

- The rank of Explorer Second Class is reserved for explorers who may not be as experienced as an Explorer First Class but demonstrates an involvement within the program in a way that they use the knowledge they have learned and apply it to all aspects of the program. Although this explorer demonstrates an involvement, they require further development in their leadership skills but certainly demonstrate a potential that can be guided in their development of their leadership skills.

### Selection Process:

Explorers are promoted to Explorer First Class and Explorer Second Class at the awards ceremony in the Spring and Fall of each semester. Prior to being considered for the position of Explorer First Class and Explorer Second Class, the explorer must be off their probation period and demonstrate the characteristics described above. Although an explorer who holds these ranks are preferred, an explorer may apply and will be considered for the position of Explorer Corporal without having held the rank of Explorer First Class and Explorer Second Class first.

### **Explorer**

- Be involved in Post training, community activities, ride alongs, and upon request, will participate in special functions coordinated by the Macomb Police Department



## Macomb Police Department Explorer Policy Handbook

- Strive to meet, maintain, and memorize the five goals for the Post
- Memorize the mission statement of the Post
- Attend and actively participate in the Post meetings, trainings and/or other programs sponsored or coordinated by the Explorer Post
- Provide current report cards, each semester, to an Advisor, upon request, for addition to the individual working file
- Represent the Explorer Post and Macomb Police Department in a courteous and professional manner

### 4.4 Evaluations

- Objective feedback is an essential component to self-development and improvement. The identification of strengths and weaknesses, positive and negative behaviors, and implementation of a plan to become stronger and more improved is critical. Equally as critical is following up and assessing if the plan is working properly, or if adjustments need to be made.
- Explorers holding the rank of Corporal or above shall receive an Explorer Evaluation Report (EER) each fall and spring semester. The EER shall be completed, in full, and the Explorer individually counseled on their performance during the rating period by their rater.
- The completed EER shall be permanently stored in the Explorer's personnel file.
- It is expected that rated Explorers receive individual counseling at the following times:
  - Upon promotion and/or appointment to new duties
  - Following positive or negative performance
  - At least once per semester to assess their performance in their appointed capacities

### 4.5 Program Survey

- Each semester an anonymous online survey shall be created in order to allow all Explorers an opportunity to provide feedback on the program, their leadership, and the advisors.
- The feedback gained from this survey will enable Advisors and Explorer leadership the opportunity to make changes in the program and curriculum to meet the training needs and desires of Explorers.

# Macomb Police Department Explorer Policy Handbook

## **4.6 Promotion Eligibility List**

- Upon the completion of promotional testing an Explorer will be placed on a Promotion Eligibility List for the respective rank they tested for. Explorers shall remain on the eligibility list for a maximum of one (1) full year. Explorer names with the asterisk mark (\*) after their name indicate their score has been transferred from a previous testing process. If another Explorer promotion testing process takes place within the same year that an Explorer is on the list, they are welcome to retake the exam. The higher of the two scores will be used in the publication of the new list. The explorer must obtain a score greater than 50% to be placed on the promotional list.
- Explorers having completed the P.O.W.E.R. Test within the last six (6) months of promotion testing may add three (3) preference points to their test score.

## **CHAPTER 5 EXPLORING**

### **5.1 Probation**

Newly inducted Probationary Explorers will be placed on a six-month probationary period, at which time they will be evaluated by their Advisors as to whether they meet the expectations of being a Post #4044 Explorer. At the end of the six-month probationary period the Probationary Explorer may test to become a tenured Explorer. The test and materials therein shall be selected by the Post Advisor or their designee. An Explorer shall remain on probation until they receive a passing grade (80%) on the Probationary Explorer exam. A Probationary Explorer has three (3) attempts to pass the exam or face further examination by the Post Advisor and Post Captain that can result in their dismissal or remediation. If a probationary explorer takes a leave of absence approved by the Post Advisor during their probationary term, their probationary status shall be extended as determined by the Post Advisor on a case-by-case basis upon their return.

### **5.2 Classroom Studies**

Explorers will be required to participate in a classroom learning environment. Classes are designed to give Explorers the knowledge needed to be successful in a

# Macomb Police Department Explorer Policy Handbook

Law Enforcement career. Classroom instruction will often be reinforced with practical exercises.

