

# LAW ENFORCEMENT EXPLORING



## PROGRAM AND RESOURCE GUIDE FOR ADULT LEADERS

[www.exploring.org/law-enforcement/](http://www.exploring.org/law-enforcement/)

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## **A. Introduction to Law Enforcement Exploring**

Law Enforcement Exploring is the preeminent career orientation and experience program for young people contemplating a career in the field of criminal justice. Its mission is to offer young adults, ages 14-21, interested in a career in law enforcement a personal awareness of the criminal justice system through training, practical experiences and other activities. Law Enforcement Explorer Posts are sponsored by local, state and federal law enforcement agencies throughout the country. Law Enforcement Exploring is endorsed by numerous professional organizations, to include the International Chiefs of Police Association (IACP) and the National Sheriffs Association (NSA). Law Enforcement Exploring is a well-established and highly respected program that has served as a platform from which countless young adults have launched a successful career with local, county, state and federal law enforcement agencies.

### **A Brief History**

In 1935, senior Boy Scouts were called Explorer Scouts for the first time and organized into Explorer Crews as part of a Boy Scout Troop. It was not until January 01, 1959 that Exploring officially became its own program under the auspices of, but separate from, the Boy Scouts of America. Later that same year, in 1959, the Orange County (California) Sheriff's Department became the first agency in the country to establish a Law Enforcement Explorer Post when it formed Post 449.

In 1976, the Exploring Division of the BSA, received a one (1) year grant from the Law Enforcement Assistance Administration (LEAA) to enhance and promote Law Enforcement Exploring. This grant resulted in:

- a) The creation of the National Law Enforcement Exploring Committee (NLEEC).
- b) The development of a Law Enforcement Exploring resource book, along with various promotional materials in support of the program.
- c) A concentrated membership drive.
- d) The identification and contact with a broad spectrum of criminal justice agencies to serve as sponsors for Law Enforcement Explorer Posts or to assist with the program in other ways.

The grant also resulted in the appointment of a professional member of the national BSA staff to serve as Director of Law Enforcement Exploring. This, of course, led to formal tracking of Law Enforcement Explorer Posts, the development of a National Law Enforcement Exploring Conference, the creation of a National Youth Chairman for Law Enforcement Exploring, a Vice National Youth Chairman and other forms of program enhancement such as the National Law Enforcement Exploring Leadership Academies. The title of National Youth Chairman was later changed to National Youth Representative, and the Vice National Youth Chairman to Vice National Youth Representative.

In 1998, Exploring became a component of the Learning for Life program that was established in 1991. Learning for Life is a school based integrated academic and character education program while Exploring remains a career interest and orientation program. Learning for Life is a legally independent subsidiary of the Boy Scouts of America.

### **The Mission of Law Enforcement Exploring**

All Exploring programs are based on the following five areas of emphasis: Career Opportunities, Life Skills, Citizenship, Character Education, and Leadership Experience. Law Enforcement Exploring fulfills all of these areas of emphasis in its mission to offer Explorers interested in a career in law enforcement the opportunity to:

1. Gain exposure to various criminal justice careers and to have positive interaction with law enforcement professionals. [*Career Opportunities*]
2. Obtain “hands-on” experience and awareness of the criminal justice system, thereby helping an Explorer make an informed decision on a career in law enforcement or a related field. [*Career Opportunities*]
3. Receive comprehensive career focused training that in many cases qualifies for academic credit (i.e. career education credit). [*Career Opportunities*]
4. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and high standards of performance and personal conduct. [*Citizenship, Character Education*]
5. Enhance character development and improve physical and mental fitness. [*Character Education, Life Skills*]
6. Learn responsibility to self and others through leadership. [*Leadership Experience*]
7. Serve their community by assisting their sponsoring agency in a supplementary law enforcement and liaison capacity. [*Citizenship*]

Law Enforcement Exploring is based on a unique partnership between a participating agency (hereafter referred to as a sponsoring agency), normally a law enforcement agency, and the Exploring component of the Learning for Life program. The partnership involves an agreement between the sponsoring agency and Exploring that is memorialized in a Memorandum of Understanding (MOU) that is signed annually by the head of the sponsoring agency and the Learning for Life representative. The partnership includes, but is not limited to, the following:

- a) The sponsoring agency provides:
  1. Screening and selection of at least one adult advisor, a committee composed of 3 or more adult members, and a minimum of 5 Explorers.
  2. A career orientation and activities program for the Explorers as well as continuing program development and support.
  3. Administrative support for the Explorer Post.
  4. Meeting and training facilities.
  5. In many cases, uniforms, equipment and other types of financial support.
- b) The Exploring program provides:
  1. Affiliation with one of the most respected youth organizations in the country.
  2. Leadership training for adults and youth leaders.

3. Guidance on Post organization and program development.
4. Recruitment assistance (annual high school survey, etc.).
5. Use of facilities such as camps for recreational activities.
6. Coordination and communication with National Law Enforcement Exploring Committee, management and administrative support for National Law Enforcement Exploring Conference, National Law Enforcement Exploring Leadership Academies, and assistance with scholarships and awards.
7. Comprehensive general liability insurance coverage for the sponsoring agency.
8. Personal accident insurance for Explorers and adults (for a small fee or, in some instances, may be provided by local Learning for Life Council as part of the annual registration fee.).

## **B. Law Enforcement Exploring Program Guidelines**

The Law Enforcement Exploring Program Guidelines provide advice, direction and recommendations for Law Enforcement Exploring Posts. The Guidelines are, in effect, the policy and procedures manual for Law Enforcement Exploring. The Guidelines are a “living document” in that changes to it are made to reflect additions and modifications to the program; therefore, it is not produced in a paper bound format but rather maintained on the Law Enforcement Exploring section of the Learning for Life website. Post Advisors and other adult leaders should periodically review the Guidelines and other sections of the website for new information about the program. The Guidelines address the following areas of the program:

- a) Purpose and program objectives
- b) Eligibility requirements
- c) Training
- d) Scope of activities
- e) Uniforms
- f) Equipment
- g) Covert activities policy
- h) Driving policy
- i) Bloodborne pathogens policy
- j) Media relations policy
- k) Training, practical exercises and simulated scenarios policy
- l) Use of Non-Lethal Training Firearms Policy
- m) Use of Oleoresin Capsicum (Pepper Spray) in Training Policy
- n) Ride-Along program
- o) Liability insurance for sponsoring agency
- p) Appendix: Program information and forms
  - Hold Harmless and Release Sample Form
  - Medical Release Sample Form
  - Hepatitis B Vaccine Declination Form for Youth/Adult Volunteers
  - Ride-Along Certification Application and Checklist
  - Sample Ride-Along Policy and Standard Operating Procedures
  - Law Enforcement Exploring Associations Certification
  - Firearms Marksmanship

- Youth Protection
- Safety First Guidelines

A link to the Law Enforcement Exploring Program Guidelines is contained in the Website section of this Guide.

