

2016
NATIONAL LAW ENFORCEMENT
EXPLORING CONFERENCE



JULY 11-16, 2016
NORTHERN ARIZONA
UNIVERSITY
FLAGSTAFF, ARIZONA

www.exploring.org/exploring-discover-future/law-enforcement-career-exploring/

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SECTION I

INTRODUCTION

Background

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. The rest, as they say, is history as 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. From its inception, the driving force behind the success of every conference has been the leadership, support and participation of prominent national, state, and local leaders in law enforcement. This year is no exception, and leading the effort are U.S. Customs and Border Protection Commissioner Gil Kerlikowske as chair of the National Law Enforcement Exploring Committee; Arizona Department of Public Safety Director Frank Milstead as host chair of the conference; and Cynthia Garcia and Sabrina Capriotti as your elected National Youth Representatives.

Objectives

Each national conference strives to enrich Law Enforcement Exploring through the following objectives.

1. Provide an opportunity for learning, leadership development and interpersonal growth in an atmosphere of competition, seminars, demonstrations, exhibits, social networking and recreation.
2. Promote the ideals and principals of the law enforcement profession.
3. Encourage sharing of knowledge, information, program ideas and best practices that will enhance existing Law Enforcement Explorers Posts and serve as a catalyst for the formation of new Posts.
4. Highlight through conference activities the five areas of program emphasis for Exploring: career opportunities, citizenship, leadership experience, life skills, and character education.

A Tradition of Excellence in Leadership

A tradition rich with outstanding law enforcement leaders and National Youth Representatives have contributed the excellence in leadership to make Law Enforcement Exploring and every conference a great success. Law Enforcement Exploring owes a debt of gratitude to these individuals and wishes to acknowledge them by listing their names in this guidebook. Listed below, in chronological order, are past National Youth Chairmen (now known as National Youth Representatives) and, where applicable, past Vice National Youth Chairmen (now known as Vice National Youth Representatives). Also listed are past National Law Enforcement Exploring Committee Chairmen as well as past conference locations with the respective conference chairmen. The National Youth Chairmen/Representatives are listed for the year in which they were elected. The agency affiliation for each individual is also listed.

On a historical note, prior to the 1983 conference, the National Youth Chairman was elected for a one-year term at the annual National Explorer President's Congress. Commencing in 1983, the National Youth Chairman and Vice Youth Chairman were elected for a one-year term at national conferences; and during non-conference years a National Youth Chairman was selected for a one-year term by a nomination and appointment process. Starting 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 discontinued for a period of time but reinstated beginning with the 2010 elections. The National Association of Law Enforcement Explorers (NALEE) functioned as the principal organization for Law Enforcement Exploring until the formation of the National Law Enforcement Exploring Committee (NLEEC) in 1976. The NALEE was composed of Explorers, Advisors and a representative from the national office. The leadership of the NALEE, and later the NLEEC, is responsible for guiding the remarkable evolution of Law Enforcement Exploring from its modest inception to the premier organization in the country for young adults interested in a career in law enforcement.

National Youth Chairman/Representatives

1973	Kent Jefferies, Post 21 Des Moines (IA) Police Dept.	1990	Jamie Hoffman, Post 481 Chelsea (MI) Police Dept.
1974	Brian Baitx, Post 206 Orange (CA) Police Dept.	1992	John Cristman, Post 655 Rochester (NY) Police Dept.
1975	David Gray, Post 1050 Newport Beach (CA) Police Dept.	1994	Vincent Montez, Post 500 Boulder County (CO) Sheriff's Dept.
1976	Sherry Courtney, Post 799 Florissant (MO) Police Dept.	1996	Ruben Lino, Post 104 Santa Barbara (CA) Police Dept.
1977	Robert Tompkins, Post 21 Des Moines (IA) Police Dept.	1998	Ginger Anderson, Post 368 Verona (MI) Police Dept.
1978	Julia Pierson, Post 103 Orlando (FL) Police Dept.	2000	Donna Gonzalez, Post 281 Township of Ocean (NJ) Police Dept.
1979	Diana Wilcox, Post 786 Montgomery County (MD) Police Dept.	2002	Kori MacDonald, Post 782 Atlantic Beach (FL) Police Dept.
1980	Roland Corrales, Post 328 Hillsborough County (FL) Police Dept.	2004	Reginald McCullough, Post 219 Franklin (TN) Police Dept.
1981	Denise McCormick, Post 565 McComb Country (MI) Police Dept.	2006	Cory Jackson, Post 790 Helena (AL) Police Dept.
1982	Patrick Williams, Post 1050 Newport Beach (CA) Police Dept.	2008	Ryan J. Taylor, Post 140 Morris County (NJ) Sheriff's Office
1983	Suzanne Schreiber, Post 601 Santa Clara (CA) Police Dept. <u>Vice Youth Chair:</u> Teresa Robinson Post 237, Charlotte (NC) Police Dept.	2010	Kelsey N. Taylor, Post 521 Bakersfield (CA) Police Dept. <u>Vice Youth Rep.:</u> Kristopher D. Kruse Post 2267, Clermont (FL) Police Dept.
1984	Michael P. Knight, Post 950 Lansing (IL) Police Dept. <u>Vice Youth Chair:</u> Kevin M. Graham Post 266, Orange (CA) Police Dept.	2012	Lorenzo D. Teruya, Post 1875 Pinal County (AZ) Sheriff's Office <u>Vice Youth Rep.:</u> Iliana D. Zavala-Valles Post 1490, Nassau County (NY) Police Dept.
1985	Richard Ryals, Post 400 Volusia (FL) County Police Dept.	2014	Cynthia C. Garcia, Post 707 U.S. Customs and Border Protection <u>Vice Youth Rep.:</u> Sabrina Capriotti, Post 154 Howell Township (NJ) Police Dept.
1986	Karen C. Carr, Post 609 Chesterfield County (VA) Police Dept.		
1987	Laura Lee Locke, Post 83 Denver (CO) Police Dept.		
1988	Anye Whyte, Post 921 Evanston (IL) Police Dept.		
1989	Theresa Absher, Post 244 Nevada County (NV) Sheriff's Dept.		

