

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY



Jeffrey R. Gahler,  
Sheriff

## Explorer Program

<b>Distribution:</b>	<b>All Personnel</b>	<b>Index:</b>	<b>PER 0407</b>
<b>Responsible Unit:</b>	<b>Community Services Division</b>	<b>Rescinds:</b>	<b>N/A</b>
<b>DLI Program:</b>		<b>MD Code:</b>	

<b>Issued:</b>	<b>12/15/16</b>	<b>Revised:</b>	<b>12/15/16</b>	<b>Reviewed:</b>	<b>N/A</b>	<b>Next Review:</b>	<b>12/15/17</b>
----------------	-----------------	-----------------	-----------------	------------------	------------	---------------------	-----------------

### 1. Purpose

To describe the operational practices of Harford County Sheriff's Office (HCSO) Explorer Post #6600.

### 2. Policy

The HCSO Explorer Program offers youth an opportunity to learn about many facets of law enforcement. The program provides an opportunity for those interested to interact with and learn from Harford County Deputies. The program also provides an opportunity to learn the requirements to succeed in a law enforcement career and teaches the explorer about leadership, discipline, courage, honor, and integrity.

### 3. Definitions

**EXPLORER:** A youth, aged fourteen (14) to twenty (20) who has applied to and been accepted as a member of the Harford County Sheriff's Office Explorer Post.

**POST ADVISOR:** An employee of the HCSO who has been approved by the Sheriff and the Learning for Life/Law Enforcement Exploring organization to supervise and guide the Explorer Post.

**ADVISOR:** Agency personnel, sworn or civilian, approved to participate in the Explorer Program as a mentor, guide and supervisory figure to the explorers.

**NON-EMPLOYEE ADVISOR:** An adult volunteer advisor for the Explorer Program that is not a paid employee of the Harford County Sheriff's Office. An advisor working in this capacity will apply for the position and volunteer in adherence to the Volunteers in Policing Support Policy.

### 4. Procedures

#### A. Overview

1. The role of an Explorer is to learn about the criminal justice system generally, and the law enforcement profession specifically.
2. Explorers and Non-Employee Advisors are considered to be civilian volunteers of the Agency.

PER 0407  
**Explorer Program**

---

- a. Explorers and civilian advisors are not sworn law enforcement or correctional officers and have no law enforcement or correctional authority.
- b. Explorers and Non-Employee Advisors are not employees of the HCSO or Harford County Government.

**B. Scope of Authority**

- 1. The Explorers will participate in the program under the direction and control of the Post Advisor.
  - a. While participating in the Explorer Program, a Post Advisor is under the command authority of the Community Services Division Commander.
  - b. Outside of scheduled Post activities, Explorers and Non-Employee Advisors will not act or represent themselves as a Deputy Sheriff or an HCSO employee.
  - c. Explorers, Non-Employee Advisors and civilian employees will not be used in a position or duty that requires the authority of a sworn deputy.
- 2. Explorers will wear the approved Post Uniform and will be clearly distinguishable from sworn deputies.
  - a. The Explorer Uniform will be approved by the Sheriff.
- 3. Explorers, Non-Employee Advisors and civilian employees will not possess any firearms, weapons, or less-lethal instruments, except as may be approved by the Post Advisor during approved training or familiarization exercises, and only under the supervision of the Post Advisor or a qualified instructor.

**C. Selection**

- 1. The selection process will include, at a minimum:
  - a. application to the Learning for Life/Law Enforcement Exploring organization;
  - b. Explorer Post 6600 Membership Application;
  - c. interview by the Post Advisor or other Agency personnel; and
  - d. a review of qualifications and background.
- 2. All Explorer and Non-Employee Advisor applicants will be subject to a background investigation that may include the taking of fingerprints, a check of the applicant's criminal history, Court records, Agency records and Motor Vehicle Administration records; if any.

**D. Rules and Regulations**

- 1. Explorers will abide by the Explorer Post Manual. Each Explorer will be trained in the provisions of the manual, will be supplied with a copy of the manual and will sign the acknowledgement form in the back of the manual indicating receipt and understanding of the manual.