## **C. Post Organization and Structure**

### **Starting a Law Enforcement Explorer Post**

The majority of Law Enforcement Explorer Posts are sponsored by local, county and state law enforcement agencies; however, there are some federal agencies that also sponsor Posts. There are many reasons a sponsoring agency may decide to form a Law Enforcement Explorer Post, to include a chief, sheriff or head of agency hearing about the value of the program from an LFL representative, another law enforcement executive, elected official, parent or member of a community organization. Prior to starting a new Law Enforcement Explorer Post (or reviving a Post that has become dormant for any one of many different reasons) the chief, sheriff or head of agency needs to determine the type of Post that he/she desires to create; in other words, their vision of how the Post will function within the agency. Law Enforcement Exploring provides wide latitude to the sponsoring agency in determining the organization, structure and program of its Post providing the Post is operated in compliance with Learning for Life/Law Enforcement Exploring policies and procedures. The structure of Law Enforcement Exploring Posts throughout the country, given this latitude, range from those that are loosely organized with a nominal program and open membership to those that are highly organized with membership standards, a progressive program of training, practical experience opportunities and exciting activities. Past history has demonstrated that highly organized Posts that have membership standards, a progressive training program, and provide practical experiences and challenging activities are much more successful than Posts that are not organized in the same manner.

### **Post Committee**

Once a chief, sheriff or head of agency decides upon the structure of the Post, the next most important decision is to select the adults who will oversee the program. The adult leadership for Post is comprised of the Advisor (the lead adult for the Post), Associate Advisors (other adults who assist the Advisor) and Committee of at least three adults, one of whom will serve as the Chair for the Committee. Normally, the adult leaders of Law Enforcement Explorer Posts are all law enforcement officers; however, some Posts have found it beneficial to have at least one civilian member on the committee. The committee provides advice, guidance and support for the Post. Although Explorer Posts are staffed with youth leaders, a committed and active adult component is essential for the operation of any well managed Post. There is a direct correlation between the interest and support of the adult leadership of a Post (to include that of the Chief, Sherriff or head of agency) and the success and sustainability of a Post.

Following the determination of the structure, training and program for a Post, and the selection of the adult leadership, the next step is to actually register the Post with Law Enforcement Exploring through the local Learning for Life office. In many instances, a sponsoring agency

will register a Post before deciding upon the structure, training, program and adult leadership. Either way is acceptable; what is important is to have a well-organized program in place (to include written standard operating procedures, rules and regulations) before recruiting Explorers into the Post.

## **Organization Chart**

There are many different ways in which the internal organization and rank structure of a Post can be arranged. Some Posts will sub-divide the Explorers into several squads or units led by an Explorer Sergeant who reports to an Explorer Lieutenant who in turns reports to an Explorer Captain. The rank structure of a Post, as well as the number of squads or units established, is decided by the sponsoring agency. Unlike traditional Exploring Posts where Post officers are elected by the members, most Law Enforcement Posts use an assessment test and interview or merit based (or combination of both) method to select Post officers for ranks that are similar to that of the sponsoring agency. The assessment test and interview and/or merit based method for Post officer selection is normally conducted by the Post Committee. A sample table of organization chart for a Law Enforcement Explorer Post is included in the Appendix of this document.

## **D. Post Standard Operating Procedures, Rules and Regulations**

### **Developing a Post Manual**

In order to provide a foundation for organizational structure and operations through well-defined procedures and protocols, every Post should develop its own written standard operating procedures, rules and regulations. This document, often referred to as a Post Manual, is normally made part of the standard operating procedures of the sponsoring agency, usually as a separate section entitled “Law Enforcement Explorer Post” or a similar title.

### **Resources for Creating a Post Manual**

Developing a comprehensive Post Manual takes time, thought and input from the individuals and/or department section responsible for maintaining the standard operating procedures, rules and regulations of the sponsoring agency to ensure nothing in the Post Manual is in contravention of department policy. Almost every law enforcement agency that has a successful Law Enforcement Explorer Post will have a well written Post Manual, and most will freely share their manual with other agencies. Using another Post’s manual as a reference will provide a framework upon which another agency can develop its own unique Post manual. There are many certified Law Enforcement Exploring Advisors Associations located throughout the country that are another excellent resource for guidance on Post Manual development, training for Advisors and Explorers, program development and other forms of support. A list of certified associations is posted on the Law Enforcement Exploring section of the Learning for Life website.

## **E. Youth Membership: Standards, Recruiting and Retention**

### **Standards**

The adult leadership of a Post has the important responsibility of establishing membership standards for its Explorers. Law Enforcement Exploring is a career orientation program and as such encourages sponsoring agencies to provide training, practical experiences and other activities that will help Explorers make an informed decision about a career in law enforcement or a related field. Recognizing the sensitive nature of law enforcement operations it is understood that sponsoring agencies need to be discerning in the selection of Explorers that are allowed to participate in the program; thus each sponsoring agency is permitted to establish its own admission standards for members. That being said, it is important to give careful consideration to establishing minimum membership standards. Experience has taught many Advisors that selective criteria and high standards for membership in Law Enforcement Exploring Posts yield better program opportunities and fewer personnel issues.

Establishing minimum membership standards (i.e., admission, participation, academic and physical) for Law Enforcement Explorer Posts:

1. Attracts quality members.
2. Minimizes behavioral or performance problems in the Post.
3. Lends credibility to the agency's Law Enforcement Exploring program for the members, the sponsoring agency and the community.
4. Provides for a better training program, more practical application opportunities and a meaningful experience that will better prepare members to be competitive for full-time law enforcement positions. Generally, there is a direct correlation between the quality of members and program (i.e., training, etc.) to the level of practical experience opportunities afforded by a law enforcement agency.

Explorer Posts are afforded a great deal of independence in developing membership standards, as well as their program, providing there is no discrimination based on ethnic origin, religion, economic status, creed or sexual orientation, and the program is conducted in accordance to Learning for Life/Law Enforcement Exploring policies and procedures. As a rule of thumb, a Post may impose more stringent restrictions, but not less stringent restrictions, for any Exploring membership requirement or policy. For example, a Post may decide that its minimum age for membership will be 16 years of age, rather than the minimum age requirement of 14 set by Learning for Life/Exploring, or a Post may decide to restrict its membership to what it considers a manageable number of Explorers (i.e., a maximum of 25 Explorers), etc.

