

# New York City Police Department Law Enforcement Explorer Program Manual

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## WHAT IS EXPLORING?

Exploring is a division of the Boy Scouts of America for young men and women aged 14 through 21. Its purpose is to bring a character building, citizenship training, and fitness program to the youth of America. Explorer Posts are organized by businesses, industries, churches, schools, civic clubs and community organizations which provide adult volunteer leaders, program resources and meeting facilities. These posts specialize in a variety of career and recreational programs designed to provide service, social, citizenship, outdoor, career and fitness activities.

Career surveys conducted in high schools throughout the country demonstrate a significant level of student interest in law enforcement and criminal justice. As with many high visibility careers, law enforcement is often viewed as a glamorous profession, but it is frequently distorted by the communications media. Young people want hands-on experience, practical knowledge, and real career information. Exploring seeks to match interested youth with adults who will share their knowledge and skills.

Today, there are more than 33,000 young men and women participating in Law Enforcement Explorer programs, in more than 1,800 Law Enforcement Explorer Posts organized by local law enforcement agencies. The International Association of Chiefs of Police, the National Sheriff's Association and the Exploring Division of the Boy Scouts of America promote the organization of Law Enforcement Explorer Posts to provide opportunities for young adults to explore law enforcement careers, the criminal justice system and to promote character development and citizenship training among America's youth.

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## **CHAPTER # 1      INTRODUCTION TO THE LAW ENFORCEMENT EXPLORER MANUAL**

### **1.01.00      THE MANUAL**

This manual is an official publication of the New York City Police Department. It is issued under the authority of the Police Commissioner of the City of New York and contains the policies, procedures and regulations related to LAW ENFORCEMENT EXPLORING within the New York City Police Department. These policies, procedures and regulations are established to direct all participants in the Explorer Program in carrying out their duties and responsibilities. The Police Commissioner has designated the Deputy Commissioner - Community Affairs as the Coordinator of Law Enforcement Exploring for this Department.

### **1.02.00      KNOWLEDGE OF MANUAL CONTENTS**

It will be the responsibility of every Explorer to have knowledge of all the policies, procedures and regulations contained in this manual.

### **1.03.00      ISSUING THE MANUAL**

Every Explorer, upon being issued a manual, will sign a dated form indicating that he / she has received a manual. The Explorer is then required to read the manual and become familiar with its contents within thirty (30) days of receiving it.

### **1.04.00      SECURITY OF THE MANUAL**

Explorers will keep their manual secure. Any information pertaining to the operation of this Department, or information which could impede the operation of this Department, shall be kept strictly confidential. The loss of a manual or any of its parts will immediately be reported to an Advisor.

### **1.05.00      MAINTENANCE OF THE MANUAL**

Explorers will keep their manual in good repair. Torn pages and broken binders will be repaired. When necessary, replacement pages and binders will be requested.

### **1.06.00      UPDATING THE MANUAL**

Explorers will be responsible for maintaining their manual in an up-to-date manner by making changes, additions or deletions as directed.

### **1.07.00      USE OF THE MANUAL**

Explorers will consult the manual if they have questions as to their duties, responsibilities or proper procedure. If upon consulting the manual, the Explorer's question has not been resolved, an Advisor should be consulted.

#### **1.08.00 MECHANICS OF THE MANUAL**

This manual has been organized to assist Explorers in consulting its material easily and quickly. To find a general subject area, consult the Table of Contents at the front of the manual for the correct chapter and section.

#### **1.09.00 OTHER PUBLICATIONS**

In addition to this manual, Explorers are expected to familiarize themselves with other publications and training materials as directed by their Advisor. Explorers are expected to develop the same familiarity with these publications as with this manual. Explorers will be expected to maintain and update these publications, to keep them secure and treat them as confidential.

#### **1.10.00 RETURN OF PROPERTY**

This manual, and all other Department property issued to an Explorer, will be returned to the Advisor when an Explorer leaves the program.

## **CHAPTER # 2**

## **THE PURPOSE AND MISSION OF LAW ENFORCEMENT EXPLORING**

### **2.01.00 THE PURPOSE AND MISSION OF LAW ENFORCEMENT EXPLORING WITHIN THE NEW YORK CITY POLICE DEPARTMENT**

The intent of Law Enforcement Exploring is to educate and involve youth in police operations, to interest them in possible law enforcement careers and to build mutual understanding. The educational aspect provides knowledge of the law enforcement function within the Explorer's community, whether the Explorer enters the field of law enforcement as a career or not. Through involvement, the Explorer program establishes an awareness of the complexities of police service to the community.

### **2.02.00 EXPLORERS CODE**

As an Explorer....

I believe that America's strength lies in her trust in God and in the courage and strength of her people.

I will therefore, be faithful to my religious duties and will maintain a personal sense of honor in my life.

I will treasure my American heritage and do all I can to preserve and enrich it.

I will recognize the dignity and worth of my fellow men and will use fair play and good will in dealing with them.

I will acquire the Exploring attitude that seeks the truth in all things on the frontiers of our changing world.

### **2.03.00 EXPLORER MOTTO**

**"OUR BEST TODAY FOR A BETTER TOMORROW"**

### **2.04.00 POST MOTTO**

To be determined by each post upon approval of the Deputy Commissioner Community Affairs.

**2.05.00 POST MEMBERSHIP**

Membership in a Law Enforcement Explorer Post is open to young adults, male or female, 14 through 21 years of age.

- a. Applicants must have parental approval which includes signatures by the applicant and his / her parents or guardians on a general liability release form.
- b. Applicants must be of sound moral character.
- c. Applicants must attend two (2) consecutive meetings prior to an oral selection interview.
- d. Applicants must pass the oral selection interview.

**NOTE:**

**THE ORAL SELECTION INTERVIEW IS USED TO ASSESS THE ELIGIBILITY OF ALL APPLICANTS TO LAW ENFORCEMENT EXPLORING. THE ORAL SELECTION BOARD CONSISTS OF THE FOLLOWING MEMBERS OF THE EXPLORER POST**

- . **POST ADVISOR**
- . **EXPLORER CAPTAIN**
- . **EXPLORER LIEUTENANT - ADMINISTRATION**
- . **EXPLORER SERGEANT**

**2.06.00 PROBATION PERIOD**

Each new Explorer will be expected to successfully complete a six (6) month probation period.

## **CHAPTER # 3 GOALS, OBJECTIVES AND POLICIES**

The New York City Police Department Law Enforcement Exploring Program has three main themes. They are:

- a. To further the Explorer's education.
- b. To encourage the Explorer's participation in a rewarding and productive service activity.
- c. To enhance the Explorer's preparation for future roles as citizens, community members, leaders and future careers in law enforcement.

### **3.01.00 TO SERVE AS A POTENTIAL RECRUITMENT SOURCE**

The intent of Law Enforcement Exploring is to educate and involve youth in police operations, to interest them in possible law enforcement careers and to build mutual understanding. Law Enforcement Exploring will further the Explorer's education by providing the members with a basic knowledge of the field of law enforcement. Members will receive instruction in many of the phases of law enforcement including criminal law, traffic law, criminal investigation, crime prevention, traffic control and direction, accident investigation, juvenile delinquency and other related fields which are an integral part of law enforcement.

#### **3.01.01 EDUCATION**

Advisors will urge Explorers to continue their formal education.

#### **3.01.02 CAREERS IN LAW ENFORCEMENT**

If an Explorer indicates that he / she is interested in a career with this Department, the Explorer shall be informed of the requirements for this position and of the availability of Department Programs, such as the Cadet Corps Program and Police Test Tutorials, which will aid and assist them in obtaining a rewarding career in the field of law enforcement.

### **3.02.00 TO SERVE AS A COMMUNITY RELATIONS PROGRAM BETWEEN THE POLICE AND YOUTH, AND BETWEEN YOUTH AND THE COMMUNITY**

The Law Enforcement Explorer Program brings the Explorer into direct contact with the Police Officer on a one-to-one basis through the programs meetings, details and social functions. Through this program, Explorers are given the responsibility and respect they seek. In turn, Explorers can make the members of their community aware of their public service activities and impact strongly on members of their own peer group.

**3.03.00 EXPLORERS TO BE UTILIZED AS A SERVICE GROUP  
WITHIN THE COMMUNITY**

Frequently community organizations call upon Explorers to assist with various community sponsored events. Community service is strongly encouraged. Explorers ARE NOT to be used in assignments requiring Police authority, but are to be used to assist the community under the direction and supervision of Police Officers.

**3.04.00 TO DEVELOP AND UPHOLD THE BASIC OBJECTIVES  
OF THE EXPLORING DIVISION OF THE BOY SCOUTS  
OF AMERICA THROUGH THE CONTRIBUTION OF LAW  
ENFORCEMENT TO EXPLORERS IN THREE AREAS**

**3.04.01 CHARACTER BUILDING**

Although character building is the primary responsibility of the parents, it is also contributed to by law enforcement. The Explorer who wears the uniform which identifies him / her as being associated with the New York City Police Department is subjected to a far more rigid standard of conduct than his / her peers. Explorers are judged not only by their parents and peers, but also by Police Officers, they quickly learn that only the highest standard of conduct is acceptable.

