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## **CHAPTER #1 INTRODUCTION TO THE LAW ENFORCEMENT EXPLORING PROGRAM MANUAL**

### **1.01.00 THE MANUAL**

This manual is an official publication of the New York City Police Department and as such is also the property of the Department. It is issued under the authority of the Police Commissioner of the City of New York and contains policies, procedures and regulations related to the **LAW ENFORCEMENT EXPLORING PROGRAM** within the New York City Police Department. These policies, procedures and regulations are established by the Community Affairs Bureau of the New York City Police Department, under the direct supervision of the Commanding Officer, Youth Strategies Division, and Explorer Coordination Unit to direct the activities of all participants in the Exploring Program. It is the responsibility of every Explorer and Explorer Advisor to have knowledge of all the policies, procedures and regulations contained in this manual.

### **1.02.00 ISSUING THE MANUAL**

Every Explorer, upon being issued a manual, will sign post log book indicating that he/she has received the manual. The Explorer has sixty (60) days to familiarize him/herself with its contents and will be tested on his/her knowledge of the manual. This manual is the property of the New York City Police Department and will, along with all other property or equipment issued by the department, be returned to the Post Advisor when an Explorer leaves the Exploring Program.

### **1.03.00 SECURITY AND MAINTENANCE OF THE MANUAL**

Explorers will keep their manual secure and in good condition. Explorers will be responsible for keeping their manual up-to-date by making changes, corrections or deletions as directed by the Explorer Coordination Unit. 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 the manual or any of its parts will immediately be reported to the Post Advisor, and the Explorer may be subject to disciplinary action.

### **1.04.00 USE OF THE MANUAL**

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

### **1.05.00 OTHER PUBLICATIONS**

In addition to this manual, Explorers are expected to familiarize themselves with other publications and training materials as directed by their Post Advisor. Additional information can be found on the Learning For Life Law Enforcement Exploring website ([www.learningforlife.org/exploring/lawenforcementexploring](http://www.learningforlife.org/exploring/lawenforcementexploring)). 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, keep them secure and treat them as confidential.

**CHAPTER #2      PURPOSE AND MISSION OF THE LAW  
ENFORCEMENT EXPLORING PROGRAM**

**2.01.01      MISSION STATEMENT**

It is the mission of Learning for Life to enable young people to become responsible individuals by teaching positive character traits, career development, leadership, and life skills so they can make ethical choices and achieve their full potential.

**2.01.02      PURPOSE AND MISSION OF THE LAW ENFORCEMENT EXPLORING PROGRAM  
WITHIN THE NEW YORK CITY POLICE DEPARTMENT**

The mission of the Law Enforcement Exploring Program is to develop social and leadership skills by building character in youth and creating an appreciation of, and commitment to, the value of public service. The Law Enforcement Exploring Program is a community service, career-oriented program designed to educate young men and women, ages 14-20, about Law Enforcement. Involvement in this program fosters a positive relationship between young people and the Police Department and expands the participant's knowledge of law enforcement within his/her community.

**2.02.00      EXPLORER MOTTO**

"OUR BEST TODAY FOR A BETTER TOMORROW"

**2.03.00      POST MOTTO**

To be determined by each Post upon approval of the Post Committee Chairperson.

**2.04.00      EXPLORER 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.

## 2.05.00

### NON DISCRIMINATION POLICY

Employees and applicants for employment who have a complaint of employment discrimination, including related retaliation, or have any questions regarding these issues, are urged to contact the Office of the Deputy Commissioner, Equal Employment Opportunity (DCEEO). It is the goal of this Department that the effective use of this procedure will result in an equitable resolution of the complaint and prevent any discriminatory practice from harming other employees or applicants. Uniformed and civilian supervisors and managers are directed to make all employment decisions in accordance with the Department's Equal Employment Opportunity (EEO) policy. Uniformed and civilian supervisors and managers, and EEO Liaisons **must** report allegations or complaints of employment discrimination and retaliation, and any observations of conduct of a discriminatory or retaliatory nature.

Federal, State and/or City laws and Department policy prohibit employment discrimination based on actual or perceived status of a person's race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, unemployment status, consumer credit history (for certain titles), familial status (parent or guardian of a person under 18 years of age who is living with them), caregiver status (person who provides ongoing care for a minor child or relative with a disability), prior record of arrest or conviction (under some circumstances), marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, or status as a victim of domestic violence, stalking or sexual offenses and as follows:

- a. Discriminatory treatment regarding any term, condition or privilege of employment including hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination
- b. Sexual harassment against New York City Police Department employees and applicants
- c. Policy that has a disproportionate impact on a group specifically protected by law, unless the policy is justified by business necessity
- d. Failure to make a reasonable accommodation for individuals with disabilities, religious observances/practices, those who are pregnant, recovering from childbirth or a related medical condition, and victims of domestic violence, stalking and /or sexual offenses, unless providing such accommodation would impose undue hardship on the Department
- e. Discriminatory harassment, intimidation, ridicule and insults, including, but not limited to, using discourteous, disparaging or disrespectful remarks
- f. Retaliation and/or harassment against an employee or applicant for filing a discrimination complaint or for cooperating or otherwise participating in the investigation of a complaint.

All forms of employment discrimination, including retaliation, are **PROHIBITED** both in the actual workplace and in any location that can be reasonably regarded as an extension of the workplace, such as an off-site Department sanctioned social function.

Employees and applicants should file a complaint with the Office of the DCEEO at the earliest opportunity if the employee or applicant believes that a uniformed or civilian supervisor, manager or any other employee has engaged in any of the conduct described above.

## 2.06.00

### POST MEMBERSHIP

Membership in a Law Enforcement Explorer Post is open to young adults, males and females, ages 14 through 20. Once an Explorer has been registered with a Post he/she maintains membership until the end of that chartered year. A chartered year begins in January and ends in December.

- Applicants under the age of 18 must have written parental consent in order to participate in the Law Enforcement Exploring Program.
- Applicants **MUST** have parent's or guardian's signature on a **RELEASE-SAFE HARMLESS** form.
  - **NOTE: Explorers will not attend any Explorer function or activity without this form.**
- Applicants **MUST** have parent's or guardian's signature on a **MEDICAL RELEASE** form.
  - **NOTE: Explorers will not attend any Explorer function or activity without this form.**
- Applicants **MUST** have parent's or guardian's signature on a **PHOTO/IMAGE RELEASE** form.
- Applicants **MUST** present a current report card or college transcript.
- Applicants **MUST** present a birth certificate, high school ID, New York State Non-Driver ID, Learner Permit, or Driver License, for identification purposes.
- Applicants **MUST** be of good character.
- Applicants **MUST** attend three (3) consecutive meetings and submit a 250 word essay titled;

“Why Do I Want To Become a Law Enforcement Explorer?”

- Then an oral interview will be conducted by Post Advisor, to confirm or deny entry into the Exploring Program.
- Applicants **MUST** pay an annual registration fee to Greater New York Councils Learning for Life.

## **2.07.00 PROBATION PERIOD**

Each new Explorer will be expected to successfully complete a three month Probation period. After this probationary period, the Explorer shall be entitled to all rights and privileges of membership.

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

### **3.01.00 GOALS**

The Law Enforcement Exploring Program reaches out to New York City's young adults in all of its diverse neighborhoods to help break down barriers between young adults and law enforcement officials. Explorers are taught the importance of higher education, self-discipline in reaching their goals and are encouraged to see law enforcement as an attainable and attractive career choice.

### **3.02.00 RECRUITMENT**

While it is not the main purpose of the Law Enforcement Exploring Program, it is hoped that exposure to the many aspects and phases of law enforcement will allow Explorers to consider law enforcement as a career option. 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 NYPD Cadet Corps Program and Police Test Tutorials, which will aid and assist them in obtaining a rewarding career in the field of law enforcement.

### **3.03.00 EDUCATION**

Explorers of school age are required to maintain a "C" average or 2.0 Grade Point Average (GPA). Explorers seeking the rank of Lieutenant or higher must maintain a "B" average or 3.0 GPA. Explorers must submit a report card or transcript to the Post Advisor for each marking period in a timely manner. Advisors will urge Explorers to continue their formal education.

### **3.04.00 COMMUNITY RELATIONS**

The Law Enforcement Exploring Program brings young people into direct contact with Police Officers on a one-to-one basis through meetings, details and social functions. Explorers can make members of their community aware of their public service activities and help to increase the familiarity of local officers with their peers and neighbors. This interaction fosters a better understanding of each group by the other and better community relations overall.

### **3.05.00 COMMUNITY SERVICE**

Law Enforcement Exploring is a community service oriented program. Every Explorer Post is expected to complete at least 25 hours of community service each month. Explorers can refer to the Learning For Life website for ideas on developing service projects. Explorers ARE NOT to be used in assignments requiring Police enforcement, such as Line-ups or covert operations.

Note: See Section 3.10.00

### **3.06.00 CHARACTER BUILDING**

Character building is an important component of the Law Enforcement Exploring Program. The Explorer who wears the uniform, is identified and associated with the New York City Police Department and is subjected to a far more rigid standard of conduct than his/her peers. Explorers quickly learn that only the highest standard of conduct is acceptable.

### **3.07.00 LEADERSHIP DEVELOPMENT**

Through their experience Explorers learn and practice leadership skills similar to those required of police personnel. Explorers in leadership positions within their Explorer Post learn the realities of being responsible for both the achievements and shortfalls of their subordinates.

### **3.08.00 PRIDE IN SERVICE**

Explorers contribute many hours of their personal time to the service of others during their participation in the Law Enforcement Exploring 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.

### **3.09.00 PROHIBITED POST CONDUCT**

Certain activities are prohibited in accordance with NYPD and Greater New York Councils Learning For Life guidelines. Anyone who engages in such conduct may be subject to disciplinary action.

**NOTE: See Chapters 8 and 9**

### **3.10.00 USE OF EXPLORERS IN COVERT ACTIVITIES**

The National Law Enforcement Exploring Committee has established a policy that **STRICTLY PROHIBITS** Explorers from directly or indirectly engaging in **COVERT ACTS** or actions, and should not be used as confidential informants or sources. These activities are inconsistent with the career education and orientation objectives of Law Enforcement Exploring and place the Explorer in harm's way. Prohibited activities include but are not limited to line-ups and under age covert operations.

