

**SAMPLE BYLAWS & SOPs**

*THIS IS A SAMPLE SET PROVIDED AND REVIEWED BY THE NATIONAL FIRE & EMS EXPLORING COMMITTEE. PLEASE PAY CLOSE ATTENTION TO VERBIAGE AND ADJUST AS NECESSARY FOR YOUR DEPARTMENT WHILE REMAINING WITHIN THE NATIONAL EXPLORING PROGRAM AND SAFETY GUIDELINES.*

This manual is designed for the benefit and use of the youth participants and adult leaders of Explorer Post/Club ####, sponsored by the XXXXXX Fire Department. Bylaws, policies and procedures are written within the National Exploring program standards and parameters.

It is expected that all Explorers and leaders become familiar with and strictly adhere to all regulations contained within. The policies, procedures and regulations are established to direct all Explorers in carrying out their duties and responsibilities.

Manuals are to be kept secure and confidential. Loss of a manual or any of its parts is to be immediately reported to an Advisor. Policy manuals are to be kept in good condition. Explorers will be responsible for maintaining their manuals in an up-to-date manner by making changes or additions as directed.

This manual and its contents are the property of Explorer Post/Club #### and are to be returned if the person it was issued to is no longer affiliated with the Post/Club.

Table of Contents

Revised: March 2017

**POLICY PAGE UPDATED**

Table of Contents Page 2 3/31/2017

Bylaws Page 3 3/31/2017

STANDARD OPERATING PROCEDURES

Role of the Explorer Post/Club Page 6 3/31/2017

Fire Department. Access Page 9 3/31/2017

Grades Policy Page 11 3/31/2017

Rules and Regulations Page 13 3/31/2017

Applicant Screening Process Page 18 3/31/2017

Explorer Dress Code Standards Page 21 3/31/2017

Probation Policy Page 25 3/31/2017

Attendance Policy Page 27 3/31/2017

XXXX FIRE DEPARTMENT EXPLORER POST/CLUB ####

BYLAWS

**Article I**

Name

The name of this program shall be XXXXXX Fire Department Explorer Post/Club ####.

**Article II**

Purpose

The purpose of this program shall be to inform the Explorers about careers and areas of responsibility within the field of fire protection and to help the Explorers better understand the principles and responsibilities of fire protection agencies.

**Article III**

Qualifications of Explorers/Applicants

Applicants must be between the ages of 16 and up to 20 years of age.

Participation in this organization shall be limited to 20 annual active Explorers and 4 inactive Explorers.

Applicants must complete all forms required by the Post/Club and Exploring.

Applicants will be interviewed by the present Post/Club officers and Post/Club advisor(s). Only those applicants, who meet the standards set for the oral interviews, pass a background check, have the necessary grade point average, and meet all other necessary criteria, may be accepted into the program.

Upon acceptance, new Explorers will pay an annual $24 registration fee as required by Exploring and a $## program fee as required by the Post/Club.

Any Explorer desiring to resign from the Post/Club shall submit his or her resignation to the lead advisor in writing.

Participation may only be terminated by the Post/Club advisors for cause, by the Explorer him/herself, or by the Explorer’s parents if the Explorer is a minor. It is understood that the Explorer will have an opportunity to speak with the Post/Club advisor to discuss the situation prior to being dismissed.

**Article IV**

Meetings

The Post/Club will meet Tuesdays at 6:00 P.M. to 9:00 P.M. at XXXXXX Fire Station ## unless otherwise stated.

Special meetings may be called by the officers and/or advisors. The purpose of the meeting shall be stated in the means of contact.

If an Explorer is going to be absent from an activity, an officer or advisor must be notified as soon as possible, preferably 24 hours in advance.

If an Explorer must leave a meeting or activity early, they must notify an officer or advisor in advance.

**Article V**

Uniforms

Uniforms shall be worn in accordance with the Explorer uniform policy.

**Article VI**

Rules of Conduct

Explorers are expected to act in a mature and professional manner at all times, whether dealing with the public, firefighters, or other Explorers. Common sense is to be used in all situations.

Specific rules and regulations are contained in the Explorer rules and regulations policy.

**Article VII**

Explorer Officers Appointment

Youth officers will be elected by their peers and approved by the Post/Club committee.