**3.04.02 LEADERSHIP DEVELOPMENT**

Through their experience, Explorers learn and practice leadership skills similar to those required for Police personnel. Explorers in leadership positions within the Explorer Post learn the realities of being responsible for all of their subordinates' achievements, as well as their shortfalls.

**3.04.03 APPRECIATION FOR COMMUNITY SERVICE AND GOOD  
CITIZENSHIP**

Explorers contribute many hours of their personal time to the service of others during their participation in the Explorer Program. When they leave, they can reflect upon and take pride in the fact that they have made a significant contribution to the betterment of their community.

**3.05.00 USE OF EXPLORERS IN COVERT ACTIVITIES**

The National Law Enforcement Exploring Committee has established a policy that prohibits Explorers from performing COVERT ACTS or actions which might undermine the role of Law Enforcement Exploring in the community.

### **3.06.00            FRATERNIZATION**

This Department and the Boy Scouts of America do not condone and will not permit fraternization between Explorers and their adult leaders or other affiliated adults. This applies to all youth members. Fraternization is not morally appropriate, nor is it in keeping with the relationship between youth members and adult leaders prescribed in the programs of this Department and those of the Boy Scouts of America.

### **3.07.00            ADULT LEADERSHIP - TRIPS AND OUTINGS**

At least two adult leaders, one of which must be 21 years of age or older, are required for all trips and outings. Adult female leadership is required at all functions where female youth are involved. This does not apply to routine details.

## **CHAPTER # 4 ORGANIZATION AND COMMAND STRUCTURE**

### **4.00.00 SYNOPSIS OF DUTIES AND RESPONSIBILITIES**

#### **EXPLORER CAPTAIN**

**(ELECTED)**

- YOUTH LEADER OF THE EXPLORER POST
- PRESIDES AT POST AND POST OFFICERS' MEETINGS
- COORDINATES THE ADMINISTRATION AND OPERATION OF THE POST
- IMPLEMENTS THE TRAINING PROGRAM THROUGH THE OFFICERS AND MEMBERS
- REPRESENTS POST MEMBERS
- SETS THE EXAMPLE FOR OTHER EXPLORER MEMBERS
- APPOINTS ACTIVITY CHAIRPERSON(S)
- DISTRIBUTES ASSIGNMENTS
- COUNSELS EXPLORER MEMBERS
- PROVIDES LEADERSHIP FOR EXPLORER MEMBERS

#### **EXPLORER LIEUTENANT - ADMINISTRATION**

**(ELECTED)**

- ASSUMES THE DUTIES OF THE EXPLORER CAPTAIN AS REQUIRED
- LEADS THE POST'S RECRUITING EFFORT
- WELCOMES NEW MEMBERS TO THE POST
- MAINTAINS THE POST'S CODE AND BYLAWS
- COORDINATES THE POST'S ANNUAL "FIRST NIGHT" MEETING / RECEPTION
- CONDUCTS OPENING, CLOSING, INSTALLATION AND AWARDS CEREMONIES
- REVIEW AND COORDINATE THE ACTIVITIES OF SUBORDINATE STAFF MEMBERS

#### **EXPLORER LIEUTENANT - TRAINING**

**(ELECTED)**

- SUPERVISE THE POST'S TRAINING PROGRAM PLANNING
- MAINTAINS THE POST ACTIVITY FILE
- DETERMINES THE INTERESTS OF MEMBERS
- MAINTAINS THE POST CALENDAR
- SUPPORTS THE ACTIVITY CHAIRPERSON(S) AND COMMITTEES

**EXPLORER LIEUTENANT**

**(ELECTED)**

- ENSURES ORDERS AND DIRECTIVES ARE TRANSMITTED AND UNDERSTOOD
- GUIDES AND ASSISTS EXPLORER SQUAD SERGEANTS
- COORDINATES THE ACTIVITY OF ALL SQUADS
- ASSUME THE DUTIES OF THE ADMINISTRATIVE AND TRAINING LIEUTENANTS AS REQUIRED

**EXPLORER SERGEANT - TREASURER**

**(ELECTED)**

- MAINTAINS THE POST'S FINANCIAL RECORDS
- COLLECTS AND DISBURSES POST FUNDS
- MAINTAINS THE POST'S BUDGET
- KEEPS THE POST INFORMED OF POST FINANCES
- JOINTLY MAINTAINS THE POST BANK ACCOUNT WITH THE ADULT POST COMMITTEE TREASURER

**EXPLORER SERGEANT - SECRETARY**

**(ELECTED)**

- MAINTAINS POST RECORDS
- DIRECTS POST PUBLICITY AND COMMUNICATIONS
- MAINTAINS POST CORRESPONDENCE AND MINUTES
- WRITES LETTERS ON BEHALF OF THE POST

**EXPLORER SERGEANT - QUARTERMASTER**

**(APPOINTED)**

- MAINTENANCE AND CARE OF POST OWNED EQUIPMENT
- DISPENSE AND ACCOUNT FOR POST OWNED EQUIPMENT
- MAKE RECOMMENDATIONS REGARDING THE ACQUISITION OF POST EQUIPMENT

**EXPLORER SQUAD SERGEANT**

**(APPOINTED)**

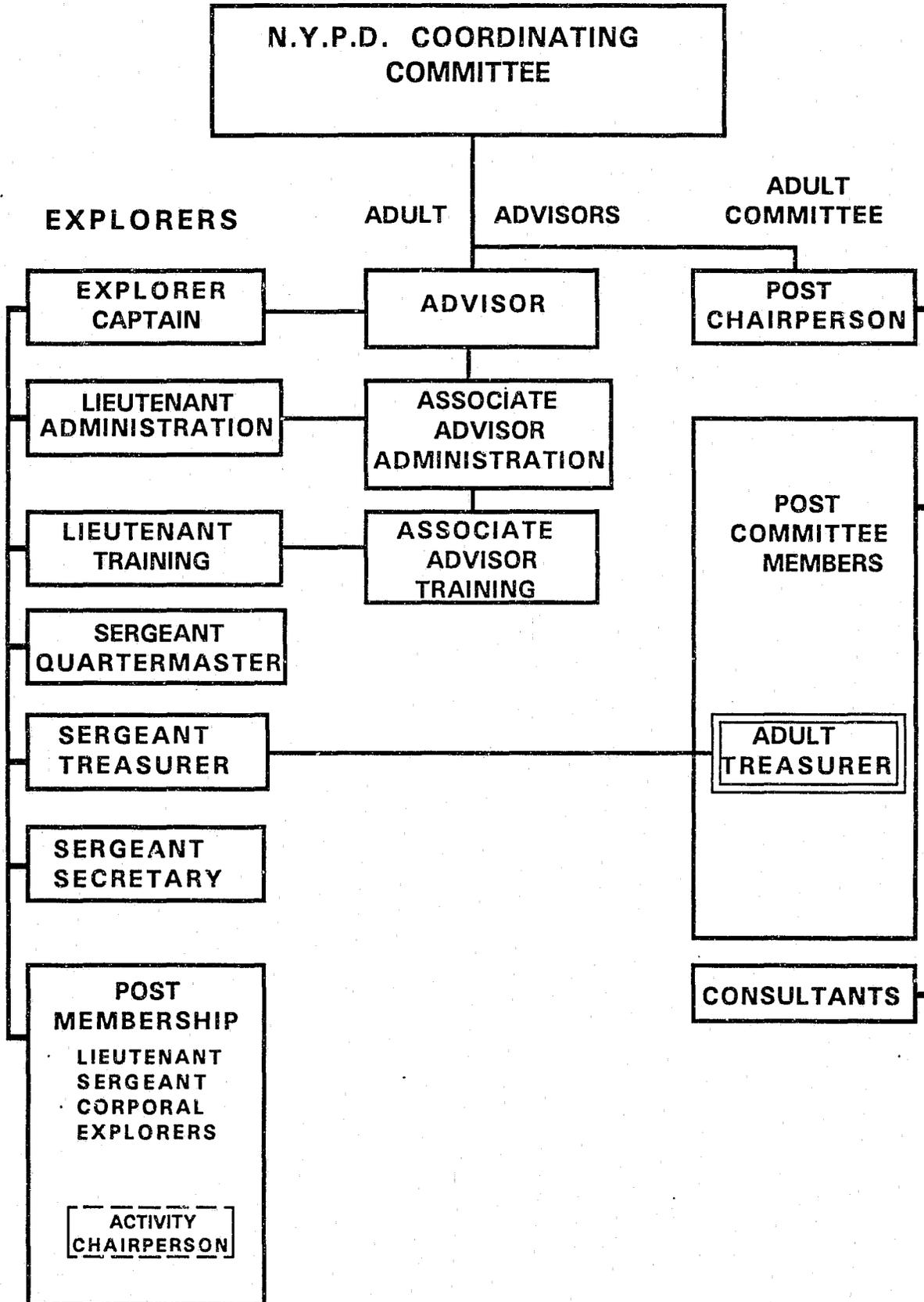
- TRAINS THE SQUAD AS A UNIT
- ACCOUNTABLE FOR THE SQUAD AND SQUAD EQUIPMENT
- MAINTAINS SQUAD DISCIPLINE
- TRAINS THE SQUAD CORPORAL(S)
- ASSUMES THE DUTIES OF THE EXPLORER LIEUTENANT AS REQUIRED