## 5.3 Field Trips

Field trips are necessary for Explorers to grow in their experiences. Special instructions will be given when a field trip is scheduled (dress attire, etc.). The Explorer's parent or guardian must give written permission to attend on a field trip (if under 18). Failure to produce written permission or follow special instructions may result in an explorer's inability to participate.

## 5.4 Community Outreach

Explorers will be required to interact with the public in a courteous and respectful manner. Explorers will assist the citizens of Macomb during special events, such as, Parades, Festivals, Charitable Functions, etc.

## 5.5 Ride-Along Program

While on probation Explorers may conduct one (1) ride-along per semester with a post advisor. After successfully getting off of probation, Explorers will be able to conduct two (2) ride-alongs per semester with any officer (pending the approval of the officer's shift commander). In order to participate, Explorers must first be given the Explorer ride along brief. Advisors reserve the right to suspend or deny any Explorer's ride along privileges based on their conduct, lack of maturity, or inability to follow instructions. Written ride along requests, in approved MPD format, must be submitted to the Post Advisor no less than two weeks from the desired ride along date(s). Ride along forms will then be submitted to respective watch commanders for approval. Some dates may not be available due to manpower shortages, other scheduled ride-alongs, or special events. When conducting ride-alongs, Explorers will wear khakis and a polo shirt, or equivalent. Jeans are not permitted. Explorers will follow directions and commands of their assigned officer. Failure to follow such directions will terminate the Ride Along.

## 5.6 Events and Activities

Explorers will wear ONLY the approved Explorer uniform at events.

Explorers must be supervised at all post functions by an advisor(s), police officer(s) and/or Captain, Lieutenant(s), or Sergeant(s). Explorers are not to be accompanied by non-post members when working an event. In the event that there is not a ranking explorer at an activity or event, an advisor will assign an explorer to be acting squad

## Macomb Police Department Explorer Policy Handbook

leader for that activity. Injuries and illnesses at post functions shall be immediately reported to an advisor.

It is crucial for the explorer command staff to make a presence at events and activities outside of regularly scheduled meetings. This not only ensures the success of the event, it also displays a “leading from the front” mentality to subordinate explorers, creating an overall boost in the performance of all explorers. Therefore, each member of the explorer command staff shall be present to no less than 60% of all scheduled events and activities published on the explorer schedule each semester.

When the US flag passes in a parade or event, Explorers will stand at attention and place their right hand over their heart, unless this would interfere with the explorer’s duties.

**An Explorer is only to act in the capacity of a citizen. The only exception is under direction of a Police Officer or to protect human life.**

## CHAPTER 6

### MEETINGS AND FUNCTIONS

#### 6.1 Meetings

Explorers are required to attend weekly training. This is extremely important as training is the cornerstone of the program and will enable the Explorer to engage in hands-on opportunities such as the ride-a-long program, shooting-range, and more. Vital program information and guidance pertinent to the Explorer will be distributed at these training classes. Lack of attendance may affect the Explorer’s ability to participate in all aspects of the Program. If an explorer cannot attend an event for any reason, it is their responsibility to notify their chain of command. Explorers should notify their chain of command no less than six (6) hours prior to the event they are missing with a valid excuse. An excused absence deemed valid is at the discretion of the Explorer Sergeant or their designee. In the event that an Explorer is issued a reprimand for lack of attendance due to not having a valid excuse, the issuing Explorer Sergeant must approach a Post Advisor with the said excuse before issuing any type of reprimand.

## Macomb Police Department Explorer Policy Handbook

Staff meetings will be held monthly on the first Tuesday of the month, or a time determined by the post advisor. Any explorer holding a specialty assignment or the rank of Corporal or above is required to attend, unless dutifully excused.

### **6.2 Attendance and Punctuality**

Explorers are required to attend all meetings, unless otherwise excused by the Post Advisor, with a minimum of six (6) hours notice. Although missing meetings are extremely discouraged, Explorers are allowed to miss meetings as long as prior notice is given in accordance with the handbook. Semesters can be different each year and follows Western Illinois Universities' school schedule to determine when the semester begins and ends. Missing more than 50% of regularly scheduled meetings can result in disciplinary action. Missing more than three (3) scheduled meetings without appropriate notice can result in disciplinary action, dismissal and/or suspension from the program.