1. Officers must have been registered as an Explorer for a minimum of one year.
2. Officers must have been a Lieutenant, in order to be a captain.

a. Sign-up sheet will be out for 3 weeks for officer position.

b. Equal or superior officers and advisors will conduct an interview.

c. Experience, attitude, and attendance will play a role in the selection of the officer.

**Article VIII**

Advisor Duties

1. Supervise the activities of the Post/Club
2. Arrange for an authorized signature on all checks for withdrawals from the bank account set up in the name of the Post/Club.
3. Audit the treasurer’s books when needed.
4. Enforce the rules and regulations of the Post/Club.
5. Have final veto authority over decisions made by the Explorer officer’s and items put to vote.
6. Help prepare the agenda in advance for the meetings.
7. Have full responsibility of the Post/Club and impose disciplinary actions when necessary.
8. Serve as a liaison between the Post/Club, its sponsor, and Exploring.
9. Conduct officer/advisor meetings on a regular basis or as deemed necessary.

**Article IX**

Committees

If committees are required, a sign-up sheet will be posted for all active Explorers not currently on probation to participate.

**Article X**

Amendments

Any Explorer may propose an amendment to the bylaws. This amendment must be written and submitted to the advisors.

Proper debate time is to be given at an officer/advisor meeting where speculation and debate on the amendment are to occur.

XXXX FIRE DEPARTMENT EXPLORER POST/CLUB ####

STANDARD OPERATING PROCEDURES

**ROLE OF THE FIRE & EMS EXPLORER POST/CLUB**

I. PURPOSE

The purpose of this policy is to describe the role of XXXXXX Fire Department Explorer Post/Club ####.

II. POLICY

The XXXXXX Fire Department. shall serve as a sponsor for Fire Explorer Post/Club ####. It is the policy of the department to provide opportunities for the Explorers to learn about careers in fire suppression and EMS while assisting with tasks related to community service and to utilize the Explorers as a personnel resource in emergencies and large-scale special events.

III. DISCUSSION

XXXXXX Fire Department Explorer Post/Club #### is sponsored by the XXXXXX Fire Department. The Exploring program is an affiliate of the Boy Scouts of America. This program is for young adults, ages 10 to 20, who have an interest in learning more about careers in fire protection and EMS. Youth leaders under guidance of adult advisors run the program. The Explorers participate in activities related to the five areas of Exploring program emphasis: career opportunities, character development, life skills, leadership experience and citizenship. These activities enhance Explorer preparation for future roles as productive citizens, responsible community members, and prospective firefighters.

IV. PROCEDURE

A. Post/Club Memorandum of Understanding (MOU)

Explorer Post/Club #### shall be required to renew their registration with Exploring on an annual basis. Renewal due date is determined by the local Exploring office.

The fire chief shall have sole authority for signing the Memorandum of Understanding (MOU) and may terminate the sponsorship agreement at any time by providing notice in writing to the local Exploring office.

B. Participation Requirements

Exploring is a coed program with equal opportunities available to males and females.

The minimum age requirement for an Explorer is 14.

Explorers must be registered in the Post/Club prior to reaching the age of 21.

Applicants to the program must pass a background check to be conducted by the Post/Club advisor or designee and an oral interview conducted by the Post/Club youth officers. Negative police contacts or lack of maturity may result in the application being denied.

Explorers are expected to have and maintain a 2.0 or better grade point average (on a 4.0 scale), consistent with the policies in the Explorer policy manual.

C. Adult Supervision

The lead advisor to the Explorer program is to be a member of the department who has successfully completed their probationary period of one year. Other firefighters and EMS personnel may assist as associate advisors and may be members of other fire departments.

All applicants who wish to register with Exploring as adult leaders for Post/Club #### are subject to the approval of the XXXXXX Department Fire Chief.

At least two adult leaders, both of which must be 21 years of age or older, are required for all trips and outings. In addition, one of the two leaders must have completed the Youth Protection Training for Exploring within the last two years.

The duties of the advisor or their designee include, but are not limited to:

a. Prepare for meetings, set agendas and plan programs.

b. Train youth leaders and other Explorers.

c. Budget and fundraise.

d. Recruit new Explorers.

e. Coordinate with internal and external agencies for special events.

f. Positively promote the program.

g. Keep accurate records of attendance, awards and progress

h. Provide positive feedback to Explorers, and council or discipline when necessary.

i. Supervise and chaperone meetings, trips and activities.

j. Serve as a role model and mentor to youth.