The Advisor and Post Committee, with concurrence of the sponsoring agency, must decide the criteria for membership. Typically, due to the nature of the Post's activities and exposure to sensitive law enforcement information or procedures, criteria for membership in a Law Enforcement Explorer Post is much more restrictive than for other types of Explorer Posts. Most

Law Enforcement Exploring Posts, with some variation, use the following types of criteria for membership:

1. Applicant must be 14-20 years of age and a U.S. citizen.
2. Applicant must not have a prior arrest record or serious traffic violations.
3. Applicant must be in excellent physical condition with weight in proportion to height and body frame.
4. Applicant must be of good conduct and high moral character.
5. Upon acceptance into the Post, the applicant must maintain a “C” average in scholastic studies. Once an Explorer graduates from high school, he/she must enroll in at least two courses per semester at an accredited college.
6. Must be a resident (some law enforcement agencies require that Explorers reside in the jurisdiction for which the agency is responsible).

## **Selection**

To the extent possible and practical, the selection process for Explorers should parallel that for full-time police personnel. This reinforces the concept the program is special and not just anyone is allowed to join. Many Posts utilize the following procedures, or variations thereof, for selecting new Explorers:

1. **Background Investigation:** Includes criminal/traffic records check and interviews with teachers, employers and neighbors.
2. **Oral Interview:** An interview before a panel consisting of the Explorer Post Committee and the highest ranking Explorer in the Post. The interview consists of questions related to information on the candidate’s application and from results of the background investigation, as well as questions pertaining to the applicant’s desire to join the Post and suitability for membership. The interview panel will also take note of the physical appearance (in terms of neatness and cleanliness) and of the applicant’s verbal and non-verbal communication skills. The panel shall also assess the applicant’s willingness and ability to comply with Post rules, regulations and training requirements.
3. **Orientation Program:** Candidates must attend an orientation program with their parent(s) or legal guardian where the functions of the Post and responsibility of members is explained to all concerned.
4. **Basic Training Requirement:** Although candidates are formally admitted into the Post at the orientation program, they are on probationary status until such time they complete the basic training requirements.

## Recruiting

Recruiting quality Law Enforcement Explorers is a proactive process, and there are several avenues which may be pursued in this endeavor. The following represent some methods on how to generate interest in your Law Enforcement Exploring Post.

1. **Career Interest Survey** – Many middle schools and high schools conduct career interest surveys of their students; in some situations the school permits external groups (i.e. BSA, US Military, etc.) to conduct a career interest survey providing the organization shares the results of the survey with the school and agrees to safeguard the privacy of the students. Normally, schools are more than willing to pass on to students interested in a career in law enforcement contact information for Law Enforcement Explorer Posts in the area. Career interest survey information is an excellent means of identifying potential candidates for membership. Individuals interested in joining the Post can be invited to discuss Law Enforcement Exploring with an Explorer and/or Advisor, and to possibly visit a Post meeting or activity.
2. **Publicity:** Posts should regularly issue press releases concerning Post activities, recognition and awards bestowed upon Post members, and other information that brings positive attention to the program. Each press release should contain a clause indicating whom to contact for additional information or inquiries about membership. Many Posts have a Facebook, Myspace, or other social media page on which they share general information about their Post, to include whom to contact for membership requirements. Local cable channels, broadcast stations and other media networks may be solicited to develop a segment concerning Law Enforcement Exploring in general, and/or the activities or accomplishments of a particular Post. Good publicity about a Post automatically places the sponsoring agency and its leadership in a positive light with the community, and that can produce dividends in terms of the support a Post may receive from the department.
3. **Group Presentations:** Law Enforcement Exploring Posts should take advantage of any opportunity to have an information booth at local malls, during special events at schools (i.e., career day, etc.), BSA Scout Exposition shows or other public events. Explorers at these events can distribute a Post brochure with information about their Post and membership requirements, show video footage of Post activities (i.e., training, riding in squad car, competitions, etc.), and answer specific questions about the program. Community service groups (Lions, Rotary, etc.) are always looking for interesting presentations at their meetings and Explorers, in uniform, talking about Law Enforcement Exploring and how their Post helps the community always stimulates interest in membership.
4. **Word of Mouth:** Even with all the forms of electronic and print communication available today, word of mouth is still a very powerful

and persuasive recruiting tool. Police officers from the sponsoring agency, former Law Enforcement Explorers, citizens whom have witnessed Explorers in action and Explorers themselves all can serve as ambassadors for the Post and recruit quality candidates for membership.

5. Middle School Explorer Clubs: See National Support and Programs section in this Guide for more information on Middle School Explorer Clubs and how these clubs can serve as a recruitment resource.

## **Retention**

Retention of Explorers involves two separate and distinct elements. The first involves establishing criteria to which an Explorer must adhere in order to retain membership in the Post. The second is developing a program that will influence Explorers to remain in the Post until such time they are no longer of age to participate and, if they leave the Post prior to that time, determining what changes may be necessary to improve the program.

1. Retention Criteria for Members to Remain in Post: Most Posts establish minimum requirements to remain in the program. These requirements ensure members meet certain standards of participation and conduct so the objectives of Law Enforcement Exploring (and the Post) are achieved, the integrity of the program is maintained, and members are conditioned to always be mindful of performance levels and opportunities for self-improvement. An example of such retention criteria is:
  - a. Explorers must attend meetings, events and in-service training unless excused for legitimate reasons. At a minimum, Explorers must devote at least 10 hours per month to the program (i.e., meetings training, etc.)
  - b. Explorers must maintain minimum academic standards. Should an Explorer fall below such a standard, he/she will be placed on academic probation for the following semester. Failure to achieve the minimum academic standard during the academic probation period will result in dismissal from the program.
  - c. Explorers must receive acceptable performance evaluation reports and demonstrate improvement in any identified deficient areas.
  - d. Explorers must pass the bi-annual physical agility test.
  - e. Explorers must not engage in any illegal conduct or behavior that would bring discredit to the Post or the department
2. Retention of Membership: One of the primary goals of every Law Enforcement Explorer Post should be to retain quality members. In order to achieve this goal it is necessary to provide a good program and a meaningful experience to all Explorers. In those instances where an Explorer voluntarily leaves the program for reasons other than relocation or reaching the maximum age for participation, it is important to determine what precipitated such

action. This may best be accomplished through an exit interview during which time the Advisor, or other adult leader, may ascertain that exact nature and cause for the resignation. Where appropriate, information from exit interviews may be used to modify the Post's program.

