

SANTA BARBARA COUNTY SHERIFF'S OFFICE



EXPLORER MANUAL



BILL BROWN
Sheriff - Coroner

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SANTA BARBARA COUNTY SHERIFF'S OFFICE EXPLORER MANUAL

PROGRAM OBJECTIVES

1. OFFER YOUNG ADULTS A PERSONAL AWARENESS OF THE CRIMINAL JUSTICE SYSTEM THROUGH TRAINING, PRACTICAL EXPERIENCES, COMPETITIONS AND OTHER ACTIVITIES.
2. PROMOTE PERSONAL GROWTH THROUGH CHARACTER DEVELOPMENT, RESPECT FOR THE RULE OF LAW, PHYSICAL FITNESS, GOOD CITIZENSHIP AND PATRIOTISM.
3. BENEFIT FROM INTERPERSONAL GROWTH THROUGH SELF-DISCIPLINE, TEAMWORK, CHALLENGING EXPERIENCES, AND HIGH STANDARDS OF PERFORMANCE AND PERSONAL CONDUCT.
5. EXPOSE EXPLORERS TO VARIOUS AREAS OF LAW ENFORCEMENT.
6. GROOM FOR POSSIBLE CAREERS IN LAW ENFORCEMENT.

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1. PROGRAM AUTHORITY AND ORGANIZATION

1.1. DEPARTMENTAL AUTHORITY

The Santa Barbara County Sheriff's Office Explorer Program is an official departmental program and shall be a chartered program of the Boy Scouts of America, Learning for Life Program. The Sheriff shall be the final authority on all matters pertaining to the operating procedures of the Santa Barbara County Sheriff's Office Explorer Program.

1.2. GENERAL ORGANIZATION

The Santa Barbara County Sheriff's Office Explorer Program shall consist of the following positions:

- Department Organization
- Explorer Coordinator
- Assistant Explorer Coordinator/Post Committee Chair (Deputy Sheriff)
- Explorer Post Advisor (Deputy Sheriff)
- Explorer Post Associate Advisor (Deputy Sheriff, Custody Deputy, Sheriff's Volunteer Team Member)
- Explorer Post Committee Members (Deputy Sheriff, Custody Deputy, Sheriff's Volunteer Team Member)

1.3. EXPLORER COORDINATOR

The Explorer Coordinator shall be a member of the Sheriff's Office and will be selected by the Law Enforcement Branch Chief or his/her designee and will serve as the Sheriff's official representative for all Explorer functions.

The Explorer Coordinator shall be responsible for all matters regarding chartering with the Boy Scouts of America.

The Explorer Coordinator will be the approving authority for all Sheriff's Office personnel being authorized to participate in the Explorer Program.

The Explorer Coordinator is responsible for approving all Explorer applicants' entrance into the Explorer Program.

The Explorer Coordinator or designee shall determine all actions against an Explorer for violations of the rules and regulations.

The Explorer Coordinator shall oversee all activities of the Post and the Explorer Academy.

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1.4. ASSISTANT EXPLORER COORDINATOR

The Assistant Explorer Coordinator will be appointed by the Explorer Coordinator.

The Assistant Explorer Coordinator will serve as the Explorer Committee Chair for all Sheriff's Explorer Posts.

The Assistant Explorer Coordinator will perform administrative duties regarding maintenance of the Explorer Program. These duties include, but are not limited:

Annual registration of Explorers and Advisors with the Boy Scouts of America, Learning for Life Program

Complete registration paperwork for competitions in which a Sheriff's Office Explorer Post participates

Scheduling of department Explorer Program training days (minimum of three per year)

Facilitating required Explorer Staff training

Coordinating and managing the annual Central Coast Law Enforcement Explorer Academy

Any other duties associated with the Sheriff's Explorer Program as directed by the Explorer Coordinator.

1.5. EXPLORER POST ADVISOR

Each Explorer Post shall have one Post Advisor that shall be a sworn Deputy Sheriff with the Santa Barbara County Sheriff's Office.

The Explorer Post Advisor is responsible for the maintenance of his/her assigned Explorer Post and shall oversee all Post activities.

The Explorer Post Advisor is responsible for ensuring the application process and background checks for all Explorer applicants is conducted in a timely manner.

The Explorer Post Advisor shall be responsible for the enforcement of the Explorer Manual and shall determine all actions against an Explorer for violations of the program rules and regulations.

The Explorer Post Advisor or Associate Post Advisor shall be present at all Explorer Post meetings.

The Explorer Post Advisor shall participate in authorized field trips or outings.

The Explorer Post Advisor shall conduct periodic grade point average (GPA) checks of assigned Deputy Explorers a minimum of once each school year. GPA's should be checked at or near the school's midterm to allow a plan and sufficient time for an Explorer to raise his/her grades to the minimum standard.

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The Explorer Post Advisor will maintain a log of times, dates, and activities for each Explorer ride-along.

The Explorer Post Advisor shall perform other tasks as required by the Explorer Program.

1.6. ASSOCIATE POST ADVISORS

Each Post must have a minimum of two Explorer Post Associate Advisor's that may be sworn members or Sheriff's Volunteer Team members of the Santa Barbara County Sheriff's Office.

The Explorer Post Associate Advisor shall assist the Post Advisor with his/her duties as directed by the Post Advisor.

The Explorer Post Associate Advisor shall assume the duties and responsibilities of the Post Advisor in his/her absence.

1.7. ADVISOR/ASSOCIATE ADVISOR SELECTION PROCESS

The selection process for Post Advisors and Associate Advisors will be conducted pursuant to Lexipol Policy 1028.3.

When one of these positions are advertised, personnel who desire to serve in this collateral assignment shall submit a memorandum, through their chain of command, to the Human Resources Bureau indicating interest in this position.

The Explorer Coordinator will conduct an interview with each applicant and review each applicants personnel file.

1.8. EXPLORER POST STAFF COMPOSITION

There shall be a minimum of five adults assigned to an Explorer Post as follows (Learning for Life requirements):

- (1) Explorer Post Advisor
- (2) Explorer Post Associate Advisors
- (2) Explorer Post Committee Members

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2. PROGRAM ELIGIBILITY

2.1. MINIMUM STANDARDS

Law Enforcement Exploring is open to youth and young adults who have completed the 6th grade through 20 years of age.

Applicants who have completed the 6th grade and who are not yet 14 years of age are eligible for the **Law Enforcement Explorer Club Program**.

Applicants who are at least 14 years of age and have completed the 8th grade are eligible for the **Law Enforcement Explorer Post Program**.

Explorer Club Applicants: Applications will only be accepted after an applicant completes the 6th grade and no later than six months prior to completing the 8th grade or turning 14 years of age.

Explorer Post Applicants: Applications will only be accepted no earlier than six months prior to an applicant turning 14 and no later than six months prior to an applicant turning 20.