**NOTE: See Youth Protection Training found in the Learning For Life website (<http://www.learningforlife.org/exploring/lawenforcement/>)**

### **3.11.00 FRATERNIZATION**

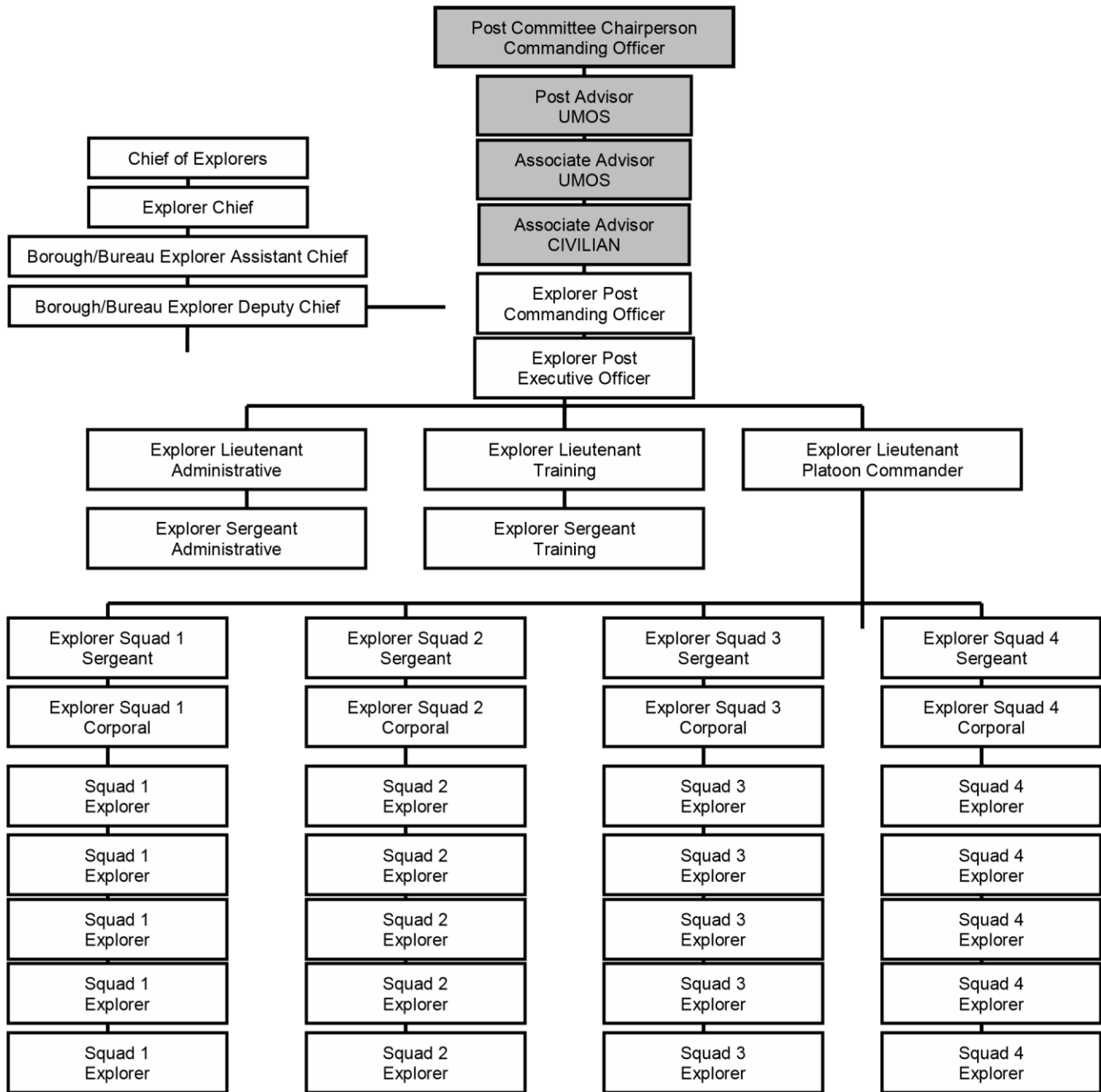
The NYPD and the Greater New York Councils Learning For Life do not condone nor permit fraternization between Explorers and their adult leaders or other affiliated adults. This applies to all youth members. Fraternization is not morally appropriate, nor is it in keeping with the relationship between youth members and adult leaders prescribed in the programs of the NYPD or those of the Greater New York Councils Learning For Life. **Fraternization with other Explorers within the program is strictly prohibited.**

**NOTE: See Youth Protection Training found in the Learning For Life website  
(<http://www.learningforlife.org/exploring/lawenforcement/>)**















**4.02.01 POST CHAIN OF COMMAND**  
**POST CHAIN OF COMMAND**



\*\* Shaded boxes represent Adult leader positions,

**4.02.02 POST CHAIN OF COMMAND**

Title	Insignia	Uniform Shirt Color
Chief of Explorers		White
Explorer Chief		White
Explorer Assistant Chief		White
Explorer Deputy Chief		White
Explorer Inspector		White
Explorer Deputy Inspector		White
Explorer Captain		White
Explorer Lieutenant		White
Explorer Sergeant		Dark Blue
Explorer Corporal		Dark Blue
Explorer	None	Dark Blue

#### 4.03.00 ORGANIZATIONAL STRUCTURE

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

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found on the Learning For Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

#### 4.04.00 CITYWIDE EXPLORER COORDINATION UNIT

The Department has established a Citywide Explorer Coordination Unit as a sub-unit of the Community Affairs Bureau, under the direct supervision of the Commanding Officer, Youth Strategies Division.

The functions of the Citywide Explorer Coordination Unit (Administrative Guide 303-25)

- Establish policy and goals.
- Perform training research.
- Prepare lesson plans, outlines and training materials for distribution.
- Provide training materials to bureau/borough Explorer liaisons
- Ensure all programs are submitted to the Chief of Community Affairs for review and approval
- Collect the **EXPLORER PROGRAM – SEMI – ANNUAL DEMOGRAPHIC REGISTER REPORT (PD439-1422)** from all Bureau/Borough Explorer Liaisons.
  - a. Create and maintain a database with relevant information from these reports.
- Monitor support provided by specialized units and others to post advisors, when required.
- Make recommendations to Chief of Community Affairs, Youth Strategies Division regarding:
  - a. Program effectiveness
  - b. Quality of Borough Liaison and Post Advisors' activity.
- Promote interest in Law Enforcement Exploring.
- Coordinate recruitment with Borough Explorer Liaison and Greater NY Councils – Learning for Life.
- Schedule periodic meeting with Bureau/Borough Liaisons and Post Advisors.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning For Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

**4.05.01****BOROUGH/BUREAU EXPLORER LIAISONS**

Borough/Bureau Explorer Liaisons shall:

- Obtain information distributed by Explorer Program Coordination Unit and Greater N Y Councils - Learning for Life.
- Notify Explorer Program Coordinator about significant events and information received from Post Advisors.
- Collect and review **EXPLORER PROGRAM MONTHLY ACTIVITY REPORT (PD439-1419)** from Post Advisors.
- Prepare the **EXPLORER PROGRAM BOROUGH/BUREAU MONTHLY RECAPITULATION REPORT (PD439-1421)** and forward through bureau/borough commander to Explorer Program Coordination Unit.
  - a. Include a copy of **EXPLORER PROGRAM MONTHLY ACTIVITY REPORT** from each Post Advisor when forwarding **EXPLORER PROGRAM BOROUGH/BUREAU MONTHLY RECAPITULATION REPORT**
  - b. Maintain a file copy
- Store training materials for Post Advisors.
- Brief Post Advisors on Explorer Program developments.
- Order supplies and transportation, when required.
- Maintain liaison with other designated Explorer Program Liaisons.
- Develop a list of possible field trips.
- Ensure there are a sufficient number of appropriate activities for borough Posts.
  - a. Monitor effectiveness of programs.
- Oversee the Explorer Program throughout the bureau/borough.
- Monitor fund-raising activities of borough/bureau Posts (*see A.G. 303-26, "Operational Guidelines for Managing Explorer Post Funds and Conducting Explorer Post Fundraisers"*).
- Collect **EXPLORER PROGRAM – SEMI – ANNUAL DEMOGRAPHIC REGISTER REPORT** by the tenth day of January and July.
  - a. Forward copy to Explorer Program Coordination Unit no later than the fifteenth day of January and July.

**4.06.00****BUREAU SUPERVISOR/PATROL BOROUGH SCHOOL LIAISON, CAPTAIN**

Patrol Borough/Bureau Supervisor shall:

- Make ten different visits per month to Explorer Post Advisors within their respective bureau/borough for the purpose of reviewing the accuracy and validity of the post's community service projects and their records.

**4.06.01****BUREAU SUPERVISOR/PATROL BOROUGH SCHOOL LIAISON, CAPTAIN**

- Receive and record all community service projects performed and reported by the individual Explorer Posts on the **EXPLORER PROGRAM MONTHLY COMMUNITY SERVICE REPORT (PD488-151A)**.
  - a. Keep monthly reports on file in the event of future reviews and audits.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning For Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

**4.07.00****POST COMMITTEE CHAIRPERSON**

The Commanding Officer of the Command hosting the Law Enforcement Explorer Post shall be the Post Committee Chairperson. The Post Committee Chairperson shall oversee, supply guidance and direction to the Post Committee. If a Post Advisor vacancy, occurs the Post Committee Chairperson must take immediate steps to fill the vacancy and ensure that Post activities are not interrupted. The Post Committee Chairperson should ensure that an Associate Advisor (**see 4:10:00**) will hold Explorer Post Meetings when a Post Advisor is not available, i.e., vacation pick, sick leave.

The Post Committee Chairperson is responsible for renewing of charter membership in the event the Post Committee Chairperson chooses not to renew an explorer an “**Typed Letterhead**” must be written to the Commanding Officer, Youth Strategies Division to reassign explorer. If the Post Committee Chairperson wishes to remove a member not in good standing during the calendar year, he/she will designate the Post Advisor to submit a report in “**Typed Letterhead**” format, to the Commanding Officer, Youth Strategies Division recommending removal of the Post member. The Commanding Officer, Youth Strategies Division will approve/disapprove the removal of a Post member not in good standing during the calendar year.

**NOTE: The Post Committee Chairperson shall take no part in solicitation of any funding for the Law Enforcement Explorer Post.**

The Post Committee Chairperson shall designate an appropriate Explorer Post meeting location after conferral with the Post Advisor. The Post Committee Chairperson assigns projects to Post Committee members and guides their efforts.

The Post Committee Chairperson shall periodically review the Explorer Post Attendance Log to ensure Post meetings are being held.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning For Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

**4.08.00****POST COMMITTEE**

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

#### 4.08.00

#### POST COMMITTEE (Continued)

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

- Provide adequate adult leadership
- Secure equipment, facilities, and program resources
- Review, support, and approve the Post's program plans
- Run an effective recruitment drive to increase Post membership

The Post Committee should meet monthly, at a time and place convenient to all, to ensure that the Post has a quality program under capable leadership, which achieves the purposes of the chartered organization and the Greater New York Councils Learning For Life. This meeting is designed to keep the Post Committee up to date on their Post's progress, provide support and encouragement to the Post Advisor, and secure program resources for future Post activities. The Post Committee members, on a rotating basis, should attend Post meetings and activities so they can see first-hand how the Post is doing and get to know the members. A member of the Post Committee will assist the Post Treasurer. Post Committee members will help secure equipment, chaperone, facilities and transportation as needed.

The Post Committee maintains records and keeps parents aware of the Post program capability, continually seeking new adults to add their skills and contacts. The Post Committee encourages and supports all efforts to recruit new members into the Post. Parents are encouraged to actively participate and should be involved in the Post program.

