

EXPLORER POST 588 OPERATIONS MANUAL



**CRAMERTON POLICE DEPARTMENT
EXPLORER POST 588**

EXPLORER OPERATIONS MANUAL

Table of Contents

ADMINISTRATION

General Provisions	1.01
Executive Power, Chief of Police	1.02
Explorer Manual Established	1.03
Distribution of Explorer Manual	1.04
Familiarization with Explorer Manual	1.05
Responsibilities for Maintenance of Manual	1.06
Amendments	1.07

POLICY

Philosophy	2.01
Goals and Objectives	2.02
Training	2.03
Equipment	2.04
Commitment	2.05
Standard of Conduct	2.06
Oath of Office	2.07
Adult Organizational Chart and Duties	2.08

POST ORGANIZATION

Post Function	3.01
Membership	3.02
Dues, Chartering and Insurance Fees	3.03
Acceptance and Probationary Period	3.04
Regular Post Meetings	3.05
Explorer Awards Program	3.06

EXPLORER CONDUCT

Addressing Cramerton Police Personnel	4.01
Attendance and Participation	4.02
Departmental Business	4.03
Conduct of Private Lives	4.04
Misconduct	4.05
Truthfulness	4.06
Violations of the Law	4.07
Police Powers	4.08
Official Files and Information	4.09

Behavior	4.10
Courtesy	4.11
Loyalty	4.12
Nature of Work	4.13
Use of Radio	4.14
Use of Tobacco	4.15
Use of Alcohol and Drugs	4.16
Inspections	4.17
Explorer/Advisor Relationship	4.18
Wearing of Uniform	4.19
Appearance	4.20
Profanity or Slanderous Language	4.21
Advisor Conduct	4.22

DISCIPLINE

Responsibility for Discipline	5.01
Violations	5.02
Complaints	5.03
Investigation of Complaints	5.04
Disciplinary Action	5.05
Suspension	5.06
Expulsion	5.07
Personnel Files	5.08

POST RESPONSIBILITIES

Duty Responsibilities	6.01
Performance Responsibilities	6.02
Judgement Responsibilities	6.03
Cooperation with other Explorers	6.04
Criticism of Post	6.05
Question Regarding Assignment	6.06
Conflicting Assignment(s) or Order(s)	6.07
Manner of Issuing Orders	6.08
Unlawful Orders	6.09
Obedience to Unlawful Orders	6.10
Reporting Law Violations	6.11
Gratuities	6.12
Press Relations / Press Releases	6.13
Prohibited Activities	6.14
Internal Investigations	6.15

ISSUED EQUIPMENT

Wearing of Uniform	7.01
Uniforms and Equipment Supplied	7.02
Property Control Sheets and Agreements	7.03
Unauthorized Equipment	7.04
Worn Equipment	7.05
Lost or Damaged Equipment	7.06

EXPOSURE TO LAW ENFORCEMENT FUNCTIONS

Training	8.01
Work-A-Long	8.02
Fundraising Projects	8.03
Trips	8.04
Injury of Post Member	8.05

PURPOSE

Career	9.01
Service	9.02
Citizenship	9.03
Fitness	9.04
Social	9.05

OFFICERS AND DUTIES

Post Captain	10.01
Post Sergeants	10.02
Committees	10.03
Election of Explorer Review Board Member	10.04

ADMINISTRATION

1.01 General Provisions

The Cramerton Police Department Law Enforcement Explorer Program is an official Department program sponsored by the Cramerton Police Department and is assigned, organizationally, to the Investigative Division.

1.02 Chief of the Cramerton Police Department – Executive Power

The Chief of Police of the Cramerton Police Department shall have final authority on all matters pertaining to the operation of the Explorer Post. The Chief of Police shall appoint the Post's Senior Advisor.

1.03 “Explorer Manual” Established

The Operations Manual of the Cramerton Police Department Law Enforcement Explorer Program is hereby established and shall hereafter be referred to as the “Explorer Manual”. This Explorer Manual is a summary of current policies, procedures, rules, and regulations pertaining to Explorer activities. It describes the organization, responsibilities, and functions of the Explorer Post. All Explorers, Police Department employees, and associated civilian volunteers are to conform to the rules and provisions contained in the Explorer Manual in regards to Explorer Activities and participation with Explorer events.

1.04 Distribution of the Explorer Manual

A copy of the Explorer Manual shall be issued to each Explorer upon passing his/her Post requirements for admission and acceptance into the Post. A copy of this Explorer Manual shall be issued to each Advisor, the Chief of Police, the Town Manager, and a copy shall be available, in the patrol office, for each member of the Police Department to access.

1.05 Familiarization with the Explorer Manual

It shall be the responsibility of each Advisor, Explorer, and participating employees of the Cramerton Police Department to be familiar with the contents of the Explorer Manual. It shall be the responsibility of the Explorer Advisors to provide training for the participating employees of the Police Department on the Explorer Manual.

1.06 Responsibilities for Maintenance of the Explorer Manual

The Senior Post Advisor shall be responsible for maintaining the Explorer Manual and making revisions annually or as necessary. The Explorer Review Board shall review the Explorer Manual for needed revisions before July of each year and submit all needed revision/additions to the Senior Post Advisor. The Chief of Police must review all Explorer Manual addendums, amendments, revisions, etc. prior to inclusion within the Explorer Manual.

1.07 Amendments

The Senior Post Advisor or Post Advisor shall issue amendments to the Explorer Manual when deemed necessary with the approval of the Chief of Police. Amendments shall become part of the Explorer Manual when received and remain so until further amended.

POLICY

2.01 Philosophy

The Explorer Program is designed to develop career awareness by exposing young persons to the fundamental of law enforcement and improve public relations.

2.02 Goals and Objectives

- 2.02.1** To further the individual member's overall education.
- 2.02.2** To encourage Explorer participation in rewarding and productive service activities.
- 2.02.3** To enhance preparation for future roles as productive citizens and community members.
- 2.02.4** To help young men and women become aware of the role of police services, specifically that of the Cramerton Police Department.

To accomplish these goals and objectives, the program is designed to address three categories:

- (1) Training
- (2) Equipment
- (3) Commitment

2.03 Training

Training programs will be offered at regular meetings and at other times as designated by the Post Senior Advisor or Post Advisor. Some programs, as designed by the Advisors, shall be concluded with a written or practical exam to be maintained in individual Explorer personnel files.

No Explorer may participate in any activity until completion of their Probationary (Training) Period, with the exception of regular meeting attendance, unless approved by the Post Senior Advisor or Post Advisor.

2.04 Equipment

The Cramerton Police Department may issue equipment to Explorers and Advisors as the need arises and equipment becomes available. Uniforms will be provided for those Explorers who meet the requirements. Certain items of

equipment and uniform are the responsibility of each individual Explorer (see section 7, Issued Equipment).