All applicants must comply with the following standards:

- Have at least a “C” (2.0) grade point average in each class on their last report card issued, and retain such an average throughout their career as an Explorer.
- The Explorer/applicant must be free from any physical handicap which would cause injury to themselves or jeopardize others participating in the Explorer Program, other members of the department, or the public.
- The Explorer/applicant shall participate and pass an oral interview conducted by the Post Advisor or his/her designee.
- The Explorer/applicant must not have a prior conviction for a criminal offense or serious traffic offense.
- The Explorer/applicant must have no serious school administrative problems and must be of good character.

Any of the stated standards may be waived at the discretion of the Explorer Coordinator.

2.2. SELECTION OF APPLICANTS

The Post Advisor or his/her designee will conduct a background check on each candidate.

Candidates with criminal records or questionable administrative problems may be rejected.

Candidates with questionable loyalties or morals and/or unstable personalities or social relationships, which might result in compromising sensitive information that the Explorer may be exposed to, shall be rejected.

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Candidates with families that reflect a questionable aspect of criminal arrests, law enforcement contacts, loyalties, morals, or unstable personalities may be cause for rejection.

The candidates will also complete an oral interview conducted by the Post Advisor, Associate Post Advisors, and the ranking Post Explorer.

The candidate must pass a physical fitness test which is comprised of push-ups (minimum of 25 in one minute), sit-ups (minimum of 20 in one minute) and a one-mile run (minimum time of 10 minutes).

Once an applicant has completed the application process, the Explorer candidate's application package will be submitted to the Explorer Coordinator for final approval.

The final consideration for all applicants shall be that of the Explorer Coordinator.

All Explorer applicants approved by the Explorer Coordinator will be forwarded to and retained by the Sheriff's Human Resources Bureau.

A copy of the Learning for Life Application will be forward to the local Boy Scouts of America District Executive.

2.3. WAIVER AND RELEASE OF LIABILITY

Explorers shall complete and submit the following forms:

- Medical Waiver and Release form;
- Completed Sports Physical (completed annually);
- Liability Waiver form;
- Boy Scout Registration form;
- Citizens on Patrol Ride-Along Release form;
- Any other miscellaneous paperwork deemed necessary for the Explorer to participate with the Santa Barbara County Sheriff's Office Explorer Program.

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3. ORGANIZATIONAL AND POST COMMAND

3.1. AUTHORITY OF RANK IN THE SHERIFF'S OFFICE

Sworn personnel are distinguished by rank, which is assigned in terms of level of responsibility within the Chain of Command. The descending order of rank in the Santa Barbara Sheriff's Office is as follows:

- Sheriff-Coroner
- Undersheriff
- Chief Deputy
- Commander
- Lieutenant
- Sergeant
- Senior Deputy
- Deputy Sheriff

3.2. DEPUTY EXPLORER POST RANK STRUCTURE

Explorer members are distinguished by rank which is assigned by level of responsibility within the Chain of Command. The descending order of rank is:

- Explorer Coordinator
- Assistance Explorer Coordinator / Post Committee Chair
- Post Advisor
- Associate Post Advisor / Post Committee Member
- Explorer Captain
- Explorer Lieutenant
- Explorer Sergeant
- Senior Explorer
- Deputy Explorer
- Probationary Explorer

3.3. DUTIES OF EXPLORER OFFICERS

3.3.1. EXPLORER CAPTAIN

The Explorer Captain is responsible for the program and activities of the Post. These duties include, but are not limited to the following:

- The Explorer Captain shall be responsible for the supervision of the Explorer Lieutenant(s) and ensure all orders are carried out properly.
- The Explorer Captain will participate with the Post Advisor(s) and staff in setting Post policy and procedures.

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- The Explorer Captain will assist the Post Advisor and staff in conducting inspections and additional assignments as necessary.

3.3.2. EXPLORER LIEUTENANT

The Explorer Lieutenant shall assist the Explorer Captain and take over in his/her absence. These duties include, but are not limited to the following:

- The Explorer Lieutenant shall be responsible for the proper utilization of the Explorer Sergeant(s) and ensure all orders are carried out properly.
- The Explorer Lieutenant is responsible for the control and discipline of the Explorer Sergeant(s).
- The Explorer Lieutenant is responsible for completing a “weekly discipline memorandum” of any discipline which occurred since the last meeting. The memorandum will be completed and sent “via chain of command” to the Post Advisor.
- The Explorer Lieutenant is responsible for maintaining attendance and activity records for the Post.
- This duty may be delegated to the Explorer Sergeant(s).
- The Explorer Lieutenant is responsible for preparing the Post for inspection.

3.3.3. EXPLORER SERGEANT

The Explorer Sergeant/Squad Leader shall be responsible for the actions of the Explorers under his/her charge. He/she shall be responsible for the control, discipline, and proper personal appearance of Explorers for which he/she is responsible.

The Explorer Sergeant(s) shall be responsible for a variety of duties, which include, but are not limited to:

- Assist the Explorer staff as needed;
- Assist the Explorer Lieutenant as needed;
- Assume command of the Post in the absence of the Explorer Lieutenant (senior Explorer Sergeant)
- Monitor attendance records; and
- Collect and maintain memorandums.

3.3.4. SENIOR EXPLORER

The Senior Explorer/Assistant Squad Leader shall assist the Explorer Sergeant with the control, discipline, and proper personal appearance of his/her Squad.

The Senior Explorer(s) shall be responsible for a variety of duties, which include, but are not limited

- Assume all duties of the Explorer Sergeant in his/her absence
- Responsible for the direct supervision of Explorers in the field

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- Ensure that all duties are carried out properly, promptly, and efficiently
- Properly supervise and utilize the Explorers
- Take minutes of the meetings
- Ensure pertinent information is disseminated to absent Explorers

3.3.5. DEPUTY/PROBATIONARY EXPLORER

The Deputy/Probationary Explorer shall attend all required training and meetings. When not able to attend, he/she shall notify his/her Squad Leader/supervisor in a memorandum explaining the reason for the absence.

The Explorer shall carry out orders properly, promptly, and efficiently.

3.4. EXPLORER STATUS

All candidates that pass and are accepted into the Sheriff's Explorer Program shall be designated as Probationary Explorers.

Probationary Explorers are Deputy Explorers who have not yet completed the Basic Explorer Academy or have not completed one year of satisfactory participation within the Explorer Program.

Probationary Explorers shall be consistently active in the post for three months before being issued their Class "B" uniform (Exception: Probationary Explorers who join the program within three months of attending the Basic Explorer Academy may be issued uniforms sooner, based on the discretion of the Post Advisor).

The Probationary Explorer shall not be issued an Explorer badge until successful completion of the Basic Explorer Academy and appointment to Deputy Explorer. Until then, a Probationary Explorer who has not completed the Basic Explorer Academy will wear an embroidered badge (Exception: Functions requiring the wear of a Class A uniform).