## **F. Post Program**

Each Post's program is unique as it is planned around what the sponsoring agency is willing to authorize and/or capable of providing. Notwithstanding some restrictions imposed by Learning for Life/Law Enforcement Exploring policy statements concerning covert activities, operating squad cars, training, firearms and several health and safety items, an Explorer Post has complete autonomy in developing and conducting its own program.

The excellence of a Post's program is a significant determining factor in attracting and retaining Explorers in a Post. The program needs to be a combination of training (basic, advanced and specialized), hands-on practical activities and experiences, meaningful endeavors that assist the sponsoring agency and the community, competition, and recreation. Almost always, successful Law Enforcement Exploring Posts are willing to share their program ideas, as well as other information, with other Posts.

The local Learning for Life representative is another program resource that can be of assistance in facilitating non-law enforcement specific training for the adult and youth membership of a Post, help to arrange for use of local council owned camps and recreational properties, assist with processing scholarships and awards available to Explorers, and provide other Learning for Life program support as needed

Advisor seminars are presented at every national conference that address program development and many other aspects of managing an effective Law Enforcement Exploring Post. Many of the certified Law Enforcement Exploring Advisors Associations throughout the country conduct Advisor Training Seminars in which one of the common topics is developing a Post program. Included in the Appendix of this document is a Program Activities Work Sheet for Law Enforcement Exploring Posts that lists 100 program ideas for a Post, as well as a sample basic and advanced training curriculum for Explorers. Additionally, a sample agenda is included in the Appendix for Post Meetings, Staff Meetings, New Officer Leadership Training, and New Explorer Orientation.

## **G. National Support and Programs**

### **National Committee**

The National Association of Law Enforcement Explorers functioned as the principal organization for Law Enforcement Exploring until the formation of the National Law Enforcement Exploring Committee in 1976. The National Law Enforcement Exploring Committee provides to the national office advice and guidance on the Law Enforcement Exploring program. The committee is comprised of the director of each of the primary federal

law enforcement agencies, numerous chiefs of police and sheriffs from throughout the country, the Provost Marshal of the U.S. Army, representatives from allied organizations, and individuals from the private sector who support law enforcement. The National Youth Representative and the Vice National Youth Representative also serve on the national committee.

The chair of the national committee, who serves a two-year term, is normally a federal agency director. On many occasions in the past, a chief of police or other law enforcement official has chaired the national committee. The national committee meets twice a year; the first meeting is conducted in Washington, DC in the spring, and the second meeting is conducted in the fall at the venue for the annual International Chiefs of Police Conference.

### **National Director**

The National Director for Law Enforcement Exploring is a full-time professional member of the Learning for Life/Exploring staff. The National Director works with the National Law Enforcement Exploring Committee, key volunteers, Learning for Life/Exploring professional staff and representatives from other organizations (such as the International Association of Chiefs of Police and the National Sheriffs Association) to plan and conduct national events and provide program support for Explorers and Advisors.

### **National Youth Representatives**

The National Law Enforcement Exploring Committee (and, previously, the National Association of Law Enforcement Explorers) recognized the importance of having national youth representation for the program, thus the positions of National Youth Chairman and Vice National Youth Chairman were created. The titles for these positions were later changed to National Youth Representative and Vice National Youth Representative, and for a period of time the position of Vice National Youth Representative was discontinued. The National Youth Chairman and Vice National Youth Chairman were elected for a one-year term at the annual National Explorer President's Congress until 1983. Starting in 1983, the National Youth Chairman and Vice National Youth Chairman were elected for a one-year term at the National Law Enforcement Exploring Conference; and during non-conference years a National Youth Chairman was selected for a one-year term by a nomination and appointment process. Commencing with the 1990 conference, the National Youth Representative was elected for a two-year term and served until the following conference. The position of Vice National Youth Representative was reinstated beginning with the election at the 2010 conference. National Youth Representatives for Law Enforcement Exploring serve a two-year term that begins when they take their oath of office at the closing show for the conference on Friday and continues until their successors are sworn in to office at the following conference. Information on the election process for the National Youth Representatives is contained in the National Law Enforcement Exploring Guidebook.

### **National Service Team**

The National Service Team is comprised of a chief of police or sheriff from each state in the country that serves as the Chairperson for the team in their respective state. The members of team are experienced with all aspects of Law Enforcement Exploring and, in some cases, were

Law Enforcement Explorers in their youth. The National Service Team helps to promote and enhance Law Enforcement Exploring through facilitation of program resource awareness, Explorer Post development assistance and articulation of Learning for Life/Exploring policy and procedures.

### **National Law Enforcement Exploring Conference**

In 1977, the National Law Enforcement Exploring Committee initially considered developing a national event for all Law Enforcement Explorers and Advisors. This idea inspired the first National Law Enforcement Exploring Conference in 1979 at Michigan State University. This biennial conference has evolved into the premier event for Law Enforcement Explorers and their Advisors who come together from throughout the country for a week of team and individual competitions, seminars, demonstrations, exhibits, recreation and fun. Detailed information about each national conference is contained in the National Law Enforcement Exploring Conference Guidebook that is posted on the Law Enforcement Exploring section of the Learning for Life website. The Guidebook for each conference is posted on the website approximately one year prior to the event.

### **National Law Enforcement Exploring Leadership Academies**

The idea for a leadership academy for Law Enforcement Explorers was first conceived by a FBI Supervisory Special Agent who developed a curriculum for the program. The first National Law Enforcement Exploring Leadership Academy was conducted in 1985 at the FBI Academy in Quantico, Virginia. The FBI sponsored National Law Enforcement Exploring Leadership Academy served as the model for other agencies that later developed their own leadership academy for Explorers. The National Law Enforcement Exploring Leadership Academies are biennial events, hosted by federal law enforcement agencies, which provide select Explorers with the opportunity to learn the dynamics of leadership and how to motivate others, practical leadership and team building skills, and the principals of effective law enforcement leadership. The academies also include historical, ceremonial and recreational activities. Currently, the DEA, FBI, U.S. Marshals Service, and Secret Service host academies in Washington, DC, and the U.S. Military Police hosts an academy in Ft. Leonard Wood, Missouri. The week-long academies are conducted during the summer of non-national conference years. Information about the leadership academies is posted on the Law Enforcement Exploring section of the Learning for Life website approximately one year prior to the event.

### **Law Enforcement Exploring National Pistol Championship**

The Law Enforcement Exploring National Pistol Championship (NPC) was established in February 2015 as a result of the keen interest of Explorers to participate in the pistol competition associated with the biennial National Law Enforcement Exploring Conference as well as numerous requests received from Law Enforcement Explorer Posts to demonstrate the marksmanship abilities of their Explorers in a competitive event. The NPC replaces the individual pistol competition event at national conferences and will be held on an annual basis. Explorers who have met all requirements and achieved a qualifying score will be permitted to

compete in the NPC at a national conference and/or at the location for the event in non-conference years.

