



Londonderry Police Explorers

Standard Operating Procedures

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Section One

Purpose of the Explorer Post

To educate and involve youth in police operations and to cultivate an interest in possible law enforcement careers. Youth in the Law Enforcement Explorer Program develop an awareness of the police profession. Emphasis is also placed giving back to the community through involvement with community service assignments.

Objectives

- To further the Explorer's education.
- To encourage Explorer participation in a productive and rewarding public service activity.
- To enhance Explorer preparation for future roles as citizens of the community.

Training

Motivation, discipline, and adherence to procedures and policies are positive results of the training experience.

Training Topics

- History of Law Enforcement
- Patrol Procedures
- Traffic Control
- Accident Investigations
- Basic First-Aid
- Domestic Disputes
- Radio Procedures
- Crime Prevention Techniques
- Crime Scene/Search Techniques
- Community/Public Relations
- Law Enforcement Careers
- The Criminal Justice System
- Firearms Safety/Operations
- Searches
- Felony-in-Progress

Restricted Topics

- Pursuits
- Interrogation
- Seizures
- Covert/Undercover Activities



Purpose and Objectives of Post

Conduct

Explorers shall behave in their private and professional lives and be positive examples of the Londonderry Police Department and Explorer Post.

Loyalty

Loyalty to the Londonderry Police Department and Explorer Post shall be maintained at all times. There shall be no negative attitude or criticism shown to the outside community.

Cooperation

Cooperation will be shown at all times within the post between Advisors, Officers, Explorers and the Police Department.

Assistance

An Explorer is only to act in the capacity of a citizen. The only exception is under the direction of an Officer or Advisor or if an Officer's life is in danger.

Edict

Explorers shall address each other by first name...shall address non-sworn advisors, elected positions and guests by "Yes sir" or "Yes ma'am"...shall address sworn officers by "Officer____" or "Sergeant____", etc.

Insubordination

Explorers must immediately obey any order given by a superior ranking Explorer, Advisor, or any member of the Londonderry Police Department. Refusal or neglect of an order, whether in their presence or not, is insubordination. Conflicts should immediately be brought to an Advisors attention.

Obedience

All Explorers shall obey all rules, regulations, and orders of Explorers Post 1137 and the Londonderry Police Department.

Violations

Advisors will handle all violations according to disciplinary procedures. However, infractions that are minor in nature (such as wearing an improper uniform, or disruptive/rude behavior toward each other or guest speakers, etc.) can be handled by the highest ranking Explorer who is present. Otherwise, it is an Explorers responsibility to report any violations by other members of the post to an Advisor.



Debts

All dues and other expenses shall be paid in full and are the responsibility of each member. If there is a problem every effort should be made by the Explorer, with an Advisor, to make arrangements to pay debts, or work out an agreement with post advisors.

Ride-Along Program

All members must receive permission to participate. All ride-along regulations must be followed or future participation will be denied. Refer to Londonderry Police Policy S-110 Explorer Post 1137 Ride-Along Program.

Uniforms

Explorer uniforms are only to be worn while attending authorized Explorer meetings, activities, or with special permission from an Advisor. The only two uniform parts which ARE authorized to be worn outside of Explorer activities will be the black Explorer Post 1137 hoodie sweatshirt, and the black Post 1137 uniform baseball hat. Explorers are never to represent themselves as a police officer at any time. Once an activity is completed Explorers are to change out of the uniform as soon as possible.

Meetings

Explorers are expected to attend all scheduled meetings. Absence with prior notice to an Advisor is excused. See "Attendance" in section four below for further.

Prohibited Activities of Explorers

No Explorer will participate or be used in any way in covert/undercover operations. No Explorer is to sleep, loaf, idle, or participate in any illegal activity. Possession or use of alcoholic beverages, illegal drugs, smoking or use of tobacco products, or use of profanity while at a meeting or during an Explorer activity is not tolerated.

Inquiries

Under no circumstances shall an Explorer give out information pertaining to the Londonderry Police Department to anyone outside of the office. All inquiries should be referred to the Post Advisor.

Section Two

Membership Guidelines for Post 1137

Explorer members are expected to be responsible. Explorer members are expected to be dedicated.