An Explorer who has a GPA below a 2.0 or who receives an "F" grade in any subject will be placed on academic probation. He/she will not be permitted to attend any functions, other than weekly Post meetings, to include competitions. The probation shall remain in effect until a 2.0 GPA is achieved in that class/subject and the Explorer's total GPA is 2.0 or greater.

Should a failing grade ("F") be received as a final grade at the end of a school year, the Explorer may be suspended.

the Explorer must attend the Basic Explorer Academy the following year. Failure to do so will result in the Explorer's dismissal from the program.

3.5. ELIGIBILITY FOR OFFICE

The Explorer must be in good standing with the Post to be eligible for promotion.

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The Explorer must be active in the Post for at least six months to be eligible for promotion.

The Explorer must complete the Basic Explorer Academy or complete one year of satisfactory service within the Explorer Program to be eligible for promotion to the rank of Explorer Sergeant or higher.

Probationary Explorers who have exceeded six months' time-in-service with the Post are only eligible for the position of Assistant Squad Leader (Senior Explorer).

The Explorer must pass a promotional examination with a score of 70% or better. The examination shall consist of the following:

- A written examination
- An oral interview conducted by at least two Explorer staff members (if applicable, the ranking Post Explorer may participate on the oral interview panel)
- Military Drill Component
- Physical Fitness Test

All promotions shall be made with the approval of the Post Advisor.

Explorer promoted at any level of office in the Explorer Program are probationary for a period of six months.

If a leave of absence is taken during the probationary period, the Explorer's probation shall be extended until a full six months is met. An Explorer may be temporarily promoted to fill the vacancy created by the leave of absence.

If the Post Advisor deems that the full promotion process is not required, then such promotion shall be made at his/her discretion.

All positions are considered to be permanent status but can change as a result of internal violations and, if deemed necessary for the efficient operation of the Post, at the discretion of the Post Advisor.

Explorers may be appointed to specialty assignments within the Post by the Post Advisor.

Once a selection process has been completed, a list of those candidates shall be retained for a period of six months. The top five candidates will be considered in the area of selection for promotion.

As Explorers are promoted off the list, the Explorers that are 6th, 7th, etc., on the list will move into the top five ranking and will be considered in the area of selection.

If a vacancy of an office occurs, then the Post Advisor may appoint an acting officer until the testing process has been completed.

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The Explorer Post will be comprised of squads. Each squad shall consist of three to five Deputy Explorers, including one Senior Explorer and one Explorer Sergeant per squad. The squads shall be numbered "First Squad," "Second Squad," etc. An Explorer Post shall be comprised of a minimum of five Explorers and a maximum of seventeen Explorers.

Posts will be comprised, at a minimum, of the following positions/duties if staffing levels permit:

- Post Commander (senior ranking Explorer within the Post).
- Squad Leader (also the Post Commander when a compliment of nine or fewer Explorers exists).
- Assistant Squad Leader.

3.6. EXPLORER POST STAFFING/AUTHORIZED POSITIONS

Explorer Post Staffing – 5 Explorers

Explorer Sergeant - 1
Senior Explorer – 1
Deputy Explorers – 3

Explorer Post Staffing – 9 Explorers

Explorer Sergeant - 1
Senior Explorers – 2
Deputy Explorers – 6

Explorer Post Staffing – 11 Explorers

Explorer Lieutenant – 1
Explorer Sergeants – 2
Senior Explorers – 2
Deputy Explorers – 6

Explorer Post Staffing – 16 Explorers

Explorer Lieutenant – 1
Explorer Sergeants – 3
Senior Explorers – 3
Deputy Explorers – 9

Explorer Post Staffing – 17 Explorers

Explorer Captain – 1
Explorer Lieutenant – 1
Explorer Sergeants – 3
Senior Explorers – 3
Deputy Explorers – 9

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4. POST ACTIVITIES, TRAINING, ABSENCES

4.1. POST ACTIVITIES

Post activities are divided into three major areas:

- Job oriented;
- Educational;
- Social and Recreational.

No Explorer shall work any assignments without the knowledge and permission of the Post Commander and Post Advisor.

4.2. JOB-ORIENTED ACTIVITIES:

- Crime Prevention;
- Assist with crowd control and traffic control;
- Participate as a color guard;
- Participate as observers in the Ride-Along Program;
- Assist with crime scene and missing person searches;
- May work in the jail in an administrative capacity (if the Explorer is 18 years of age or older);
- Assist station personnel with recordkeeping, filing, and other miscellaneous activities.

4.3. EDUCATIONAL ACTIVITIES:

- Post meetings;
- Lectures;
- Classes, seminars, and academies;
- Conferences;
- Explorer competitions.

4.4. SOCIAL AND RECREATIONAL ACTIVITIES:

- Award and other recognition ceremonies and socials
- Team building outings
- Field trips and tours
- Fund raising activities

Explorers are to be assigned to the permitted activities on the basis of their training, ability, experience, and maturity. The Post Advisor's shall not assign an Explorer any duty for which he/she is not prepared.

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Any social activity developed and carried out by the Explorers shall be approved by the Post Advisor prior to the implementation.

The Post shall conduct fund-raising activities as deemed necessary. The fund-raising activities shall be approved by the Post Advisor.

4.5. TRAINING

Explorers are highly encouraged to attend a basic law enforcement explorer academy as soon as practicable following their acceptance into the Sheriff's Explorer Program.

Failure to attend and successfully complete a basic law enforcement explorer academy may result in limitations to the Explorers ability to participate in certain aspects of the Sheriff's Explorer Program.

An Explorers justification for the inability to attend and complete a basic law enforcement explorer academy shall be taken into consideration before permitting Explorers to do any of the following:

- Participate in the Explorer Ride-Along program
- Attend or participate in Law Enforcement Explorer Competitions
- Obtain a promotion to an Explorer office (i.e., Explorer Captain, Lieutenant, Sergeant)

4.6. ABSENCE

Attendance is mandatory at all regularly scheduled Explorer meetings, staff meetings, and special meetings involving the Post.

Attendance is mandatory for all details, either volunteered for or assigned. Field trips and team building trips are not mandatory attendance.

Except when sickness or injury to the Explorer or his/her immediate family member keeps him/her from reporting for duty, an Explorer shall be absent only with authorization from his/her Explorer Sergeant.

Explorers that are scheduled for a patrol ride-along shall notify the on-duty watch commander of their absence at least two hours two prior to the start of their shift.

In all cases where an Explorer will not be present as scheduled, all possible efforts shall be made to contact his/her Explorer Sergeant and/or another Explorer to cover the assignment.

If an emergency arises, telephone notification to a Post Advisor/Co-Advisor will be acceptable, with a follow up memorandum required by the next scheduled Post meeting.