The Post Committee ensures that the Post has an Advisor and at least one Associate Advisor at all times.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning For Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

#### 4.09.00

#### POST ADVISOR

The Post Advisor must be a Uniformed Member of the Service assigned to the command hosting the Law Enforcement Explorer Post. Uniformed members of the Service are prohibited from directly soliciting any funding for the Law Enforcement Explorer Program. The duties and responsibilities of the Post Advisor will include, but not be limited to the following:

- Operate a post in accordance with guidelines of the New York City Police Department Explorer Program.
- Coordinate post activities with the Explorer Program Coordination Unit through the designated Borough/Bureau Explorer Liaison.
- Inform Borough/Bureau Liaison, Coordination Unit, and Deputy Commissioner, Public Information, about requests for news media interviews.
  - a. Permission must be granted by Deputy Commissioner, Public Information before all interviews.



## 4.09.00

### POST ADVISOR (Continued)

- Schedule meetings at pre-arranged locations.
- Prepare **EXPLORER PROGRAM MONTHLY ACTIVITY REPORT**.

- a. Have report endorsed by commanding officer and forward original to Bureau/Borough Explorer Liaison.
- Prepare **EXPLORER PROGRAM – SEMI – ANNUAL DEMOGRAPHIC REGISTER REPORT**.
  - Complete the **EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORT (PD488-151)** for all community service projects performed.
    - b. This report is prepared in addition to the **Greater NY Councils – Learning for Life Service Report**.
  - Fax all **EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORTS** to their respective designated Bureau Supervisor/Borough School Liaison, Captain for inclusion in the **EXPLORER PROGRAM MONTHLY COMMUNITY SERVICE REPORT**.
    - c. Ensure reports are faxed no later than one business day following the completion of the community service project performed.

*NOTE: Each command that establishes an Explorer Post **must** have an Associate Post Advisor who will perform the duties of a Post Advisor in his/her absence.*

*Explorer meetings should be held in a precinct, transit district, or police service area. A Post Advisor should ensure there is an alternative location where meetings may be held when it is not feasible to hold meetings at the command.*

*As outlined in Section 3.07.00 of the Explorers Program Manual, at least two adult leaders, one of which must be twenty-one years of age or older; are required for all trips and outings.*

*Adult female leadership is required for **all** functions where female youths are involved. This does **not** apply to routine details.*

#### Post Advisors Must Prepare The Following Reports.

**EXPLORER PROGRAM – SEMI – ANNUAL DEMOGRAPHIC REGISTER REPORT (PD439-1422)**  
**EXPLORER PROGRAM MONTHLY ACTIVITY REPORT (PD439-1419)**  
**EXPLORER PROGRAM BOROUGH/BUREAU MONTHLY RECAPITULATION REPORT (PD439-1421)**  
**EXPLORER PROGRAM MONTHLY COMMUNITY SERVICE REPORT (PD488-151A)**  
**EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORT (PD488-151)**  
***Greater NY Councils – Learning for Life Service Report***

#### I. EXPLORER EDUCATION TRACKING FORM

- a) Prepare **EXPLORER EDUCATION TRACKING FORM**
- Collect a copy of the Report Card or School Transcript every marking period for each registered Explorer
- b) Maintain Explorer Education Tracking Form up to date in Explorer Personnel Folder.

**NOTE: See Section 4.13.00**

- c) Post Advisors have the right to check grades at any point during the school year.

## II. EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORT (PD488-151)

### a) Prepare **EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORT (PD488-151)**

- b) Forward report to Borough/Bureau Liaison by the third day of the month following the month being reported. Ensure reports are faxed no later than one (1) business day following the completion of the community service project performed

## III. RELEASE-SAFE HARMLESS

- a) Prepare **RELEASE-SAFE HARMLESS** for every Explorer, and keep original at the Command in the Explorer's Personnel Folder. **NOTE: See Section 4.13.00**

**NOTE: Explorers will not attend any Explorer function or activity without this form and Learning For Life registration.**

## IV. LAW ENFORCEMENT EXPLORER TRIP REPORT

- a) Prepare **LAW ENFORCEMENT EXPLORER TRIP REPORT** for all Explorer Trips
- b) Departmental Procedures must be followed on all Explorer trips.
- c) A Law Enforcement Explorer Trip Report is not necessary for Community Service events
- d) Post Advisors **MUST** have Explorers complete a separate parental permission slip for each Post trip

**NOTE: See Section 4.13.00**

- e) A Uniformed Member of the Service **MUST** be present on every Explorer post trip

## V. LEARNING FOR LIFE OUTING PERMITS

- a) Prepare For Law Enforcement Exploring Program Out Of City Trips see NYPD **Patrol Guide Procedure 212-83** (i.e., any trip outside of the five Boroughs)
- b) A Learning For Life Outing Permit is not necessary for Community Service events
- c) Post Advisors **MUST** have Explorers complete a separate parental permission slip for each Post trip
- d) A Uniformed Member of the Service **MUST** be present on every Explorer Post trip
- e) A notification must be made to the Youth Strategies Division for any overnight trips before a 49 to your perspective borough or division.

**NOTE: Explorers will not be covered under Learning for Life insurance unless above necessary form has been prepared and approved.**

## VI. LEARNING FOR LIFE EXPLORING ADULT PARTICIPANT

- a) **ALL** Civilian Adults (Non UMOS) participating in Post activities **MUST** prepare and sign a **LEARNING FOR LIFE EXPLORING ADULT PARTICIPANT** form authorizing a criminal background check
- b) Post Advisor **MUST** forward report to Greater New York Councils Learning for Life before allowing a Civilian Adult to participate in Post activities

## VII. NYPD LAW ENFORCEMENT EXPLORER POST CIVILIAN PERSONNEL INFORMATION

- a) **ALL** Civilian Adults (Non UMOS) participating in post activities must prepare and sign an **NYPD LAW ENFORCEMENT EXPLORER POST CIVILIAN PERSONNEL INFORMATION** form authorizing NYPD (Post Advisor) to conduct a criminal background check and warrant check
- b) Post Advisor **MUST** forward report to Explorer Coordination Unit before allowing a Civilian Adult to participate in Post activities
- c) Criminal Background checks and warrant checks **MUST** be done on a quarterly basis and copies sent to the Explorer Coordination Unit
- Post Advisor should maintain a personnel folder for all Civilian Advisors with the following:
    - Copy of NYPD LAW ENFORCEMENT EXPLORER POST CIVILIAN PERSONNEL INFORMATION FORM
    - Copy of Valid Government ID
    - Copy of background check
    - Copy of Warrant Check

#### **4.09.00 POST ADVISOR (Continued)**

The Post Advisor is the key adult leader and is responsible for the training of Post officers, helping them plan a program of activities, coaching them in their leadership duties and securing adult help and resources as needed through the Post Committee.

The leadership and decision making function of the Post is shared with the Post Explorer Commanding Officer. The Post Advisor holds the most important adult position in Exploring. All other adult leaders are recruited to help the Post Advisor guide the Post toward a quality program and membership growth. It is important that the Post Advisor participate in all Post meetings and activities, Post Advisor meetings and Post Committee meetings.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found on the Learning for Life website (<http://www.nyexploring.org>) and provide the Greater New York Councils Learning for Life Office with the certificate of completion.

#### **4.10.00 ASSOCIATE ADVISOR**

Associate Advisors serve as backup leaders and provide assistance for the program and administration of the Post. 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 funds for this program. Most Posts have at least two Associate Advisors—one assigned to training and another to administration. They will fill in for the Post Advisor when the Post Advisor is absent or otherwise unavailable. Associate Advisors must be at least 21 years of age or older. Civilian Associate Advisors must submit to a criminal background check.

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning For Life website (<http://www.nyexploring.org>) and provide the Greater New York Councils Learning For Life Office with the certificate of completion.

#### **4.11.01 ASSOCIATE ADVISOR-ADMINISTRATION**

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

- Guide and support the Explorer Lieutenant-Administration
- Assist in recruiting new members
- Help recognize members' achievements
- Assume the Post Advisor duties when necessary

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

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning for Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning

for Life Office with the certificate of completion.

#### 4.12.01 ASSOCIATE ADVISOR-TRAINING

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

- Support the Explorer Lieutenant-Training
- Determine the members' interests
- Assist with Post calendar

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

**NOTE:** All adults involved in Law Enforcement Exploring Program functions/events must complete the Youth Protection Training found in the Learning for Life website (<http://www.nyexploring.org>), and provide the Greater New York Councils Learning for Life Office with the certificate of completion.

#### 4.13.00 EXPLORER PERSONNEL FOLDER

Each Explorer in a post should have an **Explorer Personnel Folder** that should be maintained up to date with the following forms:

- Copy of Learning for life application
- Explorer Safe Harmless form
- Explorer Medical Release form
- Explorer Photo/Image Release form
- Explorer Community Service Record
- Explorer Monthly Activity Report
- Copy of Explorer Identification Card
- Copy of Government and/or School ID
- Educational Tracking form
- Explorer Trip Permission Slips
- Copy of any awards Explorer Received (i.e. Explorer Academy Graduation Certificate)
- Any pertinent information regarding the Explorer

Note: All Explorer personnel files should be maintained for five years after termination of Explorer tenure. Explorer personnel files should not be released to unauthorized individuals.

**4.14.00****CHIEF OF EXPLORERS****(APPOINTED) \*APPOINTED BY EXPLORER COORDINATION UNIT**

The duties of the Chief of Explorers shall include but not be limited to the following:

- Top Explorer Chief representative for the NYPD Law Enforcement Exploring Program
- Maintains Contact with Explorer Chief Post Advisor and Explorer Chief
- Provides leadership for the Law Enforcement Exploring Program
- Assist the NYPD Explorer Coordination Unit with Exploring administrative tasks
- Conducts weekly meetings with the Explorer Chief, Assistant Chiefs and Deputy Chiefs
- Must have attended a Leadership Academy
- Attend official Exploring events when possible
- Appointed for a one-year term, with an annual review to remain in the position

**4.15.00****EXPLORER CHIEF****(APPOINTED) \*APPOINTED BY EXPLORER COORDINATION UNIT**

The duties of the Explorers Chief shall include but not be limited to the following:

- Explorer Chief represents for the NYPD Law Enforcement Exploring Program in the absence of the Chief of Explorers.
- Maintains Contact with Explorer Assistant Chiefs and Deputy Chiefs
- Provides leadership for Explorer Assistant Chiefs and Deputy Chiefs
- Assist the NYPD Explorer Coordination Unit with Exploring administrative tasks
- Conducts weekly meetings with Explorer Chiefs in the absence of the Chief of Explorers
- Must have attended a Leadership Academy
- Attend official Exploring events in the absence of the Chief of Explorers
- Appointed for a one-year term, with an annual review to remain in the position

**4.16.00****REQUIREMENTS FOR EXPLORER ASSISTANT CHIEF/DEPUTY CHIEF**

All candidates for Explorer Assistant Chief and Deputy Chief must submit a two hundred and fifty (250) word essay to the respective Borough and Bureau Liaison. The essay should explain why they should be considered for the position. The Explorer must be the rank of Captain to be considered, with at least two hundred (200) hours of verifiable community service hours over their Exploring career. The Explorer must have attended a local or national leadership academy. Explorers who are selected will be interviewed by the Citywide Explorer Coordination Unit and must get a letter of recommendation from their Borough/Bureau liaison. Any eligible Explorer Captain can apply for any available Borough/Bureau Explorer Chief position, for example, an Explorer from the Housing Bureau can apply for a position in a Patrol Borough.

