

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
2203.2, EXPLORER, CADET, AND COLLEGE INTERNSHIP PROGRAMS**

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POLICY: It shall be the policy of this Department to enhance relations between the youth of our community and members of law enforcement and provide firsthand knowledge of police operations.

PROCEDURES:

**1. POLICE EXPLORERS**

The Youth Services Explorer Program shall provide firsthand limited training and experience in actual day-to-day police operations to young people interested in law enforcement as a career. In addition, the Police Explorer Post shall assist in accomplishing Department objectives through the performance of job tasks.

1.1 ORGANIZATION

The Police Explorer Post, shall fall organizationally under the Investigative Services Bureau, Criminal Investigations Division, Youth Services Section, School Resource Officer (Middle School) Unit. The Police Explorer Post is chartered through the Boy Scouts of America.

The Youth Services Section Commander shall have authority and responsibility for the overall operations of the Police Explorer Post within the guidelines of this procedure.

The Youth Services Section Commander shall appoint an officer to be the senior advisor to the Police Explorer Post. 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 and policies and procedures governing the in-house organization and operation of Orlando Police Explorer Post 103.
- c. Complete supervisory tasks, such as: explorer evaluations, assignments, discipline, and training.
- d. Establish rank structure and method of selection of explorer personnel to assist in administrative and supervisory tasks.

1.2 EXPLORER APPLICANT REQUIREMENTS

The Police Explorer Post shall have as many members as specified by the unit sergeant with approval of the Youth Services Section Commander, but no more than a total of 75 active members.

The membership shall consist of members from age 14 through the age of 21. The member must be in at least the ninth grade. Exceptions to this requirement may be made in writing to and for approval by the Youth Services Section Commander.

A member of the Police Explorer Post shall be in attendance at an academic institution. Upon graduation from high school, the member has an option of going straight to college or waiting six months to begin college classes. The member shall show proof of his/her intention to attend an institution of higher education.

Membership procedures shall be determined from within the Police Explorer Post with approval by the senior advisor's chain of command.

### 1.3 AUTHORITY

Explorers are nonsworn civilian volunteers in a Youth Services Program and do not have law enforcement authority.

Explorers may take law enforcement action only in rare and unusual circumstances and only when commanded by a sworn officer exercising that right to summon assistance from any civilian as prescribed in FSS Ch. 901.18 and enforced by FSS Ch. 843.06. Any law enforcement action taken by an explorer which is not in response to a direct order by a sworn officer shall be grounds for immediate dismissal from the Police Explorer Program.

Any sworn officer who commands an explorer to exercise law enforcement authority shall be prepared to justify to the commander of the Youth Services Section that the action was prudent and necessary.

### 1.4 UNIFORMS

The Youth Services Section Commander shall be responsible for determining the prescribed attire to be worn by the police explorers subject to approval by the Chief of Police.

The complete prescribed uniform shall be worn by explorers while engaging in police explorer activities, except when civilian clothing is authorized by the senior advisor or the immediate supervisor (sworn officer).

#### 1.4.1 AWARDS

The only awards authorized to be worn on the explorer uniform shall be those that are bestowed by the Department or those awards that have been issued in accordance with the Boy Scouts of America Law Enforcement Exploring Directives. These awards shall be worn in accordance with the current issue of P&P 1602, Awards/Protocol.

### 1.5 EXPLORER RIDERS' PROGRAM

The Explorer Riders' Program will:

- a. Provide the explorer with firsthand knowledge of basic police operations.
- b. Supplement classroom training through observation of police and community service officers during their performance of routine patrol functions.

#### 1.5.1 REQUIREMENTS

Certified Explorer shall be:

- a. Sixteen years of age or older.
- b. Active member in good standing of the post for six months or longer.
- c. Certified in CPR with training in first aid.
- d. Demonstrate a working knowledge of ten-codes/signals and explorer directives through written examination and practical situations.
- e. Attend the 40-hour Riders' Academy which includes instruction in each of the following areas:
  1. Ethics and Professionalism.
  2. Radio Use and Procedure.
  3. Report Writing.
  4. Traffic Stops.
  5. Accident Investigation.
  6. Patrol Techniques.

7. First Aid.
8. Spend a minimum of 24 hours of supervised training and familiarization in Communications.

#### 1.5.2 GUIDELINES

Upon completion of the approved Police Explorer Rider curriculum, the explorer shall ride a minimum of 80 hours with a community service officer (day or evening shift) and receive satisfactory evaluations.

The explorer shall then be permitted to ride with a patrol officer. The explorer shall ride a minimum of 24 hours on day shift before he/she is eligible to ride evening shift.

At no time shall an explorer be allowed to ride midnight shift.

Each time an explorer wishes to ride with community service or patrol officers, he/she shall present to the watch commander a permission form signed by an explorer advisor.

An explorer is allowed a maximum of five-hours riding time on a school night. In no case shall an explorer ride after 2100 hours.

Explorers are allowed to ride only with officers that have been selected by the watch commander or his/her designee. Ideally, these officers shall be field training officers or officers of that caliber.

Explorers shall never carry or use weapons or handcuffs and shall never operate a City vehicle.

Explorers qualified to ride in Patrol shall be designated by a CPE (Certified Patrol Explorer) pin.

#### 1.5.3 EVALUATIONS

Daily evaluations shall be completed by host officers each time the explorer rides in Patrol. The program shall be closely monitored by the unit sergeant and explorer advisor.

#### 1.5.4 TRAFFIC DIRECTION

Explorers are authorized to direct traffic in a public or private parking lot under the direct supervision of the explorer advisor or his/her designee.