Failure to attend meetings and details shows a lack of interest in the Explorer Post and may subject the Explorer to disciplinary measures up to and including dismissal from the Post.

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4.7. LEAVE OF ABSENCE

Leave of absence from the Post may be granted for personal or family needs to any Explorer in good standing.

Leave of absence may be granted for a maximum period of six months.

Explorers may request to extend a leave of absence for an additional period of up to six months, if necessary.

Requests for a leave of absence or extension of leave of absence shall be submitted by memorandum to the Post Advisor.

The Explorer's Sheriff's identification card, badge, and other issued equipment shall be returned to the Post Advisor before the leave of absence begins.

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5. EXPLORER FIELD PERFORMANCE / LAW ENFORCEMENT SERVICE

5.1. USE OF FORCE

Explorers have no peace officer powers of arrest and shall not participate in making arrests unless absolutely necessary or ordered to do so by a deputy or other peace officer.

Explorers are prohibited from handling inmates or persons temporarily taken into custody; i.e., searching, handcuffing, or transporting inmates.

Explorers are not permitted to carry offensive or defensive weapons to include firearms, tasers, nightsticks, batons (collapsible or otherwise), saps or sap gloves, knives with blades in excess of four inches, chemical repellents or electrical shock devices.

In the event the Explorer uses force, the Explorer shall use the amount of force reasonably necessary to effect an arrest, prevent escape, or overcome resistance. In normal circumstances, the Explorer shall not involve himself/herself in the arrest of an individual unless extenuating circumstances are present and under the direction of a supervising Deputy Sheriff.

When it is necessary to use force, the Explorer will notify the Post Advisor as soon as practicably possible, giving the Post Advisor all the facts of the incident, including everyone involved and the case number. The Post Advisor will then immediately notify the Explorer Coordinator of the Explorers use of force.

5.2. INFORMATION, INVESTIGATION, AND RECORDS

Explorers shall promptly report any pertinent information that might indicate the need for involvement of the Santa Barbara County Sheriff's Office to the Post Advisor.

Should an Explorer's duty include performance of duty in a field or other custody setting, the Explorer will not communicate with any persons in custody, unless in the line of duty or specifically instructed to do so by appropriate Sheriff's Office personnel.

The Explorer will always remember that department business is confidential and shall not be shared with persons outside the Sheriff's Office or with persons associated with other official proceedings (i.e, internal investigations, court room testimony, etc).

During an investigation, the Explorer shall not make any false statements when questioned, interviewed, or in reports submitted.

If requested to make a statement in the course of an official department investigation, the Explorer shall make a full, complete, and truthful statement.

The Explorer shall not respond to the location of any emergency operation, disaster, etc., unless specifically ordered to do so by a Post Advisor.

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The Explorer, while off-duty, shall not arrive on scene at any traffic stop or dispatched call. This does not preclude the assistance of the Explorer who is present when an emergency occurs. The Explorer shall, as soon as possible, notify a Peace Officer of his/her presence.

5.3. COURT ATTENDANCE

In most cases, the Post Advisor will serve the Explorer with a subpoena. In cases where the Post Advisor does not, the Explorer will make notification to the Post Advisor as soon as possible.

On occasion, the Explorer may be subpoenaed to appear and testify in court proceedings. The Explorer involved in cases before the courts shall be punctual in attendance.

The Explorer shall dress in Class "A" full uniform or in civilian clothes of good taste and business-like appearance, keeping in mind that he/she is a representative of the Post and the Sheriff's Office.

When in civilian clothing, the male Explorer shall always wear a tie; polo-type shirts are forbidden. The female Explorer may wear a pantsuit or a dress of professional appearance.

5.4. EVIDENCE AND PROPERTY

The Explorer shall not fabricate, withhold, or destroy evidence of any kind. The Explorer shall not handle evidence unless directed to do so by a deputy or other peace officer.

The Explorer shall deliver to the proper department employee or Advisor, any monies or other property resulting from the execution of their official duties or responsibilities.

If, in official capacity, found property is surrendered to an Explorer, such property shall be turned over to the Explorer's supervising deputy. Note: When property is turned over to an Explorer, the Explorer shall obtain the minimum of name and phone number of the person relinquishing the property.

5.5. PUBLIC RELATIONS AND INFORMATION REQUESTS

Explorers shall not disclose or provide information about operations within the jurisdiction of the Sheriff's Office to media personnel or outlets. If approached by persons representing the media, direct them to the on-duty supervisor or the Explorers supervising deputy.

- When identified as an Explorer (unless ordered to do so by a Post Advisor), he/she shall not:
 - Address any public gathering;
 - Write articles for publication;
 - Join any political organizations;
 - Conduct any interviews with the media.

The Explorer receiving inquiries from the public concerning complaints or information shall refer the person to a deputy or the on-duty supervisor.

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5.6. COURTESY/CEREMONIAL AND PATRIOTIC BEHAVIOR

The Explorer representing the Department as an escort or an honor guard shall wear the full class "A" uniform. The uniform shall be exceptionally neat and well maintained. Honor guards consisting of Explorers may wear caps or other headgear as decided by the Post Advisor.

The Explorer in uniform, when approached by an official color guard consisting of the flag of the United States of America and/or of any other foreign nation when deemed official, shall face the flag and render a proper military salute.

The Explorer in civilian clothing, when approached by an official color guard consisting of the flag of the United States of America and/or of any other foreign nation when deemed official, shall face the flag, remove his/her cap or hat, and place his/her right hand over his/her heart until the flag passes.

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6. EXPLORER RIDE-ALONG PROGRAM

6.1. RIDE-ALONG PROGRAM PURPOSE

To provide qualified Law Enforcement Explorers the opportunity to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related police services.

To supplement basic and in-service classroom training in patrol operations and related police services.

To provide Explorers with a greater appreciation for the challenges and benefits of patrol operations and a better understanding of the importance of law enforcement services within the community.

6.2. RIDE-ALONG TRAINING

Training for Explorers participating in a Ride-Along program shall include completion of the basic training curriculum for Explorers, along with methods and techniques used in patrol operations and related police services, traffic control, telecommunications procedures, patrol vehicle/conveyance systems and equipment familiarization, policy and standard operating procedures for Explorers, and spontaneous emergency protocols.

Training for law enforcement officers who have been designated by the agency to have Explorers accompany them on patrol operations should undergo an orientation that, at a minimum, includes a verbal and/or written overview of the objectives of Law Enforcement Exploring, agency Ride-Along program policy and standard operating procedures for both Explorers and Law Enforcement Officers.

Explorers on a Ride-Along where authorized special police conveyances are used shall wear the same safety equipment (i.e., helmet for bike patrol, personal flotation device for marine patrol, etc.) required for law enforcement officers.