D. Authority

Explorers shall wear a uniform that clearly distinguishes them from firefighters.

Misuse or misrepresentation of authority or other misconduct by an Explorer shall be communicated to the Post/Club advisor who shall proceed with disciplinary or discharge action, as appropriate, under the rules and regulations of the Post/Club.

E. Duties

Explorers shall only be assigned to assist in non-hazardous situations under the direction and supervision of firefighters in accordance with the National Fire & EMS Exploring program and safety guidelines.

In performing their duties, Explorers are expected to act maturely and professionally.

Department personnel or community members seeking to utilize the services of the XXXXXX Fire Department Explorers shall make a request through the Post/Club advisor or designee.

a. The advisor or associate advisor shall have the authority for determining whether the request will be honored.

b. The involvement of the Explorers is to be meaningful but, at the same time, sufficiently restrictive to preclude them from becoming unnecessarily exposed to dangerous situations.

c. Exploring prohibits Explorers from being utilized in covert operations.

Examples of appropriate requests for Explorer assistance include; but are not limited to:

d. Assisting at large-scale emergencies

e. Distributing fire prevention information for Department activities.

f. Assisting in controlled burns and training.

F. Training

1. The Post/Club advisor or designee shall be responsible for providing classroom training in the area of policies and procedures that relate to the function of a fire Explorer as an auxiliary of the department.
2. All training shall follow the National Exploring Safety First Guidelines found at [www.exploring.org/training-safety](http://www.exploring.org/training-safety).
3. Fire Explorers may receive specialized training at regular post/club meetings from fire protection professionals who have been invited to speak with the Explorers about their areas of expertise.

**FIRE DEPARTMENT & STATION ACCESS**

I. OBJECTIVE

The purpose of this policy is to establish guidelines for non-supervised Explorer access to the XXXXXX Fire Department buildings.

II. POLICY

Explorers who enter the fire department buildings must be under the supervision of a fire department employee. As the need exists, however, advisors may grant authorization for individual Explorers to access the fire department buildings.

III. DISCUSSION

All of the Explorer equipment needed for regular post/club meetings and special events is secured within the XXXXXX Fire Department building. At times, Explorers may need to access the building to gain access to this equipment.

Additionally, as Explorers are assigned more responsibilities by advisors, it may be necessary for Explorers to access the building to use the equipment necessary to perform their duties, such as telephones and copy machines.

IV. DEFINTIONS

Authorized Explorer: Explorer or an assistant adult leader who has been granted authorization by advisors to enter the fire department building without an escort.

V. PROCEDURE

A. Selection of Authorized Explorers:

The Post/Club advisors shall be responsible for determining which Explorers are authorized to enter the buildings without supervision. A record of authorized Explorer must be kept in XXXXX.

Authorized Explorers must ensure that any Explorers they escort into the building accompany them at all times and are not left unattended.

Loitering in the station is not permitted.

Explorers will not remove any equipment from its proper location without department member authorization, Explorers shall not enter sleeping areas or offices and must stay in common areas.

Authorized Explorers may only use department equipment for Explorer related business.

Explorers may not remove any department or city-owned equipment from the station without permission from a department employee. Explorers should also check with an advisor prior to taking any Explorer owned equipment from the station.

B. Infractions:

Explorers who abuse their authorized access privilege will lose the privilege.

Explorers may also be subject to other disciplinary action, as outlined in the rules policy.

**FIRE EXPLORER GRADES POLICY**

I. OBJECTIVE

The purpose of this policy is to ensure that The XXXXXX Fire Department Explorers maintain average or better grades in school. The policy also sets an academic standard of admission for applicants to the Post/Club.

II. DISCUSSION

The XXXXXX Fire Department Exploring program recognizes the importance of academics in preparing its Explorers for their roles as adults in the community. Grades are a reflection of effort put forth in academics. This policy reinforces the importance of maintaining good grades and encourages Explorers who are having academic difficulty to do better.

III. POLICY

Explorers who are still in high school are expected to maintain a 2.0 or better grade point average on a 4.0 scale. Applicants to the program must also have a minimum grade point average of 2.0 before they can be accepted into the program. Ideally, a cumulative GPA of 2.0 or higher would be preferable. However, if an applicant has an overall GPA of less than 2.0 but their most recent quarter or semester grades were 2.0 or higher they will be allowed to apply.

