



STANDARD OPERATING PROCEDURE  
Orange City Police Department  
Explorer Program Post #2301

Standards of Operating Procedures Manual

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1. AUTHORITY

This is an official publication of the Orange City Police Department (OCPD). It contains the Policies, Procedures and Regulations related to Orange City Police Department Explorer Program Post #2301. These policies, procedures and regulations shall direct the Orange City Police Department Explorer Program Post #2301 while carrying out its duties and responsibilities.

Each Explorer, upon being issued these operating procedures, shall sign and date a SOP Acceptance Agreement indicating that he/she has received them. Each Explorer shall be responsible for understanding and following all of the policies, procedures and regulations contained herein.

Each Explorer shall be expected to keep his/her Standard Operating Procedures Manual secure, neat and updated. If the SOP manual is lost, damaged or in need of repair, it shall be the Explorer's responsibility to contact an Advisor or Associate Advisor(s) immediately.

In addition to the SOP manual the Explorer shall be expected to familiarize him/herself with other publications as directed/distributed by an Advisor or Associate Advisor(s). These may include but are not limited to

- (1) Department's regular policies, procedures, and regulations.
- (2) Law Enforcement training aids.
- (3) Boy Scouts of America resource materials and other publications.

## 2. MISSION STATEMENT

The intent of the OCPD Law Enforcement Exploring Program Post #2301 shall be to educate and involve youth in police operations, to interest them in possible law enforcement careers and to build mutual understanding. The education aspect provides knowledge of the law enforcement function in the Explorer's community. Through involvement, the Explorer program shall establish an awareness of the complexities of police service.

The membership of a Law Enforcement Explorer Post shall be open to both male and female youths from the ages of 14 and completed the 8<sup>th</sup> grade to the age of 20 inclusive.

## 3. GOALS AND OBJECTIVES

The Law Enforcement Explorer program shall have three main goals and objectives. These are:

- (1) To further the Explorer's Education.
- (2) To encourage the Explorer's participation in a rewarding and productive service activity.
- (3) To enhance the Explorer's preparation for future roles as a citizen, a community member, a leader and a future law enforcement member.

The Law Enforcement Explorer program shall further the Explorer's education by providing the members with a basic knowledge of the field of law enforcement. This may include but shall not be limited to the following:

- (1) Being exposed to and being instructed on numerous areas of the Law Enforcement Career field.
- (2) Assisting community organizations that have requested assistance from the Explorer program. Explorers, however, are not to be used in assignments requiring police authority, but are used to assist the community under the supervision of the Advisor or Associate Advisor(s).

Involvement in the OCPD Police Explorer Program shall help the Explorer build character, develop leadership qualities, and give the Explorer an appreciation for community services.

#### 4. ORGANIZATION/LEADERSHIP STRUCTURE

The Explorer Post shall consist of the following elected positions:

- (1) Explorer Chief (President)
- (2) Explorer Commander (Vice President)
- (3) Explorer Sergeant (Secretary)
- (4) Explorer Sergeant (Treasurer)

##### Explorer Chief (President)

Shall organize and preside over all meetings, act as a post liaison with the Post Advisor or Associate Advisor(s), and coordinate duties of elected/appointed officers. Provide for the general administration of the post.

##### Explorer Commander (Vice President)

Shall act on the behalf of the Lieutenant (President) in his/her absence, shall be responsible for public and interdepartmental relations, shall handle all recruiting for the Post #2301 and shall welcome new members and assist them with filling out all required paperwork. He/she shall also coordinate monthly activities with the Post Advisor, Associate Advisor(s), Consultant Advisor and Boy Scouts of America (BSA) representatives.

##### Explorer Sergeant (Secretary)

Shall maintain activity and training records, shall keep all the Post #2301 records, including but shall not be limited to meeting minutes and meeting attendance, shall be responsible for all Post #2301 correspondence - writing letters of invitation, appreciation and recognition. He/she shall prepare news releases related to-Post #2301 activities for the news media and maintains an updated list of all members complete with address and telephone numbers. He/she shall be responsible for the Explorer Post #2301 Membership Waiting list (See Section 5, Item 6).

### Explorer Sergeant (Treasurer)

He/she shall maintain accurate financial records of the Post #2301, shall report on the financial situation at each Post #2301 meeting, shall keep an inventory of all Post #2301 equipment, and ensure that each member is ready for duty assignments with proper equipment and uniform. He/she shall also be responsible for seeing that all orders from Advisor or Associate Advisor(s) are carried out in a timely fashion.

### Adult Post Committee Members

The Post Committee Members shall provide Adult leadership, shall complete and maintain the Post's Adult resource survey, shall secure equipment, facilities, and program resources and shall review, support and approve the Post's program plans.

The Post Committee shall consist of one Post Committee Chairperson, at least two Post Committee members and one Advisor.

### Adult Explorer Advisor

The Post Advisor shall be the key Adult Leader and shall be responsible for training Post Officers, shall help them plan a program of activities, shall coach them in their leadership responsibilities, and shall obtain adult help and resources as needed.

### Adult Associate Advisor

The Post Associate Advisor shall know all of the Advisor's responsibilities and shall support those responsibilities in whatever way possible.

### Adult Consultant Advisor

The Post Consultant Advisor shall provide expertise to the post program and shall assist the Post in planning activities.

### Adult Leaders

The Adult Leaders shall consist of Explore Member parents and community members interested in promoting the Boy Scouts of America Police Explorers programs.

### Termination of Office

The Explorer Leader shall be asked to relinquish his/her leadership position after TWO(2) *consecutive unexcused* absences from Administrative meetings.