2.05 Commitment

Attendance (Mandatory and Voluntary)

- A. Meetings – Members are expected to attend meetings and participate in Explorer functions. Members unable to attend meetings/functions are required to contact the Post Senior Advisor or Post Advisor with an explanation.
- B. Any member who exhibits an excessive amount of absenteeism will be counseled by an Advisor and may be asked to terminate or inactivate their membership with the Post.
- C. It shall be the responsibility of the Post Sergeant(s) to maintain attendance records at meetings and other group activities.
- D. The Post Sergeant(s) shall notify the Senior Post Advisor or Post Advisor of any unexcused absences by “Active” members.
- E. All Explorer Post activities, other than regular meetings, must be logged on an Explorer Activity Sheet (see attachment E588-01). The activity sheet must be posted in the patrol office during the time of the activity. It shall be the responsibility of a Post Advisor to ensure that this policy is complied with.
- F. Members will be required to attend various mandatory functions throughout the year. The Post Senior Advisor or Post Advisor will determine whether or not a function is mandatory.
- G. Unexcused Absences – Explorers with three (3) consecutive absences at regular meetings or mandatory functions, without a valid reason, will constitute grounds for restriction of privileges or suspension (from activities other than regular meetings). Privileges will be restored and Active status reinstated when they have attended three subsequent meetings and complied with all rules and regulations pertaining to attendance, uniforms, etc.

2.06 Standard of Conduct

Explorers shall conduct themselves in an orderly, professional, and disciplined manner in accordance with the Cramerton Police Explorer Oath of Office.

2.07 Explorer Oath of Office

Upon completion of their probationary period, each Explorer shall be “sworn in” as an official member of Post 588 by use of the Explorer Oath of Office.

“I, (State your name), a member of the Cramerton Police Explorer Post 588, having been duly chartered by the Boy Scouts of America, do solemnly swear that I will faithfully and impartially perform the duties of my position as prescribed by law and the Explorer Manual and will do this to the best of my ability. I will not use illegal drugs or alcohol. I will support and maintain the ordinances of the Town of Cramerton, Gaston County, the Laws and Constitution of the State of North Carolina, and of the United States of America, so help me God.”

2.08 Adult Organizational Chart and Duties

The make-up of the adult members of Explorer Post 588, their duties, and responsibilities of each are as follows:

1. **Senior Post Advisor:** The Chief of Police shall appoint this position. A sworn Department employee shall hold the position. Duties and responsibilities are:
 - a. Appoint Post Advisor
 - b. Help recruit and appoint Post Associate Advisors
 - c. Promote the recruiting of new members
 - d. Cultivate resources to support the Post
 - e. Represent the Post with the local council of the Boy Scouts of America.
 - f. Oversee the operation of the Post

2. **Post Advisor(s):** The Senior Advisor shall appoint this position. A sworn police employee shall hold this position. Duties and responsibilities are:
 - a. Be a positive influence on the lives of Post members.
 - b. Understand the purposes of the Boy Scouts of America and how to achieve them through Exploring
 - c. Train, coach, and inspire Post officers toward successful leadership

 - d. Utilize the resources of the Associate Advisor(s), Post Review Board, members of the Cramerton Police Department, and Post member’s parents to bring a varied program to the Post.
 - e. Guide the Post toward maintaining a realistic Explorer Manual that members can live by through self-discipline.

- f. Keep informed and assist the Post Senior Advisor as needed.
 - g. Insure safety at all Post functions
 - h. Assist the Post Senior Advisor in ensuring that all Post activities and projects serve the best interests of the Post, it's members, the Cramerton Police Department, the Town of Cramerton and the Boy Scouts of America.
3. **Associate Advisor:** Either sworn or non-sworn police personnel may hold these positions. Civilians may also hold these positions, after a background check has been completed. The Senior Advisor shall appoint these positions. Duties and responsibilities are as follows:
- a. Assists the Senior Advisor and Advisor as needed
 - b. May be appointed to assume the role of Advisor during his/her absence. Appointment made by the Post Senior Advisor.
 - c. Works closely with the Post officers, as needed
 - d. Survey Post members and secure ideas for Post activities
 - e. Act as chaperones during Explorer activities
4. **Junior Advisor:** The Post Advisors shall appoint this position. The person that holds this position should be trustworthy and capable of helping guide the Post toward its goals. This person must be at least 18 years of age but not more than 21 years of age. A Junior Advisor shall have all of the same privileges as a member of the Post. Duties and responsibilities are as follows:
- a. Work closely with the Post Advisors
 - b. Assist in ensuring order and safety at Post functions
 - c. Be a positive role model for Post members
 - d. Act as a liaison between the Post Officers and the Advisors
5. **Post Review Board:** The Post Review Board will consist of the Post Advisor, an Associate Advisor (appointed by the Senior Advisor), the Post Captain, and two Explorer Members (one appointed by the Senior Advisor and one elected by the Explorer Members). The Post Review Board will handle all disciplinary action grievances, the review of new applicants, the removal of inactive members, and the removal of Post Officers from their

appointed or elected positions.

- a. Decisions of the Post review Board can be appealed within ten (10) days after the decision of the Board, by making a written request to have a meeting with the

Senior Advisor. Decisions of the Senior Advisor are may be appealed only to the Chief of Police. The decision of the Chief of Police is final.

- b. The Senior Advisor can assemble a special Post Review Board to hear complaints whereby a member of the original Board is the complainant or the member in question.
- c. The Explorer Review Board Members shall be re-appointed and re-elected as specified in section 10.04.

POST ORGANIZATION

3.01 Post Function

The Post Senior Advisor and Post Advisor shall have prior knowledge of all Post activities. Prior approval by the Investigative Supervisor is required on all occasions that Department equipment, facilities, or employee time will be utilized.

All monies earned by the Explorers from Post projects remain the property of the Post. All equipment bought with Post money is the property of the Post. A bank account shall be opened by the Post and shall require that only authorized signatures be allowed to draw on the account(s). A current financial statement shall be made available, upon request, to any person upon request. The Post Advisors shall be responsible for conducting an annual audit, each July, on Post funds and report thereon to the Chief of Police upon completion and to the Post at the next monthly meeting.

3.02 Membership

3.02.1 Members must be between the ages of 14 and 20 years old.

3.02.2 Cramerton residents shall be considered for membership before persons living outside of the Town limits.

3.02.3 Scholastic Requirements

- 1. Applicants must be enrolled in public school, private school, or be home schooled, or;
- 2. Applicants must have graduated from high school, obtained a GED equivalent, or be enrolled in an Adult

Education Program, or;

3. Applicants must be attending college.

3.02.4 Application for Membership

1. Applicants must complete, at a minimum the application for membership to the Post (see attachment E588-02), the Boy Scouts of America Explorer Roster (see attachment E588-03) and the Explorer Personal References Form (see attachment E588-04);
2. Members and parents of applicants under 18 years of age must sign a waiver for background screening (see attachment E588-05) before membership can be approved;
3. Applicants must be interviewed by the Post Review Board before being considered for membership (see Section 2.08, Adult Organizational Chart).