Law Enforcement Explorers who desires to compete in the NPC must first demonstrate they have met all preliminary requirements for basic firearms safety and marksmanship as well as shot at least one course of fire for score witnessed by the range supervisor or Post Advisor. The score must then be forwarded to the NRA Law Enforcement Exploring Firearms Proficiency Award Program (LEEFAP). Explorers registering for the NPC will be accepted in rank order based on the scores submitted through their Post participation in this program. Further information concerning the NPC and how to enroll in the LEEFPAP may be found in the Law Enforcement Exploring section of the Learning for Life website.

### **Ride-Along Program Certification**

The Ride-Along certification process was developed in cooperation with the International Association of Chiefs of Police to ensure all sponsoring agencies that permit Explorers to accompany law enforcement officers on patrol operations have implemented policy and standard operating procedures that will minimize the risk for Explorers participating in the program. Patrol operations are defined as routine policing functions where an Explorer accompanies a law enforcement officer in a marked police vehicle, in/on specialized police conveyances (i.e., bike patrol, equestrian patrol, marine patrol or other police patrol conveyance with the exception of motorcycles, motorized personal watercraft or motorized personal all-terrain vehicles), or on foot patrol. Ride-Along certification requirements and related information, as well as a certification application, is posted on the Law Enforcement Exploring section of the Learning for Life website

### **Law Enforcement Exploring Advisor Association Certification**

A Law Enforcement Exploring Advisor Association is defined as any group, no matter the stated name of the group, directed by adults, that has organized itself for the purpose of sponsoring meetings, training, competition or other activities for Law Enforcement Explorers, Advisors, adult leaders and others utilizing the name of Learning for Life, Law Enforcement Exploring and/or its proprietary assets. The national office recognizes those associations that have successfully undergone the certification process that is outlined on the Learning for Life/Law Enforcement Exploring website.

Certified Law Enforcement Exploring Advisor Associations provide valuable support to Law Enforcement Exploring. Associations are an excellent resource for training programs for Advisors and Explorers, competitive events and other activities that complement and support Law Enforcement Exploring. In many instances, the Advisor training provided by associations is approved for in-service credits for law enforcement officer continuing education requirements. A sample curriculum of Advisor training conducted by associations is included in the Appendix of this guide.

## **Law Enforcement Exploring Training Certification**

Certification for Law Enforcement Exploring training provides validation and recognition for those Law Enforcement Posts or organizations that conduct training programs that meet or exceed minimum standards with respect to curriculum development and content, performance evaluation procedure, record management and instructor qualifications. Training certification requirements and related information, as well as a certification application, is posted on the Law Enforcement Exploring section of the Learning for Life website

Posts, or recognized Law Enforcement Exploring Advisors Associations, may submit a certification application and supporting documentation for basic, advanced, specialized and leadership academy training programs.

## **Law Enforcement Exploring Proficiency Awards**

Law Enforcement Exploring initiated a nationally standardized recognition and proficiency awards program for Explorers in 1983. Law Enforcement Exploring Proficiency Awards offer Law Enforcement Explorers an opportunity to earn awards that acknowledge their experience, training and achievements. These awards, in the form of various colored ribbon bars, are displayed on an Explorer's uniform in a manner dictated by the sponsoring agency. Currently, Law Enforcement Exploring Proficiency Awards are available for training, community service, crime prevention, law enforcement service, emergency preparedness, firearms training, drug abuse prevention, National Law Enforcement Exploring Conference attendance, National Law Enforcement Exploring Leadership Academy attendance, Eagle or Gold Award recipient, physical fitness proficiency, and Explorer of the Year recognition.

Law Enforcement Exploring Proficiency Awards criteria and related information, as well as an award order form, is posted on the Law Enforcement Exploring section of the Learning for Life website

## **Awards and Scholarships**

There are numerous awards and scholarships exclusively for Law Enforcement Explorers, and one award for Law Enforcement Explorer Post Advisors (the Distinguished Advisor Award presented at each national conference; see conference guidebook for information on this award). Numerous special awards are available to Law Enforcement Explorers, to include the Career Achievement Award as well as Special Recognition Awards for valor, bravery, lifesaving and meritorious service. The William H. Spurgeon III Award is available to Advisors, adult leaders, individuals, and organization which have contributed significant leadership and service to Exploring. Scholarship and award information, as well as a description of the application process for these awards and recognitions, is posted on the Law Enforcement Exploring section of the Learning for Life website.

## **Middle School Explorer Clubs**

The National Office for Exploring initiated, in 2013, following a successful pilot program, career interest Middle School Explorer Clubs based on the sixteen career clusters identified by the U.S. Department of Education. Middle School Explorer Clubs for students interested in law enforcement as a career were established under the Law, Public Safety, Corrections and Security cluster. Explorer Clubs are open to students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and involve school based and after school activities, to include age appropriate hands-on practical exercises. Law Enforcement Explorers, acting as mentors, can provide vital support to Middle School Explorer Clubs focused on law enforcement while at the same time recruiting future candidates for Post membership. The local LFL office can provide information on how to get involved with law enforcement focused Middle School Explorer Clubs.