**4.16.01 EXPLORER BOROUGH/BUREAU ASSISTANT CHIEF**   
**(APPOINTED) \*APPOINTED BY EXPLORER COORDINATION UNIT**

The duties of the Borough/Bureau Assistant Chief shall include but not be limited to the following:

- Top Explorer representative for NYPD Explorers within their Borough/Bureau
- Maintains contact with their Borough/Bureau Liaison
- Maintains contact the Deputy Chief within their Borough/Bureau
- Attend weekly Explorer Chief Meeting
- Provides leadership for Explorers within their Borough/Bureau
- Assist the Borough/Bureau Liaison with Exploring administrative tasks
- Assist the NYPD Explorer Coordination Unit with Exploring administrative tasks
- Meets with Explorer Commanding Officers within their Borough/Bureau at least once a month
- Attend official Exploring events within their Borough/Bureau when possible
- Appointed for a one-year term, with an annual review to remain in the position

**4.16.02 EXPLORER BOROUGH/BUREAU DEPUTY CHIEF**   
**(APPOINTED) \*APPOINTED BY EXPLORER COORDINATION UNIT**

The duties of the Borough/Bureau Assistant Chief/Deputy Chief shall include but not be limited to the following:

- Deputy Chief represents for NYPD Explorers within their Borough/Bureau in the absence of the Assistant Chief
- Maintains contact with their Borough/Bureau Liaison
- Maintains contact with Explorer Commanding Officers within their Borough/Bureau
- Attend weekly Explorer Chief Meeting
- Provides leadership for Explorers within their Borough/Bureau
- Assist the Borough/Bureau Liaison with Exploring administrative tasks
- Assist the NYPD Citywide Explorer Coordination Unit with Exploring administrative tasks
- Meets with Explorer Commanding Officers within their Borough/Bureau at least once a month
- Attend official Exploring events within their Borough/Bureau in the absence of the Assistant Chief
- Appointed for a one-year term, with an annual review to remain in the position

**4.17.00 EXPLORER POST COMMANDING OFFICER (APPOINTED)**  
***\*APPOINTED BY N.Y.P.D. POST ADVISOR AND POST COMMITTEE CHAIRPERSON***

- Will be the rank of Inspector, Deputy Inspector or Captain depending on Post Membership  
Explorer Inspector: will be **appointed** to this rank when the Post Membership exceeds forty (40) explorers. Must be in the rank of Deputy Inspector for 6 months before appointed to Inspector
- Explorer Deputy Inspector: will be **appointed** to this rank when the Post Membership exceeds thirty five (35) explorers. Must be in the rank of Captain for 6 months before appointed to Deputy Inspector
- Explorer Captain: will be appointed to this rank when the Post Membership exceeds twenty-five (25) explorers and upon passing the Explorer Captain Citywide Exam.
- Appointed for a one-year term (May be re-appointed for additional terms at the discretion of the Post Advisor)

**NOTE:** Explorer Post Commanding Officer **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended 100% of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being appointed. In addition, he/she must have held the rank of Lieutenant for **at least** six months.

The Explorer Post Commanding Officer is the youth leader of the Post and is appointed by the Post Advisor as the best person to lead and represent the Post. This job brings honor and privilege, but also requires hard work, responsibility and dedication.

The Explorer Post Commanding Officer shares the responsibility of leading the Post, with other Post officers, working toward developing them as a leadership team. The Explorer Post Commanding Officer will assign each Post officer specific duties and must, with the support of the Post Advisor, encourage Explorers and follow up on their performance.

The Explorer Post Commanding Officer 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 is to be monitored, and their achievements recognized as often as possible.

The Explorer Post Commanding Officer may counsel individual Post members who have problems, questions or concerns. He/she will listen to what they say and help them find the answers that are the best for the Post and consistent with NYPD guidelines. The Explorer Post Commanding Officer, along with the Post Advisor, directs the planning of the Post's training program.

The success of the Post's training program depends on leadership. The Explorer Post Commanding Officer should not hesitate to ask the Post Advisor for advice and help. The skills of leadership cannot be learned overnight. Leaders are made, not born, and Exploring offers the chance for a real leadership experience. Being appointed Explorer Post Commanding Officer is an exciting, challenging, and rewarding experience.

**4.18.00 EXPLORER POST EXECUTIVE OFFICER (APPOINTED)**  
***\*APPOINTED BY N.Y.P.D. POST ADVISOR***

The duties of the Explorer Post Executive Officer shall include but not be limited to the following:

- Will be the rank of Deputy Inspector or Captain or Lieutenant (upon passing the Explorer Captain/Lieutenant Citywide Exam)
- Assist in the administration and operation of the Post
- Provides leadership for Explorer Members
- Assume the duties of the Explorer Commanding Officer as needed
- Leads the Post's recruiting effort
- Attends Post and Post Officers' Meetings
- Represents Post Members
- Counsels Explorer Post Members
- Appointed for a one-year term (May be re-appointed for additional terms at the discretion of the Post Advisor)

**4.19.00 EXPLORER CAPTAIN (PROMOTED)**  
***\*UPON PASSING THE EXPLORER CAPTAIN CITYWIDE EXAM***

- Serves on the Post Disciplinary Committee (**See section 8.01.00**)
- Implements the Training Program through Post Officers and Members
- Maintains contact with their Borough/Bureau Explorer Chief Deputy Chief
- Youth Leader of their Explorer Post
- Presides at Post and Post Officers' Meetings
- Coordinates the administration and operation of the Post
- Represents Post Members
- Sets the example for Explorer Post Members
- Distributes assignments
- Counsels Explorer Post Members
- Provides Leadership for Explorer Post Members

**NOTE:** Explorer Captain **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have held the rank of Lieutenant for **one year**, must have participated in **one hundred (100)** community service hours and created and implemented **five** community service projects. In addition he/she must have received the Law Enforcement Service, Crime Prevention and Emergency Preparedness Proficiency Bars.

#### 4.20.00

### EXPLORER LIEUTENANT-ADMINISTRATIVE (PROMOTED)

#### **\*UPON PASSING THE EXPLORER LIEUTENANT CITYWIDE EXAM**

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

- Will be the rank of Deputy Inspector or Captain or Lieutenant (upon passing the Explorer Captain/Lieutenant Citywide Exam)
- Assist in the administration and operation of the post
- Provides leadership for Explorer Members
- Assume the duties of the Explorer Commanding Officer as needed
- Leads the Post's recruiting effort
- Attends Post and Post Officers' meetings
- Represents Post Members
- Counsels Explorer Post Members

Appointed for a one-year term (may be re-appointed for additional terms at the discretion of the Post Advisor)

**NOTE:** Explorer Lieutenant-Administrative **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have held the rank of Sergeant for **one year**. In addition, he/she must have participated in **one hundred (100)** community service hours, attended **five** citywide community service events and created and implemented **two** community service projects.

**NOTE: ANY** Explorer Lieutenant **ONE** day in rank is eligible to apply and sit in on the upcoming promotional exam for the rank of Captain. If the Explorer Lieutenant receives a passing grade, they will only be eligible for promotion after their probationary period ends. In Addition, If the Explorer Lieutenant receives a passing grade, they will only be eligible to attend the Leadership Course after their probationary period ends.

The Explorer Lieutenant-Administrative should be prepared to take over for the Explorer Commanding Officer or Explorer Executive Officer when necessary.

The Explorer Lieutenant-Administrative will welcome new members of the Post, seeing that they are introduced and made to feel like part of the group. A simple installation ceremony may be staged to admit new Members. The Explorer Lieutenant-Administrative 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-Administrative may conduct opening and closing ceremonies for the Post, including arranging flag salutes and invocation ceremonies to add color and meaning to post meetings. The Explorer Lieutenant-Administrative is also responsible for maintaining the Post's code and bylaws.

Being appointed Explorer Lieutenant-Administrative is an important, exciting, challenging and rewarding experience. All Posts need new members, recognition, and ceremonies, which enhance the feeling that members belong to an organization with purpose.



#### 4.21.00

#### EXPLORER LIEUTENANT-TRAINING (PROMOTED)

#### **\*UPON PASSING THE EXPLORER LIEUTENANT CITYWIDE EXAM**

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

- Arrange Post training and program planning
- 
- Determine interests of Members and maintain a Post activity file  
Support the Activity Chairperson

**NOTE:** Explorer Lieutenant-Training **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have held the rank of Sergeant for **one year**. In addition, he/she must have participated in **one hundred (100)** community service hours, attended **five** citywide community service events and created and implemented **two** community service projects. Must have passed city wide Lieutenant Exam.

**NOTE: ANY** Explorer Lieutenant **ONE** day in rank is eligible to apply and sit in on the upcoming promotional exam for the rank of Captain. If the Explorer Lieutenant receives a passing grade, they will only be eligible for promotion after their probationary period ends. In Addition, If the Explorer Lieutenant receives a passing grade, they will only be eligible to attend the Leadership Course after their probationary period ends.

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. Post Members should be involved in determining what activities the Post will perform and evaluating those activities after they take place. Did the Members like the training program? Should they plan this training session again?

The Explorer Lieutenant-Training maintains a Post activity file consisting of training programs, projects, resources, Members' interests, and the ACTIVITY PLANNER from the Post Activity Chairperson. The Explorer Lieutenant-Training maintains an up-to-date Post calendar to keep Members informed of upcoming events. The Explorer Lieutenant-Training is responsible for coordinating the Post's calendar with school and community calendars to avoid conflict. A monthly calendar must be posted at meeting locations and kept on file.

The Explorer Lieutenant-Training will help the Post Activity Chairperson plan and conduct a successful program of activities and training, coordinating their dates with the Post calendar, and sharing ideas from the activity file. An Associate Advisor will help the Explorer Lieutenant-Training with training program responsibilities.

#### 4.22.00

### EXPLORER LIEUTENANT-PLATOON COMMANDER (PROMOTED)

#### ***\*UPON PASSING THE EXPLORER LIEUTENANT CITYWIDE EXAM***

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

- Assume the responsibilities of the Explorer Lieutenant-Administrative or Explorer Lieutenant Training as needed
- Ensures orders and directives are transmitted and understood
- Guide, assist and supervise Explorer Squad Sergeants
- Coordinates the activity of all squads

**NOTE:** Explorer Lieutenant-Platoon Commander **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have held the rank of Sergeant for **one year**. In addition, he/she must have participated in **one hundred (100)** community service hours, attended **five** citywide community service events and created and implemented **two** community service projects. Must have passed city wide Lieutenant exam.