IV. PROCEDURE

A. General Procedure

At the end of each quarter or trimester, every Explorer is responsible for providing the Post/Club advisor a copy of their report card. A grading period is a school semester or trimester. It is understood that Explorer’s grades will not be discussed with any other Explorer without his or her permission. Should any Explorer fail to show proof that he or she has met the minimum grade requirement; he/she shall be placed on temporary probation until proof is shown.

Anyone who’s GPA falls below a 2.0 will be placed on probation for one academic grading period. This is to serve as a strong warning to improve the grades. Explorers placed on academic probation may elect to limit their participation in Explorer activities so that they can devote more time to academics. It is the responsibility of the Explorer to make whatever changes necessary to improve their grades.

When an Explorer’s GPA falls below 2.0 during the last grading period of the school year, academic probation will commence upon the start of the next grading period.

B. Special Cases

High school dropouts are not eligible to join or remain as Explorers of Post/Club #### unless they have obtained a General Education Diploma (GED).

Students who are enrolled in a home schooling program(s) are exempt from this policy.

Those who have graduated from high school are exempt from the grades policy. Those who have decided not to pursue additional schooling will be allowed in the Post/Club, but only if they show a strong interest and are active in the program.

C. Re-application

An Explorer, who has been dismissed for failure to meet the grades requirement may reapply for Post/Club participation after six months, provided his or her GPA for the most recent grading period is 2.0 or better.

a. These individuals are not required to go through the interview process again. The Post/Club officers and advisors will meet and discuss the application. The officers may request to speak with the applicant regarding any changes in attitude (i.e., a determination to do better in school).

b. Any person reapplying under these circumstances is not guaranteed acceptance.

**RULES AND REGULATIONS**

I. OBJECTIVE

This policy provides the rules and regulations of XXXXXX Fire Department Explorer Post/Club #### and describes the discipline procedure.

II. DISCUSSION

The duties performed by the XXXXXX Fire Department are vital to the safety and well-being of the citizens of XXXXX. Because of the importance of these duties, it is essential that the department sets and maintains high standards of conduct among its personnel and Explorers. Misconduct by Explorers will not be tolerated because it weakens the departments and the Post/Club’s effectiveness, erodes public trust, and can endanger members of the public or members of the department.

III. POLICY

Explorers shall, at every Exploring function or meeting, follow all rules and regulations. Explorers should remember that when they are either on or off duty they are a reflection of their Post/Club, the department, their community, and Exploring. They should act accordingly so as not to bring discredit to themselves, their Post/Club, the department, the community, or Exploring.

