

EXPLORER RIDE-ALONG TEST STUDY GUIDE

GENERAL POST INFORMATION

OBJECTIVES

- A. The primary objective of the Law Enforcement Explorer Program is to further the Explorer's education, encourage the Explorer's participation in a rewarding and productive activity, and prepare the Explorers for future roles as leaders in the community.

EXPLORER MEMBERSHIP

- A. Age
 - 1. Not younger than fourteen (14) years old
 - 2. Not older than twenty-one (21) years old
- B. Education
 - 1. Currently enrolled in an accredited school, or,
 - 2. Graduated from an accredited school, or,
 - 3. Acquiring or have acquired a GED
- D. Residence
 - 1. Must be resident of Ellis County, or
 - 2. A student in an Ellis County School, or College
 - 3. Member of the immediate family of an employee of Ellis County
 - 4. New members must meet this initial requirement to be eligible for enrollment into this program
- C. Criminal history
 - 1. No felony convictions
 - 2. No offenses higher than a Class C Misdemeanor
 - 3. No DWI or DUID convictions
 - 4. No drug-related offenses
 - 5. No crimes of moral turpitude
 - 6. Any other offense committed by applicant will be reviewed by Advisor and recommendation for approval or disapproval will be forwarded to the Post Supervisor for final consideration.

EXPLORER MEMBERSHIP REQUIREMENTS

- A. Age limitations
 - 1. Minimum age
 - a. Fourteen years of age and successfully completed the eighth grade, or
 - b. Fifteen years of age and currently enrolled in school.
 - 2. Maximum age
 - a. Cannot have reached the twenty-first birthday.
 - b. If registered prior to their twenty-first birthday may continue until the post recharter or on their twenty-second birthday, whichever occurs first
- B. Education
 - 1. Currently enrolled at an accredited public or private school
 - a. Must have good attendance
 - 1. No unexcused absences
 - b. Passing grades
 - 1. "C" or higher checked periodically by the advisor

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2. High school graduate, or
3. Acquired G.E.D.
 - a. Members that is actively attempting to acquire G.E.D. will have one year to do so after application is accepted
- C. Criminal history
 1. No felony offenses
 2. No arrest or conviction for DWI or DUI
 3. No arrests or convictions higher than Class C Misdemeanor
 3. No arrest or conviction for any offense involving moral turpitude.
 4. No arrest or conviction for any offense involving drugs or alcohol.
 5. The advisor on an individual basis will review offenses not covered. A determination of eligibility will be made at that time.

APPLICATION

- A. Applications must be returned in whole and completed per post specifications. Incomplete applications will not be accepted.
- B. Potential members will be allowed three visitations and must thereafter return with a completed application. Members failing to do so will not be allowed to attend any further meetings until the completed application is submitted.
- C. Applications will include the following; individual post application form, an Ellis County Sheriff Office waiver of liability form and an Ellis County Sheriff Office medical release form.
- D. Applicants that were an Explorer with a previous post outside this Offices program will have an evaluation of their criminal history as well as previous post experience checked prior to acceptance. The background check and history check with previous post will be completed by the Post Supervisor prior to acceptance.

CRIMINAL HISTORY CHECK

- A. A complete background check for any criminal history, which includes driver's license check, shall be performed on all applicants, juvenile and adult.

TERMINATED EXPLORERS

- A. Any previous Explorer applying for membership in this Office's program that was terminated from any Explorer program will be evaluated by the Post Supervisor prior to be approved for membership.

SIX MONTH PROBATIONARY PERIOD

- A. All potential members shall be placed on a six-month probationary period starting the date that all post applications have been submitted. The mandatory six (6) month probationary period is required of all applicants so that they may be observed during their interaction with others at various functions. A review board consisting of four Explorers and one Advisor shall review the application and perform the appropriate background investigations. If all standards are met, then the applicant shall be considered a new member.
 1. The review board will convene when and if any incident occurs involving the new member to determine whether or not allowing the new member to continue would be prudent. The new member may be expelled from the Post at any time, without explanation.
 2. After sixty (60) days, the new member shall come before the review board and is subject to an oral review. The assigned Post Corporal of the Explorer shall answer to the review board in reference to the new members performance, character and behavior. Additional guidelines may be handed down to the Corporal who in turns shall assist the new member in complying with this request.

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3. Before the end of the probationary period, the new member shall come before the review board in reference to their performance, character and behavior. At this time the board shall review all facts and decide if the new member shall be approved by way of a majority vote; however the Advisor(s) have ultimate authority in these meetings.
4. New members under the mandatory six-month probationary period are eligible for two "free" ride-alongs that must be conducted in a class four uniform, after being released by the Post Advisor and approved by the Post Supervisor.

DRESS CODE

- A. Uniform inspections will be conducted at first monthly post meeting of every month and at quarterly meetings.
- B. Specific dress code requirements are at the discretion of advisors and/or post Explorer Officers.

WEARING OF THE UNIFORM

- A. Explorers shall wear such uniform and related equipment as the guidelines set forth.
- B. No Explorer assigned to wear the uniform shall report in civilian clothing without their Post Advisor's permission.
- C. Uniforms are to be kept neat, clean, well pressed, and in good condition at all times. Leather goods shall be kept in good condition to include maintenance with polish on a regular basis.
- D. The class one or class two uniform may be worn during any period throughout the year.
- E. The uniform shall not be worn outside of meetings, ride-alongs, community service projects, or special details except when:
 1. Traveling to and from said functions.
 2. Approved by an advisor for a specific purpose.
- F. No item of the uniform may be worn except as part of the complete uniform.
- G. Appropriate patches and insignias shall be worn as specified in Standard Operational Procedure 303.02, B., 4-10.
- H. Personnel assigned to special details such as funerals, ceremonial functions, etc., shall be required to wear specific uniform combinations as prescribed by an advisor.
- I. Earrings
 1. Female Explorers may wear one pair of small earrings or studs while in uniform.
 2. Males shall not wear earrings at any Explorer function, whether in uniform or not.
- J. Rings
 1. One per hand while in a class one or class two uniform.
- K. Necklaces
 1. Shall not be worn in plain view while in a class one or class two uniform.
- L. Bracelets
 1. Shall not be worn in plain view while in a class one or class two uniform.
- M. Hair accessories
 1. Items used by female Explorers to keep the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair. An Advisor shall approve decorative items, such as bows or ribbons.