**NOTE: ANY Explorer Lieutenant ONE day in rank is eligible to apply and sit in on the upcoming promotional exam for the rank of Captain. If the Explorer Lieutenant receives a passing grade, they will only be eligible for promotion after their probationary period ends. In Addition, If the Explorer Lieutenant receives a passing grade, they will only be eligible to attend the Leadership Course after their probationary period ends.**

The job of Explorer Lieutenant-Platoon Commander is to assist the Explorer Commanding Officer, Explorer Lieutenant- Administrative and Explorer Lieutenant-Training. The Explorer Lieutenant-Platoon Commander should be prepared to assume their duties should they be absent or otherwise unavailable.

The Explorer Lieutenant-Platoon Commander will ensure that Explorer Squad Sergeants understand and comply with Post orders and directives. He/She will guide and assist Explorer Squad Sergeants in the performance of their duties. The Explorer Lieutenant-Platoon Commander will assist in coordinating the activities of all the squads, ensuring that all are working in unison and for the betterment of the Post.

The job of the Explorer Lieutenant-Platoon Commander is very important. The success of the Post depends upon good leadership. Do not hesitate to ask your Post Advisor for advice or help. The skills of leadership cannot be learned overnight. Leaders are made, not born, and exploring offers the chance for a real leadership experience. Being appointed Explorer Lieutenant-Platoon Commander is an exciting, challenging and rewarding experience.

#### 4.23.00

#### EXPLORER SERGEANT-ADMINISTRATIVE (Promoted)

##### **\*UPON PASSING THE EXPLORER SERGEANT CITYWIDE EXAM**

The duties of the Explorer Sergeant-Administrative shall include but are not limited to the following:

- Direct Post Communications
- Handle Post correspondence and minutes
- Dispense, maintain and account for Post owned equipment
- File the Explorer Monthly Activity Report in Explorer Personnel Folder for each Explorer

**NOTE:** Explorer Sergeant- Administrative **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have tenure as an Explorer and held the rank of Corporal for **min of three months**. In addition, he/she must have participated in **fifty (50)** community service hours and attended **three** citywide community service events. Must have passed city wide Sergeant exam.

**NOTE: ANY Explorer Sergeant ONE day in rank is eligible to apply and sit in on the upcoming promotional exam for the rank of Lieutenant. If the Explorer Sergeant receives a passing grade, they will only be eligible for promotion after their probationary period ends. In Addition, If the Explorer Sergeant receives a passing grade, they will only be eligible to attend the Leadership Course after their probationary period ends.**

Effective Communication is important to all Posts and depends to a great extent on the written word. The Explorer Sergeant-Administrative is responsible for the Post correspondence, records, minutes showing decisions, plans and publicity. The Explorer Sergeant-Administration keeps the minutes of officers' and Post meetings noting group decisions and actions taken by officers. The Explorer Sergeant-Administrative records the names of those assigned to carry out activities, including all dates, times, locations and important details. The Explorer Sergeant-Administrative must remind the Commanding Officer and other officers of agreed-upon items.

The Explorer Sergeant-Administrative must keep accurate Post membership, registration and attendance information using the EXPLORER SECRETARY'S RECORDS. The Explorer Sergeant Administrative will write letters on behalf of the Post and supervise all Post correspondence, calling officers' attention to important items.

The Explorer Sergeant-Administrative will help the Explorer Lieutenant- Training publish a schedule or newsletter to keep Post members informed about meeting plans, activities and last minute changes. The Explorer Sergeant-Administrative should organize a telephone network among Post members. Effective communication is an important leadership skill.

The Explorer Sergeant-Administrative has the challenge and opportunity to use this skill for the betterment of the Post. An Associate Advisor may be assigned to assist in this task. Remember to ask for help when there is an excessive amount of work, and recruit other Post members to assist in writing letters or printing newsletters as needed.

The job of the Explorer Sergeant-Administrative is to maintain, care for, issue and account for Post-owned equipment. The Explorer Sergeant-Administration will make recommendations to the Post's adult and youth leadership regarding the acquisition of necessary items or equipment. Post members will expect equipment purchased by the Post to be properly maintained and accounted for.

#### 4.23.00

#### EXPLORER SERGEANT-ADMINISTRATIVE (CONTINUED)

An Associate Advisor will assist the Explorer Sergeant-Administrative in devising and maintaining an inventory system for equipment owned by the Post.

#### 4.24.00

#### EXPLORER SQUAD SERGEANT (Promoted)

#### ***\*UPON PASSING THE EXPLORER SERGEANT CITYWIDE EXAM***

An Explorer Squad shall consist of no more than ten (10) or no less than four members. The Squad is a small unit, capable of being independently deployed to address various Post commitments.

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

- Assume the duties of the Explorer Lieutenant-Platoon Commander as needed
  - 
  - Train the Squad as a unit
  - Train Squad Corporal
  - Responsible for Squad members and Squad discipline
  - Maintain Squad equipment
- Collect and turn in the Explorer Monthly Activity Report to the Explorer Sergeant-Administrative

**NOTE:** Explorer Squad Sergeant **MUST** have attended **THE NYC EXPLORER ACADEMY** at least once and attended at least **95 %** of Post meetings in the previous year (exceptions: Post Advisor approved absences) prior to being promoted. He/she must have tenure as an Explorer and held the rank of Corporal for a **minimum of three months**. In addition, he/she must have participated in **fifty (50)** community service hours and attended **three** citywide community service events. Must have passed Sergeant citywide exam.

**NOTE: ANY Explorer Sergeant ONE day in rank is eligible to apply and sit in on the upcoming promotional exam for the rank of Lieutenant. If the Explorer Sergeant receives a passing grade, they will only be eligible for promotion after their probationary period ends. In Addition, If the Explorer Sergeant receives a passing grade, they will only be eligible to attend the Leadership Course after their probationary period ends.**

The Explorer Squad Sergeant must set an example for 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 monitored and their achievements recognized as often as possible.

The position of Explorer Squad Sergeant brings honor and privilege, but requires hard work, responsibility and dedication. The Explorer Squad Sergeant is the primary trainer of the squad. The Explorer Squad Sergeant should train the squad as a unit, with all squad members 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 Explorer Squad Sergeant's job to instill a feeling of pride and accomplishment, both in the squad and the Post.

The job of Explorer Squad Sergeant is exciting, important and challenging. The success of the Post's program depends on leadership. The skill of leadership cannot be learned overnight. Leaders are made, not born, and Exploring offers the opportunity for a real leadership experience. Being appointed Explorer Squad Sergeant will be an exciting, challenging, and rewarding experience.

#### **4.25.00 EXPLORER CORPORAL (APPOINTED)**

***\*APPOINTED BY N.Y.P.D. ADVISOR***

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

- Assume the duties of the Explorer Squad Sergeant when needed Assist the Explorer 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 Explorer Corporal must be prepared to assume the duties of the Explorer Squad Sergeant when necessary. The Explorer Corporal will assist the Explorer Squad Sergeant with training members of the squad.
- The job of Explorer Corporal is to make sure the members of the Squad understand their assignments, ensure that assignments are completed in a professional manner, and assist Squad members with their assignments, when necessary.
- The job of Explorer Corporal is exciting, important and challenging. The success of the Squad and the Post depends upon leadership. The skills of leadership cannot be learned overnight.

Leaders are made, not born, and Exploring offers the opportunity for a real leadership experience. Being appointed Explorer Corporal is an exciting, challenging, and rewarding experience.

#### **4.26.00 EXPLORER**

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

- Attend all Post meetings
- Maintain discipline
- 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 members of the community

- Participate in all activities as required
- Utilize the chain of command for any matter concerning the Exploring Program

Remember that 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 of its members. Being a Law Enforcement Explorer is an exciting, challenging, and rewarding experience.

## **CHAPTER #5 PERSONNEL**

### **5.01.00 PERSONNEL MATTERS**

The regulations and procedures that follow, deal with criteria Explorers must meet in order to maintain current membership in a Post. Violation of any of these regulations may result in grounds for disciplinary action.

### **5.02.00 RESIDENCE**

It is recommended that each Explorer's residence should be a reasonable distance from the Post's normal meeting location.

### **5.03.00 ADDRESS**

All Explorers must have their current address on file with the Post. Explorers will promptly inform the Post Advisor of any change of address.

### **5.04.00 TELEPHONE**

All Explorers must have a telephone number where they can be reached in the event of an emergency. Explorers are responsible for ensuring that a current number, emergency contact phone number as well as an alternate phone number is on file with the Post. Explorers are required to inform the Post Advisor of any change of telephone number.

### **5.05.00 PHYSICAL FITNESS**

Explorers should maintain a level of physical fitness that will allow them to perform their duties effectively. Consideration will be given to anyone with a physical disability.

### **5.06.00 REPORTING FOR DUTY**

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

### **5.07.00 REPORTING LATE**

If 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.

### **5.08.00 REPORTING ILLNESS**

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

## 5.09.00

### VOLUNTEER SERVICES

Explorers are required to complete community service hours for this Department. Explorers will follow Post procedure for documenting each assignment, and the number of hours spent on that assignment.

Explorers will be responsible for achieving twenty (**20**) community service hours per month in order to be considered for promotion as well as to be considered for various Exploring Activities through-out the year.

All community service hours will be collected and tabulated at the Learning For Life Office. All Posts must turn in a copy of the **EXPLORER PROGRAM COMMUNITY SERVICE ACTIVITY REPORT (PD488-151)** for every single community service activity that is completed. The **EXPLORER PROGRAM MONTHLY ACTIVITY REPORT (PD439-1419)** must be turned in by the third day of the month following the month being reported. Failure to do this will result in an inaccurate account of the community service hours, and the Post will not be credited for the proper amount of community service.

Community service is a requirement of the Law Enforcement Exploring Program. Every year, a cumulative tally of an entire year's worth of community service hours performed by each Post will be recognized at the Learning For Life Recognition Dinner.

## 5.10.00

### LEAVE OF ABSENCE

A Leave of Absence may be granted to an 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 addressed to their post advisor and should indicate the Explorer's 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.

## 5.11.00

### RESIGNATION

An Explorer, in good standing, may, with written notification to the Citywide Explorer Coordination Unit, requesting to 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.

Explorers that choose to become Volunteer Auxiliary Police must resign from the Explorer program.

## 5.12.00

### REINSTATEMENT

An Explorer in good standing, who has resigned with permission, may request reinstatement in writing at any time to the Citywide Explorer coordination unit. This request for reinstatement must be in writing and must indicate the individual's reason. A re-charter fee will be assessed and pro-rated as per Learning For Life guidelines.