3.02.5 Membership Limit

Membership is limited to twelve (12) Active members. Adult membership is limited to 1 Post Senior Advisor, 2 Post Advisors, 3 Associate Advisors and 1 Junior Advisor. The Chief of Police may increase membership limits at any time.

3.03 Dues, Chartering and Insurance Fees

3.03.1 A “one-time” chartering fee will be assessed each member, upon acceptance into the Post.

3.03.2 Each member accepted into the Post must pay the required Boy Scouts of America insurance coverage fee. This money must be paid prior to the member participating in any

functions with the Post. Insurance must be paid by each member on a yearly basis to remain a member of the Post.

3.03.3 Members will pay monthly dues, with the exception of those members on “Inactive” status. Dues may be waived by the Post Senior Advisor if a hardship case is found to exist.

3.03.4 Members on “Inactive” status will be required to pay their dues for the period of time they were still “Active” members, prior to being restored to “Active” status.

3.04 Acceptance and Probationary (Training) Period

3.04.1 Upon acceptance, a six-month probationary period will begin. The member’s conduct, participation and activities will be monitored closely during the probationary period.

3.04.2 An “Oath of Office”, will be administered at the successful completion of the probationary period. The Post Captain will administer the Oath of Office.

3.04.3 New members will be on “Trainee” status for the first three months of the probationary period.

3.04.4 At the end of three months, the “Trainee” will be given a test on the Explorer Manual. If a “Trainee” does not pass the written test the member shall remain on “Trainee” status for an additional three months and be re-tested. Failure to pass the written test after this period will result in the member being reviewed by the Explorer Review Board and may be placed on additional probation, suspension or may be terminated from membership.

3.05 Regular Post Meetings

3.05.1 Regular Post Meetings are held on the “**First**” and “**Third**” **Thursday** night of each month from **7:00 P.M.** until **9:00 P.M.** Unless otherwise notified by a Post Advisor or Post Officer. The Post Senior Advisor reserves the right to change the day, date and time of regular Post meetings.

- 3.05.2** If a visitor is present, the Post Captain will recognize the visitor and assign a member to act as an official host.
- 3.05.3** Members who have been issued uniform equipment, unless otherwise notified by the Post Advisors, shall wear the uniform to all regular Post meetings. Failure to wear the complete uniform will cause the member to be counted “Absent” for that meeting.
- 3.05.4** Other Post meetings and functions, as deemed necessary by the Post Advisor(s), may be scheduled from time to time. When these meetings are scheduled, members shall wear the complete uniform unless otherwise notified by the Post Advisors.
- 3.05.5** “Opening” for all regular Post meetings shall begin with the Post members reciting the Pledge of Allegiance to the American Flag. The Post Captain will assign members to lead the pledge.
- 3.05.6** “Closing” for all regular Post meetings shall end with the Post members reciting “The Explorer Code”. The Post Captain will assign members to lead the Explorer Code. The Explorer Code shall be recited as follows:

“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 in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will 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 goodwill in dealing with them.

I will acquire the Exploring attitude that seeks the truth in all things and adventure on the frontier of our changing world.”

3.06 Explorer Awards Program

3.06.1 Purpose

The Law Enforcement Explorer Awards Program is designed to honor exceptional service and conduct by members of the Post.

3.06.2 Responsibilities

The Post Advisors will be responsible for the annual review of nominees for Explorer Awards. Post Advisors, members, or Department employees that have worked closely with the Post may submit nominations (see attachment E588-09), for Explorer Awards, to the Senior Post Advisor by October 1 of each year. Awards for Service and other Meritorious Conduct will be presented to Explorers and Post Adult Leaders annually.

3.06.3 Types of Awards

Certificates of Achievement or Appreciation for services rendered may be presented annually to Post members, adult leaders and others who have assisted the Post.

Certificates and various Award Bars may be presented to Post members for services rendered to the Post, the Department and the Community.

Awards which will be presented are listed below, but are not limited to these categories.

1. **Explorer of the Year:** the Post Advisors shall annually select an Explorer of the Year. The member selected shall be an Explorer that has demonstrated dedication to the Explorer Post, his/her family life, church, civic clubs, school, and volunteer organizations.

the nominee shall be honest, and maintain self respect at all times and have demonstrated a willingness to help others. The Award Bar will be worn continuously from year to year, and is the property of the recipient once presented.

The Explorer of the Year Award shall be solid blue in color with a gold "E" in the center.

2. **Community Service Project of the Year:** The Post Advisors shall select the Community Service Project of the Year. The nominee shall be an Explorer who has planned, organized, served as chairperson and/or leader of any community oriented service project that has assisted, entertained, rendered aid, or was designed for the good of the community as a whole. The project can be, but is not limited to, one with the Explorer Post, school civic club(s), church groups,

community volunteer organizations, or non-profit organizations.

It shall be the responsibility of the Explorer Member to notify the Senior Post Advisor of any project(s) that he/she participates in that may qualify hi/her for this award. The notification to the Senior Advisor should be made on the Community Service Project Notification Form (see attachment E588-10). Projects that are mandatory, associated with a school grade or are mandated to retain or to gain entry into any club or group are not acceptable.

The Community Service Project of the Year Award Bar will be worn continuously from year to year, and is the property of the recipient once presented.

The Community Service Project of the Year Award Bar shall be blue/yellow.

3. **Meritorious Conduct:** This bar will be presented to any Post member who performs some action, deed, or service to the Post, the Department, or the Community. The award may be considered at any time by the Post Advisors for presentation at the annual awards banquet.

The Meritorious Conduct Award Bar shall be worn from year to year and becomes the property of the recipient once presented.

The Meritorious Conduct Award Bar shall be green/gold.

4. **Explorer Civic Achievement Bar:** This bar will be presented for continuous and exceptional dedication and service to the Post, the Department and to the Community, at the discretion of the Post Advisor(s). This service should include service as a Post Officer for numerous terms of office, along with obvious and outstanding performance in these duties.

The Explorer Civic Achievement Award Bar shall be worn continuously from year to year and becomes the property of the recipient once presented.

The Explorer Civic Achievement Award Bar shall be red/gold.

5. **Explorer Commendation Bar:** This bar will be presented to Post members who have performed some assigned, mandatory, or voluntary duty in an exemplary manner. This award may be presented as often as any specified act or deed cited may be deemed to qualify by the Post Advisors.

The Explorer Commendation Bar shall be worn from year to year and becomes the property of the recipient once presented.

The Explorer Commendation Bar shall be yellow/white.