IV. PROCEDURE

A. Rules and Regulations

* + - No use of tobacco products.
		- No vulgar language / swearing.
		- Explorers, even if of age, are not to consume or possess alcohol or use or possess any controlled substance at any Explorer activity while on duty except when legally prescribed by a physician or dentist. When an Explorer is taking prescribed medication and when such medication could affect performance, the Explorer will notify the Post/Club advisor.
		- Uniforms shall be worn for public functions and only public functions, unless otherwise told by advisors or officers. (i.e. parades, recruiting, etc.)
		- All Explorers shall dress appropriately to Explorer functions. Please see “uniform policy.” Advisors/officers will have final say as to what is or is not appropriate.
		- For safety reasons no facial hair is allowed.
		- Jewelry/piercings of any type is not allowed. This is to include, but not limited to earrings, bracelets, and anklets, rings of any type, necklaces, and other piercings with the exception of medical alert tags / jewelry and watches.
		- Explorers, who are arrested, issued a citation, referred to court or have any other action taken against them as a result of an alleged violation of the law, must notify the advisor within 24 hours of the incident. Such action may result in disciplinary action or dismissal. If an advisor is not informed and becomes aware of any infraction, the disciplinary action is apt to be more severe.
		- Explorers will conduct themselves, both on and off duty, so as not to reflect disfavor on the Explorer Post/Club or the XXXXXX Fire Department. Conduct unbecoming an Explorer shall include that which brings the Post/Club or department into disrepute or reflects discredit upon the Explorer as a participant of the Post/Club, or that which impairs the operation or efficiency of the Post/Club, department, or the Explorer.
		- A parental permission slip must be turned in before taking part in any activity for the first time. All forms must be turned in upon acceptance into the Post/Club and before participating in any Explorer activity.
		- Explorers must maintain satisfactory academic grades. See grades policy.
		- All Explorers will report for assigned responsibilities on time and will be properly equipped. They shall make themselves aware of any information necessary for proper performance.
		- If due to illness or other circumstances, an Explorer will be late or unable to attend a meeting or other activity, they are to notify their officer. See attendance policy.
		- Explorers will utilize department and Explorer equipment only for its intended purpose and will not abuse, damage, or lose that equipment. Explorers will not convert department or Explorer equipment to their own use. Losing, damaging, or wasting department or Explorer property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. Explorers will report any inoperative, defective, or hazardous equipment that comes to their attention.
		- Explorers will promptly obey any lawful order of a fire fighter or fire department officer. Should a lawful order given by a fire fighter or officer conflict with any previous order or published directive, the Explorer will respectively bring this conflict to the attention of the fire fighter or officer. The fire fighter or officer who issued the conflicting order will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the Explorer’s actions while carrying out this order. Any Explorer that refuses to obey a lawful order will be considered insubordinate and may be subject to disciplinary action.
		- Explorers will not use their positions, identification cards, or uniforms to obtain privileges not otherwise available to them. Explorers will not solicit while in uniform or accept gratuities at any time.
		- No Explorer will harass, verbally abuse or threaten any citizen or fellow Explorers who file a complaint against that Explorer or any other department or Explorer personnel.
		- All Explorers are responsible for making sure that their current address and phone numbers are on file with the Post/Club.
		- Explorers will treat representatives of the press and broadcast media in a courteous, professional manner. Any request for the media for a confidential information or access to restricted areas should be politely referred to the department community support specialist or the person in charge at the scene of an incident.
		- Information regarding suspects, cases, department operations, and the identity of persons giving confidential information to the department, and the address or telephone numbers of any department employee are to be kept confidential.
		- Explorers shall maintain a level of health/fitness, which will allow them to perform their duties effectively. If a question arises about an Explorer’s ability to perform regular duties due to an apparent low-level of health or fitness, the Explorer may be required to submit to a physician’s examination at their own expense. If possible, reasonable opportunity to bring his/ her health or fitness to an acceptable standard shall be provided.
		- Explorers with known health issues will carry proper medication with them during Explorer events. (i.e. inhaler, epi-pens, etc.)
		- Relationships between Explorers and Explorers or Explorers and advisors are not permitted by both Exploring and the XXXXXX Fire Department. Explorers are not allowed to date other Explorers.
		- Explorers who do not take part in fundraising events shall not receive any of the rewards from Post/Club paid activities. In these cases Explorers shall pay their portion of the event.

B. Discipline

1. Explorers may only be disciplined by an adult leader over the age of 21.

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

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

a. Exonerated - the alleged conduct occurred but it was lawful and proper.

b. Unfounded - the complaint was false or unfounded.

 c. Not sustained - there was insignificant evidence to prove or disprove the allegation.

d. Sustained - the allegation was supported by proper and sufficient evidence.

If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved and the Explorer’s past record, such action could include but not necessarily be limited to: (no particular order)

a. Verbal reprimand

b. Written reprimand

c. Letter to parents

d. Suspension

e. Loss of privileges

f. Lowering of rank

g. Termination from the Explorer Post/Club

h. Placed on probation for any amount of time

5. Explorers will be promptly notified of the disposition of any complaint, and of any disciplinary action to be taken. Any disciplinary action taken will become a part of that Explorer’s permanent record.

6. Complaints against Explorers which, allege criminal violations, may be grounds for bringing criminal charges. This action will not serve to prevent the internal disciplinary process from dealing with the same matter.

7. Explorers will answer fully all questions which an advisor, investigating officer, or supervisor may ask regarding the internal investigation of any complaint. Explorers will cooperate with the internal investigation and disciplinary process. Statements made by the person accused of the wrong doing in the internal investigation shall not be used as a basis for any criminal action.

V. CONCLUSION

Explorers and adult leaders of XXXXXX Fire Department Explorer Post/Club #### should take pride in their organization and do everything possible to keep their personal conduct above reproach so as to maintain their own integrity and the integrity of the Explorer organization.

**APPLICANT SCREENING PROCEDURES**

I. OBJECTIVE

This policy has been developed to ensure that all prospective Explorers to XXXXXX Fire Department Explorer Post/Club #### meet all of the criteria of participation so that they may become a productive and valuable participant and can benefit from the program.