Every Explorer shall wear a ballistic protective vest while involved in ride-along or other law enforcement operational activities.

Whenever possible and practical, the ride-along deputy and Explorer should be of the same gender.

A Citizens on Patrol ride-along form shall be completed for each Explorer certified to perform ride-along functions. One form shall be re-accomplished each year and maintained within the Explorer's personnel file.

The Explorer must be 15 years of age or older and must be approved by the Post Advisor in order to participate in the Ride-Along Program.

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All posts will have a "Waiver and Release of all Claims for Personal Injury and Property Damage" form on file. The form will be signed by the parents of the Explorer in the presence of the Post Advisor and/or his/her designee.

The Explorer will have a medical release authorizing any Santa Barbara County Deputy Sheriff to consent to emergency medical treatment for Explorers with him/her on the day of the ride-along.

The Explorer shall not consume alcohol, use tobacco, or sleep while on duty.

The Explorer must have successfully completed the Ride-Along Training Program.

The maximum hours an Explorer may ride along per month is dependent on the number of Explorers certified to ride along and the size of the patrol bureau. The hours for ride-along will be determined by the age of the Explorer and approved by the Post Advisor.

The Explorer shall ride only with the deputy to whom he/she is assigned. If the deputy to which the Explorer was assigned is found to be not working the assigned shift, the Explorer will contact the Post Advisor for direction.

The Explorer shall arrive fifteen minutes before the scheduled ride-along time. The Explorer shall be in a clean, pressed, and complete uniform.

The Explorer shall be equipped with required duty equipment.

The Explorer shall follow the supervising officer's directions regardless of his/her personal feelings. Any disagreement or argument with the supervising officer must be reported to the Post Advisor by telephone after the shift and the situation documented in writing as a memorandum. The memorandum should be completed and submitted to the Post Advisor as soon as possible. No Explorer will be required to obey an order which is contrary to the law.

An Explorer shall follow the procedure for high-risk calls. The procedure is as follows: In case of an immediate emergency, the Explorer will remain in the Sheriff's vehicle and observe or move to an area chosen by the deputy until the deputy advises that the situation is safe.

Note: An Explorer participating in a ride-along, shall be familiar with the operation of the COBAN in car recording system. The Explorer should be cognizant that everything is subject to recording, video/audio, and know this information is discoverable by the public. At no time should an Explorer release information to the public about an "in-progress" emergency.

The Explorer participates in the Ride-Along Program as an observer. The Explorer may fulfill various duties as determined by the ride-along deputy. Situations the Explorer may participate in may include:

- Control of traffic/crowds;
- Operate radio, as directed;
- Assist motorists;
- Complete routine paperwork;

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- Protect crime scene;
- Act as an interpreter, as needed.

6.3. RIDE-ALONG PROHIBITIONS.

AT NO TIME will the Explorer be at risk or used in dangerous or undercover activities, in accordance with the Boy Scouts of America policy on covert operations.

6.3.1. Situations the Explorer may not participate in may include:

- Interview/interrogate witnesses or suspects;
- Participate or be left in control of the arrest of inmate;
- Leave the presence of the patrol car, unless instructed by a deputy;
- Assist at any scene, unless instructed to do so by a deputy;
- Carry any weapon;
- Sign any arrest, offense, incident report, traffic citation, or legal documentation;
- Provide cover for any possible crime in progress;
- Drive any marked patrol car; or
- Ride with any Special Operations unit without Post Advisor notification.

6.4. RIDE ALONG DOCUMENTATION

At the completion of the ride-along, the Explorer shall complete a memorandum detailing what crimes were investigated, a time line of what was done during the shift, any questions the Explorer had, and any additional training issues that the Post should address. The memorandum detailing the Explorer's shift shall be a minimum of 200 words.

The ride-along memorandum will be sent via chain-of-command to the Post Advisor. The memorandum will be submitted at the Explorer Post meeting following the ride-along.

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7. GENERAL BEHAVIOR, ETHICS, POLICY AND PROCEDURE

7.1. DEPARTMENT POLICY AND PROCEDURE

An Explorer shall be familiar with and conform to the Santa Barbara County Sheriff's Office Policy Manual (Lexipol). Explorers who violate any rules, regulations, or policies of the department or the Explorer Program shall be subject to disciplinary action or dismissal.

7.2. CONDUCT AND ETHICS

The Explorer shall not act or behave, privately or officially, in any manner as to bring discredit upon himself/herself, the Post, or the Santa Barbara County Sheriff's Office.

The Explorer has no peace officer powers. Therefore, when not working in an official capacity (off-duty), he/she shall not actively seek out violations of the law.

The Explorer shall not violate any federal statute, state law, or local ordinance.

If the Explorer has contact with law enforcement that does or does not involve an arrest or citation being issued, he/she shall inform the Post Advisor in a memorandum of the incident.

If it is found that the Explorer did not inform the Post Advisor and/or the Associate Advisor of a law enforcement contact, he/she shall be subject to disciplinary action or dismissal.

The Explorer shall be subject to discipline, reduction in rank, or dismissal for the following reasons:

- Displaying a reluctance to properly perform assigned duties;
- Acting in a manner tending to bring discredit to themselves, the Post, or the department;
- Failing to assume responsibility or failing to exercise diligence, intelligence, and interest in the performance of duties;
- Violating department policy, rules, and regulations.
- Insubordination

The Explorer must be firm, resolute, and energetic in exercising the means necessary to properly perform his/her duty.

At NO time will any Explorer have a dating relationship with any Santa Barbara County Sheriff's Office employee.

Relationships between Explorers is discouraged. However, should a relationship exist, Explorers involved in the relationship shall notify the Post Advisor of the relationship. If the relationship becomes a hindrance to the activities of the Post, one or both of the Explorers may be dismissed from the Post.

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While in uniform, the Explorer shall not show any inappropriate public displays of affection.

While on duty, all Explorers shall be governed by the Law Enforcement Code of Ethics.

The Explorer shall devote his/her time and attention to the service of the County and of the department and shall direct and coordinate his/her efforts in a manner that will establish and maintain the highest standards of efficiency.

The Explorer shall maintain a professional image and act together with other Explorers to assist each other.

The Explorer shall serve the department with loyalty and discretion.

Any rule, regulation, or policy governing the department not included in this Manual shall be deemed a portion of this Manual.

The Explorer shall conduct himself/herself in a manner that will foster the greatest harmony and cooperation among other Explorers and the department as well as the public.

At no time shall the Explorer use coarse, profane, or threatening language and shall not use uncomplimentary or insulting terms of speech toward any individual.

The conduct of the Explorer will exemplify that of the standards set forth for sworn personnel of the Sheriff's Office. The Explorer shall assume a conscientious, businesslike attitude, showing proper respect to supervisors, deputies, civilians and each other.