6. **Law Enforcement Training Bar:** The Law Enforcement Training Bar shall be presented to each Explorer Member that completes the six month probationary period and all required Explorer Training. This award may be presented to the Explorer when the qualifications have been met. The Senior Post Advisor shall determine when the qualifications for this award have been met.

The Law Enforcement Training Bar shall be worn from year to year and becomes the property of the recipient once presented.

The Law Enforcement Training Bar shall be blue/red.

7. **Assistance to Law Enforcement Award:** This bar will be presented to Explorer Member(s) who have assisted the law enforcement profession, an individual law enforcement officer, or a law enforcement agency

above and beyond that which is expected of them as a Law Enforcement Explorer.

The Assistance to Law Enforcement Award shall be worn from year to year and becomes the property of the recipient once presented.

The Assistance to Law Enforcement Award shall be blue/silver.

8. **Perfect Attendance Award:** This bar shall be presented to the Post member(s) who have attended all Post meetings and functions from January to November of each year. The award shall be given at the annual Explorer Awards Banquet.

The Perfect Attendance Award shall be worn from year to year and becomes the property of the recipient once presented.

The Perfect Attendance Award shall be solid red in color.

3.06.4 Other Awards

The Post Advisors may choose to designate other awards for exceptional conduct and/or performance of duty as the occasion arises. (i.e., Life Saving Award (red/white))

3.06.5 Wearing or Displaying Awards

Service Award Bars are to be worn only on the regular uniform. The bar will be centered ½" above the name plate over the right shirt pocket. More prestigious awards, such as National Explorer Achievement Awards, shall be worn above the nameplate, also above the pocket, but to the center of the shirt, nearer the heart.

3.06.6 Duplicate Awards

Explorers shall not wear duplicate Service Bars. Explorers awarded a duplicate Service Award shall wear an issued Award Bar Adornment on the duplicated Award Bar.

EXPLORER CONDUCT

4.01 Addressing Cramerton Police Department Personnel, Advisors, Public

Explorers shall treat all Cramerton Police Department Personnel, Post Advisors, Post members, other law enforcement officers and the general public with respect at all times. Sworn personnel (of any law enforcement agency) shall be addressed by last name preceded by rank. In lieu of this, the terms “Sir” or “Ma’am” may be used.

4.02 Attendance and Participation

Explorers shall attend, be prompt at, and participate in all Post Meetings and activities as required.

4.03 Departmental Business

Explorers shall not divulge or discuss official or unofficial departmental business; or give any information about the Cramerton Police Department to the public without prior approval of a member of the Cramerton Police Department.

4.04 Conduct of Private Lives

Members are expected to conduct their private lives in a manner, so as not to impede the Post’s efforts to achieve it’s goals and objectives; nor bring discredit upon the Post, themselves, the Cramerton Police Department or individuals therein.

4.05 Misconduct

Misconduct; such as leaving a meeting, or assigned post, without permission; excessive talking or other disruption during meetings, briefings, etc., is not in the best interest of the Post or the Cramerton Police Department and is in violation of the rules of conduct.

4.06 Truthfulness

Explorers are required to be truthful at all times, whether under oath or not. Upon order of any Post Advisor, police officer, police employee, or other authorized person, Explorers shall truthfully answer all questions specifically directed and related to the scope of the activity and operations of the Post/Department which may be asked of them.

4.07 Violations of the Law

Violations of criminal or traffic law which result in a Post Member being charged/cited shall be reported to the Senior Post Advisor within 24 hours. The Post Advisors will monitor the progress and condition of the events surrounding any arrest or charges that result from any alleged violation. The Post Advisor(s) shall be responsible for determining if the member should be temporarily suspended or placed on "Inactive" status until the matter has been adjudicated in court or otherwise resolved within the court system. The Post Advisor(s) shall determine what discipline, if any, will be in the best interest of the Post and the Cramerton Police Department. Based on the final disposition of any charges, the member may be re-instated to "Active" membership, suspended, or terminated from membership with the Post.

4.08 Police Powers

- a. Explorers shall not have any police powers and shall not conduct themselves at any time in any manner which could be or "out" of uniform.
- b. No person may be detained by Explorer members. Vehicles may not be pursued or stopped by Explorer members. Citizens may not be questioned at any time. Members shall not imply by word or action that they possess any authority or police powers.
- c. The Explorer badge may be displayed only on the official uniform, when authorized for an official Explorer activity. The Explorer I.D. card may only be displayed when the Explorer is not in uniform, but is participating in an official Explorer function. The Explorer badge or ID need not be displayed to constitute a violation of this rule. The "showing off" of any part of the Explorer uniform, including the badge and/or I.D. card is strictly prohibited. Each member will be held strictly accountable for any and all actions which violate this rule. Explorer members shall refrain from becoming "physically" involved with persons that are under arrest and other citizens.

Any violation of this rule (Section 4.08, Police Powers) will constitute grounds for criminal prosecution of the member by the appropriate authority. Violations will also be grounds for termination of Post membership.

4.09 Official Files and Information

There shall be no access to official files and information of the Cramerton Police Department, including Explorer Post files, except by direct order of the Cramerton Police Department supervisory personnel and/or Post Advisors (i.e., while completing training hours).

Note: See also Section 5.08, Personnel Files, for further information on this topic.

4.10 Behavior

Explorers shall conduct themselves in a polite and courteous manner to the public, Post Advisors, and all law enforcement personnel – at all times – whether “in” or “out” of uniform.

Note: It is the responsibility of the Explorers to perform their duties in a competent and professional manner. Behavior that reflects discredit or causes public concern about the capability or professionalism will have a significant effect upon an Explorer’s ability to remain a member of the Post.

4.11 Courtesy

Effective law enforcement depends on a high degree of cooperation between the Department and the public it serves. In each contact with the public, an Explorer must be aware that his/her actions, appearance, and statements reflect on law enforcement, the Cramerton Police Department and the Explorer Program. For that reason, an Explorer must have a courteous attitude and perform his/her tasks in a businesslike manner.

4.12 Loyalty

Explorers must be faithful to their commitment to the purposes of the Explorer Program and the objectives of the Department. They must not allow personal motives to govern decisions or conduct.

4.13 Nature of Work

Explorer activities shall be limited to those directed by Advisors in charge of the Explorer Post.

4.14 Use of Radio

Explorers must be trained, abide by proper procedures, and use the police radio only under the direction of Cramerton Police Department personnel.

4.15 Use of Tobacco

Explorers shall not smoke or use tobacco at meetings, while in uniform, within the Police facility, while in a patrol car, or at other Explorer functions.

4.16 Use of Alcohol and Drugs

Use of alcohol and illegal drugs is prohibited at all times.

The Post Captain and/or Post Advisors shall conduct periodic inspections to ensure compliance with regulations as they pertain to uniform, hair, equipment, etc. Unfavorable inspections shall be noted in the Explorer's personnel file. An accumulation of 3 unfavorable inspections may result in disciplinary action being taken.