II. DISCUSSION

In order to determine if an applicant is qualified to become a participant of XXXXXX Fire Department Explorers Post/Club ####, a screening procedure has been developed. This procedure is described in this document.

III. POLICY

Participation in Explorer Post/Club #### shall not be denied based on color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship. However, participation is a privilege and not a right.

IV. PROCEDURE

A. Contacting Post/Club Advisor

All individuals interested in joining XXXXXX Fire Department Explorers Post/Club #### can contact the department at ###-###-#### or EMAIL ADDRESS.

B. Screening Process

Before First Meeting

1. Prior to first meeting, application packet will be mailed to the prospective Explorer.
2. Explorer shall complete the application and other informational sheets and return them to the Post/Club advisor at the first meeting.
	1. Failure to provide necessary information will weigh heavily on the officer/advisor’s decision on allowing applicant to join the Explorer program.

First Meeting

1. From the information sheets, the advisors and officers can get a general idea about the prospective Explorer’s background.

2. The prospective Explorer meets with the Explorers and advisors for the oral interview. After the oral interview, the prospective Explorer will partake in a physical agility assessment. The prospective Explorer will then get a chance to observe the Explorer activities. This will give the applicant the opportunity to decide whether or not he or she is willing to make a commitment to this program.

Reference and Background Check

1. Applicants may be asked to supply references that can provide information on their background, maturity, and suitability for the program. The school resource officer where the applicant attends school may also be contacted.

2. Applicants must have a minimum grade point average of 2.0 on a 4.0 scale. Proof of meeting this standard is required prior to acceptance into the program.

C. Interview

The interview is given by the Explorer officers and advisors. The applicant is asked a series of questions to determine their maturity, credibility and reliability. The prospective Explorer does not have to answer any of the questions he / she does not wish to, but is advised that this may be taken into consideration.

After the interview, the prospective Explorer is advised to return to the meeting room, at which time the elected officers will deliberate over the interview to see if the applicant has met and satisfied all criteria.

If an applicant lies or gives false information during the application or interview process, the applicant’s request for participation may be denied.

D. Participation Accepted / Denied

Accepted

If the prospective Explorer is accepted, they are given the appropriate forms and are place on a 6 month probation term. See probation policy for more info.

Denied

If participation is denied, you will be notified before the next meeting. The prospective Explorer is invited to reapply at the next recruiting session. All papers on prospective Explorers interviewed are given to the advisor who will keep them on file for twelve months after the interview is conducted.

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will be accepted into The Grand Chute Explorer Post/Club ####. Making sure that each prospective Explorer fits the participation criteria can only enhance the reputation of this organization.

**EXPLORER DRESS CODE**

I. OBJECTIVE

The intent of this policy is to ensure that each Explorer of the XXXXXX Fire Department Explorer Post/Club #### is properly identified as such by the public and department personnel. This policy provides guidelines as to how and when the Explorer dress code is to be followed.

II. DISCUSSION

The XXXXXX Fire Department Explorer apparel shall have a different appearance than apparel worn by XXXXXX Fire Department personnel. This ensures that there is no confusion as to what level of the department they represent.

III. POLICY

Explorers are to wear their appropriate apparel selected for that calendar day, unless otherwise notified. The apparel shall be worn properly and completely with accordance to the selected dress code.

IV. PROCEDURE

A. Issuance of apparel

1. Explorers will be issued a uniform shirt after their participation in the Post/Club has been approved, they have completed the Explorer application, and they have paid their yearly registration fee, as required by Exploring. The Uniform is to be kept in serviceable condition so that it can be utilized in the participation and performance of Explorer activities.

2. Upon termination from the Post/Club, the uniform and accessories not personally owned by the Explorer will be returned. This will usually include the patches on the shirts, bugles, I.D. card, and turnout gear. Explorers have the option of purchasing a uniform jacket. The patches on that jacket are Explorer property and must be returned. All items issued to an Explorer are property of the XXXXXX Fire Department Explorer Post/Club. No one has permission to retain possession of the property after his or her participation with the group has been terminated. Failure to return the Explorer property may result in legal sanctions.