**EXPLORER CORPORAL**

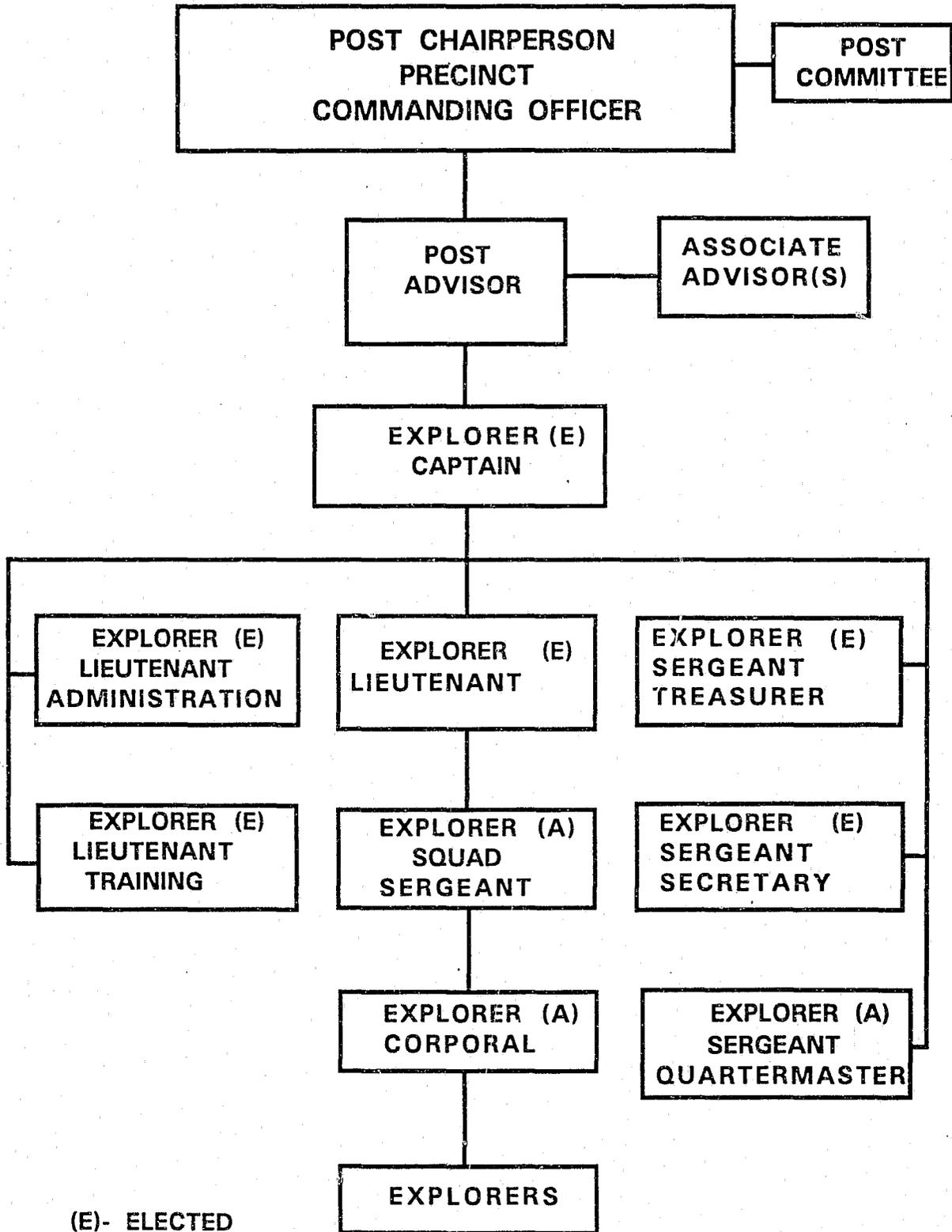
**(APPOINTED)**

- ASSUME THE DUTIES OF THE SQUAD SERGEANT AS REQUIRED
- ASSIST THE SQUAD SERGEANT WITH TRAINING
- ENSURE SQUAD MEMBERS UNDERSTAND THEIR ASSIGNMENT(S)  
AND PROVIDE ASSISTANCE TO SQUAD MEMBERS AS REQUIRED

# POST ORGANIZATION



# CHAIN OF COMMAND



(E)- ELECTED  
(A)- APPOINTED

#### **4.01.00 ORGANIZATIONAL STRUCTURE**

The organizational and command structure of Law Enforcement Exploring within the New York City Police Department will be defined in this section.

#### **4.02.00 COORDINATING COMMITTEE - LAW ENFORCEMENT EXPLORING**

The Coordinating Committee for Law Enforcement Exploring within the New York City Police Department shall be comprised of the following members.

- . Deputy Commissioner Community Affairs - Chairperson
- . Patrol Services Bureau (Representative)
- . Commanding Officer, Youth Services Division
- . Commanding Officer, Recruitment Section
- . Office of Management Analysis and Planning (Representative)

The functions of the Coordinating Committee shall be to:

- . Foster interest in Law Enforcement Exploring
- . Establish policy
- . Define goals
- . Evaluate training programs
- . Provide direction and commitment to Law Enforcement Exploring within the New York City Police Department

#### **4.03.00 POST COMMITTEE CHAIRPERSON**

The Commanding Officer of the Precinct hosting the Law Enforcement Explorer Program shall be, by virtue of his / her office, the Post Committee Chairperson. The Post Committee Chairperson shall oversee, supply guidance and direction to the Post Committee. **The Post Committee Chairperson shall take no part in the solicitation of any funding for the Law Enforcement Explorer Post.**

The Post Committee should meet monthly to ensure that the post has a quality program, under capable leadership, which achieves the purposes of the chartered organization and the Boy Scouts of America.

The Post Committee Chairperson schedules and conducts all committee meetings, coordinates programs and serves as liaison between the Advisor and the post's chartered organization. The Chairperson assigns projects to Committee members and guides their efforts.

Committee members, on a rotating basis, should attend post meetings and activities so they can see firsthand how the post is doing and get to know the members.

#### **4.03.01 POST COMMITTEE**

The duty of the Post Committee shall include but not be limited to the following:

- . Provide adequate adult leadership
- . Maintain the post's program capability inventory
- . Secure equipment, facilities, and program resources
- . Review, support, and approve the post's program plans

The Committee is composed of three or more adult men and women who serve during the post's charter year. New Committee members can be recruited during the year from parents of the Explorers and other interested adults.

The Civilian Post Committee will guide and support the post's efforts to earn money for trips, projects, or equipment by helping them plan, budget and properly account for all post funds.

The Post Committee meets regularly at a time and place convenient to all. This meeting is designed to keep the Committee up to date on their post's progress, provide support and encouragement to the Advisor, and secure program resources for future post activities. A member of the Committee assists the post's Treasurer. Other Committee members help secure equipment, chaperons, facilities and transportation, as needed.

The Committee maintains the post's program capability inventory, continually seeking new adults to add their skills and contacts to it. They encourage and support all efforts to recruit new members into the post.

The Committee keeps the parents of Explorers informed about the post, its chartered organization, and Exploring. Parents are encouraged to actively participate and should be involved in the post program.

#### **4.04.00 POST ADVISOR**

The Post Advisor should be a uniformed member of the service assigned to the command hosting the Law Enforcement Explorer Program. By virtue of the Advisors position as a Police Officer, he / she is prohibited from directly soliciting any funding for this program. The duties and responsibilities of the Post Advisor will include, but will not be limited to the following:

- . MAINTAIN THE STANDARDS OF THE POLICE DEPARTMENT AND THE BOY SCOUTS OF AMERICA
- . TRAIN POST MEMBERS TO PLAN AND OPERATE THE PROGRAM
- . COACH AND GUIDE EXPLORER POST OFFICERS

The Advisor is the key adult leader of the post. The Advisor is responsible for the training of post officers, helping them plan programs, coaching them on leadership duties and securing adult help and resources as needed through the post's adult committee.

The leadership and decision making functions of the post are shared with the post captain. An analogy might be that the Advisor is the coach and the post captain is the team captain; although in Exploring, the post's elected officers have far greater leadership responsibility. The Advisor has the most important adult position in Exploring. All other adult leaders are recruited to help the Advisor guide the post toward quality program and membership growth. All information about Exploring from the chartered organization or the Boy Scouts of America comes to the Advisor. It is important to participate in all post meetings and activities,

post officers' meetings, post committee meetings and to conduct the annual officers' seminar.