The Explorer will only go to Sheriff's stations with a purpose in mind. The station is a place of business and NOT a place of social gathering. The Explorer will not loiter before or after ride-alongs, meetings, or other activities.

The Explorer shall not accept bribes or engage in any other act of extortion or any other unlawful means of obtaining money or property through the Sheriff's Office or Post.

The Explorer shall not recommend or suggest the name of any person, firm, business, or corporation to act as an attorney, counsel, or bondsman.

The Explorer shall be punctual in reporting for duty at the time and place designated by the Post Advisor. Habitual failure to report promptly at the time specified is grounds for disciplinary action.

The Explorer shall not sleep while on duty unless specifically authorized to do so.

The Explorer shall not smoke or carry tobacco products while participating in Explorer Post activities.

The Explorer under 21 years of age shall not use or possess tobacco at any time.

The Explorer shall not use or possess alcoholic products.

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No Explorer will remain in a location where illegal activity is taking place; i.e., smoking marijuana, under-age drinking, etc.

The Explorer shall NOT engage in gambling or gaming during any Explorer function.

The Explorer shall NOT associate with known criminals and gang members.

The Explorer shall NOT impersonate or represent oneself as a peace officer.

The Explorer shall assist any peace officer in passing on any knowledge or information concerning the commission of any crime.

The Explorer will promptly inform the Post Advisor of any local, state, or federal offense.

7.3. PERFORMANCE OF DUTY/GENERAL BEHAVIOR

Explorers driving any type of vehicle shall drive in a reasonable and prudent manner. Members shall set a good example for other drivers and should not violate any traffic laws. Explorers shall not drive any County-owned vehicle unless authorized by the Post Advisor.

In the event of an accident or damage to any County- or privately-owned vehicle being operated in the service of the County, the Explorer operating or in charge of the vehicle shall:

- Remain at the scene of the accident until an investigation is complete.
- Promptly notify his/her Post Advisor of the incident.
- Promptly prepare the required department forms for reporting such accident or damage.

While on patrol, Explorers shall not operate any County vehicles, except if deemed an emergency. Those cases will be deemed by the supervising deputy on.

Explorers may be authorized to drive County vehicles for official purposes upon authorization of the Post Advisor or the on-duty supervisor.

Explorers must complete the requirements set forth below before operating a County vehicle:

- Possess a valid California Driver's License (CDL).
- Be at least 18 years of age.
- Be authorized by the Post Advisor.

In an emergency, Explorers that are under 18 years of age may drive a County vehicle if authorized to do so by sworn personnel.

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8. DISCIPLINARY ACTION

8.1. AUTHORIZED DISCIPLINARY MEASURES

Any violation of any regulation within this manual may subject the violating Explorer to disciplinary action.

Discipline may be dispensed in one of the following manners by the Post Advisor, Associate Advisor or specified Post Officer:

- **MEMORANDUMS:** A written memorandum may be assigned for disciplinary reasons and must be associated with the reason/act in which the memorandum is being assigned.
 - Memorandums may be assigned by the Advisor, Associate Post Advisor or a Post Officer.
- **ORAL REPRIMAND:** An oral reprimand shall involve a verbal correction directed at the violating Explorer.
 - A verbal reprimand may be given by a Post Officer, Post Advisor, or Associate Post Advisor.
- **WRITTEN REPRIMAND:** A written reprimand shall be written notice of a violation by an Explorer.
 - A written reprimand shall remain in the Explorer's personnel file for a period of one year from the date of the incident or letter.
 - Written reprimands may be administered by the Post Advisor, Associate Post Advisor or Post Commander.
- **ASSIGNMENT OF SERVICE HOURS:** Assignment of service hours are only given by the Post Advisor or Associate Advisor. These hours are in addition to the regular service hours devoted to the department. Service hours are directed to the department as additional service. The Explorer shall be notified as to the number of hours and time allotted for the completion at the time of the action. Failure to complete the hours as directed shall result in additional disciplinary action.
 - Assignment of service hours may only be administered by the Post Advisor or Associate Post Advisor.
- **PROBATION:** Only the Post Advisor may impose probationary periods. During these periods, any further violation of rules and regulations shall result in dismissal from the Post.
- **SUSPENSION:** Suspensions may be imposed only by the Post Advisor. During these periods, the Explorer must return all department equipment to the Post and is stricken from talking to other Explorers about internal Post matters.
 - The suspended Explorer may not participate in any Post activities including, but not limited to, the following: details, patrol ride-alongs, meetings, and assignments.
 - The suspended Explorer is only allowed normal public access to the department.
 - Any violation of the terms of suspension will result in termination from the Post.
 - The period of suspension shall be indicated in the letter of suspension.

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- **DISMISSAL:** Dismissal from the Post may only be imposed by the Post Advisor with the approval of the Explorer Coordinator.
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 - At the time of dismissal from the Post, the Explorer shall surrender all property of the Post.
 - Once an Explorer is dismissed from the Post, he/she may not be brought back into the Post.
 - Failure to immediately return Post property and equipment may result in a financial claim against the person to whom the items were issued.

8.2. INITIATION OF DISCIPLINARY ACTION

Violations shall be reported in written form to the Post Commander or the most senior ranking officer within the Post, using the proper chain of command.

The Post Commander or senior ranking officer will then notify the Post Advisor immediately upon discovery of an Explorers violation of policy or law. This violation shall be followed up with a written memorandum from the Post Commander or senior ranking officer. The report shall include the date, time, location, violation, name of violating Explorer, witnesses, and reporting Explorer, staff officer, or department personnel.

All reports dealing with the violation of a violation must be completed and submitted to the Post Advisor no later than seven days, or as soon as practical, after being presented to the Post Advisor.

Once the act is determined to be a violation of policy or law and disciplinary action is to be imposed, the Explorer has seven days from the receipt of the notice to request a full hearing on the matter.

If an Explorer is issued a suspension or dismissal from his/her Post, the Explorer will have the ability to request a hearing by a "Board of Officers." The "Board of Officers" shall be convened to review the action and make a recommendation for disciplinary action. The recommendation will then be forwarded to the Explorer Coordinator for a final decision.

The "Board of Officers" shall consist of three Post Advisors that are not directly involved in the Post operation.

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9. PERSONAL APPEARANCE/UNIFORM GUIDELINES

9.1. PERSONAL APPEARANCE

The purpose of this section is to set forth all rules relative to the possession, maintenance, and wearing of the official uniforms and/or equipment by members of the Explorer Posts.

Part of the mission of the Explorer Post is to maintain the highest level of professional competence, with emphasis on both organizational and individual integrity. Grooming standards are established to represent professionalism and pride in appearance and spirit in order to accomplish this objective.