National Committee Chairman

1976- 79	Richard C. Clement, Chief of Police Toms River (NJ) Police Dept.	2006-07	Honorable Karen Tandy Administrator, U.S. Drug Enforcement Administration
1979-81	Honorable H. Stuart Knight Director, U.S. Secret Service	2007-08	Honorable Michele M. Leonhart Administrator, U.S. Drug Enforcement Administration
1982-84	Honorable Francis M. "Bud" Mullen Administrator, U.S. Drug Enforcement Administration	2008-10	Honorable Connie L. Patrick Director, Federal Law Enforcement Training Center
1984-86	Howard Runyon, Chief of Police Passaic Township (NJ) Police Dept.	2010-12	Honorable Michele M. Leonhart Administrator, U.S. Drug Enforcement Administration
1986-88	Maj. General Eugene Cromartie Commanding General, U.S. Army Criminal Investigation Command	2012-14	Mark J. Sullivan (2012-2013) Director, U.S. Secret Service Julia A. Pierson (2013-2014) Director, U.S. Secret Service <u>Vice Chair:</u> Stacia A. Hylton Director, U.S. Marshals Service
1988-90	Michael Shanahan, Chief of Police University of Washington Police Dept.	2014-16	Stacia A. Hylton (2014-2015) Director, U.S. Marshals Service Gil Kerlikowske (2015-2016) Commissioner, U.S. Customs and Border Protection <u>Vice Chair:</u> Michael G. Mastronardy Sheriff, Ocean County, New Jersey
1990-92	Honorable Stephen Higgins, Director Bureau of Alcohol, Tobacco and Firearms		
1992-94	Neal Johnson, Chief of Police Arcadia (CA) Police Dept.		
1994-96	Ken Hunter, Chief U.S. Postal Inspection Service		
1996-98	Honorable Lewis Merletti, Director U.S. Secret Service		
1998- 2000	Honorable John Magaw, Director Bureau of Alcohol, Tobacco and Firearms		
2000-01	Honorable Donnie R. Marshall Administrator, U.S. Drug Enforcement Administration		
2001-02	Honorable Asa Hutchinson Administrator, U.S. Drug Enforcement Administration		
2002-04	Honorable Bradley Buckles, Director U.S. Bureau of Alcohol, Tobacco and Firearms		
2004-06	Honorable Ralph Basham Director, U.S. Secret Service		

National Conference Locations and Chairman

1979	<u>Location:</u> Michigan State University <u>Chair:</u> Honorable H. Stuart Knight Director, U.S. Secret Service	2000	<u>Location:</u> Georgia Institute of Technology <u>Chair:</u> Col. Robert Hightower, Commissioner Georgia Department of Public Safety
1981	<u>Location:</u> Ohio State University <u>Chair:</u> Honorable Peter Ben singer Administrator, U.S. Drug Enforcement Administration	2002	<u>Location:</u> Northern Arizona University <u>Chair:</u> Col. Dennis A. Garrett, Director Arizona Department of Public Safety
1983	<u>Location:</u> Colorado State University <u>Chair:</u> Honorable William H. Webster Director, Federal Bureau of Investigation	2004	<u>Location:</u> Georgia Institute of Technology <u>Chair:</u> Col. George Ellis, Director Georgia State Patrol
1984	<u>Location:</u> Ohio State University <u>Chair:</u> Honorable William von Raba Commissioner, U.S. Customs Service	2006	<u>Location:</u> Northern Arizona University <u>Chair:</u> Robert Vanderpool, Director Arizona Department of Public Safety
1986	<u>Location:</u> University of Washington <u>Chair:</u> Honorable Stephen Higgins, Director Bureau of Alcohol, Tobacco and Firearms	2008	<u>Location:</u> Colorado State University <u>Chair:</u> Peter Weir, Executive Director Colorado Department of Public Safety
1988	<u>Location:</u> Boston University <u>Chair:</u> Honorable Charles Rinkevich, Director Federal Law Enforcement Training Center	2010	<u>Location:</u> Georgia Institute of Technology <u>Chair:</u> Col. Bill Hitchens, Commissioner Georgia Department of Public Safety
1990	<u>Location:</u> University of Colorado at Boulder <u>Chair:</u> Honorable Stanley E. Morris, Deputy Director for Supply Reduction, Office of National Drug Control Policy	2012	<u>Location:</u> Colorado State University <u>Chair:</u> James Davis, Executive Director Colorado Department of Public Safety
1992	<u>Location:</u> University of South Carolina <u>Chair:</u> Honorable Carol Hallet, Commissioner U.S. Customs Service	2014	<u>Location:</u> Indiana University <u>Chair:</u> Douglas G. Carter, Superintendent Indiana State Police
1994	<u>Location:</u> Indiana University <u>Chair:</u> Lloyd Jennings, Superintendent Indiana State Police	2016	<u>Location:</u> Northern Arizona University <u>Chair:</u> Col. Frank L. Milstead, Director Arizona Department of Public Safety
1996	<u>Location:</u> Northern Arizona University <u>Chair:</u> Joe Albo, Director Arizona Department of Public Safety		
1998	<u>Location:</u> University of Maryland <u>Chair:</u> Col. David B. Mitchell Maryland State Police		

SECTION II

ADMINISTRATION AND SUPPORT SERVICES

Conference Information

This 2016 National Law Enforcement Exploring Conference Guidebook provides complete information and related forms for the conference. The guidebook and other important program information is located online at <http://www.exploring.org/exploring-discover-future/law-enforcement-career-exploring/2016-national-law-enforcement-exploring-conference/>. This site may also be used (click “get involved”) to determine the two or three digit local Learning for Life office number that must be included on various conference registration forms. Advisors having questions or seeking information not contained in this guidebook may direct such inquiries to the conference e-mail address at law.enforcement@lflmail.org.

Registration

All Law Enforcement Explorers and adults registered with Learning for Life are eligible to attend the conference. Each Post attending the conference must have at least two Explorers and a minimum of two adult leaders (i.e., two-deep leadership), both of whom must be at least 21 years of age. Posts with coed delegations must have at least one male and one female adult leader. Post Advisors should review the Safety First Learning for Life Guidelines, available online at www.exploring.org, for further information regarding adult leadership specifications for outings and trips.

The attendance capacity for each national conference is dictated by availability of housing and facilities at the host venue. The attendance limit for each conference is usually achieved very quickly following the opening of the registration period; therefore, Posts are strongly encouraged to register for the conference as soon as possible. Registration for the conference is on a first-come, first-served basis; registrations will not be accepted once conference capacity has been attained.

