

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: POLICE EXPLORER PROGRAM

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I. Purpose

To establish procedures for the operation, direction and control of the Police Explorer Program.

II. Statement of Policy

It shall be the policy of the Covington Police Department to develop a Police Explorer Program to help educate and indoctrinate local youth in the operations of the police department; to provide positive experiences to help the young people mature; and to prepare them to become responsible and caring adults. The program is designed for young men and women age 14 (who have completed the eighth grade) to 20 years of age.

III. Procedures

A. The Explorer Program has four specific goals:

1. To gain practical experience in the career of law enforcement.
2. To engage in program activities centered on the five emphasis areas (law enforcement career opportunities, life skills, citizenship, character education, and leadership experience) to encourage the development of the whole person.
3. To experience positive leadership from adult and youth leaders and have the opportunity to take on leadership roles within the program.
4. To have a chance to learn and grow in a supportive, caring, and fun environment.

B. Covington Police Explorers are considered auxiliary officers and are not sworn law enforcement officers. Explorers will not act in a law enforcement capacity or be used in regular law enforcement duties.

- C. The explorer uniform is notably different in appearance from the Covington Police officers' uniform. This difference is necessary to safeguard against the possibility of mistaken identity between an explorer and a sworn officer.

D. Program Methods

To achieve the mission of Learning for Life, the following six Exploring program methods have been designed to meet the needs of the participating youth:

1. Voluntary association. In a voluntary association between youth and adults, youth are receptive to new ideas and experiences, a connection to new ways of thinking and acting, and a new identity.
2. Ethical decision making. By taking responsibility for their program, activities, and experiences, Explorers learn how to make decisions and ethical choices.
3. Group activity. Exploring activities are interdependent group experiences in which success is dependent on the cooperation of all.
4. Recognition of achievement. Recognition comes through formal awards and acknowledgement of a youth's competence and ability by peers and adults.
5. Democratic process. The election of post officers is important to the success of the post.
6. Experiential training. Exploring is about curiosity, exploration, and adventure. Learning by doing.

E. Post Advisor

The Advisor is the key adult leader and is responsible for training post officers, helping them plan a program of activities, coaching them in their leadership responsibilities, and obtaining adult help and resources as needed. The Advisor is supported by two or more associate Advisors who serve as back-up leaders. The ultimate responsibility for the post rests with the Agency Head, which in turn recruits the Advisor and enables the Advisor to be the participating adult leader enrolled with Learning for Life. All information about Exploring from Learning for Life goes to the Advisor.

1. Fosters an environment within the post that has a true sense of community and encourages everyone's growth.
2. Develops post officers to lead, plan, make decisions, and carry out a program of activities.
3. Encourages participation and support for the post from participating organization, associate Advisors, post committee, parents, and other adults throughout the community.
4. Upholds the standards and policies of the participating organization and Learning for Life.
5. Provides the necessary framework for protecting post youth from abuse.

6. Ensures that activities are conducted with safety guidelines and requirements.
7. Seeks to cultivate within the post a capacity to enjoy life and have fun through learning and Exploring.

F. Associate Advisor

The Associate Advisor's primary role is to work in partnership with the Advisor and youth and together, coordinate the recruitment of new participants, sustain the interest of the current youth, and provide recognition for individual achievements of the post youth.

1. Provides back-up leadership for the Advisor and assumes leadership of the post in the Advisor's absence.
2. Supports the youth and assists with post recruitment and recognition.
3. Knows the responsibility of the Advisor and supports those responsibilities in whatever way possible.

G. The Covington Police Department, as the participating organization, will initiate and commit to an Explorer post, recruit adult leaders, provide resources, and secure a meeting facility. The program, leadership, and participation of the post are determined by the participating organization.

H. The Explorer Motto

"Our best today for a better tomorrow!"

I. Use of Explorers

1. As a potential recruitment tool. By focusing on the career field of law enforcement, through direct participation in post training, leadership and experiences, youth are encouraged to further serve their community by pursuing a career in public service.
2. As a community relations effort. By matching the interests of the youth with the people of the community; such as businesses, professional organizations, and civic groups, the result is a program of activities that helps youth pursue their interest in serving their community through law enforcement.
3. As a service group within the community. Frequently, community organizations call upon the post to assist with security, crowd control, traffic control and direction, youth education, and crime prevention programs.

J. Post Meetings and Training

The Explorer post will hold monthly scheduled meetings at the participating organizations' provided location. During the meetings a roll call will be conducted and any necessary reports or post business will be addressed. Training will include and is not limited to the following:

1. Criminal Law

2. Crime Prevention
3. Domestic Intervention
4. Crime search/investigation
5. Firearms safety/marksmanship
6. History of Law Enforcement
7. Defensive Tactics
8. Handcuffing Procedures
9. Accident Investigation
10. Public Relations
11. Building Searches
12. Communications
13. Officer Safety

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police