## CHAPTER #6

## UNIFORM AND EQUIPMENT

### 6.01.00 NEW YORK CITY POLICE DEPARTMENT LAW ENFORCEMENT EXPLORING PROGRAM AUTHORIZED UNIFORM

#### Beret (Class “A & B”)

G.I. style 100% wool, navy blue Beret with 2 3/8” Law Enforcement Exploring emblem. The beret is worn so that the headband (edge binding) is straight across the forehead, one inch above the eyebrows. The flash (patch) is positioned over the left eye, and the excess materials is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Explorers will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, Explorers may not wear hairstyles that cause distortion of the beret.



#### WINTER SHORT JACKET-POLICE BOMBER JACKET

Plain navy blue jacket made of water resistant coated nylon shell, quilted poly-fill insulation, plush pile collar and pleated patch pockets with hand warmer storage pockets. NYPD patch and Rocker patch must be sewn on left sleeve, and Explorer Law Enforcement patch sewn on right sleeve, and left breast. Insignia of rank (corporal and above) shall be worn on both shoulder epaulettes; the insignia of rank must be the NYPD approved size for jackets.

#### WINDBREAKER

Navy blue 100% Nylon shell with flannel lining, elastic cuffs, drawstring bottom and slash pockets. The Explorer’s command collar brass or the insignia of rank (corporal and above) worn on the collar, centered one inch from the leading edge of the collar. NYPD patch and Rocker patch must be sewn on left sleeve and Explorer Law Enforcement patch sewn on right sleeve. Lettering on back must be 3 inch **“EXPLORER”** in reflective gray.

#### LONG-SLEEVE SHIRT (Class “A”)

Navy blue or white (Lieutenant and above) NYPD approved uniform shirt will always be worn with regulation tie and tie clasp, with collar brass of the Explorer’s command centered one inch from the leading edge of the collar. NYPD patch and Rocker patch must be sewn on left sleeve and Explorer Law Enforcement patch to be sewn on right sleeve. Insignia of rank (corporal and above) shall be worn on both shoulder epaulettes; the insignia of rank must be the NYPD approved size for uniform shirts. Insignias with command centered one inch from the leading edge of the collar.

#### SHORT-SLEEVE SHIRT (CLASS “B”)

Navy blue or white (Lieutenant and above) NYPD approved uniform shirt, with collar brass of the Explorer’s command centered one inch from the leading edge of the collar. NYPD patch and Rocker

patch must be sewn on left sleeve and Explorer Law Enforcement patch to be sewn on right sleeve. Insignia of rank (corporal and above) shall be worn on both shoulder epaulettes; the insignia of rank must be the NYPD approved size for uniform shirts. Insignias with command centered one inch from the leading edge of the collar.

### **SHORT-SLEEVE GOLF SHIRT (CLASS "C")**

Navy blue or white (Lieutenant and above) NYPD approved golf shirt, with Explorer's command collar brass and the insignia of rank (corporal and above) will be worn on the right collar, centered one inch from the leading edge of the collar. Insignias with command centered one inch from the leading edge of the left collar. NYPD patch and Rocker patch must be sewn on left sleeve and Explorer Law Enforcement patch to be sewn on right sleeve. If your rank is explorer you will wear your insignias on both collars one inch from the leading edge.

### **TROUSERS (Class "A & B")**

100% Gray polyester trousers, with 1-1/4 navy braid on the side. Front of pants leg should rest on front of shoe. Slight break in crease. 7/8" longer on back side do not blouse.

### **BDU TROUSERS (Class "C")**

Grey BDU style trousers.

### **TIE**

Navy blue breakaway type NYPD approved.

### **TIE CLASP**

Regulation NYPD tie clasp.

### **SHOES/SOCKS**

For (Class "A & B") uniform you must wear a black laced type shoes with flat soles and raised heel patent leather dress shoe. (Class "C", black leather jungle boots are the only authorized footwear. Black socks must always be worn in all uniforms.)

**NOTE:** Black leather lace type "Referee" style shoes, including leather jogging shoes, sneakers or shoes with visible lettering are not authorized for wear.

### **BELT**

NYPD approved black leather 1 1/2" wide belt, with Gun Metal buckle.

### **MEMO BOOK**

Orange - Civilian - NYPD issued Memo Book. Must carry while in all uniforms.

## 6.02.00

### GENERAL UNIFORM REGULATIONS

Wearing the Explorer Uniform is an honor and a privilege that should not be taken lightly. The Explorer who wears the uniform is identified and associated with the New York City Police Department and is subjected to a far more rigid standard of conduct than his/her peers. Explorers must remember the following:

- Uniform **MUST** be worn properly at all times as detailed in this manual
- **DO NOT** modify Explorer Uniform in any manner
- **DO NOT** wear distinguishable items of the Explorer Uniform with civilian clothes
- **DO NOT** wear Explorer Uniform outside of Explorer events and/or meetings
- Explorers are not allowed to wear gun belts or holsters, unless in a competition scenario
- Explorers are not allowed to have cellular phones on their belt while in uniform
- White ceremonial gloves should **NOT** be held in the epaulets of Class A or B uniform shirts
- No **NON-NYPD** authorized insignia is to be placed on the uniform at anytime
- While traveling to/from Explorer events and/or meetings all distinguishable items should be covered
- Explorer must wear a white V-neck T-shirt underneath any Explorer Uniform

## 6.03.00

### LOST OR DAMAGED UNIFORMS

Any loss incurred to department issued Law Enforcement Explorer uniform or equipment is the sole responsibility of that Explorer at the current market value.

## 6.04.00

### INSIGNIA OF RANK

**CHIEF OF EXPLORERS**: Department Issued - Gilt (Gold) four (4) STARS.

**EXPLORER CHIEF**: Department issued - Gilt (Gold) three (3) STARS.

**ASSISTANT CHIEF**: Department issued - Gilt (Gold) two (2) STARS.

**DEPUTY CHIEF**: Department issued - Gilt (Gold) one (1) STAR.

**INSPECTOR**: Department issued - Gilt (Gold) EAGLE.

**DEPUTY INSPECTOR**: Department issued - Gilt (Gold) OAK LEAF.

**CAPTAIN**: Department issued - Gilt (Gold) BARS.

**LIEUTENANT**: Department issued - Gilt (Gold) BAR.

**SERGEANT**: Department issued - Three (3) POINTED CHEVRONS.

**CORPORAL**: Department issued - Two (2) POINTED CHEVRONS.



## 6.05.00 PROGRAM INSIGNIA

### LAW ENFORCEMENT EXPLORING PATCH:

Centered on the right sleeve of Explorer Uniform ½” below the shoulder seam.

The first National Explorer Chair, Kent A. Jefferies, designed the first seal for the National Association of Law Enforcement Explorers on July 12, 1973. It was presented before the delegates of the association's first business meeting held in conjunction with the 1974 National Explorer Presidents' Congress and was adopted as the association's official seal. With the dissolution of the association in 1981, the outer border was modified to its present form. Having received the approval of the national Exploring Committee, the seal was given publicity and produced in mass quantities. It is available through your local Learning for Life representative.

Each symbol and color in the National Law Enforcement Explorers seal has special significance.

- The circular form of the seal represents continuous existence
- The dominant blue field represents justice
- The inner circle contains a shield surmounted by an eagle. The eagle spread across the top represents the national coverage of Law Enforcement Exploring
- The shield itself stands for the unified strength in its membership and is composed of four quadrants, each with a particular meaning of its own
- The flag represents the principles of democracy for which this country stands and which law enforcement is sworn to uphold. The beginnings of these principles are acknowledged by the 13 stars, which represent the original colonies
- The flag represents the principles of democracy for which this country stands and which law enforcement is sworn to uphold. The beginnings of these principles are acknowledged by the 13 stars, which represent the original colonies
- The badge in the upper right-hand corner of the shield is typically associated with municipal police departments
- Opposite this is a seven-pointed star, symbolic of county sheriffs' departments. Both municipal police departments and county sheriffs' departments are major sponsors of Law Enforcement Explorer posts. Each is set on a field of white divided by horizontal and vertical lines. Each division represents the individual department that together forms the backbone of law and order in our society
- The lower right-hand corner of the shield contains a torch in a dark background connected to three stars in a light background. The torch is symbolic of the guiding light shown on the profession through the aid of the sponsor. This light illuminates the stars of truth, knowledge, and integrity—three qualities that all Explorers should strive for in the law enforcement profession
- Finally, the "Big E," which symbolizes unity of purpose under the Exploring Program, connects the four quadrants in the shield

## **EXPLORER ROCKER AND NYPD PATCH:**

Explorer Rocker will be centered on the left sleeve of Explorer Uniform ½” below the shoulder seam with NYPD Patch centered directly below it.

### **6.06.01 REQUIRED EQUIPMENT**

- Name Plate: Last name only on white (silver) metal plate, ranking officers will wear yellow (gold) metal plate centered on left breast
- Black working wrist watch
- Ink Pen
- Command collar brass
- The command collar brass is worn on the right side lapel
- The rank collar brass is worn on the left side lapel

### **6.07.01 PROHIBITED EQUIPMENT**

- **FIREARMS OR SIMULATED FIREARMS OR ANY TYPE OF HOLSTER**
- **BATON (NIGHTSTICK)**
- **RETRACTABLE BATON (ASP)**
- **BLACK JACK (ANY TYPE)**
- **CHEMICAL AGENTS OF ANY TYPE (MACE, PEPPER MACE, ETC)**
- **HANDCUFFS**
- **HANDCUFF KEYS**
- **LASER BEAM LIGHTS**
- **EIGHT-POINT POLICE ISSUED HAT**
- **NYPD RADIOS**
- **SCANNERS**
- **SHEILDS**
- **ALL OTHER EQUIPMENT AND ITEMS NOT SPECIFICALLY APPROVED BY EXPLORER COORDINATION UNIT**

## CHAPTER #7

## RULES OF CONDUCT

### 7.01.00 CONDUCT

Explorers should remember that they are a reflection upon this Department, their community, and the Greater New York Councils Learning For Life. They should act accordingly. Their actions should not discredit themselves, NYPD, their community or the Greater New York Councils Learning For Life.

### 7.02.00 PROHIBITED CONDUCT

- Failure to be in prescribed uniform
- Wearing uniform at events other than activities authorized by Post Advisor
- Talking while in formation
- Wearing uniform to or from an events unless accompanied by the Post Advisor or adult member of the post designated by the Post Advisor
- Going to an event without a Post Advisor or an adult member of the Post designated by the Post Advisor
- Using uniform to gain entry to the subway system or other public transportation
- Late for meeting or assignment without prior notification to Post Advisor
- Loss of Equipment
- Improperly Equipped
- Absent from meeting, assignment or Post function without prior notification to Post Advisor
- Attending Explorer activities without prior notification to Post Advisors
- Explorers are prohibited from simultaneously being members of the Volunteer Auxiliary Police, Cadet Corp and the Explorer Program

### 7.03.00 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 are civilian volunteers and **NOT POLICE OFFICERS**. Explorers are **NOT AUTHORIZED** to take any **POLICE ACTION** nor shall they be placed in a position that would require them to do so. Explorers may not use their association with the NYPD to secure any special privileges. Any Explorer who falsely represents him or herself will face immediate dismissal and or arrest.