Starting with this conference, the entire registration process (to include registration for competitive events) will be completed online. The online Post registration link will be emailed to all Advisors on August 31, 2015 and will be posted on the NLEEC website. A series of webinars will be offered to familiarize Advisors with the new online registration process. Please note the online team competition registration link for competitive events will not be sent to the Advisor of each Post registered for the conference until April 25, 2016, to all Posts paid in full. Additionally, the registration webinar will be recorded and available for review for Advisors and, as always, the Conference Registrar may be contacted for further assistance using the aforementioned conference e-mail address, or via telephone number (972) 580-2418.

Advisors are requested to carefully complete all online conference registration forms as incomplete forms or inaccurate information will delay processing and may result in a Post not being registered in time to attend the conference. In the event there is a substitution for the Advisor listed on the online Post reservation form it is the responsibility of the Post to use the “edit” option in the post registration section of the online process and provide the name, and contact information for the new Advisor.

Fee Schedule and Payment Terms

Online Post and Individual Registration Deposits

A **non-refundable** Post reservation deposit of \$150.00 and a \$50.00 **non-refundable** individual deposit is required to initiate the registration process for the conference. Both **non-refundable** deposits should be paid online and are due by April 22, 2016. The individual deposits will be applied to the full conference fee of \$495.00 for those Explorers and Advisors who are attending the conference. If an Explorer or Advisor is not able to attend the conference and a replacement cannot be found, their deposit is **non-refundable** and **cannot** be applied to the conference balance.

Participant Fee

The individual participant fee for each Explorer and adult attending the conference is \$495.00 and includes program costs, lodging for five nights, and 14 meals beginning with dinner on Monday.

The balance (\$445.00 per person) of the participant fee with a completed individual Youth and Adult online registration must be completed by May 16, 2016.

UPDATED 4/12/16:

The link to the second phase of online registration will be emailed on April 25, 2016 to all posts Advisors who have paid \$150.00 post deposit in full. The second phase of online registration is the last phase of online registration. **Posts that complete the registration process after the available competition time periods have been filled will be able to participate in all conference activities except the competitions.**

Cancellation and Refund Policy

It is understood that unforeseen events may prevent an individual from attending the conference; however, such situations must be balanced against contractual and financial obligations with the host venue facility as well as administrative costs incurred by Learning for Life/Law Enforcement Exploring. Therefore, all cancellations and requests for refunds must be made in writing (by email to law.enforcement@lflmail.org) and received by the Conference Registrar no later than June 10, 2016 to receive a full refund **minus the non-refundable individual deposit of \$50.00**. Any refund request received between June 11 and July 11 will result in a 50% registration fee refund **minus the non-refundable individual deposit**. Any refund request received on or after the first day of the conference will not be considered unless such cancellation is due to a death in the family, serious illness or other extraordinary circumstance and will result in a full refund **minus the non-refundable individual deposit**. Refunds will be processed and sent within six weeks after the conference has concluded.

Transfer (Substitution) Policy

Following the conference registration deadline and payment of all fees, but no later than on or before June 10, an individual may request, at no additional cost, that his/her paid registration be transferred to another person eligible to attend the conference. The person to whom the registration is transferred must be from the same Post and of the same gender and category (i.e., a same gender Explorer replaces an Explorer and a same gender adult replaces an adult) because of prearranged lodging restrictions. Such request must be made by the Post Advisor via e-mail, followed by a telephone call, to the Conference Registrar. All required online registration must be completed for the person to whom the registration is transferred by June 10. The substitute must be eligible to attend the conference and the Advisor must have all required online registration completed and the administrative fee ready for submission to the conference registration office. Any transfer of registration that is necessary after June 10 will have to be facilitated with the conference registrar by the Advisor and a \$50.00 administrative fee will be imposed.

ACCOMMODATIONS

Northern Arizona University Campus

Located in scenic northern Arizona, Flagstaff is home to Northern Arizona University (NAU). Flagstaff—or “Flag” as the locals call it—is a mountain town located 7,000 feet above sea level at the base of the San Francisco Peaks and is surrounded by the largest Ponderosa pine forest in the world. Flagstaff is approximately a 2.5 hour drive from Phoenix International Airport. The beautiful NAU campus is an ideal location for the conference and situated close to many scenic attractions.

Meals

All meals will be served on campus beginning with dinner on Monday, July 11, and ending with breakfast on Saturday, July 16. Meal credentials will be issued during registration.

Kosher, Halal or other special dietary requirement meals are available and may require an additional cost above the conference registration fee. Special meal requests must be noted on the online Conference Housing Roster and submitted by indicated due date.

Lodging

Conference participants will be housed in university dorm rooms and issued a pillow, linens and a blanket. When possible, participants will be housed by Post. Due to recent changes in national youth protection standards youth 17 and under, 18-20 year olds and 21+ year olds will be roomed together in separate accommodations with a roommate of the same gender. Any vacant beds following assignment of dormitory rooms to members of a Post may be filled with a like age/same gender member of another Post. The university conference representatives will make dormitory assignments based on the housing requests submitted during the online registration process. Posts cannot be assured of being housed in the same dormitory if the requests are not submitted by June 13.

Each Advisor will be asked to complete a room status and inventory form upon check-in and at check-out of the dormitory facilities assigned to his/her Post. Any damage, missing items or other problems with dormitory rooms assigned to a Post must be reported on this form, both upon arrival and at departure. Posts will be financially responsible for any loss from or damage to assigned dormitory rooms.

Keys for dormitory rooms will be issued by university residence hall personnel and must be returned by the Post Advisor upon check-out. Posts will be responsible for any fee imposed by the University for a lost or missing key. It is strongly recommended that each Advisor request and retain a receipt for keys returned to residence hall personnel.

Early Arrival (Pre-Conference Lodging)

Due to commercial transportation schedules, travel distance by personal vehicles and other considerations some Posts may find it necessary to arrive in Flagstaff the day before the conference begins. Northern Arizona University, for an additional fee of \$65 per person, will have a limited amount of dormitory rooms available to conference participants arriving on Sunday, July 10, 2016. No dormitory rooms will be available before this date or following the last day of the conference. Every effort will be made to house early arrivals in the same rooms to which they will be assigned during the conference; however, this cannot be guaranteed and relocation to rooms in a different residence hall may be required on the first day of the conference. Rooms for early arrivals must be reserved in advance by submitting the request and paying the early arrival fee(s) during the online registration process.

Parking

Parking on campus is limited and primarily by permit with some parking meters. The university strictly enforces permit parking areas and designated no-parking zones. Individuals are responsible for any and all parking fees and fines they may incur before, during and after the conference.