The Advisor is supported by Associate Advisors who serve as backup leaders and provide assistance for the program and administration of the post.

#### **4.04.01        ASSOCIATE ADVISOR**

Associate Advisors can be uniformed members of the service or responsible adult civilians. If the Associate Advisor is a uniformed member of the service, he / she is prohibited from directly soliciting any funding for this program. Most posts have at least two Associate Advisors - one assigned to training and another to administration. They fill in for the Advisor when the Advisor is absent or otherwise unavailable. Associate Advisors must be 21 years of age or older.

#### **4.04.02        ASSOCIATE ADVISOR - ADMINISTRATION**

The duties of the Associate Advisor - Administration include but are not limited to the following:

- .        Guide and support the Administrative Lieutenant
- .        Assist in recruiting new members
- .        Help recognize members' achievements
- .        Take over for the Advisor, when necessary

The Associate Advisor for Administration will stand in, when necessary, for the Advisor. The Associate Advisor - Administration is responsible for helping the post's Administrative Lieutenant with his / her assignment, which is to recruit new members, recognize achievement, stage ceremonies, etc. The Associate Advisor - Administration should share the administrative, guidance, and support responsibilities of the post.

#### **4.04.03        ASSOCIATE ADVISOR - TRAINING**

The duties of the Associate Advisor - Training include but are not limited to the following:

- .        Support the Training Lieutenant
- .        Determine the members' interests
- .        Assist with the post calendar
- .        Assist the Explorer activity chairperson(s)

The day to day schedule of post meetings and activity planning is shared by the Associate Advisor for Training and the post's Explorer Lieutenant - Training. Additional duties consist of tabulating the interests of post members, evaluating activities, scheduling, coaching activity chairmen and other functions. The Associate Advisor - Training should work closely with the Explorer Lieutenant - Training to ensure the success of the post's training programs.

The duties of the Explorer Captain shall include but not be limited to the following:

- . Preside at post and post officers' meetings
- . Implement the post training program through officers and members
- . Represent the post members
- . Coordinate the administration and operation of the post

The Explorer Captain is the top youth leader of the post. The Captain is elected by the post members as the best person to lead and represent them. This job brings honor and privilege, but requires hard work, responsibility and dedication.

The Explorer Captain shares the responsibility of leading the post with the other elected officers, working toward developing them as a leadership team. The Explorer Captain will assign each officer specific duties, the Explorer Captain must, with the support of the Advisor, encourage and follow up on their performance. The Explorer Captain gives leadership to all meetings and activities and conduct officers meetings in consultation with the Advisor. Communication with the Advisor, officers, and post members is essential.

The Explorer Captain must set an example for other members by following the rules and standards of the post. Actions speak louder than words. The behavior of post members must be controlled and their achievements recognized as often as possible.

The Explorer Captain may counsel individual post members who have problems, questions or concerns. Listen to what they say and help them to find the answers that are the best for the post and consistent with agency guidelines. With the Advisor, direct the planning of the post training program. Pay attention to detail and follow up with those responsible.

The Advisor's job is to be the Explorer Captains counselor and coach. Neither the Advisor nor the Explorer Captain knows everything about Exploring; but together, both can learn how to make the post succeed. The Explorer Captain must work through, not around the Advisor who is held responsible by the post's chartered organization and Exploring for the training program and actions of the post.

The Explorer Captain will appoint post members to serve as activity chairpersons. With the Advisor, select members who may be suited to the activity and will benefit from the leadership experience. Guidance and follow-up are necessary to insure the activity chairperson understands what must be done.

The job of Post Captain is exciting, important and challenging. The success of the post training program depends on leadership. The Explorer Captain should not hesitate to ask the Advisor for advice and help. The skills of leadership can't be learned overnight. Leaders are made, not born, and Exploring offers the chance for a real leadership experience. Being elected Post Captain is an exciting, challenging, and rewarding experience.

**4.06.00****EXPLORER LIEUTENANT - ADMINISTRATIVE****(ELECTED)**

The duties and responsibilities of the Explorer Lieutenant - Administrative shall include but not be limited to the following:

- . Take over for the Explorer Captain when necessary
- . Lead the recruiting effort
- . Recognize the achievements of post members
- . Review and coordinate the activities of subordinate staff members

The Explorer Lieutenant - Administration is the second in command and should be prepared to take over for the Explorer Captain when necessary.

The Explorer Lieutenant - Administration will give leadership to recruiting new members into the post by coordinating plans for an annual "First-nighter" to invite prospective members to join, encouraging all post members to bring new prospects to post meetings, and following up with post members who seem to be losing interest.

The Explorer Lieutenant - Administration will welcome new members into the post, seeing that they are introduced and made to feel like a part of the group. A simple installation ceremony may be staged to admit new members.

The Explorer Lieutenant - Administration should recognize the achievements of post members, giving attention to members who receive scholarships, win awards, or gain other achievements in or out of Exploring. The Explorer Lieutenant - Administration may conduct opening and closing ceremonies for the post, arranging flag salutes, invocations, and ceremonies to add color and meaning to post meetings. The Explorer Lieutenant - Administration is also responsible for maintaining the post's code and bylaws. The Explorer Lieutenant - Administration will review and coordinate the activities of subordinate staff members.

One of the adult Associate Advisors will help with these administrative duties. The Explorer Lieutenant - Administration should meet with the Associate Advisor as often as possible to discuss ideas, review progress, and get help when needed. This job is important - all posts need new members, recognition, and ceremonies that enhance the feeling that members belong to an organization with purpose.

**4.07.00****EXPLORER LIEUTENANT - TRAINING****(ELECTED)**

The duties of the Explorer Lieutenant - Training shall include but not be limited to the following:

- . Supervise post training program planning
- . Maintain an activity file
- . Determine the interests of the members
- . Support the activity chairperson(s) and committees

The job of the Explorer Lieutenant - Training is the key to the growth and success of the post. Exploring is based on planning a training program which meets the needs and interests of post members. This is done by asking post members what activities they want their post to perform, surveying their interests and evaluating post meetings and activities after they take place. Did the members like the training program? Should the post plan this training session again?

The Explorer Lieutenant - Training maintains an activity file of training programs, projects and trips that the post could do, gathering ideas from many sources, and collecting the Activity Planners from the Explorer Activity Chairperson(s). The Explorer Lieutenant - Training keeps an up-to-date post schedule and are to make sure everyone knows what is happening. The Explorer Lieutenant - Training is responsible for the post's calendar and need to coordinate it with school and community calendars to avoid conflict.

The Explorer Lieutenant - Training will help the post's activity chairperson(s) plan and conduct successful activities, coordinating their dates with the post calendar, and sharing ideas from the activity file to help them with training programs and plans.

One of the post's adult Associate Advisors will help the Explorer Lieutenant - Training with training program responsibilities. The Explorer Lieutenant - Training should meet as often as possible to share ideas, improve the activity file, support the activity chairperson(s) and review the interests of the members.

**4.08.00                    EXPLORER LIEUTENANT                    (ELECTED)**

Explorer Lieutenant is an elected position. The job of Explorer Lieutenant is to assist the Explorer Captain, Lieutenant - Administration and Lieutenant - Training. The Lieutenant will ensure that Explorer Sergeants understand and comply with Post orders and directives. The Lieutenant will guide and assist Explorer Sergeants in the performance of their duties. The Lieutenant will assist in coordinating the activities of all of the squads, ensuring that all are working in unison and for the betterment of the post.

The Explorer Lieutenant should be familiar with the duties and responsibilities of the Explorer Lieutenants for Administration and Training. The Explorer Lieutenant should be prepared to assume these duties should they be absent or otherwise unavailable.

The job of Explorer Lieutenant is exciting, important and challenging. The success of the Post depends upon leadership. Do not hesitate to ask your Advisor for advice or help. The skills of leadership can not be learned overnight. Leaders are made, not born, and Exploring offers the chance for real leadership experience. Being elected Lieutenant is an exciting, challenging and rewarding experience.

**4.09.00                    EXPLORER SERGEANT - TREASURER                    (ELECTED)**

The duties of the Explorer Sergeant - Treasurer shall include but not be limited to the following:

- . Maintain financial records
- . Collect and disburse post funds
- . Keep the post informed on finances
- . Jointly maintain the post bank account with the adult Post Committee Treasurer

The Post Treasurer is responsible for keeping accurate records of the income and expenditures of the post's funds. Post members will expect an exact accounting of all money taken in or money paid out, and proper safeguards. The Treasurer will collect, deposit, and account for all money coming to the post from dues, money-earning projects, or other sources. The Post bank account will be maintained jointly by the Explorer Sergeant - Treasurer and the adult Post Committee Treasurer. If the post collects dues, the Treasurer will keep accurate records and review them with post officers. The adult Post Committee Treasurer will periodically review the post financial records.