All explorers will be dressed in an approved explorer uniform and shall wear traffic vests while directing traffic. Explorers will utilize flashlights with wands when directing traffic at night.

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

#### 1.6 EXPLORER DRILL TEAM

The Explorer Drill Team shall consist of those members from the Police Explorer Post who have successfully completed drill instruction and demonstrated proficiency in drill maneuvers.

##### 1.6.1 ORGANIZATION

The explorer senior advisor shall have immediate control of the operations of the drill team. The senior advisor shall be responsible for scheduling of regular training sessions and maintenance of all equipment/security.

The drill team shall consist of ten members including two team leaders.

##### 1.6.2 UNIFORM

The Youth Services Section Commander shall be responsible for determining the prescribed attire for the drill team with the approval of the Chief of Police.

##### 1.6.3 PARTICIPATION

The Explorer Drill Team shall participate in parades, official ceremonies, and any Departmental or civic function where utilization of the drill team would be appropriate.

## 2. CADET PROGRAM

The Cadet Program was instituted to provide college students, interested in law enforcement as a career, with a firsthand knowledge of police operations.

Police Cadets shall be made up of college students between the ages of 18 and 23, enrolled at a regionally accredited academic institution, that have been selected for part-time employment within the Orlando Police Department.

Cadets shall meet the same physical and medical standards required of applicants for sworn positions. Cadets shall be full-time college students enrolled in a minimum of 12 credit hours of classes during each school term, fall through spring. A cadet may participate in the program for a maximum of four years and shall maintain a 2.0 cumulative grade point average during the period of participation in the program.

Cadet applicants shall be willing to participate in the program for a minimum of 12 consecutive months for a minimum of 15 hours per week and a maximum of 20 hours per week during the fall and spring semesters. In no case shall the cadet work in excess of 1000 hours per calendar year.

### 2.1 ORGANIZATION

The Youth Services Section Commander shall have final authority over the organization, administration, operation, and discipline of the Cadet Program.

The senior explorer advisor shall serve as the program coordinator of the Cadet Program and have immediate control of the program.

The program coordinator shall be responsible for the administrative functions of the Cadet Program, including scheduling of regular meetings, training, completing pay sheets, and processing of applicants.

### 2.2 RESTRICTION

Cadets are civilian employees and do not have law enforcement authority.

Cadets may take law enforcement action only when commanded by a sworn officer exercising the right to summon assistance from any civilian as prescribed in FSS Ch. 901.18 and enforced by FSS Ch. 843.06.

### 2.3 ASSIGNMENT

Cadets shall be assigned to various sections of the Police Department by the program coordinator with approval from the appropriate section commander.

There shall be no requirement for cadets to apply with this agency upon their graduation from college.

The Recruiting Unit shall recruit and process respective cadet candidates. The program coordinator shall conduct interviews of qualified applicants and make a recommendation for selection of candidates.

The section commander of the area to which the cadet is assigned shall be responsible for assuring quarterly reports are submitted to the program coordinator detailing the cadet's adaptability to police functions and operations.

### 2.4 UNIFORMS

The Youth Services Section Commander shall be responsible for determining the prescribed attire for cadets with the approval of the Chief of Police.

### 3. COLLEGE INTERNSHIP PROGRAM

The college student is assigned to the Orlando Police Department in order to complete an internship in return for college credit hours. The Department evaluates the student throughout the program for employment potential.

The Training Section Commander has final authority over the College Internship Program.

The main objective for the intern is to learn about law enforcement on the local level and to observe the operations of the Orlando Police Department. The intern shall be assigned an intern coordinator (recruiting officer) who will draft a 14-week schedule in various areas throughout the Department. At the end of each week, the intern shall complete a weekly report detailing events learned and observed. The instructions are provided with an evaluation sheet that is completed and returned to the intern coordinator at the end of the 14 weeks. The intern coordinator will complete a final evaluation of the student which is sent to their respective school administrator. If the student expresses interest in a career with the Orlando Police Department and has displayed the qualities desired for a law enforcement officer, a formal application for employment can be processed by the Recruiting Unit.

#### 3.1 GENERAL RESPONSIBILITIES

The intern coordinator establishes contact with the intern directors at each university selected as a student intern source and secures applicants to be screened. After an applicant has been selected, the intern coordinator is responsible for scheduling and tracking the student through a 14-week program within the Department. The intern coordinator is the contact person for the intern and instructors should a problem arise. A final evaluation and grade is given by the intern coordinator to the student's school for permanent record. The intern coordinator shall be responsible to the Training/FTO Unit supervisor and shall be responsible for turning in pay sheets on interns.

#### 3.2 INTERN RESPONSIBILITIES

The intern is responsible for providing his/her own housing and transportation while completing the internship at the Orlando Police Department. The intern is responsible for arriving at assignments on time and dressed accordingly. The intern will observe, learn from and, if possible, assist instructors when applicable. Also, the intern is responsible for turning in weekly reports to the intern coordinator on the Monday following a scheduled section. The intern shall be responsible for adhering to the directives of the Orlando Police Department which shall be supplied to the interns during their orientation day.

#### 3.3 INSTRUCTORS

Officers selected by their supervisors to assist the intern shall be designated as instructors. The responsibility of the instructor is to allow the intern to observe, relate input, and answer questions. The instructor at his/her discretion may allow the intern to assist him/her in other "hands-on" areas, i.e., worksheets, compiling statistics, minor radio transmissions, etc. The instructor shall be a field training officer or an officer displaying those qualities.

#### 3.4 PROGRAM EVALUATION

Upon completion of the Internship Program, the intern shall be given an evaluation form asking for positive and negative feedback. All separating interns must process with an exit interview through Professional Standards. This exit interview will be kept on file in the Professional Standards Division.