Explorers must be punctual in attending Post functions and various Police Department activities that includes post meetings and events. Tardiness to a post meeting or an event in which an explorer said they could partake in without the minimum six (6) hour notice shall result in reprimand in accordance with the post discipline policy.

Lab meetings will be held per the discretion of the post advisor. Lab meetings are restricted to explorers who are off of probation, have taken or intend to take the P.O.W.E.R. Test, and have accumulated 10 hours or more of community service.

Attendance and participation at meetings is restricted to members, Advisors, guest instructors and police officers who are assisting in training exercises.

Exception: Parents/guardians of Explorers under the age of 18 are welcome at any meeting. If possible, post advisors are to be notified prior to the meeting if a parent/guardian wishes to attend. Parents/guardians of Explorers over 18 years of age are welcome to attend one Explorer meeting per semester and a post advisor must be notified at least one hour prior to the meeting. Parents/guardians will be seated in the back of the classroom, so that they are non-participants in the meeting. If a parent/guardian becomes disruptive to the training environment, post advisors reserve the right to have them exit the meeting at any time.

## Macomb Police Department Explorer Policy Handbook

Persons interested in joining the Post as members are welcome as well with the permission of the post advisors with prior notice. Prospective members may opt to observe or participate in the meeting if they wish to do so. A single prospective member is allowed to attend one meeting per semester.

### **6.3 Leave of Absence**

Any Explorer that is unable to participate in Post activities for an extended period of time may request a leave of absence. All leaves of absence will be requested to the chain of command and approved by the Post Advisor. Absence documentation will be maintained in the individual working file. All leaves of absence may be granted for a minimum of one month and a maximum of six months; extensions are possible and will be addressed on a case-by-case basis by the Post Advisor.

Example reasons for a leave of absence are, but are not limited to, military training, participation in organized sporting events, demanding coursework and/or classes which conflict with meeting times, and prolonged illness. Supporting documentation must be submitted with an Explorer's request for a leave of absence from the post.

### **6.4 Advancement and Point System**

Explorers in good standing will be considered for advancement to fill vacancies and new positions as they arise.

Explorers will be given one point for every meeting and special event they attend. Half points will be awarded if an explorer attends but leaves early or arrives late. These points will assist post advisors and staff officers in selecting explorers for advancement or other special opportunities.

Attendance points will be maintained by the post secretary and supervised by the post captain or their designee.

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 7**

**REPRESENTATION OF THE DEPARTMENT**

**7.1 Representation**

- Explorers are representatives of the Macomb Police Department and will be of strong moral character
- Explorers are required to maintain a clean, well kept, and professional appearance while in uniform
- Explorers will interact with members of MPD and the citizens of Macomb in a courteous and professional manner
- Explorers will not use their position with the department for personal gain. Any Explorer found to be abusing their position could be dismissed following disciplinary action
- No photographs of Explorers in uniform, or any components of their uniform, should appear on social media or the internet unless posted by the department or with the expressed permission of the Post Advisor(s).

Macomb Police Department  
Explorer Policy Handbook

## CHAPTER 8

### UNIFORMS

#### 8.1 Overview

To have an Explorer appear to be a regularly sworn officer can be dangerous to the Explorer and confusing to the public. Unless the Explorer is clearly distinguishable from the sworn officer, members of the community may expect assistance in situations for which the Explorer is not trained or empowered to act. Explorers are mandated to express they are Explorers and have no capacity to make law enforcement decisions to civilians that expect assistance.

Any Explorer intentionally posing or impersonating a real police officer will be immediately dismissed from the program. Manipulating the Explorer uniform in anyway grounds for disciplinary actions and possible suspension/dismissal from the program.

#### 8.2 Uniform

- All uniform t-shirts and polo shirts are the property of the Macomb Police Department, even after being issued to the explorer and will be returned at the completion of the program.
- During the Explorer's probationary period, the Explorer will be required to wear the Class "C" Uniform (see 8.6 Class "C" Uniform) to all Explorer functions unless instructed otherwise. If the explorer has not yet been issued a t-shirt, a polo shirt will suffice. Khaki pants shall be worn with all department-issued shirts. Jeans are prohibited.
- Upon successful completion of the probationary period, the Explorer shall be issued the Class "B" Uniform for wear (see 8.5 Class "B" Uniform).
- Each explorer will be issued a uniform jacket to be worn during inclement or cold weather. A traffic vest will also be issued and required to be worn during any traffic control events.