NON-UNIFORMED ASSIGNMENTS: APPAREL

- A. Ride-alongs, community service projects, special details or meetings which do not require an Explorer to be in a class one or class two uniform shall wear clothing that is comfortable, while maintaining an appropriate appearance.
 1. Non-uniformed ride-alongs applies only to those seeking membership.
 2. The most accepted casual wear shall be the class three uniform.

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3. All non-uniform apparel is subject to an advisor's approval.

HAIR AND MUSTACHES

302.01 HAIR AND MUSTACHES

- A. Mustaches, sideburns, and beards
 1. The face shall be clean shaven; however mustaches are permitted. If a mustache is worn, it shall be neatly trimmed, not to extend below the corner of the mouth more than (1) inch in any direction. Handlebars and extreme styles shall not be permitted.
 2. Sideburns are not permitted to extend below the bottom of the ear.
 3. Beards and goatees are not permitted.
- B. Hair standards
 1. Males
 - a. The length and/or bulk of the hair shall not be represented by ragged, unkept, or extreme fashions.
 - b. When combed, the hair shall not cover more than half of the ear and shall not extend beyond the top portion of the collar of the class one or class two uniform.
 - c. The length and/or bulk of the hair shall not interfere with wearing of approved headgear or vision.
 2. Females
 - a. The length and/or bulk of the hair shall not be represented by ragged, unkept, or extreme fashions.
 - b. Hair must be neat and not extend more than two inches below the collar of the class one or class two uniform.
 - (1) Long hairstyles shall be worn in a fashion so that it does not exceed two inches below the collar of the uniform shirt.
 - c. Hairstyles should not interfere with wearing of approved headgear or vision.

UNIFORM ITEMS FOR APPROVED PERSONNEL

ISSUED EQUIPMENT

- A. Standard Operational Procedures
 1. Each Explorer is issued a complete copy of the Standard Operational Procedures.
 2. Explorers will be advised of revisions to the Standard Operational Procedures as they occur.
 3. Explorers are responsible for knowing the contents of the Standard Operational Procedures and making necessary changes as they occur.
 4. Explorers are responsible for bringing their SOP's to their weekly meetings and maintaining a folder of all updates and training materials.
 5. Any Explorer losing their Standard Operational Procedures will be charged \$5.00 for a replacement.
- B. Explorer ID cards
 1. Each Explorer will be issued a permanent ID card.
 2. Any Explorer losing their ID card will be charged \$5.00 for a replacement.

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3. Explorers will be responsible for wearing their ID cards or having them on their person at each monthly inspection and at weekly meetings.
- C. Service awards
 1. Explorers are issued commendation bars denoting their achievements at an annual ceremony.
 2. Any Explorer who loses a commendation bar will be charged \$4.00 per ceramic bar for a replacement.
- D. All Ellis County Explorer patches will be surrendered to an advisor upon demand.
 1. There will be no reimbursement for the patches.
- E. Any other equipment provided by employees or agents of the Ellis County Sheriff Office or Ellis County shall be returned in the event of resignation or termination from the program.
- F. Issued equipment shall be returned to an advisor upon demand to include t-shirts with ECSO insignia.

UNIFORM ITEMS FOR APPROVED PERSONNEL

- A. Badges
 1. Explorers are prohibited from wearing any emblem on the uniform that resembles a badge.
 2. Explorers shall not carry any item that may be misconstrued as a badge except when issued by employer or volunteer service.
- B. Shirts
 1. Only approved uniform shirts as described shall be worn.
 - a. Long sleeved shirts shall not be worn with the sleeves rolled up.
 2. All buttons shall be buttoned at all times. (Exception: collar button on class two uniform)
 3. Undershirts worn with the class two (summer) uniform shirt must be black and not have any colored trim or design that is visible at the neck or through the uniform shirt.
 3. The Ellis County Explorer patch shall be worn on both sleeves of the uniform shirt.
 - a. Patches will be issued by the Office and will be returned when advised.
 5. All personnel below shall wear silver-colored accessories.
 6. All personnel in the class one or class two uniform shall wear metal nameplates with the initials and last name.
 7. Epaulets
 - a. Ride-out certified
 - (1) solid red
 - b. Associate advisor
 - (1) solid black
 8. Rank insignia:
 - Corporal- two chevron stripes worn on sleeve (approved color)
 - Sergeant- three chevron stripes worn on sleeve (approved color)
 - Lieutenant- one bar worn on each shoulder (silver)
 - Captain - two bars worn on each shoulder (silver)
- C. Ties
 1. Ties worn with the uniform shall be black in color. The tie shall be the clip-on type and the bottom width shall not exceed four inches nor be less than three inches.
 2. Ties shall be worn with the class one uniform only.
- D. Trousers
 1. Only uniform trousers as prescribed may be worn.
 - a. Approved Color
 - (1). Denim material not allowed
- E. Shorts