- When off-duty, the Explorer will not wear any uniform with official Santa Barbara County Explorer insignia; i.e., patches, badges, etc.
- The Explorer Post Advisor or Associate Post Advisor will make periodic inspections to determine that the maintenance of uniforms and equipment is in conformance with the provisions of this policy.
- The Explorer Sergeant will be responsible for the daily personal appearance of the Explorers under his/her charge, and it shall be his/her responsibility to enforce the provisions of this policy.
- The Post Advisor may make exceptions to the prescribed wearing of the official uniform and/or equipment when the exigencies of location or conditions require such exception.
- The prescribed uniform and equipment shall be maintained at all times in a clean and serviceable condition, ready for immediate use. The uniform, when worn, shall be a complete uniform as described in this order with no unauthorized variations.
- The condition and appearance of the uniform and personal equipment worn shall be maintained in good repair and shall conform to the standards herein established:
 - Articles of clothing which are torn, frayed, faded, with missing buttons or holes, or otherwise substandard, shall not be worn.
 - Footwear shall be in good repair, without worn-down heels. Soles should not be thicker than $\frac{3}{4}$ inch. Heel height for female dress shoes should not exceed two inches.
 - Shoes, boots, and leather gear shall be highly polished.
 - Articles of gold, brass, chrome, or other metallic substance shall be clean, highly polished, and free of excessive scratches.
 - The only authorized patching of clothing material is reweaving which is not noticeable.
 - Clothing shall be tailored to the body, neither loose enough to be baggy nor tight enough to pull the material.
 - Clothing, which is dirty, un-pressed, stained, or spotted shall not be worn.
 - Explorers shall wear a complete uniform or clearly display their Explorer identification while at any of the Sheriff's stations. If not in uniform, Explorers will dress in business attire. Clothing with holes, bare midriffs, or shoulders, baggy pants that will not stay up with a belt, and tight shorts and pants are NOT acceptable.

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- The manner in which the Explorer's uniform shall be worn shall be as designed by the manufacturer, and no individual modifications shall be made other than normal alteration.
- Long-sleeve shirts shall be buttoned at the cuff at all times and will not be rolled up or rolled under.
- Long-sleeve shirts shall be buttoned at the collar at all times, with the necktie in place, when wearing a Class A uniform.
- Jacket: Green, Gore-Tex or nylon waist-length, department issue, in light, regulation or convertible-weight style with cloth badge, cloth nametape, and shoulder patches affixed appropriately.
- Jacket collars will lie flat, except during inclement weather, when it is necessary to turn them up as protection against the elements.
- Hats, when worn, shall be centered on the head, with the bill approximately three finger widths from the nose.
- Trousers will be worn on the outside of any high-top shoes or boots. However, trousers may be bloused in boots during field training, fires, floods, riot duty, and other unusual field operations when so approved by the Post Advisor.
- All pockets on jackets, shirts, and trousers will be buttoned and snapped.
- No bulky articles will be carried in any uniform shirt pocket other than a pen and pencil for duty use.
- Belt buckles shall be aligned with the Explorer's gig-line.
- T-shirts, white, crew-neck style, shall be worn with any open-collar uniform shirt.
- A black turtleneck shirt is an optional item of wear. Personnel may wear a turtleneck shirt under a long sleeve uniform shirt. The turtleneck shirt must be long-sleeve, black, and have no visible logos. The turtleneck shirt shall never be worn with a short-sleeve shirt, even if a jacket is worn.
- When a black memorial band is authorized to be worn on the department badge, it shall be worn diagonally from the shoulder to the heart (top right to lower left as you view the badge).
- Explorers shall not have any visible body piercing or offensive tattoos while in uniform, at Sheriff's stations, or anytime he/she is representing himself/herself as being a Santa Barbara County Sheriff's Office Explorer.
- The Explorer shall keep himself/herself clean by practicing proper hygiene.
- Proper barbering shall be practiced at all times. Hair standards are as follows:
- Hair shall be neatly trimmed and combed. Male members of the Post shall avoid allowing their hair to be excessively long or unkempt, and female members shall not display extremely untidy hairstyles.
- Sideburns, when worn, may extend to the bottom of the ear lobe and shall be squared and trimmed neatly. Excessively thick or "mutton chop" sideburns or sideburns extended to meet mustaches are not authorized.

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9.2. UNIFORMED EXPLORER PERSONAL APPEARANCE

9.2.1. Class A: The Class A uniform shall consist of:

- Headgear: The headgear will be decided by the Post Advisor or Co-Advisor depending on the activity that is to be conducted by the Explorer.
- Shirt: Long-sleeve, khaki, either wool, 55% Dacron polyester/45% Rayon, or 100% Dacron polyester. Shirts will have a military press.
- Necktie: Black, regulation issue.
- Tie Bar: Regulation issue.
- Belt: Black, leather, basket weave, 1¼ inch wide, nickel-finish buckle.
- Trousers: Green wool. Optional trousers: 100% Dacron polyester or blend.
- Socks: Black, plain.
- Boots: Black, leather, capable of high shine, rounded toe with no design, black soles, and black shoestrings.
- Badge: Regulation issue.
- Nameplate: Black plastic with gold-colored edges, regulation issue.

9.2.2. Class B: The Class B uniform shall consist of:

- Headgear: The headgear will be decided by the Post Advisor or Co-Advisor depending on the activity that is to be conducted by the Explorer.
- Shirt: Short-sleeve or long-sleeve, khaki, either wool, 55% Dacron polyester/45% Rayon, or 100% Dacron polyester. Shirts will have a military press.
- Belt: Black, leather, basket weave, 1¼ inch wide, nickel-finish buckle.
- Trousers: Green wool. Optional trousers: 100% Dacron polyester or blend.
- Socks: Black, plain.
- Boots: Black, leather, capable of high shine, rounded toe with no design, black soles, and black shoestrings.
- Badge: Regulation issue.
- Nameplate: Black plastic with gold-colored edges, regulation issue.

9.2.3. Class C: The Class C uniform shall consist of:

- Headgear: The headgear will be decided by the Post Advisor or Co-Advisor depending on the activity that is to be conducted by the Explorer.
- Shirt: Short-sleeve, polo, khaki, 100% cotton, embroidered with the Explorer cloth badge.
- Belt: Black, leather, basket weave, 1¼ inch wide, nickel-finish buckle.
- Trousers: Green, 65% polyester/35% cotton.
- Socks: Black, plain.
- Boots: Black, leather, capable of high shine, rounded toe with no design, black soles, and black shoestrings.

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9.2.4. Class D: The Class "D" uniform shall consist of:

- Headgear: The headgear will be decided by the Post Advisor or Co-Advisor depending on the activity that is to be conducted by the Explorer.
- Post T-Shirt (approved by the Explorer Coordinator).
- Each post may have a different Post T-Shirt.
- Belt: Black, leather, basket weave, 1¼ inch wide, nickel-finish buckle.
- Trousers: Green, 65% polyester/35% cotton.
- Optional trousers (as authorized by the Post Advisor): OD green, 511 Cotton Ripstop BDU.
- Optional blousing (as authorized by the Post Advisor): Pants may be bloused to the top of the boots.
- Socks: Black, plain.
- Boots: Black, leather, capable of high shine, rounded toe with no design, black soles, and black shoestrings.