# Macomb Police Department

## Explorer Policy Handbook

### 8.3 Standard

- The Macomb Police Department reserves the right to revoke an Explorer's privilege of wearing the approved Explorer uniform at any time.
- Explorers are not authorized to wear their uniform when not involved in Explorer activities unless they obtain specific expressed permission from the Post Advisor(s).
- Uniforms and shoes are to be kept clean and serviceable. If an explorer fails to maintain their uniform, their privilege of wearing it will be revoked and the department will re-take possession of it.
- If an explorer engages in misconduct or posts unapproved photographs online which reflects negatively on the department, at a minimum uniform privileges will be revoked.
- Explorers will ensure that their uniform is laundered appropriately and consistently. Hygiene and cleanliness is expected.
- Some activities can cause hazard to an Explorer if they cannot see or their hair is caught on an object, which could cause tugging and pulling. Because of this, Explorers with hair that exceeds the length of their shoulders, should have it secured in an orderly fashion.

### 8.4 Inspections

- Explorers will be subject to uniform inspections at any time to ensure the uniform is being worn in accordance with policy.
- Explorer Sergeants shall conduct brief inspections prior to each explorer meeting and event.

## Macomb Police Department Explorer Policy Handbook

### 8.5 Class “B” Uniform

- The Class “B” Uniform is comprised of a Blauer Uniform Polo Shirt (Style #8133, dark navy with white) with approved khakis, a white undershirt, black shoes, and a black belt. Shirts shall be worn tucked into the trousers. Khakis may have cargo pockets but should be plain, free of any designs or large logos. Tennis shoes are permitted as long as they are ALL black
- Black nylon, or leather, duty belts are authorized at the Explorer’s expense. Duty belts will only be worn when participating in Explorer meetings or events and while under direct supervision of a sworn law enforcement officer
- The polo shall have the approved badge embroidered on the front left breast, just above the zippered pocket
- The approved Explorer Post shoulder patches shall be sewn on each sleeve
- Explorer cards shall be with the Explorer at all times and be kept in the zipper
- Although not required, at the Explorers own expense, the Explorers name shall appear on a 2 1/4” x 1/2” silver name plate with blue, block capital writing. The Explorers first initial and last name shall be displayed on the nameplate (ex: B. SMITH). The nameplate shall appear parallel on the right breast 1/8” above the pocket flap.
- Explorer Chevrons signifying rank shall be worn on each collar of the uniform
- Awards shall be displayed on the right breast, centered, 1/8” above the name plate. Awards shall be displayed in the order they appear in the Explorer Handbook (see Chapter 13.2) with the highest awards being on the top and left. Awards shall not exceed three across