Special Needs or Accommodations for People with Disabilities

Northern Arizona University campus buildings and facilities are almost all accessible to individuals with disabilities. Requests for any special needs or accommodations must be noted during the online registration process and may entail additional costs.

PROCEDURES AND RULES

Adult Leadership

As previously mentioned, each Post attending the conference must have, at a minimum, two adult leaders both of whom must be at least 21 years of age. Posts with coed delegations must have at least one male and one female adult leader. All adult leaders attending the conference must undergo Youth Protection Training for adults. This is a self-guided program that can be accessed online at www.myparticipation.org.

At least two adult leaders for each Post are at all times expected to be onsite and provide oversight and supervision to the Explorers for which they are responsible. Adult leaders must respond to any matters involving their Explorers referred to them by conference or university staff.

All adult leaders must conduct themselves in a professional manner that is in accordance with the Law Enforcement Code of Ethics and the Conference Code of Conduct. Inappropriate or illegal behavior by an adult leader will result in immediate notification to the chief, sheriff or head of the participating agency and, if required, local authorities. Any unacceptable behavior may also result in the leader be removed from the conference.

Medical Health/Consent Form

All conference participants are required to submit a **copy** of a completed Learning for Life Medical Form (No. 680-024, available in the appendix of this guidebook) during check-in upon arrival at the conference. The parent or legal guardian for participants under 18 years of age must sign this form, which also provides consent to the adult leader to authorize emergency medical services for an Explorer. A physician must sign the medical form within one year of the first day of the conference. Adult leaders and Explorers should consider having the exam performed in conjunction with a work, school or sports physical exam. **Adult leaders should retain the original form for each Explorer in their care, as some medical facilities will not accept a copy of the signed form for emergency consent purposes. All participants, youth and adult, must bring a copy of their LFL medical form (No. 680-024) signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant, and submitted during check-in upon arrival at the conference.**

Attire: Uniform and Equipment Requirements

The dress code for the conference will vary by activity or event. Generally speaking, Explorers and adult leaders may wear casual, but appropriate, attire during the conference. Explorers and adult leaders are encouraged to include in their casual attire shirts or other clothing items that identify them as being associated with their sponsoring agency, Law Enforcement Exploring or other law enforcement group or organization. Shorts and suitable T-shirts are permitted as casual attire. The Post uniform is to be worn for the opening program on Monday evening and the closing program on Friday evening. Adult leaders may attend the shows in their department uniform or business casual attire. Explorers participating in team competition events should be in uniform and may elect to wear their duty/training (i.e., Class B) uniform for this purpose.

The conference, because of its unique nature and the dedicated adults and impressive Explorers who participate in the program, always draws the interest of the news media that typically will be on site to observe conference events, take photos/videos and conduct interviews. Participants are asked to be mindful that the media and special visitors to the conference will take notice of their dress and demeanor and to act accordingly.

Explorers are not to carry any law enforcement equipment on their uniform belt, or on their person, except while participating in team competition events and walking to and from those events and their residence hall. The only law enforcement equipment/accessories Explorers are permitted to have with them during team competitions is a non-tactical flashlight, handcuffs, holster, gloves, whistle, pen/pencil, and a notepad. If the sponsoring agency provides, or an Explorer has his/her own, inert pistol (i.e., Red Handle pistol) to use for training or competition it may only be carried during the competitive event. Please note it is the decision of the sponsoring agency for each competitive event if Explorers will be permitted to use an agency issued or personally owned inert pistol during the event. Explorers are strictly prohibited from walking around campus with an inert pistol or an empty holster. Additionally, Explorers are not permitted to carry offensive or defensive weapons to include firearms, tasers, nightsticks, batons (collapsible or otherwise), saps or sap gloves, tactical flashlights (i.e. large metal or other heavy duty material flashlights that may be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices.

Possession of Firearms

The laws of the State of Arizona prohibit anyone from possessing a firearm on campus unless they are a sworn law enforcement officer and have jurisdiction within the state and on campus. Law enforcement officers from outside of Arizona are responsible for determining if any reciprocity arrangement exists for the carrying of firearms between their home state and Arizona. **Law enforcement officers authorized to have a weapon with them should consult the Northern Arizona University Police Department with regard to secure storage of firearms during the conference.**

SUPPORT SERVICES

Conference Headquarters

The conference headquarters offices will be located on campus in the University Union.

Security, Communications, and Health Services

Although adult leaders have the primary responsibility for Explorers assigned to their care, a senior resident advisor from each residence hall, along with other residence hall staff, will help to provide a secure and safe environment for all conference participants. Explorers and adult leaders are expected to cooperate with Northern Arizona University staff and adhere to all residence hall health, safety and security regulations.

Flagstaff ordinances, as well as campus rules, mandate the complete evacuation of all buildings when a fire alarm is activated. Following the evacuation of a building, reentry is not permitted until authorized by a representative from the city or campus fire department or other emergency services agency. Failure to comply with evacuation procedures may result in a fine and/or prosecution for violation of city ordinances or state statutes. It is to be noted the false activation of a fire alarm is a violation of the law and offenders will be prosecuted and immediately removed from the conference.

The Health and Safety office, and the Security office, will be located in the University Union on campus and staffed with individuals prepared to provide assistance to all conference participants.

The following emergency telephone numbers are provided for conference participants, family members and sponsoring agency representatives. These numbers should be used only for emergency or critical incident purposes. The telephone numbers for the conference Health and Safety office and the Security office will be provided to participants at on-site registration.

Northern Arizona University Police Department: (928) 523-3611

Northern Arizona University Conference Services: (928) 523-1440

Medical Emergencies: Nurse Bev, cell (469)-286-7157

Staff Advisor to NLEEC: Bill Taylor, cell (214) 934-0525

BOLO Newspaper

The BOLO (*"Be On The Lookout"*), the official conference newspaper, will be distributed daily on campus from Monday through Friday. The Saturday edition of the BOLO will be posted on the Law Enforcement Exploring page of the Learning for Life website. The BOLO will contain important conference information, interesting stories, interviews with Explorers and Advisors, photographs and other special features.

Conference After-Action Evaluation

The planning and production of a national conference involves a tremendous amount of time and effort on the part of the conference steering committee and a large cadre of professionals and volunteers. The goal of every conference is to provide a once-in-a-lifetime experience for Explorers and their adult leaders. The conference committee hopes to meet that goal at the 2016 National Law Enforcement Exploring Conference. Following the conference, and during, each Post is asked to complete the online Conference After-Action Evaluation.