Eligibility

- Members shall be young men and women between the ages of 14-20 years old, and have graduated from the eighth grade.
- Membership shall be denied to anyone with a criminal record, discipline problem in school, and not meeting academic standards. Post advisors shall have final say in all cases.
- Members shall maintain no less than a C average in school.
- Any action of discipline in school – suspension, out-of-school suspension, or expulsion will result in action from the Post, failure to report any school disciplinary actions will result in further disciplinary action from the post.
- Membership will not be restricted based on color, race, religion, gender, sexual orientation, ethnic background, economic status, or political persuasion.

Membership Process

- Prospective members shall be invited to attend up to two meetings before deciding if they want to join the post.
- At the first meeting they will be given prospective member information forms. This also includes a post behavioral contract for them to sign along with a parent.
- The Advisors will then vote on the membership application once it has been received back and reviewed.

Dues for the Post

- Annual Dues to Daniel Webster Council (DWC)/Learning for Life are required, and are due in November. Dues amount will be established according to DWC guidelines and will be published ahead of time.
- New members pay an initial fee of \$100.00 when voted in as a new member. Fee pays for insurance, post uniform shirts, etc.
- Post dues are non-refundable.

Probationary Period

All new members shall be on a three-month probationary period. During the probation period members who violate rules of the Post may be terminated from the Post. Probation prohibits a member from holding an Officer Position and they may not participate in the ride-along program.

Appointment of Officers

Post Advisors

- All Post Advisors must demonstrate leadership qualities, good moral character, and desire to work with youth and promote the mission of the police explorer post.
- A Head Advisor will be appointed with Associate Advisors.



Post Officers

- Explorer Captain.
- Explorer Lieutenant.
- Explorer Sergeant.
- Explorer Drill Instructor.
- Explorer PT Instructor.

Appointment of Officers

Post Officers are elected into position by Explorers. Members of the Advisory Board will confirm that each candidate is eligible for promotion.

Promotion Procedures

- Post Officer elections will be held every six (6) months in July and then in January, and election process may initiate during the month prior.
- Advisors will announce any officer vacancies in writing.
- Members who are eligible must fill out Promotion/Officer Request Form and return by due date. Those who fail to turn in form on time will not be considered for promotion.
- To be considered by other post members, the Explorer candidate for officer position will deliver a verbal presentation to post members.
- On election day, post members will elect officer candidate(s) using paper ballots, which will be supplied and then collected and counted by post Advisors.
- Term of length of each elected position will be six (6) months, except for Captain which will be one (1) year.

Qualifications

- Before being considered for a post officer position, the Explorer must be an active post member for 12 months before running for Captain; 6 months before running for Lieutenant; 3 months before running for Sergeant.
- Must be a member in good standing.
- Member cannot hold rank or request promotion while on probation, suspension, or request promotion while on academic probation.

Fulfillment of Officer's Duties

In the event the Explorer who holds the rank of Captain is unable to fulfill their Captain's duties for his/her full one (1) year term (due to taking a leave of absence; leaving the post; removed from post; etc.), the next Explorer in command, the Lieutenant, shall assume the duties of said Captain, and fill in as interim Captain. Further, the Lieutenant who has assumed the Captain's duties shall fulfill those duties up until the next regularly scheduled six (6) month officer election cycle. It is also understood that the Explorer Post Captain who has taken the leave of absence from the post, and therefore his/her duties as Captain has essentially forfeited their duties as Captain, and in doing so would not be allowed to return to the post as Captain. However, nothing will prevent the Explorer who has taken the leave of absence from again running for an officer position, up to and including the position of Captain.



Similarly should the post Lieutenant be unable to fulfill his/her duties for their full six (6) month term (forfeiture for any of the same reasons listed above), the post Sergeant will assume the Lieutenant's duties and fill in as interim Lieutenant. If the post Sergeant is unable to fulfill his/her duties for their full six (6) month term (forfeiture for any of the same reasons listed above), the post Advisors will assign a qualified Explorer to fill in as interim Sergeant. Both of these interim officer positions will be in effect up until the next regularly scheduled six (6) month post officer elections cycle, at which time the Explorer can run for any post position, and the officer who went on the leave of absence can run for any position in the next election.

Discipline for Post

**** Disciplinary matters of the Post will be held before the Advisors. Any disciplinary action will be written up and a copy will go into the Explorer's permanent file. Any discipline greater than a verbal warning, and (only) if the member is a minor, a copy will be sent home to the parent(s).****

Disciplinary Procedures

- Verbal Warning.
- Written Reprimand.
- Probation Three (3) Months.
- Suspension Three (3) Months.
- Termination.