## **Website**

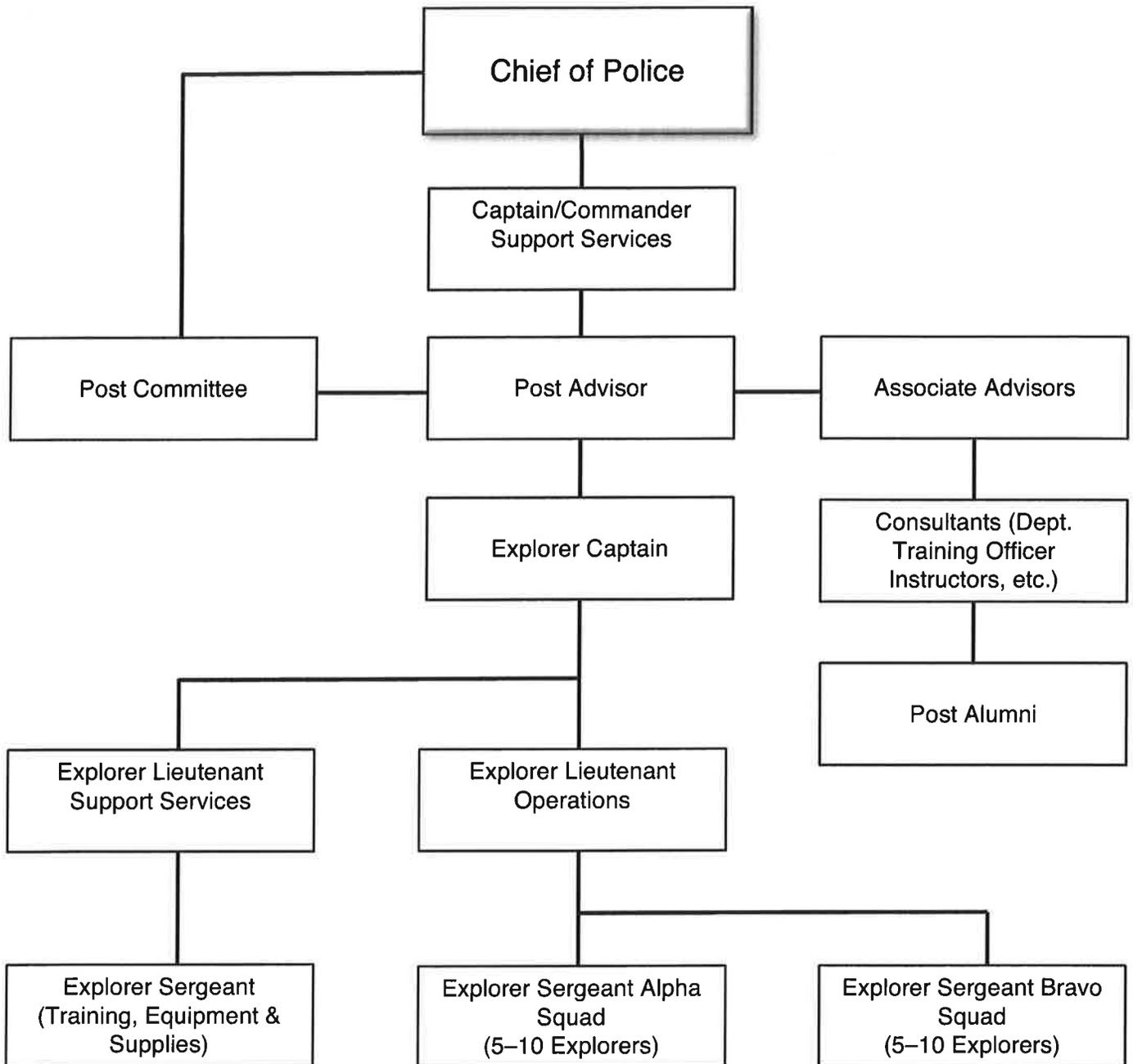
The Law Enforcement Exploring section of the Learning for Life website offers a wealth of information and resource materials to include the [Law Enforcement Exploring Program Guidelines](#). The website contains information about Exploring in general and Law Enforcement Exploring in particular, program resources such as on-line guides, training materials, forms, event and conference information, and other items of interest to Law Enforcement Explorers, Advisors, and adult leaders. The Law Enforcement Exploring section of the website may be accessed at: [www.exploring.org/law-enforcement/](http://www.exploring.org/law-enforcement/)

## **H. Appendix**

- 1) Sample Post Table of Organization
- 2) 100 Activities for Law Enforcement Exploring Posts
- 3) Sample Advisor Seminar Curriculum
- 4) Sample Law Enforcement Explorer Training Curriculum
- 5) Sample Post Meeting Agenda
- 6) Sample Post Staff Meeting Agenda
- 7) Sample Post New Explorer Orientation Agenda
- 8) Sample Post New Officer Leadership Training Agenda

JUSTICE POLICE DEPARTMENT  
LAW ENFORCEMENT EXPLORER POST #911

TABLE OF ORGANIZATION



# **LAW ENFORCEMENT EXPLORING**

## **Program Activities Work Sheet**

Please brainstorm and add any additional program activities unique to either your sponsoring agency or other available organizational and facility resources in your area.

	<b>Law Enforcement Career-Related Activity Topics</b>	<b>Department Has Resource</b>	<b>Instructor or Facilitator</b>
		<b>YES/NO</b>	<b>Name of Resource</b>
1	Traffic Accident Investigations		
2	Bike Policing		
3	Bomb Threat Response		
4	Search Techniques (Person, Structures & Outside areas)		
5	Burglary in Progress Response		
6	Communications Center Operations		
7	Community Policing		
8	Internet Fraud Investigations		
9	Crime Prevention Programs		
10	Crime Scene Search		
11	Intelligence Collection and Analysis		
12	Criminal Law and Procedure		
13	Crowd Control Techniques		
14	Defensive Tactics for Law Enforcement Officers		
15	Bicycle Safety Inspection & Rodeo for Community		
16	Domestic Crisis Intervention		
17	Dangerous Drugs and Narcotics Investigations		
18	Drug Abuse Education and Prevention		
19	Training Academy Operations (and visit/tour)		
20	Special Weapons and Tactics (SWAT) Operations		
21	Emergency Vehicle Operations		
22	Evidence Handling and Processing		
23	Fingerprinting : History and Practical Application		
24	Firearms: Safety and Familiarization		
25	Basic First Aid and CPR Training		

26	Crisis (and Hostage) Negotiations		
27	Command Center Operations (and tour/visit)		
28	Criminal Investigations		
29	Professional Responsibility (Internal) Investigations		
30	Leadership Development Training		
31	Canine (K9) Operations (and demonstration)		
32	Law Enforcement Agency Visits (from/to agencies in area).		
33	Missing Person Investigations		
34	Surveillance Operations: Physical and Electronic		
35	Officer Safety and Survival		
36	Physical Fitness and Nutrition for Law Enforcement Officers		
37	Careers in Law Enforcement (Education and Preparation)		
38	Gang Identification and Investigations		
39	Patrol Procedures		
40	Telecommunications Protocol and Procedures		
41	Behavior Analysis in Criminal Investigations		
42	Organized Crime Investigations		
43	Forensic Laboratory Operations (and visit/tour)		
44	Report Writing		
45	Ride-Along Procedures for Explorers		
46	Robbery in Progress Response		
47	Computer Forensics		
48	Terrorism: History and Evolution		
49	Medical Examiner/ Coroner Office Functions (and visit/tour)		
50	Arson Investigations		
51	Traffic Control and Enforcement Operations		
52	Traffic Stop: Misdemeanor and Felony		
53	Citizen Police Academy (Assistance & Exploring Presentation)		
54	White Collar Crime Investigations		
55	Juvenile Delinquency		
56	Aviation Support for Law Enforcement Operations		
57	Task Force Operations (Local, Country, State and Federal)		
58	Hate Crime Investigations		
59	Vehicle Theft Investigations		