The appraisal of the 2016 conference, along with any constructive comments and suggestions, will help make the next conference even better. The conference committee receives many suggestions for new conference venues. The decision for a conference site is based on availability of dormitory rooms, meal service, offices, meeting/training rooms, indoor/outdoor competition facilities, auditorium for shows, exhibit/demonstration space, and recreational opportunities and, of course, cost. Many universities and colleges have indicated an interest in hosting a conference but are unable to meet the logistical and physical requirements and/or are unable to do so at a reasonable cost.

On the last day of the conference QR codes and URL's will be posted around campus inviting all participants to provide feedback using their smartphones on this year's conference. A link to the online survey will also be emailed to Advisors the week after the conference.

ATTRACTIONS, TOURS AND TRANSPORTATION

Transportation

Flagstaff is approximately 150 miles (about a 2.5 hour drive) from the Phoenix Sky Harbor International Airport (PHX). PHX offers a wide-range of ground transportation services for travel between the airport and Flagstaff. You may visit the PHX ground transportation website at <https://skyharbor.com/transportationparking/regionalVansShuttlesBuses.htm> for information on transportation between the airport and Flagstaff via bus, shuttle or other service.

Tours and Attractions

There are many attractions in or near Flagstaff that may be of interest to conference participants. Group tours are often the most efficient and least expensive way to attractions in the area. The following websites provide information on attractions in Flagstaff, the surrounding area and in the State of Arizona:

www.flagstaffarizona.com
www.visitarizona.com

Attractions in or near Flagstaff that may be of interest to conference participants include Flagstaff's Heritage Square, the Lowell Observatory (one of the world's premier deep-space research sites), the Grand Canyon, Sedona's Oak Creek Canyon, and endless trails for hiking and mountain biking.

SECTION III

COMPETITIONS AND SEMINARS

Law Enforcement Response Team Events and Special Team Competitions

One of the most popular activities at every national conference is the Law Enforcement Response Team competitive events as well as the Special Team and Individual competitive events. All competition at the conference is presented with an emphasis on participation, skill enhancement and good sportsmanship. The conference competition is intended to foster the development of individual and team growth through personal, physical and group challenges in an environment of learning and enjoyment. Starting with this conference, registration for all competitive events will be via an online registration process. A Law Enforcement Response Team and Special Team registration link will be sent on April 25, 2016 to the Advisor of each Post who has completed the online post registration process and paid both Post and individual deposits in full. Posts will be permitted to register for time slots for the law enforcement response team events but, as with past conferences, each team will not learn of the particular event until it reports to the competitions staging area. Post Advisors must register for the Law Enforcement Response Team events before registering for other competitive events.

Individual Competitions Registration

Registration for the Individual Competitions events will be completed online. You will receive the online registration link for these competitions in an email confirmation after you complete the registration for Law Enforcement Response Team and Special Team events.

Law Enforcement Response Team Competition Guidelines

- Posts interested in participating in team competition events must complete their online registration by June 13, 2016. Scheduling is limited for team competitions, as well as certain individual events, and will be allocated on a first-come, first served basis.
- A maximum of four Explorers per team will be permitted to participate in law enforcement response team events. A Post may elect to register a smaller team of not less than two Explorers but must recognize all scenarios are designed for a team of four Explorers.
- Participation in team competitions is restricted to individual Explorer Posts; Explorers from different Posts are not permitted to form teams and participate in events. Each Post determines its own team composition but only members of that Post may be on team(s).
- A Post with multiple teams may not have any Explorer assigned to more than one of its teams.
- All equipment and supplies required for competitive events will be provided.
- Teams will be assigned to events and times by random computer selection. In order to preclude teams from training for one or two law enforcement response events only, the team will not learn the identity of the event in which they will participate until they check-in at the competition staging area at the scheduled date/time.
- Law enforcement response events are scheduled for one hour in duration and involve a briefing by the event staff after which the Explorers will react to the scenario presented. All scenarios are interactive (i.e. "Hands-on") in nature and most involve role players engaging Explorers, who will be acting as police officers, as would a citizen, possible suspect or criminal in real life. Upon completion of the scenario the event staff will conduct a constructive evaluation of the Explorer's performance.
- Should it become apparent to the staff that an Explorer team is not prepared for or having difficulty in reacting to a law enforcement response scenario, the event will be stopped and converted to a positive learning experience for the Explorers.
- Advisors are not permitted to participate in or observe the briefing or actual scenario, but are allowed to attend the evaluation.
- Explorers are to be in uniform during team competitions.

Post/Team Scheduling

- Only Posts that have registered for the conference and paid the post and individual deposits in full by the registration deadline can be assured of an opportunity to register for the Law Enforcement Response Team Competitions as well as the Special Team Individual Competitions Events.
- A Post may field a maximum of four teams to participate in the Law Enforcement Response Team Events. Each team must be comprised of a minimum of two and a maximum of four Explorers.
- A Post having one team will be permitted to compete in a minimum of two Law Enforcement Response Team Competitions events
- A Post having two or more teams will be permitted to compete in a minimum of four Law Enforcement Response Team Competitions events.
- Team competition time periods that remain open after the registration deadline will be filled by assigning one or more additional events per Post based on the date/time of registration (i.e., the first Post registered for the conference will be assigned the first available vacancy, the second Post registered the next vacancy, etc.

Scoring and Awards for Law Enforcement Response Team Events

- Scoring for the Law Enforcement Response Team Events is not based on the operational methods and techniques practiced by any one agency. Rather, performance will be evaluated on operational methods and techniques that are safe, effective, legal and considered to be within generally accepted standards of law enforcement protocol.
- Study guides are no longer posted on the website because they were in many cases outdated or otherwise not applicable for the purposes of the team or individual competitions at the conference. Advisors of Explorer Posts are encouraged to look to the expertise in their sponsoring agency, or other agencies and organizations, to provide the most recent information and practices related to particular events, as well information contained in the frequently updated IACP Training Keys for which most agencies have a subscription or are available through the IACP for a nominal cost. Advisors should seek out subject matter experts for a particular topic (i.e., Detective from the department's Burglary Squad, or from another agency, to give a presentation for the protocol on dealing with a Burglary in Progress, etc.) to better prepare their Explorers for national, state or local competitions and enhance their overall Post program.
- Each team will be evaluated on a series of law enforcement skill competencies that are assigned point values for a total of 100 points per event. Points awarded for each team event will determine the award recipients for the event.
- Tie scores for top-tier awards will be resolved by elapsed time to complete the scenario or, depending on the event, a tiebreaker point valued question presented to the team by the event staff.
- Posts with a team (or teams) that scores in the top 10 percent for any event will receive a superior performance certificate for that event.
- A team will not learn of its score for an event until Friday evening during or after the closing show. A score summary sheet that lists the final score and elapsed time for each competitive event in which a Post participated, along with other conference materials, will be provided to the Post Advisor immediately following the closing show.
- Questions or concerns regarding the scoring of these events, or related matters, must be directed to the chairperson of the Law Enforcement Response Team Events for the conference.