9.2.5. PT Uniform.

When Explorers are involved in physical training (P.T.), they will be required to wear the physical training uniform of the day as designated by the Post Advisor or Co-Advisor.

Fair weather P.T. uniform will consist of:

- Headgear: The headgear will be decided by the Post Advisor or Co-Advisor.
- Shirt: White t-shirt, 100% cotton.
- Shorts: Solid navy blue, cotton (no logos).
- Shoes: Running shoes.
- Males: Males will wear a jock strap.
- Females: Females will wear a sports bra.
- Inclement weather P.T. uniform:
- Sweatshirt: Solid black (no hood or logos unless authorized by the Post Advisor).
- Sweatpants: Solid black (no logos unless authorized by the Post Advisor)

9.3. EQUIPMENT FOR FIELD DUTY

9.3.1. Duty Belt

Explorers are authorized wear of the ¾" Duty Belt.

Explorers may wear a holster and other weapons carriers (i.e., pepper spray carrier, ammunition pouches, etc.) only under the following circumstances:

- While attending Explorer meetings when training is being conducted which require the use of such training equipment.
- While participating in Explorer competitions.

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- Other events as determined by the Post Advisor which do not involve contact with the community or where law enforcement contact or criminal activity is not likely.

Explorers shall not wear a duty belt with holster and other weapons carriers while outside the direct supervision of an Explorer Post Advisor. This includes transit to or from activities where the wearing of these items may otherwise be permitted (i.e., weekly Explorer Meetings where law enforcement training is to be conducted).

9.3.2. Authorized Equipment

The following equipment is authorized on the duty belt or regulation pants belt under normal circumstances:

- **Key Strap and Key Ring:** The key strap shall be worn in a convenient location on the belt. A handcuff key, or other keys shall be carried on the key ring. Optional key carrying devices of black leather, basket weave, may be worn.
- **Flashlight Holder:** The black leather, basket weave, flashlight holder of regulation manufacture may be worn on the regulation belt in a convenient position.
- **Portable Radio Carrier** (optional): An optional portable radio carrier of black leather, basket weave, may be worn on the regulation belt.
- **Flashlight:** Department-issue, or equivalent, flashlight, to be carried on all shifts. Members of the Explorer Post, while on duty, may carry the department-issued flashlight or any other commercially-manufactured flashlight. If a member of the Explorer Post desires to carry his/her own flashlight, it will be no more than a four- (4) cell, size "C" or "D" battery in length, black or OD green in color.
- **Latex glove pouch** (optional): A black leather, basket weave glove pouch may be worn on the belt in a position convenient to the Explorer.
- Other required equipment that every Explorer shall have on their person when on duty is a handcuff key, field notebook, pen and/or pencil, and wrist or pocket watch.

The following equipment is authorized on the duty belt ONLY for training/competition purposes:

- Ammo pouches
- Handcuffs/handcuff cases
- Pepper spray pouch
- Training baton/holder
- Training handgun/holster
- Training taser/holster

9.4. INSIGNIA, AWARDS AND OTHER AUTHORIZED ITEMS

Authorized insignia; i.e., badges, pins, and other items worn on the uniform, shall be placed on the clothing in the following manner:

9.4.1. RANK INSIGNIA

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The small brass insignia shall be placed on the collar of the Class A, B, C and D shirts so as to be parallel to the leading edge of the collar and ½ inch from the edge. The insignia shall be centered halfway between the collar point and the collar top.

9.4.2. SHOULDER PATCH-DEPARTMENT ISSUED

The Santa Barbara County Sheriff's Office Explorer Post patches shall be sewn onto both sleeves of the Class A and Class B shirts and the department-approved jacket.

The Santa Barbara County Sheriff's Office Explorer Post shoulder patch is construed to be County-owned property. The Explorer that is leaving the Post shall return all shoulder patches at the time all other Post-issued equipment is returned.

9.4.3. EXPLORER POST PINS

The Explorer Post Pin is approved to wear on the Class A and Class B uniforms. The pin shall be worn over the right shirt or jacket pocket, ½ inch above, and centered above the nameplate or nametape.

When the Explorer leaves the Explorer Post, the Explorer Post Pin will be returned to the Post Advisor at the time all other Post-issued equipment is returned.

9.4.4. EXPLORER BADGES

Explorer badges shall only be worn by Explorers who have completed the Explorer Academy. The Explorer Coordinator or Post Advisor can allow Probationary Explorers to wear an Explorer badge under certain circumstances.

The Explorer badges will be given to the Explorer Lieutenant at Explorer meetings and other Explorer activities by the Post Advisor or his/her designee. The badges will be turned into the Post Advisor or his/her designee at the end of the activity.

If an Explorer does not turn in the badge at the end of a Post activity, the Explorer can be brought up on disciplinary charges by the Post Advisor.

The Explorer who does leave a Post activity with an Explorer badge shall contact the Post Advisor or Co-Advisor to set up a time and place to collect or receive the badge. This shall be done as soon as the Explorer realizes he/she is in possession of the badge.

9.4.5. EXPLORER PROFICIENCY AWARDS

Explorer proficiency awards, as outlined in Law Enforcement Exploring Learning for Life, are authorized for wear on the Explorer's Class A and Class B uniforms.

Awards are to be worn as follows:

- The first row of ribbons shall be worn on the left breast pocket, with the top of the ribbons aligned with the top edge of the uniform pocket.

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- If a second row of ribbons is worn, it shall be placed above the first row, with the bottom edge of the ribbons aligned with the top edge of the uniform pocket.
- If a third row of ribbons is worn, the bottom two rows will be below the top edge of the left breast pocket, with the top edge of the second row aligned with the top edge of the uniform pocket. The third row will be placed above the left breast pocket, with the bottom edge of the ribbons aligned with the top edge of the pocket.
- The departmental shooting badge is authorized for wear when the Explorer participates and earns the appropriate badge during the department's annual "Badge Shoot", annual Explorer Academy, or another authorized firearms training session designed to evaluate an Explorer's marksmanship.
 - The badge may be worn on the class A or Class B uniform on the left breast pocket, centered between the pocket's button and the right edge of the uniform pocket.
 - The badge may only be worn while the Explorer's qualification status authorizes the award.

9.4.6. U.S. FLAG PIN

The only other (optional) pin authorized for wear on the Explorer uniform (Class A or Class B) is an approved US Flag.

- This pin will be worn on the left breast pocket, centered between the pocket's button and the left edge of the uniform pocket.