

CHAPTER 11
ACTIVITIES
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CHAPTER 11

ACTIVITIES

1. GENERAL. Explorers may be assigned many of the routine and special operational tasks of the Department. Generally, explorers may perform some of those tasks which are normally completed by nonuniformed and uniformed special duty employees. Utilizing explorers to perform routine tasks affords them the opportunity to learn the many facets involved in a career with the Department. Additionally, the use of trained explorers at special events can enhance the Department's image and service to the public. In order to maintain their interest in the Explorer Program and a career in law enforcement, explorers should be afforded as many opportunities as possible to learn new tasks and undertake new endeavors which will broaden their level of knowledge.

a. Approval. The explorer post advisor, with the concurrence of the Area commander, is authorized to approve local explorer activities, including law enforcement competitions conducted within the Division. Activities outside of the Division require approval from the Division commander. The Division explorer coordinator shall be responsible for notifying the Division commander of the location of the activities prior to the event. Out-of-state activities require approval, through channels, by the Assistant Commissioner, Field, and Commissioner.

b. Learning for Life. Learning for Life sponsors many activities for explorers. Explorer post advisors should be aware of these activities and communicate this information to their explorer post.

c. Supervision. The explorer post advisor or designated explorer post associate advisor(s) shall provide close supervision of all explorer activities. Explorers shall have an explorer post advisor or explorer post associate advisor at all scheduled explorer activities.

NOTE: Senior volunteers may become explorer post associate advisors and should be utilized to provide supervision during explorer functions.

d. Post Advisors. Explorers shall be accompanied by at least one explorer post advisor of the same sex during all overnight explorer activities.

e. Permits. An online Learning for Life Local Outing Permit Application on the Learning for Life Web site is required for explorer-related activities involving travel. A Local Outing Permit is required for travel under 500 miles. If travel will exceed 500 miles, an online National Outing Permit Application on the Learning for Life Web site is required. Trips in excess of 500 miles require advance notification to the Division explorer coordinator. Permits shall be submitted to the local Learning

for Life council at least two weeks prior to the commencement of the explorer activity. Some councils may allow these permits to be transmitted via facsimile or online. For the above-mentioned forms, contact your local Learning for Life council.

2. PROHIBITED ACTIVITIES. Explorers are prohibited from performing or engaging in any of the following activities:

- a. Explorers shall not participate in making on-duty arrests.
- b. Explorers under the age of 18 shall not enter any adult jail facility.
- c. Explorers shall not handle evidence.
- d. Explorers shall not have access to confidential departmental files.
- e. Explorers shall not have access to nonconfidential departmental files unless specifically directed to do so by departmental personnel.
- f. Explorers are not allowed to engage in activities which involve operating a Management Information System (MIS)/Mobile Digital Computer (MDC) terminal without the required California Law Enforcement Telecommunications Systems (CLETS)/Criminal Justice Information System training **and** prior approval of the Area commander.
- g. Explorers shall not be used for surveillance of criminal activity in undercover vehicles, or to purchase illegal drugs, firearms, alcohol, car parts, or illegal/stolen merchandise.

3. OPERATION OF DEPARTMENTAL VEHICLES.

- a. Explorers. Explorers **shall not** operate marked patrol vehicles while in public view, except during authorized competitions and with prior approval from the Area commander.

NOTE: Explorers may operate marked or unmarked state vehicles on private property or at state facilities, when not in public view, for the purpose of conducting patrol vehicle safety checks, fueling vehicles, etc., provided they meet the requirements as outlined in paragraph 3.b.

- b. Requirements.

(1) Must be at least 18 years of age.

- (2) Must maintain a valid California driver's license or driver's license from the state where the explorer resides.
- (3) Must have successfully completed Explorer Academy Levels I, II, and III.
- (4) Must have successfully completed the departmental defensive driving course as outlined in Highway Patrol Manual 10.6, Occupational Safety Manual, Chapter 8, Defensive Driver Training.
- (5) Must have prior approval from the Area commander.
- (6) Explorers shall perform a vehicle safety check (e.g., check for any visible damage, check tires, fluids) before operating a departmental vehicle.

c. Prohibited Operations. Explorers **shall not**, under any circumstances, operate departmental motorcycles or departmental aircraft. Explorers shall not drive, operate, or move any other vehicle while on authorized ride-alongs (e.g., driving arrestee's vehicle off the freeway, moving abandoned and/or accident vehicles).