Scoring and Awards for Special Team and Individual Events

- Scoring criteria and award categories for these events are outlined in the event description section of this Guidebook.
- Questions or concerns regarding the scoring of these events or related matters, must be directed to the chairperson of the Special Team and Individual Competitions Events for the conference.

Team Competition Events

Law Enforcement Response Team Events

The conference offers twelve team events that are based on law enforcement response scenarios. Each event is sponsored by a local, state or federal law enforcement agency or organization.

1. Arrest and Search
2. Bomb Threat Response
3. Burglary in Progress
4. Crime Prevention
5. Crime Scene Search
6. Crisis Negotiation
7. Domestic Crisis Intervention
8. Judgment Pistol Shooting: Shoot, Don't Shoot
9. Officer Down: Emergency First Aid
10. Traffic Accident Investigation
11. Traffic Stop
12. White Collar Crime

Special Team Events

Two special team events will be available for Explorers at the conference.

1. Drill Team
2. Non-Emergency Vehicle Operations Course (NEVOC)

Law Enforcement Response Team Event Descriptions

1. Event: Arrest and Search

Scenario: Explorers will execute a search warrant and an arrest warrant at a location occupied by a suspected narcotics trafficker. Inert weapons and handcuffs will be provided. Explorers will be evaluated on an effective and safe entry, situation control, arrest procedures, search effectiveness and evidence identification and seizure.

2. Event: Bomb Threat Response

Scenario: Explorers receive a bomb threat call to a local business. Upon arrival at the business, the office manager of the business and the receptionist who received the bomb threat will meet the team. It is the Explorer's responsibility to assess the situation, conduct the proper interviews, conduct a bomb search if necessary, and resolve the situation expediently within the allotted period of time.

3. Event: Burglary in Progress

Scenario: Two patrol officers respond to a call from an individual who claims his/her home has been burglarized and the suspects may still be in the residence. Upon arrival, the two officers are faced with a situation with many unknown dangers. The two patrol officers have available another patrol car in the area for backup.

4. Event: Crime Prevention

Scenario: The first part of the scenario will involve Explorers taking an exam consisting of multi-choice questions regarding crime prevention. The second part of the scenario will be the preparation and delivery of a "mini-talk" on neighborhood watch/operation identification before crime prevention practitioners acting as a group of concerned citizens forming a neighborhood watch in their community. Ratings will be based on familiarity with concepts of neighborhood watch and other forms of crime prevention. On-site aids available, to include crime prevention survey forms, will be provided.

5. Event: Crime Scene Search

Scenario: Explorers will be measured on their ability to process the scene of a recent crime. A crime scene processing kit will be available. Scoring will be based on how effectively the Explorer in command assigns duties and responsibilities to the rest of the detail; the effectiveness of securing the scene; the thoroughness of the crime scene search; the handling and preservation of physical evidence; photographing and diagramming the scene; and the developing of latent fingerprints, etc., within the allotted time.

6. Event: Crisis Negotiation

Scenario: The Explorer team will be judged on how it handles a crisis situation involving an individual holding one or more hostages in a designated location; how effectively it develops an initial plan, assigns team member responsibilities, and establishes contact with the suspect; the manner in which it responds to any demands made by the suspect; and its success in satisfactorily using appropriate negotiation skills to gather intelligence information and work towards the goal of an eventual resolution. Explorers are not required to successfully resolve the crisis situation with surrender within the allotted time frame, but rather use negotiation skills to effectively control the situation and attempt to change the subject's behavior.

7. Event: Domestic Crisis Intervention

Scenario: Two patrol officers have been assigned to respond to an unknown domestic disturbance. Another patrol car is available as a backup. Upon arrival, the first two Explorers are faced with a classic domestic confrontation. Scoring will be based on how well Explorers handle this potentially dangerous situation. Providing the subjects are handled properly, the individuals involved in the dispute will calm down and allow the officers to reconcile the situation. If handled improperly, the situation will escalate requiring other police actions.

8. Event: Judgment Pistol Shooting: Shoot, Don't Shoot

Scenario: This course is designed to challenge the Explorer's knowledge of when to fire a weapon in a real situation. You will view filmed situations preceded by a narration explaining the setting (i.e., "you are walking alone down a city street or, you are responding to an armed robbery," etc). Once the scene begins the Explorer will have to take the appropriate action based upon his/her assessment of the situation and best judgment.

The Explorer will stand approximately twelve feet from a projector screen, on which a series of short scenarios will be projected by a computerized training unit. The Explorer will be using a specially designed weapon. This weapon is a real handgun, altered to fire an infrared laser beam. The weapon will be holstered prior to each scene until such time the Explorer reasonably believes that he/she or another person is or is about to be placed in imminent danger of death or serious bodily injury.

The Explorer should draw their weapon whenever they have reasonable cause to use it. The drawing of the weapon, for the purpose of this exercise, will be the same as in real life. The weapon may be drawn based on the situation in the scenario or as a result of the narrator's description of the situation.

In situations in which the Explorer has a partner, the partner is considered the senior officer and will control the situation. If the partner loses control, the Explorer may be required to intervene. The computerized training system can be programmed so that it takes two or more lethal hits to stop the action. The Explorer should apply all the fundamental shooting skills they have learned and fire on their projected adversary until the action freezes or the suspect falls, indicating a lethal hit.

Explorers will be scored in 5 categories: Judgment, Accuracy, Reaction Time, Verbal Commands and Weapon Handling Skills. Each Explorer will be given the same 5 scenarios. Maximum score for each scenario is 20 points for a total maximum score of 100. Individual team scores will be averaged for the total team score.

9. Event: Officer Down: Emergency First Aid

Scenario: The Explorer team will respond to an "Officer Down" call. Upon arrival to the scene, the Explorer team will find an Officer who has been injured. Explorers must assess the injuries and provide appropriate first aid until an ambulance arrives.