## Macomb Police Department Explorer Policy Handbook



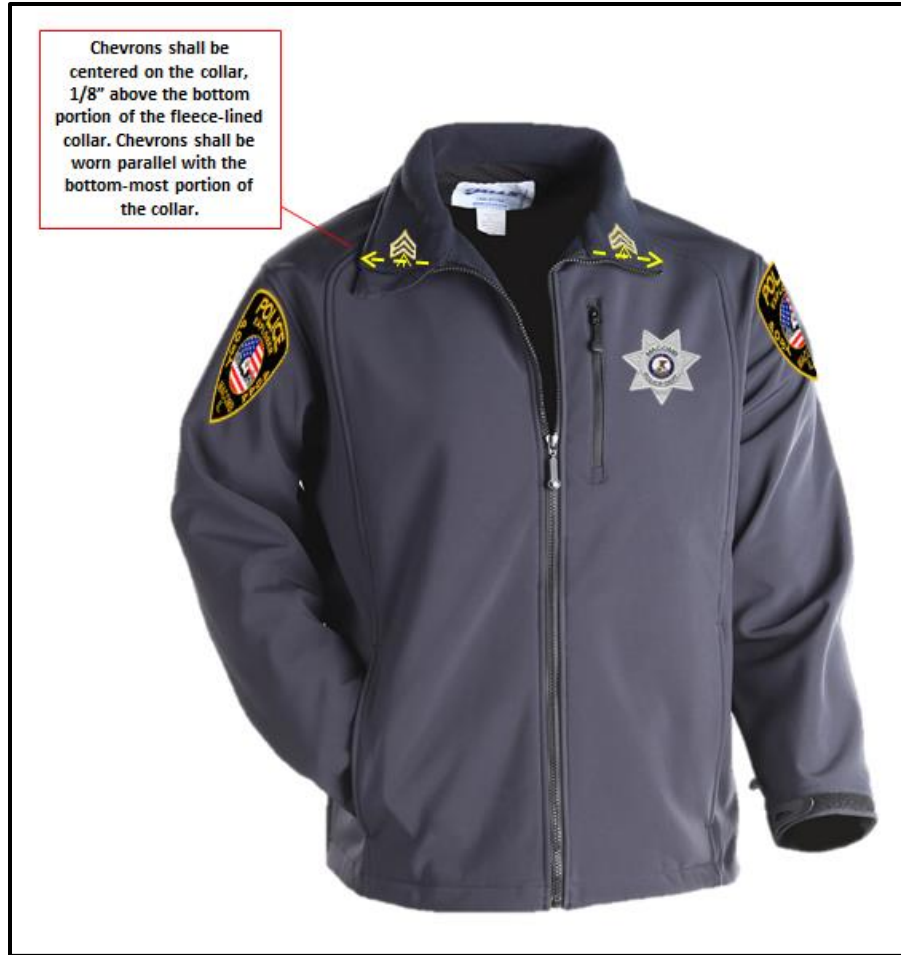
Figure 1: Proper wear of the Explorer Class “B” Uniform

### **8.6 Class “C” Uniform**

- The Class “C” Uniform is a dark navy cotton blend t-shirt with the approved badge on front with “MACOMB POLICE EXPLORER” block lettering on the back. Shirts shall be worn tucked into the trousers.
- Black nylon, or leather, duty belts are authorized at the Explorer’s expense. Duty belts will only be worn when participating in Explorer meetings or events and while under direct supervision of a sworn law enforcement officer.
- Explorer cards shall be with the Explorer at all times.
- All Explorers will be required to wear a black belt and black footgear. Tennis shoes are allowed, as long as they are black.
- A white t-shirt need not be worn under the Class “C” Uniform shirt.

### **8.7 Uniform Jacket**

# Macomb Police Department Explorer Policy Handbook



## CHAPTER 9

### INTERNAL POST DISCIPLINE

#### 9.1 Compliance of Policy and Procedures

Each Explorer must comply with all applicable Police Department and Post policies, procedures, and guidance. All procedures and guidance deemed necessary by any Advisor for program success will be adhered to by the Explorer. Failure to comply could result in suspension or removal from the Program.

#### 9.2 Conduct

Explorers are required to maintain the same high standards of personal and professional conduct required of any Police Department employees as set forth in the Macomb Police Department Policies.

Explorers will not fraternize with Advisors or any other member of the Police Department in an unprofessional manner. Explorers are required to immediately self-

## Macomb Police Department Explorer Policy Handbook

report any relationship that arises between them, another explorer or cadet, and any sworn or non-sworn member of the department to the post advisor in writing. Should notification of the post advisor be a conflict, the explorer will notify the Chief of Police. Violation of this shall result in suspension or removal from the Post.

Explorers must self-report any contact made with a Law Enforcement Officer to the post advisor within three (3) days of the initial contact. Failure to do so shall result in suspension or removal from the post. Required information to report includes the contact agency, result of contact, actions following the initial contact.

Explorers will not consume any alcoholic beverages, narcotics, or illegal substance(s) at any time. Violation of this shall result in suspension or removal from the Post and criminal charges pursuant with Illinois Law. An underage explorer who is suspected of consuming an alcoholic beverage must submit to a Portable Breath Test (PBT) when requested by any Law Enforcement. Failure to do so shall result in immediate removal from the post.

Explorers will not smoke or consume tobacco products while in uniform or while participating in any Post function or law enforcement activity. The use of any tobacco products by Explorers under the age of 18, shall result in suspension or removal from the Post and charges pursuant with Illinois Law.