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1. Only approved uniform shorts shall be worn.
- F. Belts
1. Black cotton web belt gear shall be worn with the class one or class two uniform. (See Standard operational procedure 303.04)
 - a. Metal pieces to coincide with metallic accessories color.
 - b. Dress belts of extreme fashion belts are not permitted.
- G. Footgear
1. Shoes
 - a. Shoes worn with the uniform must be black, smooth-grained leather or similar synthetic material having an acceptable likeness to leather. Heels measured from the top of the sole to the bottom of the heel, shall not exceed (1 1/2) inches.
 - b. Loafers, wing tips, or shoes with buckles or straps are not acceptable for wear with the uniform.
 - c. Shoes shall be polished and in a good state of repair at all times.
 - d. Socks worn with shoes shall be black in color.
 2. Boots
 - a. Boots that are black in color and of smooth-grained leather may be worn with the uniform if the trouser cuffs are worn outside the boots. Boots must meet the following requirements:
 - (1) Heel styles are limited to (1 1/2) inches.
 - (2) Toe style shall be either round or medium round.
 - (3) Stitching shall be black
 - (4) Soles shall be black leather or synthetic.
 - (5) No ornamental straps or stitching.
 - (6) Height of boots, measure from top of sole to top of the boot, shall not be less than eight inches nor exceed twelve inches.
 - (7) Boots must be polished at all times.
 - (8) Socks of any color may be worn with boots.
- H. Metallic Items
1. Any metallic or simulated metallic items worn with the uniform must meet with guidelines as specified in this Rules and Regulations

UNIFORM ACCESSORIES (OPTIONAL)

- A. Uniform headgear
1. Only approved headgear may be worn with the uniform.
 - a. Headgear should always be removed when entering a building. Headgear worn to any ceremonial service should be removed when invocation or prayers are offered. Proper respect will be shown at funerals by removing the uniform cover and holding it under the left arm prior to entering the church and, with the right hand, placing the uniform cover over the chest when passing the casket.
 3. Black Explorer baseball cap
 - a. The Explorers may wear an approved black baseball cap with ECSO Explorer insignia on it with class 3 or 4 uniform as approved by Post Supervisor.
- B. Commendation bars
1. Commendation bars are worn three in a row from left to right, bottom to top. Subsequent earnings of the community service, law enforcement service, tenure, and perfect attendance will be denoted by the application of bronze (one year of service or one hundred hours) and gold (five years of service or five hundred hours) service stars.

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- a. FBI National Explorer Leadership Academy-black commendation bar.
 - (1) Attendance at the FBI Academy
- b. National Explorer Competition-green commendation bar
 - (1) Attendance at a Boy Scouts of America sponsored National Explorer Competition
- c. Law Enforcement Training - red and blue commendation bar
 - (1) Sixty hours of training as required.
- d. Community Service - blue and yellow commendation bar
 - (1) One hundred hours of community service.
- e. Crime Prevention - green and yellow commendation bar
 - (1) Eight hours of basic training as required by law enforcement training.
 - (2) Eight hours of additional training in related areas.
 - (3) Three Official crime prevention projects.
 - (a) Twenty-five hours minimum.
- f. Law Enforcement Service - red and yellow commendation bar
 - (1) One hundred hours of participation in the ride-out program.
- g. Emergency Preparedness - red and white commendation bar
 - (1) Certification in advanced first aid.
 - (2) Certification in CPR
 - (3) Training in Sheriff role during a disaster.
 - (4) Participation in one civil defense/official disaster training exercise.
- h. Tenure - solid red commendation bar
 - (1) One year of satisfactory service with the program.
- i. Perfect Attendance - yellow and white commendation bar
 - (1) No unexcused absences during the previous fiscal year.
- j. Drug Abuse Prevention - blue and silver commendation bar
 - (1) Six hours of advanced training as required by Explorer drug abuse prevention guide (no. 23-509)
 - (2) Participation in two drug abuse prevention programs.
 - (a) Minimum of fifty hours.
- k. Explorer of the Year - blue w/ yellow "E" commendation bar
 - (1) Awarded for attitude, attendance, contributions, dependability, performance, and personal attributes.
- L. Firearms Training - N.R.A. Marksmanship bar
 - (1) Eight hours of firearm safety training.
 - (2) N.R.A. Law enforcement Explorer range qualification program.

C. Jackets

- 1. Approved styles: ECSO ISSUED or Otherwise approved
 - a. Black "tuffy" jacket
 - b. Black bomber style jacket
 - c. Black "wind breaker" jacket
- 2. Ellis County Explorer patches shall be worn on both sleeves of the uniform jacket.

DUTY BELT (OPTIONAL)

- A. Explorers may wear the following Nylon items (leather is not permitted):
 - 1. One equipment belt
 - 2. Up to two handcuff cases
 - a. Must be closed case design.
 - 3. Any width keeper

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4. Radio case
5. Key holder
6. Flashlight holder
7. Firearm holsters

- a. Only carried during training scenarios and/or competition
- B. All equipment on the duty belt must be made of same material

MISCELLANEOUS UNIFORM ITEMS (OPTIONAL)

- A. Raincoat
 1. Yellow or opaque, similar in make to Sheriff issue.
 - a. Will not be marked with the word "SHERIFF".
- B. Gloves
 1. Black in color.
 2. White in color. (For use in directing traffic)
- C. Scarves and ear muffs
 1. Black in color.
- D. Turtleneck
 1. Black
 2. Worn only with the class one uniform
 - a. No tie worn with turtleneck

EQUIPMENT (OPTIONAL)

- A. Handcuffs
 1. Smith & Wesson or Peerless models only.
- B. Flashlights
 1. Flashlights of plastic construction may be carried during training scenarios, competitions, ride-alongs, community service projects, or special details.
 2. Flashlights of metal construction may be carried during ride-outs provided they do not exceed the following limitations:
 - a. Three c-cell, or
 - b. Two d-cell
 3. Flashlights of metal construction may be carried during training scenarios, competitions, community service projects, or special details provided they do not exceed the following limitations:
 - a. Five c-cell, or
 - b. Four d-cell
- C. Knives
 1. Explorers may carry any folding knife in a case, while in uniform, provided that the knife and case meet the following guidelines:
 - a. Knife is not defined as illegal or prohibited in chapter 46 of the *Texas Penal Code*
 - b. Case must meet requirements as stated in Section 303.04.
- D. Batons
 1. Explorers are not permitted to carry batons. (See Standard Operational Procedure 504.03)
- E. Firearms
 1. Explorers are permitted to carry simulated firearms during training scenarios or competition scenarios that have been provided by or approved by an advisor.
 - a. All firearms used in training and competition scenarios shall be replicas or disabled.
- F. Ballistic armament

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1. Explorers must know the proper method of wearing and the caring for their body armor. They must also know what threat level the vest is and what caliber it will and won't stop.