The team will be expected to have the ability to administer first aid for a variety of injuries, particularly CPR, bleeding, and broken bones. The team must also be able to identify the symptoms of shock and heart attack and react accordingly. Explorers will be evaluated on the thoroughness of their initial examination of the Officer for injuries; the appropriateness and thoroughness of their response to the injuries they find. If available, CPR administration will be rated by a mechanical resuscitation mannequin. Materials for the safe conduct of this scenario will be provided.

10. Event: Traffic Accident Investigation

Scenario: Teams will respond to a traffic accident involving a vehicle and pedestrian or stationary object. Grades will be based on the assignment of responsibilities at the scene; techniques of accident investigation; field sketch; interview of the driver; accident report; and traffic citations issued, if required. Explorers will be presented a simulate motor vehicle accident scene with taped or real skid marks, debris, and other props. The police vehicle will be equipped with accident reports, digital camera, measuring tape(s), notepaper, traffic citations, and an accident investigation notebook.

11. Event: Traffic Stop

Scenario: The Explorer in command will be advised that two members of his/her team will be placed in a patrol vehicle and simulate patrol functions when they encounter a vehicle for a seemingly routine traffic violation. The remaining two Explorers will comprise the backup unit. Explorers will be scored on their ability to deal with a potentially dangerous situation while conducting a traffic stop based on approaching the vehicle; interviewing the occupants; reacting to any unexpected situation; and recognizing the need to call for a backup unit if necessary.

12. Event: White Collar Crime

Scenario: Explorers, acting as a two to four person team of detectives assigned to a Fraud Unit in their department, have been assigned to investigate a land fraud scheme. The scheme involves the sale of what has been represented to be prime lots with panoramic views of the Grand Canyon. Your department has received many complaints from people who paid \$50,000 for a prime lot from Cactus Patch Land Sales Inc., to later find out the lots were substandard. Buyers who visited the property discovered their lot was in fact situated at the bottom of the canyon with no panoramic view. Additionally, buyers learned there were no roads, electricity, water, or sewage system on the property as promised by the sales representative.

A search warrant for the company's office has been authorized in anticipation the Explorer team will discover incriminating evidence against the suspect(s) for presentation to the district attorney. The Explorer team will make a surprise visit to the suspect's office to serve the search warrant and interview anyone present in the office to gain further information and to determine if any arrests need to be made at that time.

Special Team Event Descriptions

1. Event: Drill Team

Law enforcement has used the close order drill to determine the readiness of their agencies. The purpose of the close order drill is to move a unit from one place to another in a standard and orderly manner. The close order drill provides simple formations from which tactical formations can be readily assumed (i.e., crowd control). The drill teaches discipline by instilling habits of precision and automatic response to orders. It also increases leadership confidence through exercise of command, by giving proper commands and overall control of members of the unit.

The Drill Team Competition will be evaluated based on the Marine Corps Drill and Ceremonies manual (NAVMC 2691). This manual furnishes information and describes procedures for close order drill. It encompasses detailed procedures for all drills and ceremonies executed by troop elements ranging in size from the individual to the regiment.

The minimum Law Enforcement Explorers needed to compete in this competition is six (6) and the maximum number is twelve (12).

The Drill Competition consists of the following three phases

- A. Uniform Inspection
 - 1. Unit leader forms the unit for inspection/drill
 - 2. The inspector/judge inspects the unit (i.e., Neatness, uniform serviceability, grooming, unit uniformity, etc...)
- B. Stationary Drill (i.e., left/right-face, about-face, open/closed ranks)
- C. Moving Drill (i.e., march to the oblique, column movement, march to the flank)

During Stationary and Moving Drill, the judging will consist of but not limited to the following:

- 1. Emphasis on command presence, commands, and command voice
- 2. Command execution by the unit members responding to commands
- 3. Proper squad alignment and interval
- 4. Explorer bearing, energy and spirit

Trick Drill may be used but is extremely complex and requires extensive training. Trick drill is not described in the drill and ceremonies manual. Trick drill is only limited to the imagination of the explorer post. Note: Firearms of any kind are not permitted for this event

2. Event: Non-Emergency Vehicle Operations Course (NEVOC)

NEVOC, formerly an individual event, was converted to a team event starting with the 2012 conference. Each Explorer Post may enter up to five (5) drivers in the event. The actual number of Explorers entered for each team may be adjusted by the event staff to accommodate the maximum number of teams. All participants must present a valid driver's license at sign-in. This event is limited to a total of 120 drivers per day.

This event is designed to emphasize the importance of efficient, safe driving when responding to a non-emergency police call. Explorers will be required to negotiate a driving course that consists of a series of exercises and obstacles designed to test the Explorers ability to maneuver in tight quarters; parallel park; and avoid obstacles while travelling forward. The event is scored based on a "100 point" system, with points being deducted for any cone (object) that is struck; any exercise not completed properly; any obstacle that is not avoided; any violation of course safety standards (e.g. – turn signals); and completing the course below the minimum (safe) time or above the maximum time allowed for the course. The objective is to finish the course quickly without sacrificing safety.

Course

- A. Before driving their “scoring lap”, each Explorer will be given a brief orientation and a practice lap. The instructor will remain “in car” with the Explorer at all times, and will explain each exercise, and how to properly negotiate it, to the Explorer during the practice lap.
- B. Following the practice lap, the Explorer will drive a second lap for time and score. The instructor will continue to “coach” the driver during this lap, on an as-needed basis.
- C. Scoring will be conducted both by the in-car instructor, and other instructors positioned on the course to monitor the drivers’ performance.
- D. The final team score will be based on the aggregate score for all drivers’ on each team, divided by the number of drivers. This will be the team score. For example, if a team of (3) Explorers each record a score of “90” on the course, the aggregate score would be 270, and the team score would be 90 ($270 / 3 = 90$).

Individual Competition Events

Explorers will have the opportunity to compete against one another in the Pistol Competition (9 mm), Air Pistol Competition, Bike Policing Competition, and Police Physical Performance Test. Explorers participating in the Sample Written Examination will be evaluated against a performance standard.

Individual events include:

Police Physical Fitness Test
Air Pistol Competition
National Law Enforcement Exploring Pistol Championship (9 mm)
Sample Police Written Examination
Bike Policing Competition

Individual Competition Event Descriptions

1. Event: Police Physical Fitness Test

All conference participants are eligible to individually compete in this event. Awards will be presented to the top three male and top three female Explorers in the 14 through 16 years of age category, and in the 17 years of age and above category. All Explorers who complete the test in a satisfactory manner will receive a medal and certificate attesting to their accomplishment.