### 7.04.00 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.

## 7.05.00 COMPLIANCE WITH ORDERS

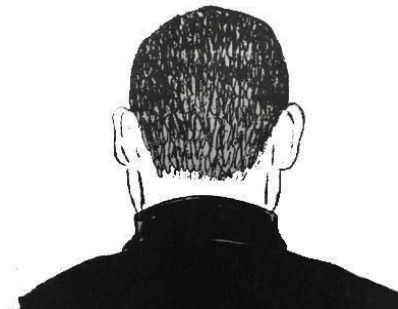
Explorers will promptly obey any lawful order issued by ranking Explorer Officers, Post Advisor, or any Adult Leader. Any Explorer who refuses to obey a lawful order will be considered insubordinate and may be subject, upon review, to disciplinary action.

## 7.06.00 PUBLIC STATEMENTS

Explorers **WILL NOT** make any statements on behalf of this Department or the Greater New York Councils Learning For Life, for publication or broadcast concerning the plans, policies, or administration of this Department or the Greater New York Councils Learning For Life unless authorized to do so by the Deputy Commissioner Public Information, through channels. Explorers who plan to deliver an address at any public gathering concerning the business of this Program will notify their Post Advisor prior to speaking. Any public statements concerning the policies of this program or the policies of the Greater New York Councils Learning For Life should accurately represent those policies. Any statement about this program or its functions, which reflects the Explorer's personal opinion, will be clearly stated as such.

## 7.07.00 PERSONAL APPEARANCE

Explorers, while in uniform, will maintain a neat, clean appearance and wear no jewelry. They will keep their hair neat, clean and cut in the prescribed manner. When not in Uniform, Explorers will be attired in clothing appropriate for specific Explorer function. Poor grooming (ex. unshaven) or improper wearing of the uniform or its accessories may be considered grounds for disciplinary actions.



#### **7.08.00 REWARDS**

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

#### **7.09.00 VERBAL ABUSE, HARASSMENT**

Explorers will not verbally abuse or otherwise harass ranking Explorer Officers, other Explorers, or other members of the community they serve.

#### **7.10.00 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 Exploring Program. Post Advisors are required to write a **“Typed Letterhead”** addressing the Commanding Officer, Youth Strategies Division informing them of what happen within two days of the incident.

#### **7.11.00 USE OF ALCOHOL AND TOBACCO**

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 Greater New York Councils Learning for Life prohibit the use of alcohol, tobacco, and tobacco related products at any Explorer functions.

#### **7.12.00 USE OF 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 must notify the Post Advisor.

## CHAPTER #8

## DISCIPLINE

### 8.01.00 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.

### 8.02.00 DISCIPLINARY COMMITTEE

The Explorer Post Disciplinary Committee shall review all allegations of non-criminal misconduct involving Explorers and if warranted, impose penalties. All disciplinary issues should be logged on an incident form and issued a log number from the post disciplinary log book that includes the decision as well. The Explorer Post Disciplinary Committee shall consist of the following members:

- Post Advisor
- Post Associate Advisor(s)
- Explorer Commanding Officer
- C.O. of command (If available)
- Explorer Coordination Unit

**NOTE:** Should an allegation of non-criminal misconduct be lodged against the Explorer Commanding Officer, the disciplinary committee shall be made up of the Post Advisor and the Associate Advisor.

The concurrence of the Post Committee Chairperson will be obtained in all disciplinary cases for which the penalty to be imposed is recommendation for termination from the Explorer Post. In which a **“Typed Letterhead”** should be written and addressed to the Commanding Officer, Youth Strategies Division.

### 8.03.00 DISCRIMINATION

It is the policy of the New York City Police Department to ensure equal employment opportunities without discrimination or harassment based on the actual or perceived status of a person's race, religion, creed, color, national origin, gender, pregnancy, disability, age, marital status, sexual orientation, genetic predisposition or carrier status, alienage or citizenship, or as a victim of domestic violence, victim of stalking, victim of sex offense(s) or military status.

Explorers who have a complaint of discrimination, including gender discrimination, sexual harassment and related retaliation against those who make a complaint of discrimination, or those who cooperate in such an investigation, or have any questions regarding these issues, are urged to contact the Office of Equal Employment Opportunity at 646-610-5330.

#### **8.04.00      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 by Post Committee Chairperson and Post Advisor. 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.

## **8.05.00 DUTY STATUS OF EXPLORERS**

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

## **8.06.00 DISPOSITION OF COMPLAINTS**

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

**Exonerated:** The alleged conduct occurred but it was lawful and proper

**Unfounded:** The complaint was false or unfounded

**Unsubstantiated:** There was insufficient evidence to prove or disprove the allegation

**Founded:** The allegation was supported by proper and sufficient evidence

Explorer will be promptly notified of the disposition of the complaint

## **8.07.00 DISCIPLINARY ACTION**

If a complaint is founded, 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:

- Verbal reprimand
- Written reprimand
- Suspension
- Loss of privileges
- Demotion or loss of appointed position
- Termination from the Explorer Post

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

## **8.08.00 COMPLAINTS OF CRIMINAL ACTIVITY**

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

## **8.09.00 DUTY TO COOPERATE**

Explorers will answer fully all questions which a Post 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 as a private citizen. These two instances aside, Explorers will cooperate with the internal investigation and disciplinary process.



## **8.10.00 APPEAL OF DISCIPLINARY ACTION**

Any disciplinary action taken shall be open to appeal, through channels, to the Explorer Coordination Unit/ Commanding Officer of the Youth Strategies Division. The final decision of the Commanding Officer of the Youth Strategies Division may not be appealed except through the lawful court process.

## **CHAPTER #9 POST MEETINGS, TRAINING AND OUTINGS**

### **9.01.00 MEETING LOCATIONS**

Post advisors must confer with the Post Committee Chairperson to designate appropriate meeting locations. It is recommended that station houses, schools, churches and other public venues be utilized for meetings.

**NOTE: Private homes are not to be considered appropriate meeting locations.**

### **9.02.00 POST MEETINGS AND TRAINING**

All Posts will hold regular meetings, which will include training. The Post Advisor or another designated Uniformed Member of Service must be present during all meetings. The Post Advisor will maintain an attendance log for each meeting. The attendance log will be made available to the Post Committee Chairperson for periodic inspection. A uniform of the day should be established by the Post Advisor or Explorer Post Commanding Officer for all Post meeting/events.

### **9.03.00 ROLL CALL**

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

### **9.04.00 TRAINING**

Training will consist of topics that are related to the Law Enforcement Mission of this Department and Explorer duties will be covered. Post Advisor must be present and approve of all training meetings. Training will consist of but not be limited to:

- Leadership skills
- Crime Prevention techniques
- Drug Prevention projects and Resistance Techniques
- Law Enforcement Training
- Team building exercises
- Team Competition training

**NOTE:** Refer to Team Competition Study Guide found in Learning For Life website and Basic Training Manual found in Post Advisor Training Manual.

## **9.05.00 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 a supervisor, who holds the rank of Explorer Captain or above or a UMOS, enters the room, an explorer will call the Post to “Attention.” **Explorers will remain standing at attention until the command “At ease” or “As you were” is given.**

## **9.06.00 ADULT LEADERSHIP ON TRIPS AND OUTINGS**

A minimum of two registered adult leaders or one registered adult leader and a parent of a participant are required on all trips and outings. All adult leaders must be 21 years of age or older. A Uniformed Member of the Service must be present on every Explorer Post trip. If the activity is coeducational, leaders of both sexes must be present. If the trip requires lodging, separate housing must be provided for both male and female participants. Written consent of a parent or guardian is required for each Explorer or guest under 21 years of age.

Advisors must notify the Citywide Explorer Coordination Unit prior to the Post trip or outing.

**NOTE: See 4.09.00 VI and 4.09.00 VII**

## **CHAPTER #10 THE NEWS MEDIA & INFORMATION**

### **10.01.00 NOTIFICATIONS TO COMMANDING OFFICER, YOUTH STRATEGIES DIVISION**

Explorer Post Advisors **MUST** notify the Commanding Officer, Youth Strategies Division, in writing immediately, of any interviews with reporters and other members of the media.

### **10.02.00 MEDIA RELATIONS**

The media is important to us because its members affect the public perception of the New York City Police Department. They can also aid in the transfer of information between the public and the Department. Therefore, it is important to remember that this Department will strive to maintain a good working relationship with members of the media. Explorers will treat representatives of the press and broadcast media in a courteous and professional manner. Any requests by the media for confidential information or access to restricted areas should be politely referred to the ranking Uniformed Member of Service present or the Department’s Office of Public Information.

### **10.03.00 INFORMANTS**

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

#### **10.04.00 ADDRESS AND TELEPHONE NUMBER OF DEPARTMENT MEMBERS**

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

#### **10.05.00 STATEMENTS ON DEPARTMENT POLICY**

Statements to the media regarding Department policies, philosophy or enforcement procedures will only be made by the Police Commissioner or the Police Commissioner's designee.

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

The decision to release any information to the media regarding suspects, cases, and department operations will only be made by the Police Commissioner or the Police Commissioner's designee.

### **CHAPTER #11 PROFICIENCY AWARDS PROGRAM**

#### **11.01.00 AWARDS PROGRAM**

The Law Enforcement Exploring Proficiency Awards Program provides an opportunity for Posts and their Explorers to earn recognition for activities that include Law Enforcement experience and Community Service

Each proficiency area is intended to recognize experience, tenure, training, or leadership. These awards are to be worn on the Law Enforcement Explorer Uniform only, and in the event that the Explorer is also registered as a Boy Scout, are not permitted to be worn on an official Boy Scout uniform. Explorer Proficiency Awards must be noted in Explorer Monthly Activity Report kept in the Explorer Personnel Folder.

#### **11.02.0 LAW ENFORCEMENT PROFICIENCY AWARDS**

##### **11.02.01 LAW ENFORCEMENT TRAINING**

Recognizes the accumulation of 60 hours of training in the following areas:

- History of Law Enforcement (1hour)
- The Contemporary Law Enforcement Role (2 hours)
- The Criminal Justice System (2 hours)
- Radio Procedures (2 hours)
- Basic Patrol Procedures (3 hours)
- Report Writing (4 hours)
- Criminal Law (6 hours)
- Juvenile Law (2 hours)
- Traffic Law (2 hours)
- Procedures of Investigation (6 hours)

- Human Relations (4 hours)
- Crime Prevention (8 hours)
- Accident Investigation (4 hours)
- Crime Scene Investigation (4 hours)
- Fingerprinting and Classification (4 hours)
- Narcotics and Dangerous Drugs (2 hours)
- Arrest and Search (4 hours)

The recognition is a red and blue commendation bar. (No. 04018)

### **11.02.02 COMMUNITY SERVICE**

Recognizes 100 hours of community service in crowd traffic control, community events, etc. Service must be pre-approved and documented by the Post Advisor.