**4.11.00 EXPLORER SERGEANT - QUARTERMASTER (APPOINTED)**

The Explorer Sergeant - Quartermaster is an appointed position. The Sergeant - Quartermaster will be appointed by the Advisor with the concurrence of the Post Chairperson. The duties of the Sergeant - Quartermaster shall include but not be limited to:

- . Maintenance and care of post owned equipment
- . Dispense and account for post owned equipment
- . Make recommendations regarding acquisition of post equipment

The job of the Explorer Sergeant - Quartermaster is to maintain, care for, issue and account for Post owned equipment. The Explorer Sergeant - Quartermaster will make recommendations to the Post's adult and youth leadership regarding the acquisition of necessary items of equipment.

The Explorer Sergeant - Quartermaster holds an important position of trust and responsibility within the Post. Post members will expect equipment purchased by the Post to be properly maintained and accounted for.

An adult member of the Post will assist the Explorer Sergeant - Quartermaster in devising and maintaining an inventory system for equipment owned by the Post.

**4.11.00 EXPLORER SQUAD SERGEANT (APPOINTED)**

An Explorer Squad shall consist of no more than ten (10) nor less than four (4) members. The squad is a small unit, capable of being independently deployed to address various post commitments.

The Explorer Squad Sergeant is an appointed position. Squad Sergeants will be appointed by the Advisor with the concurrence of the Post Chairperson. The duties of the Explorer Squad Sergeant shall include but not be limited to the following:

- . Training the squad as a unit
- . Accountability for the squad and squad equipment
- . Squad discipline

The Explorer Squad Sergeant must set an example to the members of the squad by following the rules and standards of the post. Actions speak louder than words. The behavior of post members must be controlled and their achievements recognized as often as possible.

The position of Sergeant brings honor and privilege, but requires hard work, responsibility and dedication. The Sergeant is the primary trainer of the squad. The Sergeant should train the squad as a unit, with all squad member cross trained to perform the duties of any other member.

The Explorer Squad Sergeant is responsible for the assignment, actions, appearance, and training of the squad. It is the Sergeant's job to instill a feeling of pride and accomplishment, both in the squad and post.

The job of Squad Sergeant is exciting, important and challenging. The success of the post's programs depends on leadership. The skills of leadership can't be learned overnight. Leaders are made, not born, and Exploring offers the chance for a real leadership experience. Being appointed Squad Sergeant will be an exciting, challenging, and rewarding experience.

#### 4.12.00 EXPLORER CORPORAL

(APPOINTED)

Explorer Corporal is an appointed position. Corporals will be appointed by the Advisor with the concurrence of the Post Chairperson. The duties of the Explorer Corporal shall include but not be limited to the following:

- . Assume the duties of the Squad Sergeant when necessary
- . Assist the Squad Sergeant with training
- . Ensure squad members understand their assignments and provide assistance to squad members as required

The Explorer Corporal must set an example for the members of the squad by following the rules and standards of the post. Actions speak louder than words.

As second in command of the squad, the Corporal must be prepared to assume the duties of the Squad Sergeant when necessary. The Corporal will assist the Squad Sergeant with training the members of the squad.

The job of Corporal is to make sure the members of the squad understand their assignments, ensure the assignment is completed in a professional manner, and assist squad members with their assignments when necessary.

The job of Corporal is exciting, important and challenging. The success of the squad and the post depends upon leadership. The skills of leadership can't be learned overnight. Leaders are made, not born, and Exploring offers the chance for a real leadership experience. Being appointed a Corporal is an exciting, challenging, and rewarding experience.

#### 4.13.00 EXPLORER

The duties of an Explorer shall include but not be limited to the following:

- . Perform all assignments and duties professionally
- . Respond punctually to and be prepared for all assignments
- . Act in a professional manner, maintaining high ethical and moral standards
- . Maintain a harmonious relationship with fellow Explorers, members of this Department, and the members of the community.

Remember, the post operates as a team. No one in the team is better than anyone else - all contribute to the best of their ability. When activities are announced, unless special circumstances exist, all are expected to participate in these activities. The success of the post and its programs depends upon willing participation. Being a Law Enforcement Explorer is an exciting, challenging, and rewarding experience.

## **CHAPTER # 5 POST ELECTIONS**

### **5.01.00 ELECTED POSITIONS**

The following positions within the Law Enforcement Explorer Post are elected positions:

- . EXPLORER CAPTAIN
- . EXPLORER LIEUTENANT - ADMINISTRATION
- . EXPLORER LIEUTENANT - TRAINING
- . EXPLORER LIEUTENANT
- . EXPLORER SERGEANT - TREASURER
- . EXPLORER SERGEANT - SECRETARY

### **5.02.00 VOTER ELIGIBILITY**

In order to be eligible to vote for Post Officers, Explorers must be members of the Post in good standing. Suspended members of the Post are not eligible to vote.

### **5.03.00 ELIGIBILITY REQUIREMENTS**

In order to run for elected office, Explorers can not be on suspension or probation and must have been a member of the Post, in good standing, for at least one year. A newly established Explorer Post may hold interim elections until such time as the election eligibility requirements are met.

### **5.04.00 ELECTIONS**

Explorers must announce their intention to run for office, in writing, no later than the last meeting in July. Elections will be held during the first meeting of September, with the results of the election to be announced at the conclusion of the meeting. Newly elected or reelected members will be sworn in during the last meeting of September. Officers will be elected by a simple majority of the Post members. Election shall be by paper ballot. Ballots shall be tallied by the Advisor and Associate Advisor(s).

### **5.05.00 ELECTION REVIEW BOARD**

The function of the Election Review Board is to insure that candidates seeking election or reelection to officer positions within the post have met the qualifications outlined in this chapter. Members seeking election or reelection will appear before and must successfully pass the Election Review Board interview. In addition to insuring candidates meet the requirements for holding office, the Election Review Board will insure candidates for office possess a basic knowledge of the duties and responsibilities of the office they seek. The members of the Election Review Board are:

- . Post Committee Chairperson
- . Post Advisor
- . Post Associate Advisor(s)

## **CHAPTER # 6      PERSONNEL**

### **6.01.00      PERSONNEL MATTERS**

The regulations and procedures which follow deal with the conditions Explorers must meet to maintain a current membership in this post. Violation of any of these regulations may result in grounds for disciplinary action.

### **6.02.00      RESIDENCE**

Each Explorer's residence should be a reasonable distance from the post's normal meeting location.

#### **6.02.01      ADDRESS**

All Explorers are required to have their current address on file with the post. Explorers will promptly inform the post of any change of address, even if only on a temporary basis.

### **6.03.00      TELEPHONE**

All Explorers should have a telephone number that they can be reached at in the event of an emergency. Explorers are responsible for seeing that their telephone number, or a number that they can be reached at, is on file with the post. Explorers are required to inform the post of any change of telephone number.

### **6.04.00      PHYSICAL FITNESS**

Explorers should maintain a level of physical fitness which will allow them to perform their duties effectively.

### **6.05.00      REPORTING FOR DUTY**

All Explorers will report to assigned activities on time. They will be properly equipped and will be aware of any information required for the proper performance of their duty.

#### **6.05.01      REPORTING LATE**

If, due to exigent circumstances, an Explorer will be late for an assigned function, the Explorer will contact the Post Advisor, explain the situation, and supply an estimated time of arrival at the function.

### **6.06.00      REPORTING ILLNESS**

An Explorer who is unable to function due to illness or injury should notify the Post Advisor as soon as possible. This notification will allow the Advisor to make changes in scheduling and assignments.

#### **6.07.00 VOLUNTEER SERVICES**

Explorers will be assigned to complete a number of hours of community service for this Department or other authorized community agencies. Explorers will follow Post procedure for documenting each assignment and the number of hours spent on that assignment.

#### **6.08.00 LEAVE OF ABSENCE**

A "Leave of Absence" may be granted to any Explorer who would be unable to take part in Post activities, over an extended period of time, for legitimate reasons. A "Leave of Absence" must be requested in writing and should indicate the Explorer's expected date of return to full duty. Explorers on a "Leave of Absence" retain their membership in the Post however, time spent on a "Leave of Absence" does not count toward the Explorer's "Tenure" award.

#### **6.09.00 RESIGNATION**

An Explorer, in good standing, may, with written notification, resign at any time. Explorers who are the subject of non-criminal disciplinary proceedings, which WILL result in dismissal, will be given the opportunity to resign prior to dismissal.

#### **6.10.00 REINSTATEMENT**

An Explorer, in good standing, who has resigned with permission, may request reinstatement in writing at any time. An Explorer who has been requested to resign may request reinstatement after one year. This request for reinstatement must be in writing and must indicate the individual's reason for requesting reinstatement. Reinstatement requests from Explorers who have resigned for disciplinary reasons will be referred to the Oral Review Board for consideration.

