

WEST PALM BEACH POLICE DEPARTMENT

I-14 EXPLORERS / STUDENT INTERN PROGRAM

EFFECTIVE DATE: 10/01/2005

CALEA Standards: 33.7, 16.4.1, 16.4.2, 16.4.3, 116.5

CFA Standards: N/A

I. POLICY: The West Palm Beach Police Department has an established an Explorers and Student Intern Program for high school, college and university students. The goal of these programs is to enhance the relationship between the youth in our communities, the members of law enforcement and to provide firsthand knowledge of police operations. Members of the Explores and Student Interns are not sworn officers.

II. DEFINITION:

A. Student Intern: a non salaried temporary position limited to one semester or one summer in length for a high school or college student with law enforcement or a related field as a high school or college major who must meet the work experience requirements of a practicum for high school or college credit.

B. Learning for Life: A national program to support schools and other youth-serving organizations in their efforts toward preparing youth to successfully handle the complexities of today's society and to enhance their self-confidence, motivation, and self-worth. Learning for Life also helps youth develop social and life skills, assists in character development, and helps them formulate positive personal values.

C. Explorer: any member of the West Palm Beach Police Department Explorer Post.

III. STUDENT INTERN ELIGIBILITY REQUIREMENTS:

A. Eligibility requirements of the student will include the following:

1. The student will be properly registered with or enrolled in high school, college or a university.
2. At least 16 years of age.
3. No felony convictions.
4. No drug usage within the last twelve (12) months.
 - a. All applicants will be tested for drug use.
5. Possess a valid driver license.
6. Pass an oral interview, Computer Voice Stress Analysis (CVSA) test, and background investigation.
7. A medical examination may be required.

B. The student will complete an application package provided by the Staff Services Division. A copy of the school=s internship requirements will be attached to the completed application.

IV. INTERN PROGRAM RESPONSIBILITY AND PROVISIONS:

A. The Staff Services Division will be responsible for administrating the Intern Program for the Department and institutions of higher learning.

B. The Staff Services Division will maintain a file for each student who submits an application for the intern program. Applicant records shall be maintained for 3 years provided applicable audits have been released.

C. Students are responsible for coordinating their participation with their campus advisor and the Police Department.

D. Student will adhere to all guidelines, directives, regulations, and requirements of the Department during their term of internship.

1. During orientation, the student will be provided with a copy of this directive and those listed in the reference section.
2. Other SOP=s and materials will be provided as needed during specialized assignments.

E. Assignment scheduling is the responsibility of the Staff Services Division. Interns will be exposed to different areas of Department operations. Assignments may be made in the following areas:

1. Field Operations Bureau;
 - a. Patrol Division.
 - b. Traffic Section.
 - c. Investigations Division.
 - 1) Crime Scene Section.
2. Community Services Bureau;
 - a. Crime Prevention Unit.
 - b. Community Policing Unit.
 - c. Code Enforcement Unit.
 - d. Juvenile Unit.
 - 1) Truancy Interdiction Program / PAL.
3. Support Operations Bureau;
 - a. Records Section.
 - b. Property & Evidence Section.
 - c. Staff Services Division.
4. Other assignments deemed appropriate by the Staff Services Division.
5. The student will participate in administrative activities only. Assignments of an enforcement nature will not be permitted.
 - a. Student interns are prohibited from assignment to the Narcotics Division.
 - b. Students may participate in the citizen=s Ride Along Program as outlined in SOP I-16.

F. The Commander of the Division to which the student intern is assigned will be responsible for:

1. The day-to-day assignment of the intern.
2. Ensuring that appropriate evaluation forms are completed in a timely manner and forwarded to the Staff Services Division.

G. Materials needed by the intern to accomplish assigned tasks are provided by the Department or by the student where appropriate. Materials needed to meet requirements of the school are the responsibility of the

student.

H. The student will be required to submit a written evaluation of their experience:

1. at the end of each division/unit assignment.
2. at the completion of the internship.

I. An exit interview with each student will be conducted by the Staff Services Division at the completion of the internship.

J. An evaluation of the student=s overall performance will be submitted to the school's campus advisor or intern coordinator by the Staff Services Division.

K. The format for all evaluations will be designated by the high school, college or university requirements or at the discretion of the Staff Services Division.

V. EXPLORERS PROGRAM ELIGIBILITY REQUIREMENTS:

A. The Explorer Post is a youth organization to give young adults the chance to learn about the field of law enforcement, and to experience it. Members are given training in basic areas to enable them to assist the Police Officers in their daily duties and in times of emergencies. In order for a member to participate in riding along with a Police Officer, a member needs to be trained in traffic and crowd control, first aid, radio communications, firearms safety, patrol techniques, report writing, and others. Members also expand their training by attending regional and national conferences. These conferences are designed to test the Explorers in practical police response techniques.

B. Eligibility requirements of the explorer applicant will include the following:

1. The applicant will be properly registered with or enrolled in a high school, college or university.
2. 14 - 21 years of age.
3. No felony arrests or convictions. Misdemeanor arrests and convictions will be considered on a case by case basis.
4. No drug usage.
5. Maintain a minimum 2.0 Grade Point Average (nothing below a "C")
6. Pass an oral interview and a background investigation.
7. Complete a parental permission form (members 14 – 17 years of age)

B. Complete an Explorers application package.

VI. EXPLORERS PROGRAM RESPONSIBILITY AND PROVISIONS:

A. The Community Response Division is responsible for administering the Police Explorers program. Police Explorers are chartered through Learning for Life. The Police Explorers program shall adhere to all program policies / guidelines established by Learning for Life, Law Enforcement Exploring. The Community Response Division Commander shall have overall authority and responsibility for the operations of Police Explorers.