60	Drill Team/Color Guard Training		
61	Human Trafficking Investigations		
62	Vice Operations and Investigations		
63	Use of Non-Lethal Weapons in Law Enforcement		
64	Ethics and Professionalism		
65	Cultural Diversity and Human Relations		
66	People with Disabilities (Understanding and Interaction)		
67	Homeland Security Operations		
68	Use of Technology in Criminal Investigations and Intelligence		
69	Use of Force Continuum		
70	Criminology: Theory and Practice		
71	Catastrophic (Emergency) Event Response and Management		
72	Interpol: Purpose and Function		
73	Financial Investigations and Money Laundering		
74	Clandestine Laboratory Investigations		
75	Nuclear and Biological Weapons Investigations		
76	Firearms Trafficking and Investigations		
77	Team Building Theory and Exercises (Ropes course, etc.)		
78	Group Dynamics and Decision Making		
79	Detention and Corrections Operations (and visit/tour)		
80	Telecommunications (Wiretap) Intercept Operations		
81	Sexual Predator and Child Exploitation Investigations		
82	Victim-Witness Laws, Programs and Functions		
83	Homicide Investigations		
84	Conspiracy Law and Investigations		
85	Undercover Operations		
86	Witness Protection Program		
87	Prosecution & Trial Procedures		
88	School Resource Officer Program and Function		
89	Courtroom Observation (Local, County, State and Federal)		
90	School Bullying/Violence		
91	Identification Theft Crime Investigations		
92	Critical Incident Management		
93	Burglary/Robbery Investigations		

94	Officer Involved Shooting Protocol and Procedures		
95	Practical and Digital Photography for Law Enforcement		
96	Stress Management for Law Enforcement Officers		
97	Suicide Investigations		
98	Police Dispatcher Functions and Communication Skills		
99	Biker Gangs: History and Current Status		
100	Kidnapping Investigations		

# CENTRAL VALLEY LAW ENFORCEMENT EXPLORER ADVISORS ASSOCIATION

## ADVISOR SEMINAR CURRICULUM

- **The Mission & Partnership: BSA LFL and Law Enforcement Exploring**
- **BSA/LFL Professional Support and Resources**
- **Post Organization and Structure**
- **Adult Leadership: Function and Responsibility**
- **Youth Membership: Standards, Recruiting and Retention**
- **Law Enforcement Explorer Training: Basic, Advanced and Continuing**
- **Post Standard Operating Procedures, Rules and Regulations**
- **Risk Management**
- **Planning & Programming for Explorer Posts**
- **Explorer Leadership Programs and Training Academies**
- **Ethics for Exploring and Life**
- **Mentoring & Motivating Explorers and Positive Discipline**
- **Explorer Proficiency Awards Program**
- **Scholarship and Recognition Programs for Explorers**
- **Post Administration: Service Records, Property and History**
- **Explorer Competitions: National, State and Regional**
- **Fundraising**
- **Department Acceptance & Support**
- **Law Enforcement Exploring/LFL Guidelines, Policies and Certifications**
- **Explorer Perspective: "What we expect, what we want."**
- **Explorer Advisor Associations: Purpose and Function**
- **New Developments, Recent Changes and Current Trends in Law Enforcement Exploring**
- **Youth Protection Training and Certification**
- **Identifying Funding Sources and Writing Grants for Explorer Posts**
- **Media & Community Relations: Promoting your Explorers & Department**
- **Obtaining High School/College Credit for Explorer training, etc.**
- **Don't Go it Alone: Creating a Dynamic Committee, Associate Advisors and Support Network**

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**CENTRAL VALLEY LAW ENFORCEMENT EXPLORER ADVISORS ASSOCIATION**  
**BASIC AND ADVANCED TRAINING CURRICULUMS**

**Basic Training for Law Enforcement Explorers**

**Subject Area**

- **History of Law Enforcement**
- **Contemporary Policing (Law Enforcement) in U.S.**
- **Criminal Justice System**
- **Criminal Law and Procedure**
- **Juvenile Law and Procedure**
- **Motor Vehicle Law and Procedure**
- **Youth Protection: Personal Safety Awareness**
- **Electronic (radio/automated) Communication Procedures**
- **Ethics and Professionalism**
- **Basic First Aid and CPR**
- **Bloodborne Pathogens and Hazardous Materials Awareness**
- **Report Writing**
- **Dangerous Drugs and Narcotics**
- **Arrest and Search Procedures**
- **Evidence Handling and Processing**
- **Basic Patrol Procedures and Techniques**
- **Crime Prevention**
- **Vehicle Stops (Misdemeanor and Felony)**
- **Basic Forensics**
- **Fingerprinting (history, science and practical application)**
- **Investigations: Procedures and Practices**
- **Crime Scene Investigation and Procedure**
- **Accident Investigation and Procedure**
- **Cultural Diversity and Human Relations**
- **Emergency Management (Traffic/Crowd Control, etc.)**
- **Physical fitness and nutrition for Law Enforcement Officers**
- **Situational Awareness and Defensive Tactics**
- **Crisis Intervention**

## Advanced Training for Law Enforcement Explorers

### Subject Area

- **Organized Crime**
- **Gang awareness**
- **Terrorism**
- **Community Policing**
- **White Collar Crime**
- **People with Disabilities (Understanding and interacting with)**
- **Leadership and Decision Making**
- **Group Dynamics**
- **Use of Internet for Criminal Activities**
- **Use of Force Continuum**
- **Criminology**
- **Hostage/Barricaded Subject Situation Intervention**
- **Use of Technology in Investigations**
- **Bomb Threat Investigations and Procedures**
- **Homeland Security**
- **Firearms, Electronic Control Devices and Chemical Agents Awareness**
- **Hate Crimes**
- **Street Survival for Law Enforcement Officers**