(See Section 2.05.00 for the duties of the Oral Review Board)

## CHAPTER # 7 UNIFORMS AND EQUIPMENT

### PROPOSED NEW YORK CITY POLICE DEPARTMENT LAW ENFORCEMENT EXPLORER PROGRAM UNIFORM - MALE AND FEMALE

**CAP** BLUE WITH GRAY TRIM - OVERSEAS TYPE - POLICE ACADEMY RECRUIT ISSUE

**SHIRT  
LONG  
SLEEVE** NAVYBLUE - MILITARY TYPE - WILL ALWAYS BE WORN WITH THE REGULATION TIE AND TIE CLASP - INSIGNIA OF RANK WILL BE WORN ON THE COLLAR

**SHIRT  
SHORT  
SLEEVE  
(OPTIONAL)** NAVY BLUE - MILITARY TYPE - UNIFORM TIE AND TIE CLASP WILL NOT BE WORN WITH THE OPTIONAL SHORT SLEEVE SHIRT - UNDERSHIRT MUST NOT BE EXPOSED AT THE COLLAR - INSIGNIA OF RANK WILL BE WORN ON THE COLLAR

**TROUSERS** GRAY - POLICE CADET CORPS ISSUE

**TIE** NAVY BLUE - BREAK-AWAY TYPE - DEPARTMENT ISSUE

**TIE CLASP** REGULATION DEPARTMENT ISSUE

**SHOES/ SOCKS** BLACK, PLAIN, SMOOTH LEATHER, LACE TYPE SHOES WITH FLAT SOLES AND RAISED HEELS. BLACK SOCKS

**NOTE:** BLACK LEATHER, LACE TYPE "REFEREE" STYLE SHOES, INCLUDING LEATHER JOGGING SHOES, SNEAKERS OR SHOES WITH VISIBLE LETTERING ARE NOT AUTHORIZED FOR WEAR.

**BELT** BLACK LEATHER - ONE AND ONE HALF INCHES WIDE WITH GUN METAL BUCKLE - N.Y.P.D. ISSUE

**INSIGNIA  
OF  
RANK** CAPTAIN - GILT (GOLD) BARS WORN ON BOTH COLLARS OF THE REGULATION UNIFORM SHIRT. BARS WILL BE CENTERED AND ONE INCH FROM THE LEADING EDGE OF THE COLLAR - DEPARTMENT ISSUE

LIEUTENANT - SINGLE GILT (GOLD) BAR WORN ON BOTH COLLARS OF THE REGULATION UNIFORM SHIRT. BARS WILL BE CENTERED AND ONE INCH FROM THE LEADING EDGE OF THE COLLAR - DEPARTMENT ISSUE

SERGEANT - MILITARY STYLE METAL COLLAR INSIGNIA WORN ON BOTH COLLARS OF THE REGULATION UNIFORM SHIRT. INSIGNIA OF RANK WILL BE CENTERED AND ONE INCH FROM THE LEADING EDGE OF THE COLLAR

CORPORAL - SAME AS SERGEANT EXCEPT CORPORAL INSIGNIA IS USED

**PROGRAM  
INSIGNIA**

NATIONAL LAW ENFORCEMENT EXPLORER PATCH - CENTERED ON  
THE RIGHT SLEEVE ONE HALF INCH BELOW THE SHOULDER SEAM

NEW YORK CITY POLICE DEPARTMENT LAW ENFORCEMENT  
EXPLORER PATCH - CENTERED ON THE LEFT SLEEVE ONE HALF INCH  
BELOW THE SHOULDER SEAM

**NOTE:**

DESIGNS FOR THE NEW YORK CITY POLICE DEPARTMENT LAW  
ENFORCEMENT EXPLORER PATCH ARE CURRENTLY BEING REVIEWED  
BY THE POLICE COMMISSIONER

WHEN THE PROPOSED LAW ENFORCEMENT EXPLORER UNIFORM AND  
/OR DEPARTMENT PATCH IS APPROVED BY THE UNIFORM COMMITTEE,  
A REVISION TO THE MANUAL WILL BE PUBLISHED.

**EQUIPMENT - REQUIRED**

- NAME TAG
- TIMEPIECE
- IDENTIFICATION CARD - B.S.A. SUPPLIED

**EQUIPMENT - OPTIONAL**

- WHISTLE
- FLASHLIGHT
- PEN - PENCIL HOLDER
- KEY HOLDER

**EQUIPMENT - PROHIBITED**

- FIREARMS OR SIMULATED FIREARMS OF ANY TYPE
- BATON (NIGHTSTICK)
- BLACK JACK (ANY TYPE)
- CHEMICAL AGENTS OF ANY TYPE (MACE, PEPPER MACE, ETC.)
- HANDCUFFS
- ALL OTHER EQUIPMENT AND ITEMS NOT SPECIFICALLY APPROVED

## **CHAPTER # 8      RULES OF CONDUCT**

### **8.01.00      CONDUCT**

Explorers should remember that on or off duty they are a reflection upon this Department, their community, and the Boy Scouts of America. They should act accordingly. Their actions should not bring discredit upon themselves, this Department, their community or the Boy Scouts of America.

#### **8.01.01      PROHIBITED CONDUCT - MINOR VIOLATIONS**

- . TALKING WHILE IN FORMATION
- . FAILURE TO BE IN PRESCRIBED UNIFORM
- . LATE FOR MEETING OR ASSIGNMENT
- . LOSS OF EQUIPMENT OR IDENTIFICATION CARD
- . IMPROPERLY EQUIPPED
- . ABSENT FROM MEETING, ASSIGNMENT OR POST FUNCTION
- . WITHOUT PRIOR NOTIFICATION TO ADULT MEMBERSHIP

#### **8.02.00      PERFORMANCE OF ASSIGNED DUTIES**

Explorers will perform their assigned duties to the best of their ability in accordance with this Department's directives and other directives contained in this manual. Explorers will perform their duty in a professional manner.

#### **8.03.00      CONTACT WITH THE PUBLIC**

Explorers will be courteous to members of the public at all times. They will be orderly, attentive, and will exercise patience and discretion in their dealings with the public.

#### **8.04.00      COMPLIANCE WITH ORDERS**

Explorers will promptly obey any lawful order issued by a ranking officer. Any Explorer who refuses to obey a lawful order will be considered insubordinate and may be subject, upon review, to disciplinary action.

##### **8.04.01      CONFLICT OF ORDERS**

Should any lawful order given by a ranking officer conflict with any previous order or published directive, the Explorer will respectfully bring this conflict to the attention of the ranking officer. The ranking officer who issued the conflicting order will take the necessary steps to correct the conflict, and, at the same time, assume responsibility for the Explorer's actions while carrying out the order.

## **8.05.00 PUBLIC STATEMENTS**

Explorers will not make any statements on behalf of this Department or the Boy Scouts of America for publication or broadcast concerning the plans, policies, or administration of this Department or the Boy Scouts of America unless authorized to do so by competent authority. Explorers who plan to deliver an address at any public gathering concerning the business of this Department will notify their Advisor prior to speaking. Any public statements concerning the policies of this Department or the policies of the Boy Scouts of America should accurately represent those policies. Any statement about the Department or its functions which reflects the Explorer's personal opinion will be clearly stated as such.

## **8.06.00 PERSONAL APPEARANCE**

Explorers will maintain a neat, clean appearance. They will keep their uniforms clean, pressed and in good repair. They will keep their hair neat, clean and cut in the prescribed manner. Poor grooming or improper wearing of the uniform or its accessories may be considered grounds for disciplinary action.

## **8.07.00 EXPLORER'S MISCONDUCT**

The duties performed by this Department are vital to the safety and well being of our citizens. Because of the importance of this assignment, it is essential that the Department set and maintain high standards of conduct among its personnel and Explorers. Misconduct by Explorers cannot be tolerated as it weakens the Department's effectiveness, erodes the public trust, and could endanger members of the public or this Department. The following sections describe behavior which is regarded as misconduct

### **8.07.01 RESPONSE TO ORDERS OR ASSIGNMENTS**

Explorers are expected to obey lawful orders from ranking personnel as promptly and completely as possible. Failure to respond promptly may be considered neglect of duty.

### **8.07.02 GIFTS, GRATUITIES, PRIVILEGES**

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 as a result of their official position. Explorers will not use their official position or identification card to obtain privileges not otherwise available to them.

### **8.07.03 REWARDS**

No Explorer will accept or solicit any fee or compensation growing out of the performance of their official duty.

### **8.07.04 VERBAL ABUSE, HARASSMENT**

Explorers will not verbally abuse or otherwise harass ranking officers, other Explorers, members of this Department, or the members of the community they serve.

**8.07.05 CRIMINAL CONDUCT**

Explorers will obey all laws. Violation of any law, an indictment or criminal information filed against an Explorer or a conviction for any crime will be cause for disciplinary action up to and including dismissal from the Explorer Post.

**8.07.06 USE OF ALCOHOL**

Explorers shall not violate State laws with regard to the use of, possession of, or consumption of alcohol. This Department's policy and the policy of the Boy Scouts of America prohibits the use of alcohol and / or drugs during any and all Explorer functions.

**8.07.07 DRUGS AND MEDICATIONS**

Explorers will not have in their possession any controlled substances, narcotics, or hallucinogens except when legally prescribed by a physician or dentist. When an Explorer is taking prescribed medication and when such medication could affect performance, the Explorer will notify the Post Advisor.