B. Wearing the Uniforms

1. All Explorers who have a uniform are required to wear their uniform when advised to do so.
2. The uniform is not to be worn at any time except during official Explorer or department activities unless specifically authorized by a Post/Club advisor. The uniform may be worn when going directly to or from these activities. For safety reasons, Explorers are urged to use common sense when wearing the uniform and may elect to cover the uniform shirt with a jacket when not actually participating in an activity.

C. Dress Uniform (Code 1)

1. Uniform shirt - The Explorer Post/Club shall provide a light blue uniform shirt. The uniform shirt is to be kept clean, pressed, and in good condition. The Explorer’s dark blue Explorer shirt is to be worn under the uniform shirt. Uniform shirts are to be kept at the fire station unless special permission has been given by an officer/advisor. At no time is any person to alter the uniform shirt. The uniform shirt is property of the XXXXXX Fire Department Explorer Program.
2. Pants - Explorers shall be required to purchase navy blue uniform pants. Uniform pants should conform to Post/Club standards.
3. Shoes and socks - Explorers shall wear plain colored black socks. The shoes/boots are to be black, neat appearing, and comfortable. Tennis shoes, sandals, and high heels are not acceptable.
4. Uniform jackets - Explorers may purchase an Explorer uniform jacket if they choose. An advisor must approve the jacket. These jackets may only be worn as part of the complete Explorer uniform or as may be authorized by the Post/Club advisor in special circumstances. Explorers are expected to keep these jackets clean and in good condition. No other patches or insignias, with the exception of a nameplate, I.D. card or rank insignia may appear on the jacket. Positioning of the patches on the jacket will be done similar to the shirt. The jacket, upon leaving the program, can be kept if the patches are returned, or it can be sold privately to another Post/Club Explorer.
5. Nameplates – The nameplates will be issued by the Explorer Post/Club. The nameplate is to be silver in color with black lettering, bearing the Explorer’s first initial and last name in capital letters. The nameplate is to be worn above the right breast pocket on the uniform shirt or on the right breast area on the uniform jacket.
6. Belts - A belt must be worn with uniforms. Belts are to be black and should have a plain silver buckle. Large cowboy buckles are not acceptable.
7. Sunglasses - Sunglasses are to be of a conservative style and approved by an advisor/officer.
8. Accessories - If accessories are worn on the belt, they must be kept in good condition. A pen or pencil is to be with an Explorer at all times.
9. Explorers who are state or nationally certified as a first responder, EMT, or paramedic may wear a pin indicating their training level on the pocket flap on the right side of the shirt.
10. Rank insignia - Officers shall wear their uniforms in the same manner as the other Explorers with the exception of their rank insignia. The Explorer captain shall wear gold colored, double bugles on the uniform shirt collar. The Explorer lieutenant shall wear gold colored, single bugles on the uniform shirt collar. The same type of insignia will be worn on the uniform jacket collar. These insignias are to be returned to the advisor upon the completion of the officer’s term. All other Explorers may wear “####” insignias on the uniform collar.

D. Polo and Dress pants (Code 2)

1. The code 2 uniform is similar to the code 1 uniform with the exception of the navy blue polo in place of the light blue uniform shirt. The same standards apply with the shoes, belt, and pants that are to be worn.

E. Polo and Jeans/Shorts (Code 3)

1. Polo - The Explorer shall wear their Explorer polo with the navy blue Explorer underneath. The polo shall be tucked into the Explorer’s jeans in an appropriate manner.
2. Jeans – The Explorer shall wear blues jeans that do not have holes of any kind, clean, and of blue color.
3. Shorts –The Explorer shall wear tan/khaki shorts that do not have holes of any kind and are of appropriate length. The bottom of the shorts must be at or below the Explorer’s finger tips when standing with arms straight and held at their sides.
4. Shoes – Explorers are allowed to wear tennis shoes or black boots. The shoes must be neat in appearance and in good, clean condition.

 F. Explorer T and Jeans/shorts (Code 4)

1. Shirt-The Explorer shall wear their Explorer t-shirt to all meetings/classes unless otherwise specified by an officer/advisor. The t-shirt will be issued to the Explorer after they have paid the $## entrance fee.

1. Jeans – The Explorer shall wear blues jeans that do not have holes of any kind, clean, and of blue color.
2. Shorts –The Explorer shall wear tan/khaki shorts that do not have holes of any kind and are of appropriate length. The bottom of the shorts must be at or below the Explorer’s finger tips when standing and arms straight and their sides.
3. Shoes – Explorers are allowed to wear tennis shoes or black boots. The shoes must be neat appearing and in good condition.