Explorers will not accept any gratuities, loans, gifts, merchandise, meals, beverages, or other things of value in connection with or resulting from their official position. Explorers will not use their official positions to obtain privileges not otherwise available to them. Explorers will not harass or intimidate the public or other Post members or create, or promote, a hostile environment.

### **9.3 Disciplinary System – Infraction Classifications**

Infractions of Post #4044 rules/regulations and standards of conduct will be classified as either “minor” or “major”, in accordance with the schedule below.

#### **Minor Infractions:**

- \* Arguing/Insubordination
- \* Conduct deemed disrespectful or unbecoming of an Explorer
- \* Tardiness
- \* Failure to meet appearance standards
- \* Failure to attend scheduled meetings
- \* Any conduct deemed a minor infraction by the Post Advisor

#### **Major Infractions:**

- \* Dishonesty
- \* Underage smoking

## Macomb Police Department Explorer Policy Handbook

- \* Fighting
- \* Use/Sale of alcohol or illegal drugs
- \* Criminal activity/Juvenile delinquency
- \* Three (3) or more minor infractions within a semester
- \* Any conduct deemed a major infraction by the Post Advisor

### **9.4 Disciplinary Scale**

As a general rule, infractions of the rules/regulations and Standards of Conduct will result in disciplinary action as outlined below. All disciplinary actions/warnings will be documented in the participant's file. Only explorers holding the rank of Sergeant or above and post advisors shall issue disciplinary actions. A written reprimand shall be approved by a post advisor prior to being issued out to an explorer.

#### **Minor Infractions**

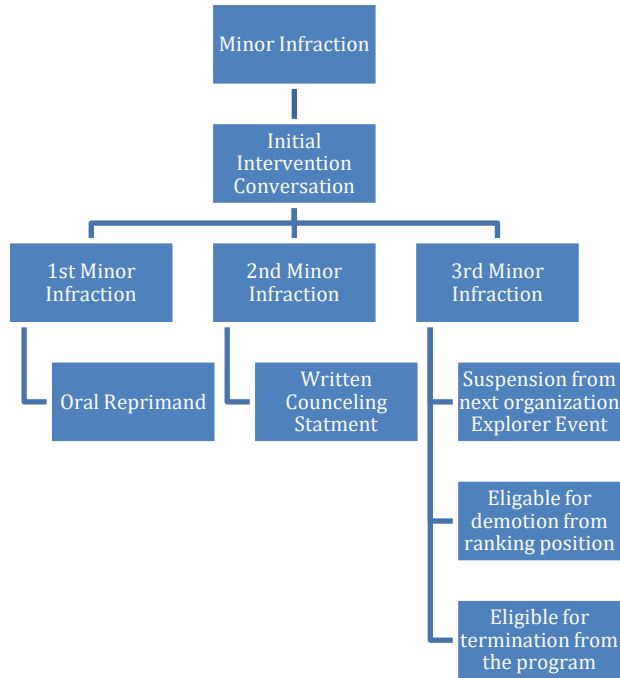
1st Minor Infraction: Oral Reprimand

2nd Minor Infraction: 1<sup>st</sup> Written Reprimand

3rd Minor Infraction: Suspension from the next organized Explorer event or demotion from a ranking position within the post

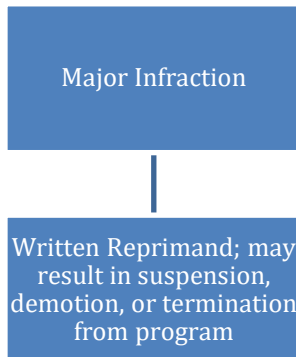
After three suspensions from Explorer events have been issued, the Explorer is eligible for termination from the program, at the discretion of the post advisor.

# Macomb Police Department Explorer Policy Handbook



## Major Infractions

Any major infractions can result in immediate dismissal from the program. Dismissal of a participant is addressed on a case-by-case basis by the Post Advisor.



## 9.5 Flagged From Favorable Action

An Explorer who has received a disciplinary reprimand can be flagged from favorable action, at the discretion of the post advisor. Explorers who have been flagged from favorable actions will not be eligible for promotion, awards, or consideration into the Cadet Program. Not every explorer who has received a disciplinary reprimand will be flagged for favorable action. The longevity and determination are made on a case-by-case bases with the approval of the post advisor.