1. The Community Response Division Commander shall appoint a sworn member to be the senior advisor to the Police Explorers. The senior advisor of the Police Explorer Post shall be responsible for the following:
 - a. Perform administrative functions including the coordination of regular meetings, academy attendance, hours worked, records retention, and processing of applicants.

b. Submit and maintain bylaws, policies and procedures governing the in-house organization and operation of West Palm Beach Police Explorers Post.

c. Complete supervisory tasks such as:

1. explorer evaluations,
2. assignments,
3. discipline, and
4. training.

d. Establish rank structure and method of selection of explorer personnel to assist in administrative and supervisory tasks.

C. The Senior Advisor shall determine the prescribed attire to be worn by police explorers during various activities.

D. Except when authorized by the senior advisor, issued uniforms shall be worn by explorers during official functions or activities.

1. The Police Explorers uniform shall only be worn for approved Post activities (Appendix B).

2. Uniforms worn by the Explorers will be clearly marked "POLICE EXPLORER," as to distinguish them from sworn members and will be purchased by the Department.

E. Awards authorized for wear on the explorer uniform shall be those bestowed by the Department or awards issued in accordance with the Learning for Life Law Enforcement Exploring Directives.

F. Explorers are authorized to direct traffic in a public or private parking lot under the direct supervision of the Explorer Advisor or designee.

1. Explorers are prohibited from directing traffic on any public roadway, unless directed to do so by a law enforcement officer,

2. Explorers must wear traffic vests while directing traffic and utilize flashlights with wands when directing traffic at night.

G. Police Explorers interacting with the public will represent the Police Department in a courteous and professional manner at all times.

H. The Chief of Police may dismiss a Police Explorer from the Explorers Program at any time.

VII. EXPLORER RIDERS' PROGRAM:

A. The Explorer Riders' Program provides explorers with firsthand knowledge of basic police operations. The program will supplement classroom training through observation of police officers during their performance of routine patrol functions.

B. The Explorers Riders Program is an incentive based privilege. In order to qualify for participation in this program, the following requirements must be met:

1. At least sixteen years of age.

2. Active member in good standing for six months or longer.

3. Certified in CPR with training in first aid.

4. Have demonstrated a working knowledge of ten-codes, radio signals and explorer directives through written examinations and practical situations.

5. Attend the 13 day (130 hour) Explorer Academy, which includes instruction in each of the following areas:

- a. Ethics and Professionalism;
- b. radio Use and Procedure;
- c. report Writing;
- d. traffic Stops;
- e. accident Investigation;
- f. patrol Techniques;
- g. first Aid;
- h. spend a minimum of 24 hours of supervised training and familiarization in communications.

6. Upon completion of the Police Explorer Rider curriculum. The Explorers shall be permitted to ride with a patrol officer.

- a. Explorers must ride at least 24 hours on day shift before being eligible to ride evening shift.

C. Explorers wanting to ride in patrol shall present to the on duty Shift Commander a permission form (Appendix A) signed by the Senior Explorer Advisor and their parent or guardian along with completed Ride Along Program for City employees, located in SOP I-16. The Explorer Advisor must pre-coordinate all Explorer ride-alongs with the on-duty Shift Commander.

D. Explorers are allowed a maximum of five-hours riding time during school nights and never beyond 2100 hours.

E. Explorers will ride only with officers selected by the Shift Commander or designee. Ideally, these officers shall be field training officers (FTO) or officers with FTO training.

F. While involved in the Police Explorer Rider program, Explorers will not carry or use weapons and will not operate a City vehicles.

G. Qualified Explores riding in patrol shall be designated by a Certified Patrol Explorer pin or CPE.

VIII. USE OF ISSUED EQUIPMENT:

A. Explorers will only use issued equipment in a manner consistent with training and only while involved in post activities.

B. Explorers utilizing a police radio shall adhere to the guidelines set forth in SOP.

IX. TRAINING:

A. Training of Student Interns and Explores will be through the following means and related to their authorized and assigned duties:

- 1. On the job direction or instruction while assigned to a specific task or duty,
- 2. formal in-service training, and
- 3. other training that is appropriate to the duties anticipated.

IIX. REFERENCE:

- Rules and Regulations.
- SOP # I-1 Code of Conduct.
- SOP # I-2 Command Protocol.
- SOP # I-15 Eyewatch Program.
- SOP # I-16 Ride Along Program.
- SOP # II-14 Communication Systems Protocol.
- SOP # II-20 Uniform and Plain Clothes Attire, Equipment, and Appearance for Members.
- SOP # III-13 Use of Force.
- SOP # IV-20 Communications.
- SOP # IV-21 Radio Procedures and Identification.
- SOP # IV-22 Internal Affairs Function.

Delsa R. Bush, Chief of Police

Original issue: 7/28/89
Revised: 10/01/2005
I.D. # 1350

History: SOP # changed to I-14 on 01/01/2005
Old SOP #: 6.02, 5.310.021
Revision Dates: 04/30/92, 12/15/1999, 09/29/2002, 10/01/05

APPENDIX A

Police Explorers / Student interns.

REQUEST TO PARTICIPATE IN THE RIDE-A-LONG PROGRAM

NAME: _____

DIVISION: _____

DATE REQUESTED: _____

PARENT / GUARDIAN APPROVAL: _____ DATE: _____

SUPERVISOR=S APPROVAL: _____ DATE: _____

SHIFT ASSIGNMENT:

SHIFT ASSIGNED: _____ DATE: _____

TIME TO REPORT TO BRIEFING: _____