 G. Grubs (Code 5)

1. The Explorer shall wear clothes that wear old clothes that they are not worried about getting dirty or stained. The Explorer shall wear shoes that good support for their feet and ankles as to not cause any injury. Sandals, heels, etc. are not allowed.

V. CONCLUSION

Questions about the wearing of Explorer apparel may be directed to the officer/advisor. When special circumstances dictate, the advisor may temporarily waive these requirements.

**PROBATION**

I. OBJECTIVE

 This policy has been developed to ensure that all prospective Explorers and current Explorers of the XXXXXX Fire Department Explorer Post/Club #### keep within the guidelines stated in these standard operating procedures to maintain safety and the Post/Club professional image for all Explorers.

II. DISCUSSION

To maintain a high level of safety and professional image of the Post/Club, new Explorers and Explorers placed on extended or academic probation will follow this policy.

III. POLICY

 All Explorers on probation are to follow all the rules under this policy.

IV. PROCEDURE

1. New Recruits
	1. New Explorers will be placed on a 6 month probation term.
	2. At the end of their probation they will be given a written and skills test similar to the state of XX firefighter I test on all topics covered during their training so far to become an active Explorer.
	3. Any Explorer who does not pass the test will be given a second chance to pass. If at that time they do not pass the second time their status will be discussed at an officer/advisor meeting.

* 1. Any time during the probation term the new recruit can be terminated for just cause. The cause will be discussed between command staff and advisors and a vote will be taken at an officer/advisor meeting concerning the Explorer’s status. Explorer can be given the reason “It just isn’t working out with you”.
1. Academic probation
	1. Explorers who do meet the 2.0 GPA will be placed on academic probation.
	2. They are expected to follow the rules under this section until they are able to pull up their GPA.
2. Probation Rules

* 1. Explorers on probation will not be allowed to assist at any emergency scene.

* 1. Explorer will not be allowed to go to extra activities such as controlled burns, department training or any activities outside of Tuesday night trainings. Fundraising activities, Explorers on probation will be allowed to attend. An Explorer can attend an extra event with special permission from an advisor but only if the personnel are needed and there is lack of interest in the event.
	2. Explorer will not be allowed to purchase extra apparel.

V. CONCLUSION

This policy was developed to help maintain a high quality Post/Club in the department’s and public views and to also maintain a high quality learning environment.

**ATTENDANCE POLICY**

1. OBJECTIVE

This policy has been developed to ensure that Explorers of the XXXXXX Fire Department Explorer Post/Club #### meet all of the criteria of attendance so that they may become a productive and valuable Explorer and can benefit from the Fire & EMS Exploring program.

1. DISCUSSION

In order to determine if an Explorer is qualified to remain a participant of the XXXXXX Fire Department Explorers Post/Club ####, an attendance policy has been developed. This procedure is described in this document.

1. POLICY

Participation in Explorer Post/Club #### shall only be held in the Post/Club only as long as the Explorer meets the requirements outline by this policy.

IV. PROCEDURE

1. Attendance
	1. Attendance shall be taken at all Explorer required evens. Attendance may also be taken at optional events, but missing optional events will not count against the Explorers.
	2. New recruits still on probation must attend at least 80% of scheduled meetings.
2. Excused Absences
	1. Excused absences will not be punishable, Explorer must notify his/her officer, preferably 24 hours in advance.
	2. An unexcused absence can be cleared if the Explorer calls his/her officer and explains the extenuating circumstance that occurred.
3. Unexcused absences
	1. One unexcused
		1. Verbal warning
	2. Two unexcused
		1. Written warning given and placed on probation for 3 months
	3. Three unexcused
		1. Explorer is terminated from the Post/Club.

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will maintain participation in the XXXXXX Fire Department Explorer Post/Club ####. Making sure that each Explorer meets the attendance policy can only enhance the reputation of this organization.

These bylaws and standard operating procedures have been approved on this the

 day of , 20\_\_\_\_\_\_, by the following participating

organization administrators:

FULL NAME, Fire Chief FULL NAME, RANK/TITLE

XXXXX Fire Department XXXXX Fire Department
Post #### Executive Officer Post #### Advisor / Club #### Sponsor