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 10**  
**COMPLAINTS**

**10.1 Process**

Whenever a situation arises where an Explorer feels that a formal complaint is necessary, the Explorer must inform an Advisor. All complaints will be reviewed and investigated by the Post Advisor.

It is the Explorers responsibility to draft a written statement with a detailed description of the incident, including date and time, and those involved. The statement must be typed or neatly printed and provided to an Advisor.

The Chain of Command will always be utilized at the lowest level to resolve any issues that may arise. However, the best interest of the Explorer will always be considered.

If Explorers have an issue of a personal or sensitive matter they may speak directly with a Post Advisor. Explorers should make an attempt to notify their chain of command to request a meeting with an Advisor but need not disclose the reason for the meeting.



Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 11**  
**INSURANCE, INJURIES, AND PROPERTY DAMAGE**

**11.1 Insurance Policy and Liability**

Prior to participation in any hands-on training exercise, explorers must complete, in full, their learning for life application and release of liability form.

**11.2 Injury to the Explorer**

Any injuries which occur during an explorer event shall be reported to a Post Advisor immediately. Medical assets will be requested if needed and the Explorer's parent/guardian will be notified if they are under the age of 18.

**11.3 Property Damage**

Any property damage which occurs during an explorer event shall be reported to a Post Advisor immediately.

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 12**  
**COMMUNICATIONS AND TECHNOLOGY**

**12.1 Electronic Devices**

The use of cellular phones or other devices during classroom instruction and training is not authorized. Cell phones and any other electronic devices shall not be used during Explorer functions or law enforcement activities unless as part of the Explorer's official duties or permission from an Advisor is obtained.

**12.2 Radio Use**

Radio communication is the primary form of communication for law enforcement officers. In the event Explorers need to use the radio, they will be given instructions on how to use the radio and the proper etiquette to follow. Radio communication is for official use only!

Macomb Police Department  
Explorer Policy Handbook

**CHAPTER 13**

**COMMENDATIONS AND AWARDS**

**13.1 Letters of Commendation**

Letters of Commendation may be awarded to reward and recognize exemplary service. Letter of Commendation shall be presented to the Explorer and a copy will be placed in their personnel file.

**13.2 Awards**

The awards listed below are authorized for wear on the Class “B” uniform shirt. Unless otherwise depicted in section 8.5, awards will be worn in the order shown below. Awards shall not exceed three across in a row and shall be displayed 1/8 inch above the name plate. The highest awards shall be displayed on the left (if looking at the uniform). Should another row of awards be displayed, the highest award shall be on top.

**Explorer of the Year**



Each year an Explorer will be selected for Explorer of the Year based on their dependability, attitude, attendance, and contributions to the post, department, and community. Explorers of the Year are recognized for their outstanding performance and personal attitude. The recognition is a blue bar with gold “E”, No. 04025.

**Meritorious Service**



Recognizes an Explorer who distinguishes themselves for outstanding meritorious achievement or service over a sustained period of time. The recognition is a red commendation bar with double-white stripes, No. SPAATZ Ribbon.

# Macomb Police Department Explorer Policy Handbook

## **Explorer Achievement Medal**



Awarded to explorers for outstanding achievement based on sustained performance. This award is intended to recognize performance that would not otherwise rise to the level of a Meritorious Service award. The recognition is a green and blue commutation bar, No. 1544.

## **Exceptional Service Medal**



The Exceptional Service Medal is awarded to Explorers who have distinguished themselves through outstanding service or achievement related to a specific event. The Exceptional Service Medal recognition is a blue and yellow commutation bar, No. 1130.

## **Military Service Recognition**



Recognizes Explorers who have satisfactorily completed all initial entry training (Basic/Boot Camp) for service in branches of the United States Armed Forces. The recognition is a red, white, and blue accommodation bar, No. CAP0703C.