2. The Post Advisor will assure that the Explorer knows this information before approval may be made.

G. Chemical agents

1. Explorers are not permitted to carry any type of a chemical dispersant on their duty belt or on their person during any Exploring event.

PAGERS, CELL PHONES and/or other Devices such as IPODs or MP3 players

A. Explorers who are in a class one or class two uniform shall not carry any type of device such as cell phones, pagers, or IPODs in plain view.

B. Explorers who are in a class three or class four uniform should use their own discretion of whether or not displaying a device would be appropriate.

C. Explorers shall place devices or cell phones on "silent" mode during all meetings, seminars, scenarios, and ceremonies and ride alongs.

UNIFORM CLASSIFICATION

UNIFORM CLASSIFICATION

A. Honor guard uniform

--TO BE DETERMINED--

B. Class one uniform

1. Long sleeve uniform shirt

2. All other required uniform equipment as specified in Standard Operational Procedure 303.02.

C. Class two uniform

1. Short sleeve uniform shirt

2. All other required uniform equipment as specified in Standard Operational Procedure 303.02.

D. Class three uniform

1. Ellis County Sheriff Explorer polo collared type shirt

2. BDU Style Pant

E. Class four uniform

1. Ellis County Sheriff Explorer T-shirt (tucked in)

Blue Jeans – no holes in pants, must not be worn below the hips.

(Street Clothes only on special events approved by advisor and should be appropriate for activities being conducted)

SHERIFF OFFICE EQUIPMENT

SHERIFF OFFICE EQUIPMENT

A. No Explorer shall be allowed to carry any equipment that is property of the Ellis County Sheriff Office or the City of Ellis County that is not issued to the Explorer.

B. No Explorer shall use any Sheriff Office property without authorization.

C. Use of Sheriff Office equipment for personal reasons shall be ground for dismissal.

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POST SUPERVISION

POST SUPERVISOR

- A. A sergeant or a lieutenant appointed by the Sheriff.

POST ADVISORS

- A. Must be an Ellis County Sheriff Deputy
- B. Receive approval from immediate supervisor
 - 1. Supervisors will check Deputy's file for any allegations that indicate a lack of high standards needed for this position
- C. Received approval from the Post Supervisor, Administrative Captain and the Chief Deputy.

POST ASSOCIATE ADVISORS

- A. Must be a licensed peace officer in the state
- B. Receive approval from immediate supervisor
 - 1. Post Supervisor / Administrative Captain will check Deputies' files for any allegations that indicate a lack of the high standards needed for the position
- C. Received approval from the Post Supervisor, Administrative Captain and the Chief Deputy

ATTENDANCE

GOOD STANDING

- A. For an Explorer to remain in good standing, they must be present and participate at their meetings while maintaining an attendance of seventy percent or better. Excused absences to meetings shall count as an attended meeting but no training hours will be accumulated.
 - 1. Explorers whose attendance falls below seventy percent may be placed on probation until attendance is at or above seventy percent quarterly. (Measured quarterly)
 - 2. Explorers whose attendance falls below fifty percent may have their status changed to inactive or they may be placed on probation and their ride-out privileges suspended. (Measured quarterly)
 - a. Suspension of privileges will stand until attendance is at or above seventy percent at the next quarter.
 - 3. Excused absences will be allowed for two months, after two months, members must have on file an interoffice communication stating the reason for extended absences and it must be renewed every two months. After two renewals, extension will not be granted unless extenuating circumstances exist.

NOTIFICATION OF ABSENCE

- A. If an Explorer will not be able to make a meeting or a series thereof, they should inform their post officer or an advisor or post supervisor of the circumstances and expected duration.

UNEXCUSED ABSENCES

- A. These unexcused absences will be used when a work sheet from a ride-out is not turned in or the Explorer missed a community service project or special detail. If all allotted unexcused absences are used and an Explorer acquires another unexcused absence the Explorer will be subject to disciplinary action.
 - 1. Explorers who do not hold a position of rank are allowed up to five unexcused absences per fiscal year.

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2. Explorers who hold rank are allowed up to three unexcused absences per fiscal year.

Academic probation

1. Any Explorer in the 12th grade or below, whose academic report card that is below a "C" average shall be placed on academic probation.
2. Explorers placed on academic probation will not be allowed to work any activity, ride-out or take part in special events.
3. Explorers will remain on academic probation until grades are at acceptable levels and upon presentation of a teacher's note to the post advisor stating acceptable grades. Upon reinstatement, Explorers will return to full status.

APPLICATION

- A. Applications must be returned in whole and completed per post specifications. Incomplete applications will not be accepted.
- B. Potential members will be allowed three visitations and must thereafter return with a completed application. Members failing to do so will not be allowed to attend any further meetings until the completed application is submitted.
- C. Applications will include the following; individual post application form, an Ellis County Sheriff Office waiver of liability form and an Ellis County Sheriff Office medical release form.
- D. Applicants that were an Explorer with a previous post outside this Offices program will have an evaluation of their criminal history as well as previous post experience checked prior to acceptance. The background check and history check with previous post will be completed by the Post Supervisor prior to acceptance.
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- B. Potential members will be allowed three visitations and must thereafter return with a completed application. Members failing to do so will not be allowed to attend any further meetings until the completed application is submitted.
- C. Applications will include the following; individual post application form, an Ellis County Sheriff Office waiver of liability form and an Ellis County Sheriff Office medical release form.
- D. Applicants that were an Explorer with a previous post outside this Offices program will have an evaluation of their criminal history as well as previous post experience checked prior to acceptance. The background check and history check with previous post will be completed by the Post Supervisor prior to acceptance.