**JUSTICE POLICE DEPARTMENT  
LAW ENFORCEMENT EXPLORER POST #911**

**POST MEETING AGENDA\***

- |   |                                      |
|---|--------------------------------------|
| <b>A. Call to Order</b>   | <b>Post Captain</b>                  |
| <b>-Pledge of Allegiance</b>  |                                      |
| <b>-Roll Call</b>   |                                      |
| <b>-Captain's Report</b>  |                                      |
| <b>B. Administrative Report</b>   | <b>Lieutenant – Support Services</b> |
| <b>-Post Funds (responsible Sergeant)</b>                               |                                      |
| <b>-Post Equipment/Supplies (responsible Sergeant)</b>                  |                                      |
| <b>-Training (responsible Sergeant)</b>                                 |                                      |
| <b>-Competitions/Conferences (responsible Sergeant)</b>                 |                                      |
| <b>-Other Administrative Matters (responsible Sergeant)</b>             |                                      |
| <b>C. Operations Report</b>   | <b>Lieutenant – Operations</b>       |
| <b>-Ride-Along Program (responsible Sergeant)</b>                       |                                      |
| <b>-Special Events (responsible Sergeant)</b>                           |                                      |
| <b>-Other Department Operations Support (responsible Sergeant)</b>      |                                      |
| <b>-Status Report for Unfinished Assignments (responsible Sergeant)</b> |                                      |
| <b>-Department Requests for Assistance (Lt. – Operations)</b>           |                                      |
| <b>-Issuance of New Assignments (Lt. – Operations)</b>                  |                                      |
| <b>D. Unfinished General Matters</b>                                    | <b>Post Captain</b>                  |
| <b>E. New General Matters</b>   | <b>Post Captain</b>                  |
| <b>F. Advisor Guidance and Comments</b>                                 | <b>Post Advisor</b>                  |
| <b>G. Adjournment</b>   | <b>Post Captain</b>                  |

**\*Note: Meeting agenda order, reporting or protocol can be adjusted as determined by Post Advisor.**

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**JUSTICE POLICE DEPARTMENT  
LAW ENFORCEMENT EXPLORER POST #911**

**POST STAFF MEETING AGENDA\***

- |   |                                      |
|---|--------------------------------------|
| <b>A. Call to Order</b>   | <b>Post Advisor</b>                  |
| <b>B. Captain's Report</b>  | <b>Post Captain</b>                  |
| <b>C. Administrative Report/Issues/Concerns<br/>-With input of Sergeants as required.</b> | <b>Lieutenant – Support Services</b> |
| <b>D. Operations Report/Issues/Concerns<br/>-With input of Sergeants as required.</b>     | <b>Lieutenant – Operations</b>       |
| <b>E. Personnel Matters</b>   | <b>Post Captain and Advisor</b>      |
| <b>F. General/Special Orders, or Standard<br/>Operating Procedures Updates</b>            | <b>Post Captain</b>                  |
| <b>G. Guidance/Directives from Chief,<br/>Executive Officer, or Advisor</b>               | <b>Post Advisor</b>                  |
| <b>H. Post Planning Calendar Update<br/>and Task/Project Assignment Orders</b>            | <b>Post Captain</b>                  |
| <b>I. Adjournment</b>   | <b>Post Advisor</b>                  |

**\*Note: Staff meetings are attended by Advisor, Associate Advisors and Post Officers. Staff meetings are normally held immediately prior to regular Post meetings or as dictated by Post Advisor. Meeting agenda order, reporting or protocol can be adjusted as determined by Post Advisor**

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**JUSTICE POLICE DEPARTMENT  
LAW ENFORCEMENT EXPLORER POST #911**

**NEW EXPLORER ORIENTATION AGENDA\***

- |  |                                      |
|--|--------------------------------------|
| <b>A. Call to Order &amp; Welcome</b><br>-Pledge of Allegiance<br>-Introduction of Guests and Post Officers  | <b>Post Advisor</b>                  |
| <b>B. Mission of Law Enforcement Exploring &amp; History of Justice PD, Post 911</b>   | <b>Post Captain</b>                  |
| <b>C. Structure of Post</b><br>-Table of Organization/Rank Structure<br>-Post Committee  | <b>Lieutenant – Support Services</b> |
| <b>D. Explorer Training</b><br>-Basic Training<br>-Probationary Status while in Training<br>-Eligibility for Field Assignments<br>-Continuing Education/Training Requirements  | <b>Sergeant – Training</b>           |
| <b>E. Post Manual &amp; Standard Operating Procedures</b><br>-Monthly Duty Requirements<br>-Education and Proficiency Requirements<br>-Uniforms & Equipment  | <b>Lieutenant – Operations</b>       |
| <b>F. Post Activities</b><br>-Department/Community Support<br>-National/State/Local Competitions/Conferences<br>-Fund Raising<br>-Recreation   | <b>Post Captain</b>                  |
| <b>G. Questions &amp; Answers</b>  | <b>Post Captain and Advisor</b>      |
| <b>H. Administrative Matters</b><br>-Completion of Exploring Application<br>-Completion of Hold Harmless & Release Form<br>-Completion of Medical Release Form<br>-Completion of Hepatitis B Vaccination Declination Form<br>-Issuance of Department/Post ID | <b>Post Officers</b>                 |
| <b>I. Adjournment &amp; Refreshments</b>   | <b>Post Advisor</b>                  |

**\*Note: This program normally is conducted after the selection process has been completed but may be used for the general briefing for prospective Explorer candidates. An Explorer is required to attend this meeting with a parent or legal guardian if under 18 years of age. Orientation agenda order, topics or protocol can be adjusted as determined by Post Advisor**

**JUSTICE POLICE DEPARTMENT  
LAW ENFORCEMENT EXPLORER POST #911**

**POST NEW OFFICER LEADERSHIP TRAINING AGENDA\***

- |  |                                |
|--|--------------------------------|
| <b>A. Welcome &amp; Opening Remarks<br/>Overview of Training Program</b> | <b>Post Advisor</b>            |
| <b>B. Principles of Leadership</b>                                       | <b>Chief John James</b>        |
| <b>C. Leadership Methods and Techniques</b>                              | <b>Major Vic Routh</b>         |
| <b><u>B R E A K</u></b>  |                                |
| <b>D. Teamwork Exercise</b>  | <b>Lieutenant Dave Tillery</b> |
| <b>E. Group Dynamics</b>   | <b>Major Mike Routh</b>        |
| <b><u>L U N C H</u></b>  |                                |
| <b>F. Decision Making and Problem Solving</b>                            | <b>Captain Pat Hurley</b>      |
| <b>G. Task Planning, Implementation and<br/>and Evaluation</b>           | <b>Deputy Chief Debra Ray</b>  |
| <b><u>B R E A K</u></b>  |                                |
| <b>H. Conducting Effective Meetings</b>                                  | <b>Lieutenant Tom Senecal</b>  |
| <b>I. Ethics</b>   | <b>Captain Dan Reichart</b>    |
| <b>J. Adjournment &amp; Closing Remarks</b>                              | <b>Post Advisor</b>            |

**\*Note: New Post Officer Leadership Training is an all-day (normally on a Saturday) training program conducted once a year. In many instances, two or more Posts will co-sponsor this event to afford as many Explorer Officers as possible the opportunity to participate. All instructors are command level staff law enforcement officers (i.e., chief, sheriff, Major, Captain, etc.) that have years of leadership experience. Training agenda order, topics or protocol can be adjusted as determined by Post Advisor**

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