4.17 Explorer/Advisor Relationship

The relationship between Explorer and Advisors, or other officers and personnel of the Town of Cramerton shall be of a professional nature only. At all Explorer functions, Explorers and Advisors shall conduct themselves in a professional manner, unless relaxed by the Advisor(s) due to the nature of the function.

4.18 Wearing of Uniform

While at the Cramerton Police Department, Explorers shall be in uniform or display a photo ID card on exterior garments such as a shirt, jacket, etc.

4.19 Appearance

4.20.1 Male Explorers shall conform to the following grooming rules:

1. Hair: Kept neat and clean. Shall not cover ears, nor touch the top of the collar at the back of the neck. Pony tails, barrettes, etc. are not allowed. Hair "sculpture" or "art" is not allowed. Hair must be of a natural or approved color.

2. Sideburns: No longer than bottom of the ear, horizontally trimmed. Maximum width at bottom to be no more than ¼" greater than width at center.
3. Moustache: Must be of natural color. Not below vermilion border of upper lip, or beyond corners of mouth.
4. Jewelry: Watches and moderate rings only. No bracelets, earrings, nose studs, body piercing, etc. shall be permitted. Necklaces, if worn, must be kept inside the shirt and not visible.

4.20.2 Female Explorers shall conform to the following grooming rules:

1. Hair: Kept neat and clean. Overall length (sides and back) shall not extend below bottom of collar at back of neck. If hair is longer, it must be pinned up at all Explorer functions, when in uniform. Hair "sculpture" or "art" is not allowed. Hair must be of natural or approved color.
2. Jewelry: Standard use of jewelry is permitted. No nose studs/rings, body piercing, etc. shall be permitted. No dangle earrings are allowed. Necklaces must be kept inside the shirt, not visible.
3. Make-up: Conservative use of make-up is desired. Only light shades of eye shadow, lipstick, and nail polish are permitted.

4.21 Profanity or Slanderous Language

Explorers shall not indulge in the use of profanity or slanderous language at any time when in the presence of the public, police personnel, or Post Advisors.

4.22 Advisor Conduct

All Advisors shall be abide by the Cramerton Police Department Policy and Procedures as it pertains to the Rules of Conduct.

DISCIPLINE

5.01 Responsibility for Discipline

The principle responsibility for administering discipline within the Explorer Post rests with the Post Advisors. If termination is considered, then all Post Advisors shall confer prior to taking any action. Decisions of the Senior Post Advisor shall be final.

5.02 Violations

Commission of any of the following violations, but not limited to these, may subject the Explorer to disciplinary action, as described under Section 5.05.

1. Commission of a criminal offense (including misdemeanors or felonies)
2. Neglect of duty
3. Insubordination
4. Conduct which reflects unfavorably upon the Post or Department
5. Violating rules and regulations as set forth in the Explorer Manual

5.03 Complaints

A complaint is an allegation, either verbal or written, of Explorer misconduct. Complaints received from the public or within the Department shall be reported to and investigated by the Post Advisor(s).

5.04 Investigation of Complaints

When a Post Advisor initiates an investigation of a complaint, he/she shall prepare an investigation or complaint form and include the following:

1. A statement of the conversation on the specific actions which constitute the complaint.
2. A summary of the investigation of each allegation and the results thereof.
3. Corrective action taken or recommended in cases of misconduct.
4. The recommendations and reasons for removal from the Post, if this is the corrective action taken.

5.05 Disciplinary Action

The Senior Post Advisor and Post Advisor will be responsible for administering all discipline. Disciplinary action may include, but will not be limited to, the following:

1. Oral Reprimand
2. Written Reprimand
3. Removal from Post Office
4. Immediate Suspension
5. Suspension from participation in activities for at least one meeting, but not to exceed three months.
6. Dismissal from the Post

5.06 Suspension

The definition of suspension for the purpose of this Explorer Manual shall mean that the Explorer shall not participate in activities related to or sponsored by the Cramerton Police Department or Explorer Post 588.

An Explorer on suspension is not in good standing with the Post during the time of the suspension and may be instructed to turn in any and all equipment issued by the Post during the time of the suspension.

An Explorer on suspension should make every effort to display a good attitude and make every attempt to indicate to the Post that he/she wants to return to a status of good standing.

In any case, suspension will be for no less than one meeting, but not to exceed three months for any one violation.

5.02 Expulsion

1. Probationary Members may be expelled without cause or explanation.
2. Non-Probationary Members may be expelled when cause is shown that, through action or word, he/she is not worthy of remaining in the Cramerton Police Department Explorer Post.

Process: When it is determined that an Explorer should be expelled, an expulsion letter shall be completed indicating the reason(s) for such action. The Explorer shall be given an explanation for the expulsion, with an opportunity to read and sign the letter. A copy of the expulsion letter shall be forwarded to the Explorer in question and a copy of the letter shall be placed in the Explorer's personnel file.

NOTE: An accumulation of three (3) suspensions over a one-year period of time will result in automatic expulsion from the Post.

5.08 Personnel Files

508.1 Examination of Files

1. Members may not at any time review or receive copies of any reports or investigations of administrative discipline which may be in their file.
2. Members who are classified as “Active” will be allowed to examine their own personnel file with permission of and in the presence of the Senior Post Advisor or Post Advisor. “Active” members may procure copies of items that are included in their personnel file at/about the time the item is placed into the file.
3. Members who are classified as “Inactive” or whose membership privileges have been suspended or expelled, for any reason, may not examine their personnel file. Members or Ex-Members who fall into this category may not procure copies of any items in their file except those, which may apply, to the expulsion of membership. This does not include copies of administrative investigations.

POST RESPONSIBILITIES

6.01 Duty Responsibilities

All Post Members shall perform their duties as required by order of a Post Officer, Post Advisor or an Officer of the Cramerton Police Department. Orders from the Senior Post Advisor or Post Advisor shall supersede all orders given by Post Officers or Officers of the Cramerton Police Department with the exception of the Police Captain or Chief of Police.

6.02 Performance Responsibilities

When “on duty”, Post Members shall devote their entire time and energies to the duties and responsibilities of their assignment.

6.03 Judgement Responsibilities

Post Members shall, at all times, exercise caution and good judgement. They shall observe safe practices in the discharge of their duties to avoid injury to themselves and others.

6.04 Cooperation with Other Explorers

All Post Members are strictly charged with establishing and maintaining a high spirit of cooperation within Post 588 as well as with other Explorer Posts.

6.05 Criticism of Post

Post Members shall not publicly criticize or ridicule the Post, it's policies, or other Post Members by talking, writing, or expressing in any manner where such talking, writing, or other expression:

1. Is defamatory
2. Is unlawful
3. Tends to impair the operation of the Post by interfering with it's efficiency or with the ability of superior officers or Advisors to maintain discipline
4. Is made with reckless disregard for truth or falsity

6.06 Question Regarding Assignment

Post Members in doubt as to the nature or detail of their assignment, or responsibilities, shall seek such information from sworn or non-sworn police personnel to whom they are assigned before they go "on-duty".