PER 0407  
**Explorer Program**

---

2. Explorers are subject to applicable rules, regulations, policies and procedures of the HCSO, except those that, by nature of their duties, are not applicable.
3. Explorers and Advisors can be removed from the program at any time with or without cause. Reasons for removal include, but are not limited to:
  - a. violation of any law, ordinance, statute or regulation of the State of Maryland or the United States of America.;
  - b. criminal or significant traffic charges filed against the Explorer;
  - c. arrest;
  - d. violation of the rules, regulation policies or procedures of the Harford County Sheriff's Office and/or the Learning for Life/Law Enforcement Exploring organization; and/or
  - e. any other moral or ethical violation that would cause to the Post Advisor to recommend dismissal.

**E. Duties**

1. Duties of Explorers and Advisors include:
  - a. compliance with all laws, ordinances, statutes and regulations of the State of Maryland and the United States of America;
  - b. compliance with all rules, regulation, policies and procedures of the HCSO and the Learning for Life/Law Enforcement Exploring organization;
  - c. regular attendance at meetings, events and functions of the Explorer Post;
  - d. performance of all assigned activities and operations in compliance with instructions, training and applicable regulations; and
  - e. representation of the HCSO and the Learning for Life/Law Enforcement Exploring organization in a professional manner.
2. The Post Advisor will be assigned by the Community Services Division Commander. They will be the primary supervisor and liaison between the Explorer Post and the Office. Duties of the Post Advisor include:
  - a. supervision of Explorers;
  - b. monitor and assess the advisors and their interactions with the Explorers;
  - c. development and updating of the Post Manual and Agency policy;
  - d. maintaining and updating the Explorer Post schedule;
  - e. liaison with civilians / community groups in need of Explorer assistance;

- f. post representative with the Potomac Boundaries Advisors Association (PBAA); and
  - g. coordinator for the Agency representation at the biannual Explorers National Conference.
3. Coordination of all aspects of Post activities will be the responsibility of all advisors, but will be coordinated through the Post Advisor, to include:
- a. meetings;
  - b. field Trips;
  - c. activities;
  - d. details;
  - e. personnel issues;
  - f. selection, retention and removal of Explorers; and
  - g. supervision of Explorers at community events.
4. All advisors will assist with the preparation of an annual review and evaluation of the Post.
- 1) The report will be submitted, via memorandum, to the Sheriff through the chain of command, no later than January 31st of each year.
  - 2) This date may be revised with the approval of the Sheriff.

#### F. Training

1. Explorers may participate in training on topics related to their duties and other topics of interest. Training topics may include, but not limited to:
- a. law enforcement operations;
  - b. the criminal justice system;
  - c. correctional operations;
  - d. crime scene activities;
  - e. traffic enforcement and traffic direction;
  - f. crash investigations;
  - g. communications;
  - h. community policing;
  - i. youth protection training; and

PER 0407  
**Explorer Program**

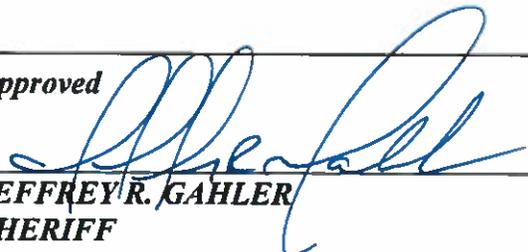
---

j. first aid, CPR, body substance isolation, to include blood borne pathogens.

2. Post advisors and Agency personnel prior to beginning curriculum based programs, meeting with and/or being assigned an Explorer ride-along must take a Youth Protection Training Program, [www.learningforlife.org](http://www.learningforlife.org). (Note: Youth Protection re-training must be completed every two years)
3. Ride-Alongs can be used as a training opportunity for the Explorers. Any Ride-Alongs conducted by an Explorer will follow the Agency Ride-Along Policy.

**F. Donations/Fundraiser**

1. All donations and fund raising efforts will be conducted under the auspices and in accordance with the procedures of the Learning for Life/Law Enforcement Exploring organization.
2. Donations and fund raising will be accepted in the name of the Learning for Life/Law Enforcement Exploring organization for the specific use of the Explorer Post.
3. The Post Advisor is responsible for all donations, funds and fund raising activities, and is answerable to the Learning for Life/Law Enforcement Exploring organization for these activities.
4. All donations received by or for the Explorer Post are not Harford County Sheriff's Office funds and will be controlled separately from Agency funds.

*Approved*  
  
\_\_\_\_\_  
**JEFFREY R. GAHLER**  
**SHERIFF**  
**DATE** 12/9/16