TERMINATED EXPLORERS

- A. Any previous Explorer applying for membership in this Office's program that was terminated from any Explorer program will be evaluated by the Post Supervisor prior to be approved for membership.

TRAINING PROPS

- A. All firearm props should be treated as if they were real and loaded at all times, regardless of the actual nature.
 1. The unsafe use or handling of any firearm prop may result in disciplinary action.
- B. All other training props should be treated with care so that they will remain in good condition for future training.
- C. No Explorer shall remove any prop from its storage place unless instructed to do so.

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- D. No Explorer shall, while participating in a meeting, special detail, or ride-out, or on their own personal time, intentionally carry on their person a simulated firearm, accessories, or holster.

RIDE-ALONGS

TIME SCHEDULE

- A. The "week" is defined as beginning Saturday-1st shift and ending on Friday 4th-shift.

GENDER RESTRICTION

- A. No Explorer may ride-out with a Deputy of the opposite gender when at all possible.
 1. Except with Post Advisors, or
 2. When assigned by watch supervisor

AGE LIMITATION

- A. Explorers fourteen years old may not participate in the ride-along program.
- B. Explorers, age 15-21 may ride 0600hrs. to 2200hrs.
- C. Associate advisors may ride any shift.

GRADUATES, G.E.D., AND ASSOCIATE ADVISORS

- A. High school graduates, G.E.D. Equivalents, and associate advisors may ride one shift (not to exceed 12 consecutive hours) per week with regards to age limitations, if any.

NON-GRADUATES

- A. Non-graduates may ride one shift per week during the school season with regards to age limitations, if any. Shifts that non-graduates may ride-out during school are limited to the following:
 1. Friday-- 0600 to 0000
 2. Saturday--0600 to 0000
 3. Sunday----0600 to 2000
- B. Non-graduates may ride two non-consecutive shifts per week with regards to age limitation, if any, during the following periods:
 1. Christmas
 2. Spring break

 3. Summer
 4. Extended weekends

SPECIFIC RIDE-OUT AUTHORIZATION

- A. All ride-alongs must be approved and forwarded by an advisor to the post supervisor no later than the Tuesday regular meeting one week prior to ride-out date. The Post Supervisor can deny any ride-out request if the Explorer does not have sufficient merits at the time of the ride-out request.

BLOODBORNE PATHOGEN STATEMENT

- A. Explorers must be aware that they may at anytime become exposed to bodily fluids from infected persons during a ride-out.

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- B. To safely control such situations, the Explorer should protect one self completely. The use of latex or vinyl gloves, surgical masks, and eye shields are preferred protective barriers.
- C. Explorers should also consider receiving a vaccination for Hepatitis B.
- D. Explorers that choose not to receive the Hepatitis B vaccination must have on file a Hepatitis B Vaccine Declination form.

UNDERCOVER OPERATIONS

UNDERCOVER OPERATIONS

Explorers are strictly forbidden from participating in any undercover operations.

RELEASE OF INFORMATION

- A. Explorers shall not reveal confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.
- B. Any information related to any Sheriff operation shall not be released to anyone.
- C. Voluntary disclosure could result in a criminal/civil suit and removal from the program.

TOBACCO PRODUCTS

- A. No member under the age of eighteen may possess, smoke, dip, or chew any tobacco products at any time.
- B. No member shall possess, smoke, dip, or chew any tobacco products while in class one, class two, or class three uniforms or at any Explorer function.

STANDARDS OF CONDUCT

- A. No member shall violate the Standard Operational Procedures or direct orders or instructions from advisors or post explorer officers, or civilian employees.
- B. Members will obey and respect all peace officers, advisors, civilian employees and post explorer officers at all time. Such respect will be extended to any member of another post or agency.
 - 1. "Sir" and "ma'am" (or appropriate rank titles) shall be used when addressing a peace officer, advisor, post Deputy, peer, or civilian.
- C. Explorers are not permitted to date advisors, associate advisors, or Sheriff Deputies of Ellis County while a member of the Ellis County Sheriff Explorer Program. Explorers will not engage in any activity that may be interpreted or misconstrued as fraternization with an advisor, associate advisor, or Sheriff Deputy of Ellis County. Further, Explorers shall not make public displays of affection with anyone while at an Explorer event or while in the class one, class two, or class three uniform.
- D. No member will represent himself or herself in a manner that could be embarrassing to the program or its members.
- E. No member shall use any profane and/or abusive language or gesture(s) while on a ride-out, community service project, special detail, or while at any Explorer event or while in class one, class two, or class three uniforms.
- F. Members shall remain truthful at all times.
- G. No member shall knowingly or intentionally engage in spreading false or unverifiable information about a member, advisor, the post, the Office or any of its employees or any citizen.
- H. No member shall interrupt a class in session without first obtaining the floor.
- I. Members arriving late to a class already in session will report to their supervisor during break or at the end of class.
- J. No member shall report for a ride-out, community service project, special detail, competition, or approved function in an unclean state.

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- K. No member shall play video games, use mp3 or Ipods or cell phones while in a class one or class two uniform.
- L. No member shall read any material not related to law enforcement while in a class one or class two uniform during ride-alongs.
- M. Explorers will not directly, or indirectly, solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value in connection with or resulting from their official position without permission of the Office.
 - 1. Awards, trophies or monetary winnings (except scholarships) while competing as a member of the Explorer Program shall become property of the Ellis County Sheriff Office.
- N. Explorers shall not discriminate against any individual on the basis of race, color, religion, sex, national origin, age or handicap.
- O. Explorers will provide their name and post assigned to any person, upon request.
- P. Explorers will not have in their possession any controlled substances, narcotics or hallucinogens, except when legally prescribed by a physician or dentist.
 - 1. When an Explorer is taking prescribed medication and when such medication could affect their performance, the Explorer will notify their post advisor or associate advisor prior to attending any Exploring event.
- Q. No member shall represent himself or herself, directly or indirectly, as a peace officer or an agent of the Ellis County Sheriff Office.
- R. No member shall be a part of any gang.
- S. No member shall associate with known offenders.