## **Law Enforcement Training**



Recognizes the accumulation of 60 hours of training in the following areas:

- History of law enforcement (1 hour)
- The contemporary law enforcement role (2 hours)
- The criminal justice system (2 hours)
- Radio procedures (2 hours)
- Basic patrol procedures (3 hours)
- Report writing (4 hours)
- Criminal law (6 Hours)
- Juvenile law (2 hours)
- Traffic law (2 hours)
- Procedures of investigation (6 hours)
- Human relations (4 hours)
- Crime prevention (8 hours)
- Accident investigation (4 hours)
- Crime scene investigation (4 hours)

## Macomb Police Department Explorer Policy Handbook

- Fingerprinting and classification (4 hours)
- Narcotics and dangerous drugs (2 hours)
- Arrest and search (4 hours)

The recognition is a red and blue commendation bar, No. 0032.

### **Community Service**



Acknowledges 100 hours of community service, including crowd or traffic control, parking service, community events support, etc. Service must be preapproved and logged by the Advisor. The recognition is a blue and yellow commendation bar, No. 04019.

### **Crime Prevention**



Includes the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar, No. 04020.

### **Law Enforcement Service**



Includes assistance to the department in areas such as records management, communications support, property control/inventory, facility tours, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021.

### **Emergency Preparedness**



Certifies that the Explorer has received training in advanced first aid and CPR; has received training in how the Post would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or community-wide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022.

# Macomb Police Department Explorer Policy Handbook

## **Firearms Training**



Includes 8 hours of firearms safety training and matches the guidelines stated in the NRA/Law Enforcement Explorer Firearms Certification Program. This recognition is the NRA Explorer Marksmanship Bar, No. 99-264.

## **Tenure**



Awarded to those Explorers who complete one year of satisfactory service to the Post. It is recognized with a red commendation bar; No. 04023.

## **Perfect Attendance**



Recognizes attendance at each scheduled Post meeting or activity during the preceding year. The recognition is a yellow and white commendation bar, No. 04024.

## **Drug Abuse Prevention**



Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Explorers: A Guidebook and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar, No. 04026.

## **National LE Exploring Conference Bar**



Presented to Explorers who attend a National Law Enforcement Exploring Conference. The recognition is a dark green commendation bar, No. 04030.

# Macomb Police Department Explorer Policy Handbook

## National LE Exploring Leadership Academy

Presented to Explorers who have been selected for and completed a National Law Enforcement Leadership Academy or who have completed a leadership training program certified by the National Law Enforcement Exploring Community. The recognition is a black commendation bar, No. 04034.

## National LE Exploring Conference Device

Presented to Explorers who attend more than one National Law Enforcement Exploring Conference. Device should be placed on conference bar. The recognition is a Gold Explorer “E”, No. 00930.

## Eagle or Gold Award Recognition

May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts of the USA highest award and honor (the BSA Eagle or GSUSA Gold). The recognition is a red, white, and blue commendation bar, No. 04036.

## Physical Fitness [\(P.O.W.E.R. Test\)](#)

Explorers who satisfactorily meet the requirements for the Peace Officer Wellness Evaluation Report, set forth by the Illinois Law Enforcement Training and Standards Board, will be authorized to wear the physical fitness ribbon.

## Intramural Competition Star

Each year an Explorer Intramural Competition shall be held covering various topics of instruction Explorers have covered in the previous year. The competition will be team-based and typically shall be a competition between the existing squads. The winners of the intramural competition shall receive a blue star that can be worn 1/8 inch above the name plate. If any awards are displayed, the star shall be worn 1/8 inch above the awards.

# Macomb Police Department Explorer Policy Handbook

## **Multiple Awards**



Explorers who receive multiple awards are authorized to wear a silver or bronze star, measuring 3/16 of an inch, on the award to denote additional decorations. One bronze star represents one additional award. Silver stars are worn in lieu of five bronze stars. The stars shall be displayed in the center of the award.



Macomb Police Department  
Explorer Policy Handbook

**ACKNOWLEDGEMENT OF EXPLORER HANDBOOK**

I \_\_\_\_\_ certify I have read and understand the  
(Print Full Legal Name)

rules and regulations of the Macomb Police Department Explorer Post #4044 outlined in this handbook.

I agree to follow the rules and regulations outlined in this handbook, and understand a violation of the aforementioned policies will result in disciplinary action, to include termination from the Explorer Post.

\_\_\_\_\_  
(Explorer Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature if under 18)

\_\_\_\_\_  
(Date)

*Return this page, completed in full, to the Post Advisor.*