## 5. MEMBERSHIP – YOUTH

The Youth applicant must accomplish all of the following requirements:

- (1) Complete an "Exploring Youth Application" form (Sample form attached).
- (2) Complete a "Video / Photo Release Agreement" form.
- (3) Include parent/guardian approval in BOTH #1 and #2 above if applicant is under 18 years of age.
- (4) Complete a satisfactory background check.
- (5) Complete a satisfactory interview.
- (6) The member's name will be placed on a waiting list if the Post #2301 membership is at the maximum number of forty (40).
- (7) Post #2301 shall pay all costs associated with its participation under the Boys Scouts of America

## 6. MEMBERSHIP – ADULT

The Adult applicant must accomplish all of the following requirements:

- (1) Complete an "Exploring Adult Application" form (Sample form attached-Sample needed).
- (2) Complete a "Video / Photo Release Agreement" form.
- (3) Complete a satisfactory background/screening check as required by BSA.
- (4) Attend Adult Explorer Leadership Training OR take the self-study Adult Explorer Leadership Basic Training on-line course.
- (5) Complete a satisfactory interview.

NOTE: Any Member transferring from another post shall be considered a new member.

## 7. PERSONNEL MATTERS

All Members of the OCPD Explorers #2301 shall abide by all Post #2301 required membership regulations and procedures. The violation of any regulation or procedure may result in disciplinary action or dismissal from Post #2301. All disciplinary actions or dismissals shall be conducted by the Post #2301 Board Members at the request of the Advisor or Associate Advisor(s).

All Members of the OCPD Explorers #2301 shall be responsible for maintaining current information on file with the Post #2301. This shall include, but may not be limited to, current telephone number(s) and current residence.

Any Member unable to function due to illness or injury shall notify the Post #2301 Advisor or Associate Advisor(s) as soon as possible. The Advisor or Associate Advisor(s) shall make necessary accommodations. Failure to inform the Advisor or Associate Advisor(s) may result in disciplinary action.

## 8. RULES OF APPEARANCE & CONDUCT

- (1) The Member shall not discuss privileged information (reports, records, incidents, etc.) outside of the Police Department.
- (2) The Member shall obey all directions given to him/her under the supervision of the Explorer Post #2301 leadership.
- (3) The Member shall conduct him/herself in a responsible and professional manner towards the community and towards other members of the Explorer Post #2301.
- (4) The Member shall report to functions, activities, and meetings in appropriate attire as established for the occasion by the Advisor or Associate Advisor(s). Event uniform attire

must be clean, pressed and in good condition. Hair shall be kept neat and clean. Male explorer hair must be maintained above shoulder length and any facial hair shall be well groomed.

- (5) The Member shall be responsible for the care, return and storage of all Post #2301 and OCPD equipment assigned to him/her.
- (6) The Member shall comply with all OCPD rules, regulations and policies that may apply while working with the OCPD Staff and OCPD equipment.
- (7) Under age consumption of alcohol, under age use of tobacco, use of illegal drugs, and involvement in any illegal activity are prohibited. Any contact with a law enforcement agency outside of the Explorer Post #2301 activity, must be reported to the Post #2301 as soon as reasonably possible.
- (8) The Member shall not solicit any item of value, not limited to gratuities, loans, gifts, merchandise, meals, beverages, in connection with or resulting from their official Explorer Post #2301 position unless the solicitation is the outcome of a Fund Raising event.
- (9) The Member shall not use his/her official position, badges, or Identification Card to obtain privileges not otherwise available to them.
- (10) The Orange City Police Department and the Boy Scouts of America do not condone and shall not permit fraternization among Explorers and Explorer adult leaders or affiliated adults. This applies to all Explorers and adult members regardless of local or state laws related to age of consent.
- (11) Explorers shall not harass or intimidate other Post #2301 members or create or promote a hostile environment.

## 9. ATTENDANCE

- (1) If a Member misses a biweekly administrative meeting, it is the Member's responsibility to get the information and or materials he/she missed.
- (2) If an event is canceled without notification, those present will be given the points he/she would have received had the event taken place.

(3) Mandated Activity - If an Explorer is unable to attend a mandated activity or mandated event, an excused absence shall be requested in writing from the Advisor or Associate Advisor(s).

(4) Excused Absences:

a) Excused Emergency Situation

In case of a personal emergency the Explorer shall contact the Advisor or Associate Advisor(s). In the event unsuccessful reasonable efforts were made to contact the Post #2301 Advisor or Associate Advisor(s), the Member shall contact the explorer chain of command.

b) Excused NON-Emergency Situation

The Member shall leave a message via E-Mail or telephone with an Advisor or Associate Advisor(s) if the Member is unable to have a direct communication. Non-emergency excused absences are generally predictable and known in advance.

These may include and are not limited to:

- Attending a school function
- Celebration of his/her birthday
- Family Obligation
- Sickness or injury
- Work

NOTE: Any Explorer who accumulates FOUR (4) consecutive unexcused absences may be placed on probation.

## 10 ACADEMIC PERFORMANCE

(1) The Explorer shall maintain a passing grade of 2.0 "C "or better in each class/subject for which the Explorer is enrolled for the semester.

(2) At the end of each grading period, the Explorer shall be required to submit a copy of his/her grade report. Failure to do so shall place the Explorer on academic suspension.

(3) Any Explorer who receives a failing grade in any class/subject shall be placed on academic probation for the next semester. If he/she does not improve the grade, he/she shall be placed on academic suspension until grades meet requirement.