6.07 Conflicting Assignment(s) or Order(s)

Post Members who receive conflicting orders or assignments shall carry out the order or assignment given by the highest-ranking officer on duty. Note: The member shall (respectfully) advise the person issuing the conflicting order that another officer has given them an order, assignment, etc., which conflicts with their order or assignment. (See also section 6.01 Duty Responsibilities)

6.08 Manner of Issuing Orders

Orders from a superior officer in the Post to a subordinate shall be in a clear, understandable language, and in a civil tone of voice.

6.09 Unlawful Orders

No superior officer of the Post shall knowingly issue any order which is in violation of any law, ordinance, Departmental Policy and Procedure, or Post Rule or Regulation which is part of this Manual.

6.10 Obedience to Unlawful Orders

Post Members shall observe and obey all federal and state laws, local ordinances and Departmental Policy and Procedures, and Post Rules and Regulations.

No Post Member is required to obey any order which is contrary to federal or state law, or local ordinance. Responsibility for refusal to obey any unlawful order rests with the Post Member, and he/she shall be strictly required to justify his/her action.

6.11 Reporting Law Violations

Post Members knowing other Post Members to have violated any law shall report the violation(s) to the Senior Post Advisor or Post Advisor immediately. Members knowing of other Members violating an Explorer Rule or Regulation shall report the violation to any Post Advisor.

6.12 Gratuities

Post Members shall not solicit or accept free admission to theaters and other places of amusement or accept any gratuities from any merchant for themselves or others.

6.13 Press Relations / Press Releases

No Post Member shall supply information to the news media or the public. Nor shall they supply information regarding Post or Police Department affairs, unless given special permission by the Senior Post Advisor or Post Advisor.

6.14 Prohibited Activities

Members are prohibited from engaging in the following activities while “on-duty”:

1. Sleeping, distracting or unbecoming behavior
2. Conducting private and/or personal business

6.15 Internal Investigations

Post Members are required to answer questions by, or render material and relevant statements to a competent authority in any internal investigation. No Post Member shall obstruct, hinder, or impede internal investigations, disciplinary review boards, or other Post or Departmental hearings; or knowingly conceal, withhold, or misrepresent material facts relating to the subject matter of any inquiry.

ISSUED EQUIPMENT

7.01 Wearing of Uniform

Uniforms will be worn to all meetings. Uniforms will be worn to special events or when deemed to be proper attire by Post Advisors.

All Members are expected to keep their uniforms and themselves neat and clean. Codes and requirements of personal cleanliness, grooming, and hygiene shall

conform to Post and Departmental Standards and the requirements of the Explorer Manual (see Section 4.20, Appearance)

Badges and other identification will be worn only when the member is wearing the uniform in the appropriate manner. Badges must be pinned on the uniform shirt. Badges will not be carried in the wallet, pocket, etc. or used for identification purposes. Violation of this regulation will subject the member to termination and criminal prosecution. (see Section 4.08, Police Powers)

7.02 Uniforms and Equipment Supplied

The Cramerton Police Department will supply, but not limited to, the following uniform items and equipment. Equipment will be issued as it becomes available based on seniority and need.

- Pants (1 pair) Navy Blue
- LS Shirt (1) Light Blue
- SS Shirt (1) Light Blue
- Tie (1 clip on) Navy Blue
- Badge Patch (1) Silver
- Name Plate (1) Silver
- Whistle & Chain Silver
- Jacket (1) Navy Blue
- Reflective Vest

These items remain the property of the Cramerton Police Department and must be returned upon termination of membership for any reason, if placed on “Inactive” status or upon demand of the Senior Post Advisor.

Each individual member will supply other items of equipment, uniform, etc. including, but not limited to the following:

- Shoes Black (Of approved style)
- Socks Navy Blue or Black
- Under Shirt White
- Flashlight Black (no more than 3 “C” or “D” cell)
- Notebook Small Pocket Size
- Ink Pen Black Ink, Ball Point

7.03 Property Control Sheets and Agreements & Acknowledgements

Upon issuance of uniform items, etc., each member shall sign a “Property Issued Control Form” (see attachment E588-11) acknowledging receipt of the issued items.

Parents/Guardians of members under 18 years of age, and all Post Members will be required to sign an “Acknowledgement and Agreement Form” (see attachment E588-07), accepting financial responsibility for replacement of any items lost or

damaged through negligence or other than normal use, prior to any items being issued.

Upon return of issued equipment by members who are no longer active members of the Post, a receipt will be given for all returned equipment, uniforms, etc. The Department must be reimbursed for replacement cost of any items not returned by members who terminate their membership, or by their parent(s)/guardian(s) if the member is under 18 years of age.

7.04 Unauthorized Equipment

Members are prohibited from carrying any type of lethal or non-lethal weapon at any time while participating in any function sponsored or promoted by the Cramerton Police Department or Explorer Post 588. Handcuffs and batons are also prohibited. (Note: The only exception is that members will be allowed to carry a folding pocketknife with a non-locking blade that is less than 6" in length when fully opened.)

7.05 Worn Equipment

Equipment that is in need of being replaced should be reported immediately to the Post Advisor. The Post Advisor will inspect the uniform items or equipment to be replaced and will be responsible for replacement of uniforms and/or equipment due to normal wear and tear.

7.06 Lost or Damaged Equipment

The replacement of lost or damaged equipment, uniforms, etc., caused by negligence of a member is the responsibility of each individual member. The items shall be replaced by notifying the Post Advisor of the loss or damage and by paying for the lost or damaged item. Any lost or damaged items must be reported to the Post Advisor within 24 hours from the time that the loss or damage is noted.

In all cases where items such as badges, uniforms, etc., are lost or damaged through negligence, an administrative inquiry will be conducted by the Post Advisor.

Worn and damaged items will be turned into the Post Advisor at the time the replacement item is issued. Lost items, if later located, shall be returned to the Post Advisor.

EXPOSURE TO LAW ENFORCEMENT FUNCTIONS

8.01 Training

Training Programs shall be conducted to familiarize members with all aspects of law enforcement. Specific training schedules will be provided in areas where the Explorer will perform mandatory and voluntary activities, such as; communications, records, crime scene search, investigations, traffic control, etc. Training for Explorers shall be provided in, but not limited to, the following:

- Law Enforcement Function
- Law Enforcement Communications

- Patrol Field Tactics
- Crime Scene Search
- Crime Prevention
- Firearm Safety
- CPR/First Aid
- Public Speaking

8.02 Work-A-Long

8.02.1 Purpose

1. To provide the Explorer with first hand knowledge of the police function as well as a broader knowledge of basic police procedure.
2. To supplement classroom training in the basic police procedures with observation and conversation with police officers during the performance of their duties.
3. To foster mutual respect between community youth and the criminal justice system.