4. RIDE-ALONGS.

a. Scheduled Ride-Alongs. All ride-alongs shall be scheduled through the explorer post advisor in accordance with departmental policy and at the discretion of the Area commander. Under no circumstances will an explorer, on their own, solicit a ride-along with an officer without advisor approval. Explorers shall be directly accountable to their ride-along officer and should not make any contact with violators, in-custody prisoners, or suspects.

b. Requirements. In order for explorers to participate in the ride-along program, they must first meet the following requirements:

- (1) Shall be a chartered member in good standing in the explorer post for at least three months.
- (2) Shall have successfully completed the Level I Explorer Academy and be familiar with the Department's aural brevity codes.
- (3) Shall have a completed CHP 428, Release and Waiver of Liability, located in their personnel file. If the explorer is under 18 years of age, their parent or guardian shall cosign the CHP 428.
- (4) Shall be in full explorer uniform.
- (5) Shall not carry any weapons, aerosol projector, batons, or handcuffs.

(6) Shall complete eight hours of volunteer service per month.

c. Patrol Car Safety Check. Ride-along officers are encouraged to educate explorers in the importance of conducting patrol car safety checks at the beginning of their shift. A thorough check of the vehicle (e.g., lights, tires, fluid levels, officer safety equipment, body damage) will enhance the explorers' safety awareness and promote a practical understanding regarding the safe and proper operation of a motor vehicle.

d. Assisting Officers. Upon arrival at any assignment or during an enforcement stop, the ride-along officer shall advise the explorer of their exact location. Should a situation occur where an officer is in need of assistance, they should direct the explorer on how to proceed. Explorers shall not interfere with enforcement contacts unless specifically requested to by an officer. Explorers should remain inside or behind the open door of the patrol vehicle until motioned by an officer to move forward.

NOTE: Explorers have been directed to always be aware of traffic and not to stand between vehicles. It is imperative that these safety procedures be followed by the explorer. Ride-along officers who encounter occupational safety problems with an explorer should report them to the post advisor as soon as practical.

e. Radio Communications. Explorers should carry a radio extender and extender holder, if available. Explorers are encouraged to use a radio for routine traffic under the supervision of an officer. In an emergency situation, explorers should move to a safe location and use plain language when communicating with the CHP communications center.

f. Pursuits/Hazardous Situations.

(1) Every effort should be made to remove explorers from harm's way if a pursuit or other potentially hazardous situation is foreseeable. Whenever possible, the explorer should be transported to a safe location prior to entering a hazardous situation where the likelihood of serious injury or death exists.

(2) If it is not possible to transport the explorer to a safe location, the ride-along officer shall thoroughly brief the explorer on the potential risks which may be involved, and what they should do upon arrival (e.g., take cover inside or away from the patrol car or hazardous situation). Upon receiving such instructions and/or directions, the explorer shall communicate to their ride-along officer that they understand what is expected. Explorers **shall** obey their ride-along officer's instructions and/or directions at all times. This strategy will greatly enhance the safety of both the explorer and the ride-along officer.

(3) When a ride-along officer initiates a pursuit, they should assume the secondary position upon arrival of another unit. If possible, the unit with the explorer ride-along should discontinue the pursuit upon arrival of another patrol unit(s).

(4) Explorers **are not** trained in the operation of the shotgun and/or tactical rifle or the Lektro-Lok system and should not be allowed to handle these weapons under any circumstances.

(5) If at any time the explorer should become separated from their ride-along officer, the explorer shall notify the nearest communications center by telephone and provide their exact location. This can be accomplished by dialing 9-1-1.

g. Crash Scenes. Explorers shall remain in the ride-along officer's view at all times.

(1) At the direction of the ride-along officer, explorers may secure nontestimonial information such as driver's license, registration, or insurance documents. Statements and evidence shall be collected by an officer.

(2) At the direction of the ride-along officer, explorers may lay a flare pattern or direct traffic at a crash scene. Explorers shall always be under the direct supervision of an officer. Explorers shall not cross multilaned highways or freeways without the consent and direction of their ride-along officer.

h. Lunch Breaks. Explorers should ensure that they have adequate funds to pay for meals or bring their own lunches.

i. Permitted Equipment. Explorers should carry a jacket, flashlight, and clipboard on ride-alongs. Explorers should wear soft body armor. Explorers shall carry a High-Visibility Reflective Safety Vest and wear it under the circumstances listed in HPM 73.5, Uniform/Grooming and Equipment Standards, Chapter 5, Regulations for Required Uniform Items.

j. Problems During Ride-Alongs. Any problems encountered by either the officer or the explorer during a ride-along should be reported to the explorer post advisor as soon as practical.

k. Subpoenas. Involvement in departmental activities may result in the issuance of a subpoena for the explorer to appear in court. Subpoenas should be accepted by the Area, and immediate notification shall be made to the explorer post advisor and explorer post coordinator. Additionally, if a subpoena is issued for an explorer under the age of 18, the explorer post advisor shall immediately contact the parent or legal guardian of the explorer. Areas are encouraged to contact the issuer of the subpoena to determine if the explorer's testimony is essential. If the testimony is

critical, the explorer post advisor, investigating officer, or ride-along officer should accompany the explorer at the judicial proceeding.