**CHAPTER # 9      DISCIPLINE**

**9.01.00      DISCIPLINE**

Violations of the directives of this Manual or any violations of other official Department directives or orders may be grounds for initiating disciplinary procedures.

**9.01.01      DISCIPLINARY COMMITTEE**

The Explorer Post Disciplinary Committee shall review all allegations of non-criminal misconduct involving Explorers and, if warranted, impose penalties. The Explorer Post Disciplinary Committee shall consist of the following members:

Post Advisor (Chairperson)  
Post Associate Advisor(s)  
Post Explorer Captain

Note:            Should an allegation of non-criminal misconduct be lodged against the Explorer Post Captain, the Explorer Captain will be excluded from the Disciplinary Committee reviewing that allegation.

The concurrence of the Post Committee Chairperson will be obtained in all disciplinary cases for which the penalty to be imposed is termination from the Explorer Post.

**9.02.00      RECEIVING COMPLAINTS**

Citizens who inform Explorers that they wish to file a complaint against members of this Department will be referred to the ranking uniformed member of the service present at that location. Complaints specific to Explorers shall be routed to the Post Advisor.

**9.02.01      HARASSMENT OF COMPLAINANTS**

No Explorer will harass, verbally abuse or threaten any citizen or fellow Explorer who files a complaint against that Explorer or any other Department personnel.

**9.02.02      PROCESSING COMPLAINTS AGAINST EXPLORERS**

Complaints against Explorers (whether originating from a citizen, a fellow Explorer, other Department personnel or Officers from another agency) will be thoroughly reviewed. Assuming that the complaint does not involve illegal activity, the Explorer will be informed of the charges and permitted to provide an explanation or comment on the charges. Where possible illegal activity is involved, the Explorer will be given every right due any other person in the context of a criminal investigation.

### **9.02.03 DUTY STATUS OF EXPLORERS**

At the discretion of the Post Chairperson, Explorers may be relieved from active duty status and placed on inactive status, pending the outcome of the complaint process.

### **9.02.04 DISPOSITION OF COMPLAINTS**

Upon completion of the review of the charges in a complaint, the matter will be classified as:

- A. Exonerated - The alleged conduct occurred but it was lawful and proper.
- B. Unfounded - The complaint was false or unfounded
- C. Not Sustained - There was insufficient evidence to prove or disprove the allegation
- D. Sustained - The allegation was supported by proper and sufficient evidence.

Explorers will be promptly notified of the disposition of the complaint.

### **9.03.00 DISCIPLINARY ACTION**

If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved and the Explorer's past record, such action could include but not necessarily be limited to:

- A. Verbal reprimand
- B. Written reprimand
- C. Suspension
- D. Loss of privileges
- E. Lowering of rank / loss of elected position
- F. Termination from the Explorer Post

Explorers will be promptly notified of any disciplinary action to be taken. Any disciplinary action taken will become a part of that Explorer's permanent record.

### **9.04.00 COMPLAINTS OF CRIMINAL ACTIVITY**

Complaints against Explorers which allege criminal charges will not serve to prevent the internal disciplinary process from dealing with the same matter.

### **9.05.00 DUTY TO COOPERATE**

Explorers will answer fully all questions which an Advisor, Investigating Officer, or Supervisor may ask regarding the investigation of any complaint, provided the Explorer is not the subject of the investigation. If the complaint is of a criminal nature, the Explorer is entitled to the same rights and privileges as a private citizen. These two instances aside, Explorers will cooperate with the internal investigation and disciplinary process.

**9.06.00**

**APPEAL OF DISCIPLINARY ACTION**

Any disciplinary action taken shall be open to appeal, through channels, to the Deputy Commissioner, Community Affairs. The final decision of the Deputy Commissioner, Community Affairs may not be appealed except through lawful court process.

## **CHAPTER # 10 POST MEETINGS AND TRAINING**

### **10.01.00 POST MEETINGS AND TRAINING**

All posts will hold regular meetings. Each meeting will consist of taking care of Post business, (i.e. Secretary's minutes, Treasurer's report, old business and new business.) The meetings will also include training.

#### **10.01.01 ROLL CALL**

Roll Call will be conducted at the beginning of each meeting. Explorers will be in formation by squad and the Squad Sergeant will report the attendance of the squad to the Lieutenant - Administration. The Lieutenant - Administration will in turn report the attendance of the Post to the Explorer Captain.

#### **10.02.00 MEETING DATES AND TIMES**

Meetings will be conducted at least twice a month at dates and times determined by the individual Post Advisor.

#### **10.03.00 TRAINING**

Training will consist of Leadership Skills, Crime Prevention Techniques, Drug Prevention Resistance Techniques, and other topics that are related to the Explorer's duties to the Law Enforcement Mission of this Department and the community it serves.

#### **10.04.00 COURTESY TO SUPERVISORS AND ADULT GUESTS**

It is expected that Explorers, when addressing or replying to a ranking officer, will preface and end their conversation with the word "Sir" or "Ma'am" as the case may be. It is further expected that the first time an Advisor or adult guest enters the meeting room / training area the first Explorer to see the Advisor or adult guest will call the Post to attention. Explorers will remain standing at attention until the command "At ease" or "As you were" is given by the ranking officer present.

## **CHAPTER # 11 THE NEWS MEDIA**

### **11.01.00 MEDIA RELATIONS**

The media is important to this Department because its members portray the Department to the public and because they can be of aid to the Department in alerting the public to crime problems or in seeking the aid of the public. Therefore, this Department will strive to maintain a good working relationship with members of the media.

### **11.01.01 COURTESY TO MEMBERS OF THE MEDIA**

Explorers will treat representatives of the press and broadcast media in a courteous, professional manner. Any requests by the media for confidential information or access to restricted areas should be politely referred to the Department's Office of Public Information or the ranking uniformed member of the Department present.

### **11.01.02 RESPONSE TO CONTROVERSIAL QUESTIONS**

Explorers who are confronted by members of the media with questions or probes of a controversial nature or which might compromise any Department operation will immediately refer the matter to an Advisor, Supervisor, Commanding Officer or the Office of the Deputy Commissioner, Public Information.

### **11.02.00 INFORMANTS**

Explorers will not divulge the identity of persons giving information to this Department.

### **11.03.00 ADDRESS, TELEPHONE NUMBER OF DEPARTMENT MEMBERS**

Explorers will not divulge the address or telephone number of any other Explorer, Officer, or any Department employee to any member of the media or to any other person outside the department. Requests for such information by anyone will be referred to the ranking uniformed member of the Department present.

### **11.04.00 STATEMENTS ON DEPARTMENT POLICY**

Statements to the media regarding Department policies, philosophy or enforcement procedures will only be made by the Police Commissioner or a designated representative.

### **11.05.00 RELEASE OF INFORMATION ON SUSPECTS, CASES AND DEPARTMENT OPERATIONS**

Release of any information to the media regarding suspects, cases, and any Department operations will only be made by the Police Commissioner or the Commissioner's designee.

## CHAPTER # 12    PROFICIENCY AWARDS PROGRAM

### 12.01.00    AWARDS PROGRAM

The Law Enforcement Exploring Proficiency Awards Program provides an opportunity for posts and their Explorers to earn a series of recognition Awards that incorporate their Law Enforcement Exploring experience including community service crime prevention, law enforcement service, law enforcement training, emergency preparedness, tenure, and Explorer of the Year.

Each proficiency area is intended to recognize experience, tenure, training, or leadership. These awards are intended to be worn on the Law Enforcement Explorer uniform only and are not permitted to be worn on an official Boy Scout or Explorer uniform (in the event that the Explorer is multi-registered as a Scout.)

### PROFICIENCY AWARDS

#### LAW ENFORCEMENT TRAINING

To recognize the accumulation of 60 hours of training in the following areas:

- . HISTORY OF LAW ENFORCEMENT (1 hr)
- . THE CONTEMPORARY LAW ENFORCEMENT ROLE (2 hrs)
- . THE CRIMINAL JUSTICE SYSTEM (2 hrs)
- . RADIO PROCEDURES (2 hrs)
- . BASIC PATROL PROCEDURES (3 hrs)
- . REPORT WRITING (4 hrs)
- . CRIMINAL LAW (6 hrs)
- . JUVENILE LAW (2 hrs)
- . TRAFFIC LAW (2 hrs)
- . PROCEDURES OF INVESTIGATION (6 hrs)
- . HUMAN RELATIONS (4 hrs)
- . CRIME PREVENTION (8 hrs)
- . ACCIDENT INVESTIGATION (4 hrs)
- . CRIME SCENE INVESTIGATION (4 hrs)
- . FINGERPRINTING AND CLASSIFICATION (4 hrs)
- . NARCOTICS AND DANGEROUS DRUGS (2 hrs)
- . ARREST AND SEARCH PROCEDURES (4 hrs)

The recognition is a red and blue commendation bar.  
(No 5619A)

## **COMMUNITY SERVICE**

This award is to acknowledge 100 hours of community service including crowd control, community events, etc. Service must be pre-approved and documented by the Advisor.