8.02.2 Guidelines

1. The Work-A-Long Program is designed to give trained Explorers the opportunity to go into the field and work within the Cramerton Police Department, to observe and work with officers and/or departmental personnel on a first hand basis. Members of Post 588 are subject to the Post's Rules and Regulations.
 - A. Explorers participating in the Work-A-Long Program will report to their duty assignment 10 minutes early.
 - B. Explorers will report for duty in uniform with a pad and pen, unless instructed otherwise by a Post Advisor.
 - C. Explorers will report to the Police Department to meet with their assigned officer.
 - D. Explorers participating in the Work-A-Long Program can be assigned to any of the following units:

Administration
Communications

8.02.3 Duty Assignment

1. Explorers will work under the officer that they are assigned, and will obey all lawful orders and requests made by their assigned Departmental personnel.
2. Explorers will provide the Department personnel that they have been assigned to a Work-A-Long Evaluation Form (see attachment E588-17) at the beginning of the shift. The evaluation should be forwarded to the Senior Advisor, by the completing officer, when complete.
3. In the event that an Explorer cannot make their duty assignment due to illness or other emergencies, he/she will contact the Senior Post Advisor or Post Advisor immediately.
4. Explorers will ensure that the officer that they are assigned to notifies communications of their presence.
5. An Explorer Activity Sheet (see attachment E588-01) must be posted in the patrol office with the Work-A-Long assignment information during each assignment.
6. The Explorer's Medical Release Waiver should be available to the officer with whom the Explorer is assigned. This responsibility rests with the Senior Post Advisor.

8.02.4 Explorer Participation

The Explorer may participate in various duties in the Work-A-Long Program:

1. Work in the Gaston County Communications Center at the direction of the communications supervisor.
2. Work with the Department Administrative Division at the direct of the Chief of Police; answering phones, filing reports, and other related duties.
3. Work with the Investigative Division at the Direction of the Investigative Captain.

4. Work assignments with the Juvenile Resource Officer.
5. Work the Department's Professional Standards Division.
6. Work with community service projects/community events.

At no time will any Explorer have or gain access to records deemed confidential or to any juvenile record.

While on Work-A-Long assignment the Explorer is there to observe, unless the assigned officer permits him/her to do something that is within guidelines.

8.02.5 Ride-A-Long Special Requirements

1. Must be 15 years of age.
2. Explorers 14 years of age may ride with Post Advisors when they are not solely responsible for the patrol function.
3. Must be a member in good standing.
4. Must be off of probation.
5. Must complete 10 hours of Work-A-Long in the communications center
6. Must have successfully completed required Explorer Training.
7. Must complete 15 hours of Work-A-Long with the support units (Administration, JRO, Investigations, etc.) Hours may be combined.

8.02.6 Ride-A-Long Participants

1. Explorers participating in Ride-A-Long will be assigned hours in which they may work. Explorers that are still in school or the GED Program cannot participate in the Ride-A-Long Program when school is scheduled to be in session the next day.
 - A. Participation in the Ride-A-Long Program when school is not in session the next day is limited to one (1) six- (6) hour shift at a time.
 - B. Participation in the Ride-A-Long Program when school is not in session the next day is restricted to the hours of 6 A.M. to 12 Midnight.

- C. Participation in the Ride-A-Long Program is limited to one (1) time per week, with the week beginning on Monday 6:00 A.m. until Sunday 12 Midnight.
2. Explorers that are eighteen (18) years old and have graduated from high school or a GED Program may participate in the Ride-A-Long program at his/her discretion while school is in session.

Participation for these members will be limited to either, one (1) twelve (12) hour shift or two (2) six (6) Hour shifts per week with the week beginning on Monday and ending on Sunday.
3. Participation in the Ride-A-Long Program will be limited to the number of Explorers that can participate at any given time.
4. Ride-A-Long participation will be scheduled by a Post Advisor. Requests to participate on certain days must be made at least 3 days in advance.
5. The Post Advisors will make all scheduling conflict decisions.
6. Explorers will wear only the uniform/equipment issued or approved by the Cramerton Police Department Explorer Post (see Section 7.02, Uniforms and Equipment Supplied).

8.02.7 Routine Patrol

Explorers will respond to all calls for service with their assigned officer. Should a HIGH RISK situation arise, the officer and Explorer must follow one of the following procedures:

1. The Explorer may be left at a safe location until the situation is handled or he/she can be picked up by another officer and returned to the Cramerton Police Department.
2. The Explorer shall be directed to stay in the Patrol vehicle until the situation is brought under control or another officer can take the Explorer away from the area. A Cramerton Police Supervisor, Post Senior Advisor or Post

Advisor shall have the discretion to override any decision made when it involves an Explorer participating in the Work-A-Long program.

8.02.8 Explorer May Not Participate

At no time will the Explorer be knowingly at risk or used in any dangerous or undercover activities, to include:

1. Conduct interviews or interrogate witnesses or suspects.
2. Be left in control of a prisoner.
3. Be armed in any manner.
4. Drive a Town owned vehicle.
5. Leave the patrol vehicle unless instructed to do so by a Cramerton Police Officer.
6. Assist at any scene, unless instructed to do so by a Cramerton Police Officer.
7. Sign or witness any legal documentation for any purpose. In some situations there may be a need for the Explorer to make a written report of what they observed. This report shall be sealed, marked confidential and forwarded to the Senior Post Advisor.
8. Explorers shall not be permitted upon the scene of any criminal investigation without the permission of the investigating officer in charge of the scene.
9. Explorer may not make any statements to the media about any criminal case or crime scene that they observed.
10. Explorers shall not possess, handle or take control of any evidence at a crime scene.

8.02.9 Eligibility and Training Requirements

1. Signed consent of the Explorer and the Explorer's parent/guardian, on a Work-A-Long Parental

Permission Form (see attachment E588-13), must be in possession of the Senior Post Advisor before the Explorer can participate in the Work-A-Long program.

- A. Explorer must have been an active member of the Post for at least 6 months.
 - B. Explorers with suspensions or disciplinary actions placed in their file within 4 months of the assignment, will be prohibited from participating. Explorers with suspensions that have been in their file for at least 3 months may request a hearing before the Explorer Review Board. The Explorer Review Board may waive this requirement during such a hearing. The waiver of this requirement must be approved by the Senior Post Advisor.
2. Medical Release Waiver (see attachment E588-08) must be on file with the Senior Post Advisor and the participating officer must have a copy of the waiver in his/her possession during the Work-A-Long program.
 3. Explorer must be in uniform, unless other arrangements are made by a Post Advisor.
 4. Must complete the required Explorer Training classes (see sections 2.03, Training; 8.01 Training).