5. USE OF DEPARTMENTAL COMPUTER SYSTEMS.

a. California Law Enforcement Telecommunications Systems. Explorers may operate the CLETS system while under the direct supervision of a departmental employee, provided they have successfully completed the required training, have completed the CHP 101, Appropriate Use of Automated Information & Systems Statement, and have the approval of the Area commander.

b. Management Information System. Explorers may operate the MIS system while under the direct supervision of a departmental employee, provided they have successfully completed the required training, have completed the CHP 101, and have the approval of the Area commander.

c. Mobile Digital Computer /Computer-Aided Dispatch. Explorers may operate the MDC/Computer-Aided Dispatch (CAD) system while under the direct supervision of a departmental employee, provided they have successfully completed the required training, have completed the CHP 101, and have the approval of the Area commander.

6. EXPLORER SHOOTING COMPETITIONS.

a. Explorers may compete in allied agency, Learning for Life, or other privately sanctioned shooting competitions, when weapons and appropriate supervision are provided by the sponsoring agency or private entity. Explorers shall in no event use departmental firearms or ammunition for **any** shooting competitions and/or shooting events. Additionally, the Department shall not offer or provide any type of departmental weapons or ammunition for explorer shooting competitions or events.

b. In no event shall a departmental explorer post sanction or sponsor any type of an explorer shooting competition or shooting event without the express consent of the Commissioner.

c. In no event shall explorers participate in any departmental qualification shoot (e.g., range qualifications during training days, quarterly shoots).

d. The **only** time an explorer will be allowed to operate and discharge a departmental weapon is during the Level IV Explorer Academy.

7. VOCATIONAL DEPARTMENTAL EXPLORER ACTIVITIES. The following is a list of suggested explorer activities. It is not all-inclusive, nor does it contain required activities. The activities may be modified to meet the needs of a particular command:

a. California Highway Patrol Office.

- (1) Inventory office supplies.
- (2) Answer telephones.
- (3) Copy/collate reports.
- (4) File nonconfidential departmental files, reports, and/or documents.
- (5) Post log entries.
- (6) Sell crash reports and generate counter receipts.
- (7) Type forms and reports.
- (8) Perform data entry.
- (9) Respond to walk-in inquiries.
- (10) Enter minor documents into the MIS.

b. Communications Centers.

- (1) Answer nonemergency telephone calls.
- (2) Provide information to the public.
- (3) Perform data entry.

c. Special Duty Functions.

- (1) Compile statistics.
- (2) Conduct seat belt and radar surveys.
- (3) Assist with ambulance/tow inspections.
- (4) Assist with foreign vehicle registration.
- (5) Maintain pin maps and graphs.

- (6) Assist court officer in their related duties.
 - (7) Assist evidence officer in their related duties.
 - (8) Assist scale and inspection facility personnel.
 - (9) Assist with CHP cadet physical ability test proctoring.
 - (10) Assist with annual inventories.
- d. Field.
- (1) Provide traffic control at crash scenes, long-term incidents, or natural disasters.
- e. Community Events/Service.
- (1) Assist public information officers and recruitment officers with activities.
 - (2) Assist with bicycle safety programs.
 - (3) Assist with translation.
 - (4) Assist with charitable campaigns.
 - (5) Provide training programs for explorers on how to handle emergencies.
 - (6) Conduct holiday parties for local needy children.
 - (7) Provide volunteer services for public events (e.g., local parades, color guard details).
 - (8) Participate in public awareness campaigns such as "Sober Graduation," "Every 15 Minutes," or "Start Smart."
 - (9) Participate in Department-sponsored programs such as "CHiPs For Kids."
 - (10) Sponsor food drives.
 - (11) Sponsor holiday toy drives.
 - (12) Participate in the Department's Designated Driver Program.
- f. Training.
- (1) Practice for and compete in law enforcement explorer competitions.

- (2) Prepare for and attend Level I, II, III, and IV Explorer Academies.
 - (3) Maintain a physical fitness routine.
 - (4) Participate in the annual fitness challenge.
- g. Outdoors/Team Building.
- (1) Arrange and/or participate in bicycle trips.
 - (2) Arrange and/or participate in backpacking trips.
 - (3) Arrange demonstrations by experts in fishing, hunting, archery, and marksmanship.
 - (4) Arrange and/or participate in camping trips.
 - (5) Sponsor and/or participate in 5 kilometer and 10 kilometer races.
 - (6) Arrange and/or participate in bowling competitions.
 - (7) Arrange and/or participate in softball competitions.
- h. Citizenship.
- (1) Arrange special guest speakers to speak at post meetings.
 - (2) Attend a traffic court session.
 - (3) Arrange a panel discussion of qualified leaders (e.g., a local judge, college professor, counselor, or teacher) to discuss a relevant topic such as modern morality.
 - (4) Arrange a presentation by representatives of the Probation Department, Juvenile Traffic Court, District Attorney, and Human Services Agencies.

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