The recognition is a blue and yellow commendation bar.  
(No 5619B)

## **CRIME PREVENTION**

Includes the basic 8 hours of crime prevention instruction, as well as an additional 8 hours of training in such areas as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity.

The recognition is a green and gold commendation bar.  
(No 5619C)

## **LAW ENFORCEMENT SERVICE**

This includes assistance to this Department in areas such as records, communications, data processing, etc. It recognizes an accumulation of 100 hours of service .

The recognition is a red and gold commendation bar.  
(No 5619D)

## **EMERGENCY PREPAREDNESS**

Certifies that the Explorer has received advanced first aid, C.P.R., and training in how the post would assist in a disaster such as, flood, tornado, hurricane, etc., and has participated in at least one disaster training exercise.

The recognition is a red and white commendation bar.  
(No 5619E)

## **TENURE**

Awarded to those Explorers who complete one year of satisfactory service to the post.

It is recognized by a red commendation bar.  
(No 5619F)

## **PERFECT ATTENDANCE**

This award recognizes the attendance at each scheduled meeting of the post during the preceding year.

The recognition is a yellow and white commendation bar.  
(No 5619G)

## **DRUG ABUSE PREVENTION**

Acknowledges proficiency in Drug Abuse Prevention Training and Service. Requires 6 hours of advanced training as outlined in "Explorer Drug Abuse Prevention Guide" (No 23-509) and 50 hours of service in at least two different drug abuse prevention projects

The recognition is a blue and silver commendation bar.  
(No 5619J)

## **EXPLORER OF THE YEAR**

Each post will be encouraged to recognize one Explorer per year. This Explorer should be selected on the basis of dependability, attitude, attendance, contributions to the post, the Department, and the community. They will obviously be recognized for their outstanding performance and personal attributes.

The recognition is a blue commendation bar with a gold "E".  
(No 5619H)

**ADVISORS GUIDE  
TO  
NEW YORK CITY POLICE DEPARTMENT  
SPECIALIZED UNITS**

There are a number of specialized units within the New York City Police Department, the resources of which can be utilized to enhance the Explorers classroom instruction in law enforcement. It is recommended that upon the completion of training in a specific area of law enforcement, the specialized unit concerned be contacted and a field trip to that unit be arranged. All field trips to specialized units within this Department must be approved by the Commanding Officer of the specialized unit concerned. Post Advisors are directed to submit a written request, on typed letterhead, to the Commanding Officer of the specialized unit concerned indicating the nature of the visit, the number of Explorers and Advisors expected to attend and the date and time of the visit. Advance notice of at least three (3) weeks is required for all visits. Advisors are directed to contact the Commanding Officer of the specialized unit concerned prior to the submission of the written request. This call will eliminate conflicts in scheduling and confirm the availability of qualified personnel for your visit. The following is a listing of specialized units within this Department.

**AVIATION UNIT  
FLOYD BENNETT FIELD, HANGER # 4  
BROOKLYN, NEW YORK  
1-718-692-1220  
CONTACT  
LIEUTENANT TODD  
OR  
LIEUTENANT D'ANTONIO**

**BIAS INCIDENT INVESTIGATION UNIT  
ROOM 1304  
1 POLICE PLAZA  
1-212-374-5267  
CONTACT  
SERGEANT DeLEON**

**BOMB SQUAD  
233 WEST 10TH STREET  
6TH PRECINCT  
1-212-741-4835  
CONTACT  
LIEUTENANT BOSER**

**COMMUNICATIONS DIVISION  
8TH & 9TH FLOOR  
1 POLICE PLAZA  
1-212-374-5055  
CONTACT  
DETECTIVE FOX**

COMMUNITY AFFAIRS DIVISION  
2ND FLOOR  
1 POLICE PLAZA  
1-212-374-5300  
CONTACT  
SERGEANT SPOONER  
OR  
SERGEANT DUNCANSON

CRIME PREVENTION DIVISION  
80-45 WINCHESTER BOULEVARD  
QUEENS VILLAGE, QUEENS  
1-718-776-6888  
CONTACT  
POLICE OFFICER GINTHER

POLICE ACADEMY  
235 EAST 20TH STREET  
NEW YORK CITY, NEW YORK  
1-212-477-9753  
CONTACT  
Mr. DOMINICK PALERMO

CRIME SCENE UNIT  
1 FORDHAM ROAD  
BRONX, NEW YORK  
1-212-220-5990  
CONTACT  
DETECTIVE DONOHUE  
OR  
DETECTIVE KREPS

DRIVER EDUCATION AND TRAINING UNIT  
FLOYD BENNETT FIELD, BUILDING # 4  
BROOKLYN, NEW YORK  
1-718-377-6323  
CONTACT  
LIEUTENANT HIGGENSEN

EMERGENCY SERVICE UNIT  
FLUSHING MEADOW PARK  
QUEENS, NEW YORK  
1-718-592-6656  
CONTACT  
SERGEANT STOKES

HARBOR UNIT  
135TH STREET & LOCUST AVENUE  
BRONX, NEW YORK  
1-212-993-0950  
CONTACT  
SERGEANT FITZGERALD

HIGHWAY DISTRICT  
198-15 GRAND CENTRAL PARKWAY  
QUEENS, NEW YORK  
1-718-217-3536  
CONTACT  
DETECTIVE TRAVAGLIA  
OR  
POLICE OFFICER SPADARO

CANINE (K-9) UNIT  
FORT TOTTEN  
QUEENS, NEW YORK  
1-718-352-9252  
CONTACT  
POLICE OFFICER MARSANICO

LATENT FINGERPRINT UNIT  
ROOM 506  
1 POLICE PLAZA  
1-212-374-6986  
CONTACT  
DETECTIVE LOHNES

MOTOR TRANSPORT DIVISION  
53-15 58TH STREET  
WOODSIDE, QUEENS  
1-718-476-7537  
CONTACT  
Mr. DAYAL

MOVIE & T.V. UNIT  
FLUSHING MEADOW PARK  
QUEENS, NEW YORK  
1-718-592-6226  
CONTACT  
LIEUTENANT GASPERIN

MOUNTED UNIT  
621-25 WEST 42ND STREET  
NEW YORK CITY, NEW YORK  
1-212-239-9352  
CONTACT  
LIEUTENANT D'EUGENIO

OPERATIONS DIVISION  
8TH FLOOR  
1 POLICE PLAZA  
1-212-374-4362  
CONTACT  
LIEUTENANT KOTOWSKI

ORGANIZED CRIME CONTROL BUREAU  
1 POLICE PLAZA  
1-212-374-6960  
CONTACT  
SERGEANT MASCI

PHOTOGRAPHIC UNIT  
1 POLICE PLAZA  
1-212-374-4916  
CONTACT  
SERGEANT STUART

POLICE ATHLETIC LEAGUE LIAISON UNIT  
34 1/2 EAST 12TH STREET  
NEW YORK CITY, NEW YORK  
1-212-982-1414 OR 1-212-477-9450 EX. 351  
CONTACT  
LIEUTENANT ARMSTRONG

POLICE YOUTH DIALOGUE UNIT  
BUILDING # 318  
FORT TOTTEN  
QUEENS, NEW YORK  
1-718-352-2350  
CONTACT  
POLICE OFFICERS  
CLARKE, DONAHUE, HORSFORD

PROPERTY CLERK  
1 POLICE PLAZA  
1-212-374-5905  
CONTACT  
POLICE OFFICER ACKERMAN

RUNAWAY UNIT  
34 1/2 EAST 12TH STREET  
NEW YORK CITY, NEW YORK  
1-212-614-6747  
CONTACT  
POLICE OFFICER HARRIETTE TURNER

RECRUITMENT SECTION  
ROOM 100  
280 BROADWAY  
NEW YORK CITY, NEW YORK  
1-212-374-6890  
CONTACT  
LIEUTENANT BANKS

SCIENTIFIC RESEARCH UNIT  
(BALLISTICS UNIT - POLICE LABORATORY)  
235 EAST 20TH STREET  
NEW YORK CITY, NEW YORK  
1-212-477-9778  
CONTACT  
LIEUTENANT HUGGINS

SCHOOL PROGRAM TO EDUCATE AND CONTROL DRUG ABUSE  
(S.P.E.C.D.A.)  
1 POLICE PLAZA  
1-212-374-5112  
CONTACT  
POLICE OFFICER WRIGHT

TECHNICAL ASSISTANCE RESPONSE UNIT  
(T.A.R.U.)  
HOSTAGE COORDINATOR  
1 POLICE PLAZA  
1-212-374-5437 OR 1-718-352-1409  
CONTACT  
LIEUTENANT MCGOWAN

YOUTH SERVICES DIVISION  
ROOM 604, 280 BROADWAY  
NEW YORK CITY, NEW YORK  
1-212-374-5992  
CONTACT  
POLICE OFFICER ERSKINE