8.02.10 Violation of Work-A-Long Guideline

1. Explorers will be disciplined for any violation of the Work-A-Long program.
2. The Explorer Review Board will review violations.
3. Disciplinary actions taken can be, but are not limited to, written reprimand, suspension or dismissal from the Post.
4. Written documentation of all violations of the Work-A-Long guidelines shall be submitted to the Senior Post Advisor.

8.03 Fundraising Projects

Fund raising projects may be held to generate revenue for the Post's operation. All fund raising projects are mandatory activities and members shall participate. Members will be held accountable for all monies/merchandise generated by these type of events.

All monies/merchandise shall be returned within a reasonable amount of time, to be determined by the Post Advisors.

Members shall not hold monies/merchandise for an extended length of time and shall return any and all money and unsold merchandise at any time that it is called for. Failure to do so will result in disciplinary action being taken and/or legal action being taken.

8.04 Trips

In order to take any trips or attend conferences, members must be on "Active" status and be in good standing with the Post.

Members must have attended 75% of all meetings for the past 6 months, regardless of whether the absences were excused or unexcused, in order to participate in any trips or conferences.

All required permission slips (see attachment E588-16) and/or waivers must be complete and turned in to the Senior Post Advisor prior to the trip/conference to be eligible to attend.

All monies for the trip/conference must be paid in full to be eligible to attend.

Post Advisor(s) decide the dress code for the trip. Explorers not dressed appropriately may be sent home and disciplined accordingly.

Any member exhibiting inappropriate behavior on a trip shall be subject to disciplinary action. This could include being sent home from the trip, suspension, termination from the Post, or other disciplinary action deemed appropriate by the Senior Post Advisor or Post Advisor.

8.05 Injury of Post Member

Injuries of Post members shall be:

1. Documented in writing, as soon as possible after attending to the needs of the injured member. The Senior Post Advisor shall file a copy of the report in the Explorer's personnel file.
2. Reported to the Senior Post Advisor, immediately.

3. Reported to the Member's parent(s)/guardian(s), by the Senior Post Advisor.
4. Reported to the Chief of Police, by the Senior Post Advisor.
5. Reported to the Town Manager, in writing, by the Chief of Police.
6. Reported to the Piedmont Council of the Boy Scouts of America. The Senior Post Advisor shall file any necessary Scout Insurance Report (see attachment E-588-19) as soon as possible after receiving report of the injury.

PURPOSE

9.01 Career

Training programs shall be conducted to familiarize members with all aspects of law enforcement.

Explorers will learn about career opportunities in law enforcement at local, state, federal and military levels; analyze criminal justice education requirements and visit law enforcement training academies.

9.02 Service

Explorer shall do the following:
(Activities are not limited to these)

1. Assist with traffic control and parking at community functions, parades, festivals and sporting events (involving the Cramerton Police Department).

2. Participate in Law Enforcement Week and Law Enforcement Memorial Day activities.
3. Support and assist when requested with local crime prevention and traffic safety programs. Assist in conducting property identification and security surveys. Assist with community watch seminars, staffing crime prevention and community relation exhibits and tours.
4. Assist with conducting tours of the Department and participating in programs for youth groups, scout troops, etc.
5. Provide support in administration, investigations, patrol, juvenile resource, and other approved areas.

In no case shall an Explorer participate in any activity where he or she has not completed the appropriate core block of training as provided by the Cramerton Police Department.

9.03 Citizenship

Explorer will learn the history and role of law enforcement in modern society; gain an understanding of the criminal justice system; including the courts, prosecutors, corrections and enforcement; learn how laws are made, and understand police/community relations.

9.04 Fitness

Explorers shall investigate the effects of alcohol, drugs and highway safety. They shall learn about police job-related stress and prevention and may become skilled in First Aid and CPR.

9.05 Social

Explorers shall plan visits or exchange programs with other Law Enforcement Explorer Posts. Explorer may hold dinners, banquets, picnics, cookouts; schedule programs to include formal and informal activities; conduct personal development and communications seminars; and meet with officer's families to better understand effects of the law enforcement career on the home and family.

OFFICERS AND DUTIES

10.01 Post Captain

The Post Captain is the administrative head of the Post. The Post Captain is appointed by the Post Advisors. His/her duties include, but are not limited to:

- Calls and presides over Post meetings.
- Responsible for all affairs of the Post.
- Appoints committees.
- Shall serve on all committees as an ex-officio member.
- Makes announcements, issues memos, entertains all motions when they are properly made, clarifies points of order, submits motions to vote of the Post and declares the results.
- Responsible for order and conduct of Post members at all functions.
- Directly supervises Post Sergeants.
- Shall become familiar with Robert's Rules of Order and utilize same in meetings.
- Appoints members to recite pledges and codes.
- Administers Oaths of Office.
- Appoints members to act in absence of Post Sergeants.

10.02 Post Sergeants

10.02.1 Post Staff Sergeant

The Post Staff Sergeant is 2nd in command of the Post. The Post Staff Sergeant is appointed by the Post Advisors. His/her duties include, but are not limited to:

- Take on responsibility of Captain in his/her absence.
- Responsible for Post attendance records.
- In charge of membership.
- Acts as Secretary for the Post.
- Shall assist in maintaining order at all Post functions.
- Assists the Post Captain as needed.
- Take minutes at meetings.
- Plans and organizes special Post events.

10.02.2 Post Sergeant

The Post Sergeant is 3rd in command of the Post. The Post Sergeant is appointed by the Post Advisors. His/her duties include, but are not limited to:

- Assists Post Captain and Staff Sergeant as needed.
- Acts as Treasurer for the Post.
- Issues receipts for dues, fees, etc.
- Reviews previous meetings minutes with the Post.
- Submits a narrative on all functions and activities that the Post members participate in throughout the year, to be included in the

yearly report.

- Shall assist in maintaining order at all Post functions.
- Plans and organizes Post fund raisers.
- Assumes duties of Post Captain in the absence of the Post Captain or Staff Sergeant.

10.03 Committees

Committees may be appointed by the Post Advisors or Post Captain when deemed necessary. The Post Captain shall appoint all committee members and designate a committee chairperson. The Post Captain shall act as an ex-officio member of all committees. An Advisor shall act as an ex-officio member of all committees.

10.04 Election of Explorer Review Board Member

Explorer members shall elect a member representative of the Post Review Board each January. The Post Advisors shall present to the Post members a ballot of eligible Post members. Members shall vote by secret ballot. All ballots shall be counted by a Post Advisor. Should a tie occur, a runoff shall be held, also by secret ballot.

10.04.1 Appointment of Post Officers

Post Advisors will appoint Post Officers as the need arises. Should a Post Officers position become available, the Senior Post Advisor shall appoint a member to the position in an “acting” capacity until the position is permanently filled. Should a Post Officer be removed from his/her position the Senior Post Advisor shall again appoint a member to serve the position in an “acting” capacity until the position is permanently filled.