CRIMINAL LAW INFORMATION

CLASSIFICATION OF FELONIES.

(a) Felonies are classified according to the relative seriousness of the offense into five categories:

- (1) capital felonies;
- (2) felonies of the first degree;
- (3) felonies of the second degree;
- (4) felonies of the third degree; and
- (5) state jail felonies.

CAPITAL FELONY.

An individual adjudged guilty of a capital felony in a case in which the state seeks the death penalty shall be punished by imprisonment in the institutional division for life without parole or by death. An individual adjudged guilty of a capital felony in a case in which the state does not seek the death penalty shall be punished by imprisonment in the institutional division for life without parole.

CAPITAL MURDER (a) A person commits an offense if the person commits murder as defined under Section 19.02(b)(1) and:

- (1) the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty and who the person knows is a peace officer or fireman;
- (2) the person intentionally commits the murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, obstruction or retaliation, or terroristic threat under Section 22.07(a)(1), (3), (4), (5), or (6);
- (3) the person commits the murder for remuneration or the promise of remuneration or employs another to commit the murder for remuneration or the promise of remuneration;

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(4) the person commits the murder while escaping or attempting to escape from a penal institution;

(5) the person, while incarcerated in a penal institution, murders another:

(A) who is employed in the operation of the penal institution; or

(B) with the intent to establish, maintain, or participate in a combination or in the profits of a combination;

(6) the person:

(A) while incarcerated for an offense under this section or Section 19.02, murders another; or

(B) while serving a sentence of life imprisonment or a term of 99 years for an offense under Section 20.04, 22.021, or

29.03, murders another;

(7) the person murders more than one person:

(A) during the same criminal transaction; or

(B) during different criminal transactions but the murders are committed pursuant to the same scheme or course of conduct;

(8) the person murders an individual under six years of age; or

(9) the person murders another person in retaliation for or on account of the service or status of the other person as a judge or justice of the supreme court, the court of criminal appeals, a court of appeals, a district court, a criminal district court, a constitutional county court, a statutory county court, a justice court, or a municipal court.

(b) An offense under this section is a capital felony.

(c) If the jury or, when authorized by law, the judge does not find beyond a reasonable doubt that the defendant is guilty of an offense under this section, he may be convicted of murder or of any other lesser included offense.

FIRST DEGREE FELONY PUNISHMENT.

(a) An individual adjudged guilty of a felony of the first degree shall be punished by imprisonment in the institutional division for life or for any term of not more than 99 years or less than 5 years.

(b) In addition to imprisonment, an individual adjudged guilty of a felony of the first degree may be punished by a fine not to exceed \$10,000

SECOND DEGREE FELONY PUNISHMENT.

(a) An individual adjudged guilty of a felony of the second degree shall be punished by imprisonment in the institutional division for any term of not more than 20 years or less than 2 years.

(b) In addition to imprisonment, an individual adjudged guilty of a felony of the second degree may be punished by a fine not to exceed \$10,000.

THIRD DEGREE FELONY PUNISHMENT.

(a) An individual adjudged guilty of a felony of the third degree shall be punished by imprisonment in the institutional division for any term

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of not more than 10 years or less than 2 years.

(b) In addition to imprisonment, an individual adjudged guilty of a felony of the third degree may be punished by a fine not to exceed \$10,000.

STATE JAIL FELONY PUNISHMENT.

(a) Except as provided by Subsection (c), an individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days.

(b) In addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

(c) An individual adjudged guilty of a state jail felony shall be punished for a third degree felony if it is shown on the trial of the offense that:

(1) a deadly weapon as defined by Section 1.07 was used or exhibited during the commission of the offense or during immediate flight following the commission of the offense, and that the individual used or exhibited the deadly weapon or was a party to the offense and knew that a deadly weapon would be used or exhibited; or

(2) the individual has previously been finally convicted of any felony:

FELONIES EXAMPLE - homicide, aggravated assault, sexual assault, kidnapping, bribery, drug crimes

CLASSIFICATION OF MISDEMEANORS.

(a) Misdemeanors are classified according to the relative seriousness of the offense into three categories:

- (1) Class A misdemeanors;
- (2) Class B misdemeanors;
- (3) Class C misdemeanors.

CLASS A MISDEMEANOR

An individual adjudged guilty of a Class A misdemeanor shall be punished by:

- (1) a fine not to exceed \$4,000;
- (2) confinement in jail for a term not to exceed one year; or
- (3) both such fine and confinement.

CLASS B MISDEMEANOR

An individual adjudged guilty of a Class B misdemeanor shall be punished by:

- (1) a fine not to exceed \$2,000;
- (2) confinement in jail for a term not to exceed 180 days; or
- (3) both such fine and confinement

CLASS C MISDEMEANOR

An individual adjudged guilty of a Class C misdemeanor shall be punished by a fine not to exceed \$500.

MISDEMEANORS EX. - speeding, public intoxication, minor thefts, simple assault, disorderly conduct.