This is recognized by a blue and yellow commendation bar. (No. 04019)

### **11.02.03 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.

This is recognized by a green and gold commendation bar. (No. 04020)

### **11.02.04 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.

This is recognized by a red and gold commendation bar. (No. 04021)

### **11.02.05 EMERGENCY PREPAREDNESS**

Certifies that the Explorer has received training in advanced first aid and CPR, and training in how the Post would assist in a disaster such as flood, tornado, hurricane, etc., and has participated in at least one civil defense or communitywide disaster training exercise.

This is recognized by a red and white commendation bar. (No. 04022)

### **11.02.06 TENURE**

Awarded to those Explorers who complete one year of satisfactory service to the Post. This is recognized by a red commendation bar. (No. 04023)

### **11.02.07 PERFECT ATTENDANCE**

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

This is recognized by a yellow and white commendation bar. (No. 04024)

### **11.02.08 DRUG ABUSE PREVENTION**

Acknowledges proficiency in Drug Abuse Prevention Training and Service. Requires 6 hours of advanced training as outlined in "Drug Abuse Prevention for Explorers: Guide" (PDF-396KB) and 50 hours of service in at least two different drug abuse prevention projects.

This is recognized by a blue and silver commendation bar. (No.04026)

### **11.02.09 NATIONAL LAW ENFORCEMENT EXPLORER CONFERENCE BAR**

Presented to Explorers who attend a National Law Enforcement Explorer Conference.

This is recognized by a dark-green commendation bar. (No. 04030)

### **11.02.10 NATIONAL LAW ENFORCEMENT EXPLORER ACADEMY**

Presented to Explorers selected to attend a National Law Enforcement Explorer Academy.

This is recognized by a black commendation bar. (No. 04034)

### **11.02.11 NATIONAL LAW ENFORCEMENT EXPLORER CONFERENCE DEVICE**

Presented to Explorers who attend more than one national conference. Device should be placed on conference bar.

This is recognized by a Gold Explorer "E". (No. 00930)

### **11.02.12 EAGLE OR GOLD AWARD RECOGNITION**

May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts of the U.S.A. highest award and honor - BSA Eagle or GSUSA Gold.

This is recognized by a red, white and blue commendation bar. (No. 04036)

### **11.02.13 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, and contribution to the Post, the Department, and the community. They will obviously be recognized for their outstanding performance and personal attributes.

This is recognized by a blue commendation bar with a centered gold "E". (No. 04025)

### **11.02.14 FITNESS AWARD AND DISTINGUISHED FITNESS AWARD**

This award rewards those Explorers who show a level of understanding of the importance of physical fitness through testing. This award is not created to separate the "most fit" from the "unfit", it is intended to be a reward for those Explorers engaged in and practicing lifestyle habits which promote physical fitness as a lifelong pursuit. Additional information can be found on the Learning for Life Law

Enforcement Exploring website (<http://nyexploring.org>).






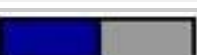


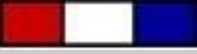



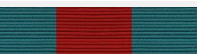
The award has two levels: **Fitness Award** and **Distinguished Fitness Award**. These awards are recognized by a blue, gold, black, green, red commendation bar (Fitness Award) or the same commendation bar with a gold star (Distinguished Fitness Award).

#### **11.02.15 RECRUITMENT RECOGNITION**

This award rewards those Explorers who have recruited new Explorers to join their post. The explorers who was referred most have stayed in the program for at least 6 months. For every five referrals that explorer will be given a gold star on their commendation bar. The maximum number of stars you can receive is three.

This is recognized by a green and red commendation bar with a maximum of three gold stars.  
(No. 04024)

**11.03.00 LAW ENFORCEMENT PROFICIENCY AWARDS CHART**

Award:	Commendation Bar
Law Enforcement Training	
Community Service	
Crime Prevention	
Law Enforcement Service	
Emergency Preparedness	
Tenure	
Perfect Attendance	
Drug Abuse Prevention	
National Law Enforcement Explorer Conference Bar	
National Law Enforcement Explorer Academy	
National Law Enforcement Conference Device	
Eagle or Gold Award Recognition	
Explorer of the Year	
Fitness Award	
Distinguished Fitness Award	
Recruitment Bar	



**Precinct**  
**Law Enforcement Explorer Post #**  
**Address of Command**  
**New York, New York**  
**(zip code) (000)**  
**000-0000**

Dear Parent or Guardian:

The New York City Police Department Law Enforcement Explorer Program,  
**Post # 0000, of The (Name of) Precinct, located at: Command address \_\_\_\_\_ will be participating in the**

It is requested that your child \_\_\_\_\_

be granted permission to participate in all the activities. Your child is scheduled to depart from: \_\_\_\_\_  
(First Name) (Last Name)

**List the name of the location explorer will be at Station House , \_\_\_\_\_ At**

(AM/PM) on the day of ,  
(TIME) (Day of the week) (Date) (MONTH) (Year)

Returning to: **List the location of pickup**

At (AM/PM) on the day of ,  
(TIME) (Day of the week) (Date) (MONTH) (Year)

I \_\_\_\_\_ ,  
(Parent/Guardian Name) (Address) (Phone #)

am the Parent/Guardian of: \_\_\_\_\_ ,  
(Child's Name – hereinafter referred to as APPLICANT)

am over twenty-one years of age, and do hereby grant permission for my child to participate in the Explorer Program. In consideration of the benefits received by APPLICANT pursuant to his/her participation in the Law Enforcement Explorer Program of the Greater New York Councils, Learning for Life, I, as the parent/guardian of APPLICANT hereby release and discharge the New York City Police Department, the City of New York, its successors, assigns, agents and employees, and their heirs, distributors, executors or administrators (collectively referred to hereafter as CITY) from any and all judgments, awards, debts, claims, promises, damages or demands which either I or applicant, our heirs, distributors, executors or administrators may have against the CITY as a result of APPLICANT'S participation in the Law Enforcement Explorer Program.

In case of accident or illness occurring while APPLICANT is engaged in any in the Law Enforcement Explorer Program activity, I hereby grant permission for him/her to receive necessary medical treatment.

In case of Emergency, the following person(s) may be notified:

\_\_\_\_\_  
(NAME OF CONTACT) (RELATIONSHIP)

\_\_\_\_\_  
(Address) (Phone #)

\_\_\_\_\_  
(Parent/ Guardian Signature)

If you have any questions please call Post Advisor: \_\_\_\_\_

**NOTE:**

I also give permission for my child to be photographed and/or recorded at this event. I understand that photographs of my child may be posted on NYPD social media platform or publications. \_\_\_\_\_

(Initial Here) \_\_\_\_\_

# MEDICAL RELEASE FORM

I/We know of no health or fitness restriction that precludes the participation of Law Enforcement Explorer \_\_\_\_\_ in the New York City Police Department Law Enforcement Explorer Program for Explorer Post \_\_\_\_\_, sponsored by the **New York Police Department**.

In the event of serious illness or injury to \_\_\_\_\_ while involved in this Law Enforcement Exploring activities, I/we consent to emergency medical treatment, x-ray examination, anesthesia, medical or surgical diagnostic procedures or treatment that is considered necessary in the best judgment of the emergency medical technician/paramedic and the attending physician, and is performed under the supervision of a member of the medical staff of the hospital furnishing the medical services.

It is understood that in the event of a serious illness or injury, reasonable efforts to reach me/us will be attempted.

Parent(s)/Guardian(s) Name

Parent(s)/Guardian(s) Signature

## EMERGENCY PHONE NUMBERS

Home (     )                      Work (     )     Mobile/Pager (     )  
(     )

NOTARY PUBLIC

DATE

ADVISOR APPROVAL

DATE



## NYC LAW ENFORCEMENT EXPLORING PHOTO/ IMAGE RELEASE FORM

I,  
(Parent/Guardian Name- Please Print)

, am the Parent/Legal Guardian of

(Child/Explorer's Full Name- Please Print)

is a participant in the NYPD Law

Enforcement Explorer Program, sponsored by Learning for Life Exploring and the New York City Police Department. I am over eighteen (18) years of age and reside at

(Print your address)

I hereby authorize Learning for Life and the New York City Police Department (collectively hereinafter known as NYC LAW ENFORCEMENT EXPLORING) permission to use photographs/digital images, videotapes, audio recordings, or motion pictures in any media, to produce training/promotional materials for the New York City Law Enforcement Exploring Program and all other legitimate purposes. I understand NYC LAW ENFORCEMENT EXPLORING shall be exclusive owners of the photographs, videotapes/digital images, audio recordings, or motion pictures and all related materials for all time. With my consent, NYC LAW ENFORCEMENT EXPLORING has unrestricted right to copyright and use all or any portion of the photographs/digital images, videotapes, audio recordings, or motion pictures. I release any and all rights, claims and causes of action, including but not limited to, salary, bonus, commissions and royalties, for the use of such photographs/digital images, videotapes, audio recordings, or motion pictures. I expressly acknowledge that the child/Explorer has not been promised to receive a benefit now, or in the future, as a result of his/her participation in any production by NYC LAW ENFORCEMENT EXPLORING.

**I have read this release and understand its contents. I have signed it voluntarily.**

PARENT/LEGAL GUARDIAN Sign your name in ink on the line below.

---

SIGNATURE  
(Parent/Guardian)

PRINT NAME  
(Parent/Guardian)

DATE



**EDUCATION TRACKING FORM**

Post Number:

Command:

Explorer Last Name:

Explorer First Name:

Middle Initial:

Date Of Birth:

Learning for Life  
Identification Number

Male: Female:


Address:

Street #
Street Name
Apartment #
City
Zip

Home Telephone:

Mobile Phone:

School Name:

Grade:

Address:

Street #
Street Name
City
State
Zip

School Telephone:

Telephone: Guidance Counselor

Current School  
Year:

FALL SEMESTER MARKING PERIOD					SPRING SEMESTER MARKING PERIOD				
	1st	2nd	3rd	4th		1st	2nd	3rd	4th
Grade:					Grade:				



## How to Shape Your Beret



Military berets are designed to be worn off the rack. They must first be shaved and shaped to present the sharpest military image

Di

ige

**Time Required:** One or Two Days

### **Here's How:**

1. Using a disposable razor, shave the beret until you have a very smooth surface.
2. Cut the tag off below the beret size lettering. You've done it right if, when you put the beret on, the tag can never show even if it gets flipped over.
3. Pull the headband drawstring tight and tie it off in a square knot. **DO NOT CUT IT YET!**
4. Take the beret and dunk it in warm (not hot!) water.
5. Once you get it soaking wet, put it on your noggin and pull the stiffener over your left eye and smooth the material over your head and pull it down towards your right ear. It should just touch your ear or go just below that.
6. Once you've got it all set, wear it for a while until it's sort of dry.
7. Carefully take it off and set it down to dry. You may need to shape it a few times to get it right.
8. Once you're happy, cut the excess drawstring off and get your flash sewn on.

### **Tips:**

1. Shave the inside as well.
2. If you really need to shrink the material, use hotter water when you soak it.

### **What You Need**

- Disposable Razor
- Hot Water
- Cigarette Lighter