Disciplinary Actions

- Members with two (2) unexcused absences will be subject to probation. If unexcused absences continue the Explorer will be dismissed from the Post.
- All improper actions by an Explorer are to be reported to Advisors.
- Any action by an Explorer that would bring embarrassment to the Police Department or to the Post could be subject to immediate suspension.
- Any member that receives a written reprimand will be on probation for three (3) months. If any further disciplinary action is required during the probation period the Explorer will be terminated.
- Any Explorer who receives three (3) written reprimands during their membership will be subject to termination from the Post.
- Any member who is arrested on any criminal charges will be immediately suspended from the Post. If found not guilty membership will be reinstated. If found guilty membership will be terminated.
- Upon suspension member must immediately surrender their post issued uniform and any post equipment. They may not participate in any meetings, training, or other Explorer activities.
- Any member on probation cannot participate in the ride-along program or hold an Officers Position but will still be expected to regularly attend meetings and post events.



Academics

- Any Explorer who receives a grade of “D” or below on their report card will be placed on Academic Probation for the next 9-week period.
- While on Academics Probation the Explorer must attend all meetings/events regularly, cannot apply for any promotion but may still hold an Officers position, and cannot participate in the ride-along program.
- At the end of the 9 weeks period if grades improve Academic Probation will be lifted. If grades do not improve Explorer will be put on probation for a three (3) month period.

Section Three

Uniform Dress Requirements

All Explorers must be in full uniform when instructed to do so. They must have all required equipment (if any) and must not have in possession any restricted equipment.

Restrictions

- No Explorer is to carry or have in their possession any type of firearm, *knife, chemical spray, baton, handcuffs, or any other offensive/defensive **restricted equipment** at any time while participating in any Explorer event. Exceptions to this rule would be if the Explorer has permission from a police department advisor such as for training purposes.
- An Explorer is never to present him/herself in or out of uniform as a law enforcement officer. The Explorer is to always make it clear to the public as to his position at all times.
- No Law Enforcement Explorer whether in uniform or not, should drive a marked patrol vehicle. The only exception to this policy is in authorized competitions in which an adult law enforcement official shall ride in the front passenger seat.
- National Law Enforcement Ride-Along (addendum) Explorers under the age of 18 are prohibited from riding after midnight and/or shifts starting after midnight (graveyard shift). Use of ballistic vest by Explorers is required on a Ride-Along.
- The qualified Ride-Along officer must be off probation and have at least one year of experience as a certified officer.

*Only a folding blade knife with a blade no longer than three (3) inches in length, such as on a Leatherman Tool or Swiss Army knife is acceptable as long as the tool is not displayed on the belt or in a pouch/holster on the uniform belt. The tool must be kept in a pocket out of view when not in use, and shall never be displayed in a threatening manner. Knives of any type are NOT allowed on any school grounds and are NOT allowed during any type of tactical training activities.

Appearance

- Uniforms are to be kept clean and neat at all times. If an explorer is in an un-presentable uniform they may be excused and sent home from an activity.
- Explorers are responsible for their uniforms and equipment. Any Items that are lost or damaged must be reported to Advisors immediately.



- Explorers may be responsible for replacement/repair.
- No uniform shirt is to be stored or kept in a vehicle or school locker, etc. that is displayed in plain view of others.

Jewelry / Physical Appearance

Males: Haircuts and sideburns may not cover the ears, collar, or be in the eyes. They may not be unusual in style or color or be non-professional. Any cut that may draw attention to the cadet in an unprofessional manner is not allowed. Male Explorers must be clean-shaven while in uniform. Beards, goatees, or chin stubble is not allowed.

Females: Females are to have their hair groomed in a professional manner, up off of the collar of the uniform and out of the eyes. Females are to use a minimal amount of hair accessories and the hair is to always be worn up, long hair in a bun type style and med/short hair in a ponytail. They may not be unusual in style or color or be non-professional.

Jewelry: Explorers may wear jewelry that is appropriate to the uniform. Females may wear one set of stud type earrings on the ear lobes (one per ear). Males are not to wear earrings at all while in uniform. No other additional jewelry or body piercing in other parts of the body, ear, eyebrow, nose or tongue is allowed while in uniform. Only small chain necklaces worn under the uniform shirt are allowed and they must not show on the outside of the uniform for either gender.