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- THEFT.** (a) A person commits an offense if he unlawfully appropriates property with intent to deprive the owner of property.
- (b) Appropriation of property is unlawful if:
- (1) it is without the owner's effective consent;
 - (2) the property is stolen and the actor appropriates the property knowing it was stolen by another; or
 - (3) property in the custody of any law enforcement agency was explicitly represented by any law enforcement agent to the actor as being stolen and the actor appropriates the property believing it was stolen by another.
- (e) Except as provided by Subsection (f), an offense under this section is:
- (1) [amended 9/1/95] a Class C misdemeanor if the value of the property stolen is less than:
 - (A) \$50; or
 - (B) \$20 and the defendant obtained the property by issuing or passing a check or similar sight order in a manner described by Section 31.06;
 - (2) [amended 9/1/95] a Class B misdemeanor if:
 - (A) the value of the property stolen is:
 - (i) \$50 or more but less than \$500; or
 - (ii) \$20 or more but less than \$500 and the defendant obtained the property by issuing or passing a check or similar sight order in a manner described by Section 31.06; or
 - (B) the value of the property stolen is less than:
 - (i) \$50 and the defendant has previously been convicted of any grade of theft; or
 - (ii) \$20, the defendant has previously been convicted of any grade of theft, and the defendant obtained the property by issuing or passing a check or similar sight order in a manner described by Section 31.06;
 - (3) a Class A misdemeanor if the value of the property stolen is \$500 or more but less than \$1,500;
 - (4) a state jail felony if:
 - (A) [amended 9/1/95] the value of the property stolen is \$1,500 or more but less than \$20,000, or the property is less than 10 head of cattle, horses, or exotic livestock or exotic fowl as defined by Section 142.001, Agriculture Code, or any part thereof under the value of \$20,000, or less than 100 head of sheep, swine, or goats or any part thereof under the value of \$20,000;
 - (B) regardless of value, the property is stolen from the person of another or from a human corpse or grave;
 - (C) the property stolen is a firearm, as defined by Section 46.01; or
 - (D) the value of the property stolen is less than \$1,500 and the defendant has been previously convicted two or more times of any grade of theft;
 - (5) [amended 9/1/95] a felony of the third degree if the value of the property stolen is \$20,000 or more but less than \$100,000, or the property is:
 - (A) 10 or more head of cattle, horses, or exotic livestock or exotic fowl as defined by Section 142.001, Agriculture Code, stolen during a single transaction and having an aggregate value of less than \$100,000; or
 - (B) 100 or more head of sheep, swine, or goats stolen during a single transaction and having an aggregate value of less than \$100,000;
 - (6) a felony of the second degree if the value of the property stolen is \$100,000 or more but less than \$200,000; or
 - (7) a felony of the first degree if the value of the property stolen is \$200,000 or more.
- (f) [amended 9/1/97] An offense described for purposes of punishment by Subsections (e)(1)-(6) is increased to the next higher category of offense if it is shown on the trial of the offense that:
- (1) the actor was a public servant at the time of the offense and the property appropriated came into the actor's custody, possession, or control by virtue of his status as a public servant; or
 - (2) the actor was in a contractual relationship with government at the time of the offense and the property appropriated came into the actor's custody, possession, or control by virtue of the contractual relationship.
- (g) [added 9/1/95] For the purposes of Subsection (a), a person is the owner of exotic livestock or exotic fowl as defined by Section 142.001, Agriculture Code, only if the person qualifies to claim the animal under Section 142.0021, Agriculture Code, if the animal is an estray.
- (h) [added 9/1/95] In this section:
- (1) "Restricted-use pesticide" means a pesticide classified as a restricted-use pesticide by the administrator of the Environmental Protection Agency under 7 U.S.C. Section 136a, as that law existed on January 1, 1995, and containing an active ingredient listed in the federal regulations adopted under that law (40 C.F.R. Section 152.175) and in effect on that date.
 - (2) "State-limited-use pesticide" means a pesticide classified as a state-limited-use pesticide by the Department of Agriculture under Section 76.003, Agriculture Code, as that section existed on January 1,

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1995, and containing an active ingredient listed in the rules adopted under that section (4 TAC Section 7.24) as that section existed on that date.

Eff 9/1/97 nonsubstantive changes in (c)(3) intro from "Article 6687-1, Vernon's Texas Civil Statutes" to "Chapter 501, Transportation Code"; in (c)(6)(B) from "Article V, Section 1, Chapter 741, Acts of the 67th Legislature, Regular Session, 1981 (Article 4477-9a, Vernon's Texas Civil Statutes)" to "Chapter 683, Transportation Code"; in (c)(7)(B) from "Section 2, Chapter 364, Acts of the 50th Legislature, Regular Session, 1947 (Article 6687-6, Vernon's Texas Civil Statutes)" to "Subchapter D, Chapter 520, Transportation Code" Before 9/1/97 (f) provided:

(f) An offense described for purposes of punishment by Subsections (e)(1)-(6) is increased to the next higher category of offense if it is shown on the trial of the offense that:

- (1) the actor was a public servant at the time of the offense; and
- (2) the property appropriated came into the actor's custody, possession, or control by virtue of his status as a public servant.

Before 9/1/95 (e)(1), (2), (4)(A) and (5) provided:

(e)(1) a Class C misdemeanor if the value of the property stolen is less than \$20;

(e)(2) a Class B misdemeanor if:

(A) the value of the property stolen is \$20 or more but less than \$500; or

(B) the value of the property stolen is less than \$20 and the defendant has previously been convicted of any grade of theft;

(e)(4)(A) value of the property stolen is \$1,500 or more but less than \$20,000, or the property is one or more head of cattle, horses, sheep, swine, or goats or any part thereof under the value of \$20,000;

(e)(5) a felony of the third degree if the value of the property stolen is \$20,000 or more but less than \$100,000;

BURGLARY. (a) A person commits an offense if, without the effective consent of the owner, the person:

(1) enters a habitation, or a building (or any portion of a building) not then open to the public, with intent to commit a felony, theft, or an assault; or

(2) remains concealed, with intent to commit a felony, theft, or an assault, in a building or habitation; or

(3) enters a building or habitation and commits or attempts to commit a felony, theft, or an assault.

(b) For purposes of this section, "enter" means to intrude:

(1) any part of the body; or

(2) any physical object connected with the body.

(c) Except as provided in Subsection (d), an offense under this section is a:

(1) state jail felony if committed in a building other than a habitation; or

(2) felony of the second degree if committed in a habitation.

(d) An offense under this section is a felony of the first degree if:

(1) the premises are a habitation; and

(2) any party to the offense entered the habitation with intent to commit a felony other than felony theft or committed or attempted to commit a felony other than felony theft.

ROBBERY. (a) A person commits an offense if, in the course of committing theft as defined in Chapter 31 and with intent to obtain or maintain control of the property, he:

(1) intentionally, knowingly, or recklessly causes bodily injury to another; or

(2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.