Maintenance and Accountability

- Maintenance – It shall be the responsibility of the individual being issued any equipment, to exhibit due care for the up keep and maintenance of such items. Any items lost or damaged due to neglect will be replaced at the individuals own expense.
- Prescribed uniforms, equipment, and identification items shall be maintained at all times in a clean and serviceable condition, ready for immediate use.
- Explorers using any post/departments equipment shall do so with due care, and be properly trained in its use. All equipment shall be maintained and cared for so that it is in proper working order. Abuse of equipment will not be tolerated.

Uniform Classification

- The Class A uniform will consist of the black polo uniform shirt (as supplied by post), black uniform pants, black belt, black boots, black Post “1137” cap – which will be worn at the discretion of advisors i.e. at certain explorer details, etc.
- The Class B uniform will consist of all of the above except the “retro” T-shirt (black and yellow) is worn instead of the black polo shirt.
- All Explorers shall wear their Class A uniform during all Drill meetings, while observing in the radio room, and at special events while representing the Londonderry Police Department or the Explorer Post and also as directed by an advisor.
- Post members will be advised ahead of time on which class uniform is to be worn for any/all events.
- An optional black T- shirt may be worn under all uniform tops.



- Optional black hoodie style uniform sweat-shirt – worn over uniform shirt in cooler weather.
- Each Explorer post member is responsible for supplying their own black uniform pants, black uniform boots and black uniform belt.
- Hi Visibility traffic safety vests may be issued to Explorers at certain details or events.

Exemptions from Wearing Uniform

- Explorers on probation who have not obtained a uniform.
- At the discretion of an advisor.

Uniform Specifications*

- Class A uniform shirt: is the black short sleeve polo shirt, with the fabric style Londonderry Explorer badge over the left chest, the Explorer name embroidered over the right chest, and “EXPLORER” screen printed on the back of the shirt.
- Class B uniform shirt: Is the black T-shirt with screen printed grey Explorer badge and yellow post logo and design writing on it.
- Uniform pants - are black “cargo” style 511 type or similar black pant.
- Belts: Standard pants black belt plain, with buckle size in proportion to belt size. Buckle should be black or silver in color.
- Boots: should be black in color 8” high (preferably – for easier blousing) and should be kept reasonably clean and polished.
- Black baseball style cap with “1137” embroidered over front visor and “Londonderry Police Explorers” embroidered on back of cap.
- (Optional): Under T- shirt consists of a black colored crew neck or mock turtle neck T-shirt worn under any uniform shirt as needed.
- Black hoodie style sweat- shirt with post specified Explorer insignia.

*All uniform specifications must be pre-approved by post members/advisors.

Section Four

Participation Conduct

- An Explorer is a member of the Learning For Life Explorer Program chartered by the Boy Scouts of America. Explorers shall never act or represent themselves as a police officer in any way, or in the capacity of any law enforcement officer/employee. Officers/Employees of the Police Department are superior to any Explorer and any lawful order rendered by them shall be treated with respect and followed immediately.
- No member of Post 1137 shall ever carry or have in their possession a weapon. Any member found carrying a weapon will be dismissed from the Post and is subject to criminal prosecution.
- Explorers should never wear any part of the Explorer uniform that displays any Londonderry Police Explorer uniform insignia outside of Explorer approved activities, except for the black hoodie and black cap as indicated above.
- Explorers are to set a good example to the other teenagers in the community. They are to refrain from using tobacco products, drugs, alcohol, and profanity at/on all Explorer



activities and when representing the Post. They are also encouraged not to do this in their private lives.

- Any Explorer found using illegal drugs or alcohol or participating in any illegal or questionable activity is subject to dismissal from the Post, and can face criminal charges.

Meetings and Activities

Explorer meetings are held bi-weekly on Monday nights from 6:00 PM – 8:00 PM. Meeting location is typically at Londonderry High School during the school year and at the police station during the summer. Meeting and event information, including meeting location changes is sent out via e-mail to all post members. Additional post information is typically posted on our website and calendar at Londonderryexplorers.org We also participate in community service activities, which may involve weekends and some weeknights. Explorers will be responsible for their own transportation to all meetings. However, advisors may be able to assist with carpooling as needed for some trips, but typically cannot provide transportation to and from meetings. If there is a hardship with transportation please inform advisors so that other arrangements can be made.

Regularly scheduled Drill and PT Activities are incorporated into Post 1137 meeting nights. While participation in these activities is optional, Explorers are encouraged to join in, and to do the best they can.