(b) An offense under this section is a felony of the second degree.

PUBLIC INTOXICATION. (a) A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.

(a-1) For the purposes of this section, a premises licensed or permitted under the Alcoholic Beverage Code is a public place.

(b) It is a defense to prosecution under this section that the alcohol or other substance was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.

(c) Except as provided by Subsection (e), an offense under this section is a Class C misdemeanor.

(d) An offense under this section is not a lesser included offense under Section 49.04.

(e) An offense under this section committed by a person younger than 21 years of age is punishable in the same manner as if the minor committed an offense to which Section 106.071, Alcoholic Beverage Code, applies.

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PATROL PROCEDURES

Misdemeanor Traffic Stops

Explorer should be able to list reasons a misdemeanor and felony stop would be made.

Radio Procedure

Initiating the traffic stop:

- A. Give license plate and description "TPX23L for a brown ford pick-up."
- B. If possible, wait for dispatch return before making a traffic stop.
- C. Occupants "occupied by 2 white males."
- D. Always give vehicle description when running a license plate

AT VERY LEAST: Always give location of stop and license number

Seven Step Violator Contact

The seven-step violator contact method

1. Greeting and identification of the police agency:

The greeting may be accomplished in the most natural way for the officers. They may introduce themselves, or use only a "Good Morning," "How do you do?" or other natural greeting. This is a courtesy we owe to every citizen stopped. Regardless of whether the officers are in a marked car and in uniform, they should identify themselves and name the agency. The objectives in the greeting are to employ business courtesy, to help make the subject feel at ease, and to establish a common ground free of unnatural actions, superiority, or deference. Smile and speak in a quiet voice. Remember there are many citizens and a great number may not reside in the locale and therefore do not recognize the uniforms. A greeting and identification of the agency represented are important, not only to the violator, but to the success of the contact.

2. Identification of driver and check of conditions of violator & vehicle:

The officer should identify every violator stopped by requesting his/her driver's license. If the subject does not have license, the officer should ask for other identification, preferably one that carries the subject's description. If the subject has none, the officer should write down a brief description of the person: age, height, weight, eyes, hair, marks, and address. The officer, after identifying the subject, should call him/her by name during the remainder of the interview. Should a violator hand an operator's license to the officer in a purse or billfold, have him/her remove the license him-/herself so that no accusations can be made about loss of money or important papers. A close comparison should be made between the description of the individual and the description of the subject on the driver's license. Also ask to see the violator's insurance.

3. Statement of violation committed:

The officers owe the driver the courtesy of telling him/her at once the reason s/he has been stopped. This step should emphasize the seriousness of the violation and serve to create a proper effect upon the violator. If the case is one of speeding, the officers should ascertain whether attending circumstances might morally justify such speed to a normal, prudent person. After being told of the violation for which s/he has been stopped, the question, "Is there any reason for your excessive rate of speed?", offers the subject an opportunity to justify his/her actions if a reason exists, and if none, places him/her in a position of admitting the violation. However, with the above exception, one should refrain from asking questions concerning the subject's knowledge of the violation committed. Remarks made by the officer should be in the form of a statement rather than a question.

4. Statement of action to be taken:

The officer should make a clear statement, in a firm but calm manner, which will leave no doubt as to the action planned. Example: "You will be charged with the offense of speeding in the Justice of the Peace Court in Austin. You will be given ten (10) days (Specify Procedure) in which to answer this charge. You are going to be charged with the offense of passing with insufficient clearance. You will be warned for the violation that you have

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committed. A record of this violation has been made and we ask that you cooperate by driving your vehicle in compliance with traffic regulations." Patrol officers should practice the technique of refraining from using the word "I" during the violator interview. Place the emphasis on the violator, and the violation committed, by using the word "you". When the patrol officer states that, "I am going to...", the action shifts from the violation committed to the action to be taken by the officer and affords the violator an opportunity to shift the blame from the offense committed to the action taken by the arresting officer. When the "you" technique is practiced, much unpleasantness is avoided.

5. Take that action:

Write the citation, take the violator into custody, or call his/her attention to the seriousness of the violation and possible consequences (warning), therefore performing the action in the manner the officer has decided.

6. Explain what the violator must do:

Explain to the violator exactly what action s/he must take. That is, s/he must get into the patrol car, follow the patrol car, appear at a certain court by a certain time and before a certain Magistrate, or refrain from repeating the violation. A short explanation serves to dispel much uncertainty in the mind of the violator. Make the explanation clear and be sure the violator understands. Remember, s/he may not be familiar with the courts and the locations involved as you are. A little extra time here may result in more appearances on time and less warrant service.

7. Leave:

Closing the contact with the violator is awkward for many officers. It is an opportunity to create a feeling of friendliness if the proper technique is used. Gloating attitude should be avoided. An expression of real friendliness by the officer and an attitude of helpfulness and service is desired. Do not overdo it, however; the officer should never give the subject any reason to think that s/he is sorry for giving the violator a ticket and that s/he now wishes to "oil the water". The leave taking should be as firm and impersonal as the approach. A "Good Afternoon" or "Be Careful" spoken in a sincere, yet business-like tone is sufficient. When the violator contact has been broken, immediately return to the patrol car.

Rank Structure of the Sheriff's Office

1. Sheriff
2. Chief Deputy
3. Captain
4. Lieutenant
5. Sergeant
6. Corporal
7. Deputy

ALPHABET

A	ADAM	N	NORA
B	BOY	O	OCEAN
C	CHARLES	P	PAUL
D	DAVID	Q	QUEEN
E	EDWARD	R	ROBERT
F	FRANK	S	SAM
G	GEORGE	T	TOM
H	HENRY	U	UNION
I	IDA	V	VICTOR
J	JOHN	W	WILLIAM
K	KING	X	X-RAY
L	LINCOLN	Y	YOUNG
M	MARY	Z	ZEBRA