Attendance

Some Officer meetings and Advisor meetings may be scheduled at different times. Every effort should be made by Officers and/or Advisors to attend these important meetings. Explorers are expected to attend every meeting. If you are unable to attend a meeting you must give notice to a Post Officer who will notify an Advisor. This will be an excused absence. If you do not give notice to an Officer the absence will be unexcused. No Explorer is to have more than 2 unexcused absences in a 3 month period. This will result in the Explorer being placed on Probation. Explorers are to wear uniforms to all meetings. Uniform appearance is to be neat. Failure to do so can result in disciplinary action. Exceptions to the uniform requirement include when PT is scheduled on a meeting night, or, under the direction of an advisor.

Section Five

Ride-Along Program Requirements

- Explorers must be in good standing with no disciplinary problems with the Post.
- They must have taken and passed the Ride-along Exam.
- Each Explorer must have Parent Permission Form and Liability Release Form signed and on file.
- Advisors must have 24-hour notice that an Explorer will participate on a ride-along.
- Explorers are to be properly dressed, have all forms filled out and signed, be at least 30 min early before shift starts. Failure to do so may result in the Explorer being sent home and not being allowed to ride.



- All Ride-Along forms on file must be kept up to date at all times.
- The Officer and/or Advisor may question you about your ride-along so be prepared, pay attention, and learn.
- There will be no sleeping, profanity, and use of tobacco products by any Explorer while on a ride-along.
- You must follow all orders of the Officer and remain in the vehicle at all times when told to do so.
- Minimum age to participate in the Ride-Along program is 16 years-old.
- Any Explorer under the age of 18 may not ride past midnight.
- Refer to Londonderry Police Policy S-110 Explorer Post 1137 Ride-Along Program for full details on compliance.

Trips

From time to time the Post may take trips or participate in Explorer sponsored events. These may be for educational purposes, for competition, or just for fun. The entire Post will earn these trips. Anyone on probation may not be able to participate. Anyone with disciplinary problems, or who is on suspension will not be allowed to participate.

Costs

The cost for each trip will be calculated on an individual basis. Each Explorer will know in advance what cost they will be responsible for, and what cost the Post will cover. Fund-raising may/may not be done to help with all costs. Explorers must participate in fund-raising to be able to benefit with help of costs. If the Explorer does not participate in the fund-raising they will be responsible for the full cost of their part of the trip. Any Explorer who cannot meet the cost of the trip due to financial hardship can meet with the Head Advisor to make other arrangements.

Conduct

While on trips Explorers will be representing the Londonderry Police Department and any misconduct by an Explorer will result in the Explorer being sent home at his/her or parents own expense.

Fundraising

Fundraising can be fun, but is an essential part of running the Explorer post. Fundraising helps pay for trips, equipment, and meals on certain occasions. Every Explorer is required to participate in our fundraising events, which are held a few times per year.

Post Advisers & Committee Members

Chief William R. Hart

Advisors

Officer Emily Dyer
Londonderry Police Department

Aux Officer Brad Warriner
Londonderry Police Department

Sergeant Mike McCutcheon
Londonderry Police Department

Officer Jim Freda
Londonderry Police Department

Dispatcher Megan Moran
Londonderry Police Department

Committee/Advisor Members

Pete Langlois
Advisor/Parent

Pam Jarmuz
Advisor/Parent

Christina Abreu
Advisor/Parent

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 which does not bring discredit to me or my agency. I will maintain courageous 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 in both my personal and official life, I will be exemplary in obeying the laws of the land 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 my duty.

I will never act officiously or permit personal feelings, prejudices, political 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 a public trust to be held as long as I am true to the ethics of the police service. I will never engage in acts of 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 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 EN-FORCEMENT.” (IACP 1991)

AGREEMENT AND DISCLOSURE

I have read, understand and agree to the rules, regulations, requirements, and restrictions as set forth in the Londonderry Police Explorer Post 1137 Standard Operating Procedures. I understand that I am expected to conduct myself in accordance with this SOP and that if I violate any of the rules, regulations, requirements, and/or restrictions set forth in this SOP, I am subject to the consequences set forth herein.

I further give the Londonderry Police Department permission to obtain my school records and agree to furnish all subsequent report cards to the post advisor as required in this SOP. I understand that the Londonderry Police Department may contact my family, friends, neighbors, teachers, school administrators, and employers as part of my background check and for the purpose of obtaining future progress reports. I further understand that the Londonderry Police Department may complete a criminal history as part of my background check.

I further understand that lying will not be tolerated and will result in exclusion or immediate dismissal from the Post.

Explorer

Date

Parent/Guardian if Candidate is a Minor (if under 18)

Date