The Police Physical Fitness Test is a series of physical fitness challenges that correlate to the ability to perform day-to-day police functions. Such challenges may include, but are not limited to, running, pull-ups, push-ups, sit-ups, and obstacle course. Each aspect of the test will be measured in terms of performance and cumulative time standards to determine score. Participation in this test will provide the Explorer with insight and experience into law enforcement physical fitness testing and the opportunity to measure their personal physical fitness against other participants in their respective age category.

2. Event: Air Pistol Competition (.177 Caliber)

This event is open to all Law Enforcement Explorers via the online competitions registration process. Commencing on opening day at 8:20 a.m., there will be a relay every 45 minutes. Competitors can reserve a specific time on a specific date so as not to conflict with other activities. NOTE: Should a competitor fail to be present in the classroom at the air pistol range on time, the time slot reserved for him/her will be relinquished to a standby competitor. To be on the standby list, Explorers should arrive at the air pistol range 10 minutes before the time slot in which he/she wishes to participate. In order to allow for as many Explorers as possible to participate in this event, each Explorer will be only allowed to shoot in one relay. The only exception to this policy is for an Explorer who appears at the range for a standby position and there are no other Explorers available who have not yet participated in a relay to fill any vacant position. Explorers who have participated in this event will have a special stamp placed on their conference identification card to indicate their participation. An additional stamp will be added for each time an Explorer is permitted to fill a vacant position with priority given to Explorers with the least amount of additional stamps.

Schedule

Each relay will accommodate between 45 and 50 shooters, based on space available at the facility. Commencing at 8:20 a.m., Tuesday, July 15, and concluding at 5:15 p.m. on Thursday, July 17, there will be 10 relays per day: 8:20 a.m., 9:05 a.m., 9:50 a.m., 10:35 a.m., 11:50 a.m., 12:35 p.m., 1:20 p.m., 2:05 p.m., 2:50 p.m., and 3:35 p.m. NOTE: Shooters are required to attend a 30-minute orientation clinic. The total time required is one hour and 15 minutes from start to finish, which includes orientation and shooting.

The Relay Reservation Confirmation card, which will be issued to the competitor when he/she reserves a slot, will specify the exact time that the competitor must be present at the air pistol range classroom.

Equipment

Crosman will provide two models of air pistols (Model 357-6 CO2 revolver and Model 1088 semi-automatic pistol - shooter's choice), safety glasses, CO2 Powerlets, and .177-caliber pellets to all competitors.

Practice

All competitors will be allowed to shoot two five-shot strings prior to the record stage. As this match is to reflect police standards, the shooter will not adjust sights. Shooters will observe where the hits are grouping with reference to the bull's eye and compensate for errors by "holding off." NOTE: All guns will be sighted-in by the range officers so that the margin of error will not be excessive.

Course of Fire

Stage 1	Slow Fire	5 Shots	2-1/2 minutes
Stage 2	Slow Fire	5 Shots	2-1/2 minutes
Stage 3	Timed Fire	5 Shots	20 seconds
Stage 4	Timed Fire	5 Shots	20 seconds
Stage 5	Rapid Fire	5 Shots	10 seconds
Stage 6	Rapid Fire	5 Shots	10 seconds

Perfect score-300
Distance-7 meters
Target-TQ7

Awards

The top three competitors will be presented with awards.

3. Event: Pistol Championship

This tournament is conducted by the Department of Homeland Security.

The National Law Enforcement Explorer Pistol Championship is fired on conventional bull's-eye targets using double-action only or safe-action semi-automatic pistols. This event will provide an experience for Law Enforcement Explorers to demonstrate the safe and proper handling of handguns in a competitive environment while contributing to the development of skills required in the law enforcement profession.

Competitor Eligibility

Entry in this tournament is limited to the top 500 shooters attending the conference, as determined by their current marksmanship ranking achieved under the NRA Law Enforcement Explorer Marksmanship Qualification Program (LEEMQP) as of June 1st, 2016. LE Explorers will be placed on the roster in rank order based on the level of skill they have achieved on the NRA Law Enforcement Explorer Center Fire Pistol Competition course of fire. Individual scores are posted for public view on the LEEMQP website commencing January 1, 2016. Participation in the LEEMQP ensures that each registrant has met the competitor certification requirements by a qualified firearms instructor (certified by a federal, state, county, or municipal government or a certified NRA firearms instructor).

Competitors will be accepted on a stratified basis, from highest to lowest score achieved on the LEECFPC course of fire. Registrations received after the 500 shooter limit has been met will be placed on a waiting list and so notified.

Proof of eligibility may be required before a person is permitted to fire in a match. Link to form below:

LEECFPC Information: <http://www.exploring.org/wp-content/uploads/2016/02/2016-NRA-Law-Enforcement-Explorer-Center-Fire-Pistol-Competition-4.12.16.pdf>

Firearms Training Certification: <http://www.exploring.org/wp-content/uploads/2016/02/Firearms-Training-Certification-3.7.16.pdf>

Registration for the pistol competition will be by individual. Two-man and Four-man Teams may be declared at the time of Post Advisor check-in at the conference.

Post Advisor Check-In

An Advisor will need to check-in with the pistol championship table in the registration area upon arrival at the conference to ensure that competitors have met eligibility requirements through the LEEMQP. Two-man and Four-man Teams may be declared at this time.

Competitor Certification

Each Law Enforcement Explorer who enters this tournament must have received a minimum of eight (8) hours of instruction in, but not limited to, firearms safety, fundamentals of marksmanship, scoring and range operations by a qualified firearms instructor (as defined above) and hold a current NRA Explorer Pro-Marksman or higher classification achieved on the pre-requisite NRA Law Enforcement Explorer Center Fire Pistol Competition through Post participation in the LEEMQP.

PROOF OF THIS CERTIFICATION WILL BE REQUIRED BEFORE A COMPETITOR IS REGISTERED TO FIRE IN THIS TOURNAMENT.

Firearms and ammunition will be provided at the range. No personal firearms or ammunition will be allowed.

Orientation & Safety Briefing

A tournament orientation and safety briefing will be held on the range before each relay fires. All Explorers participating in the firearms competition are required to attend this orientation and safety briefing.

Course of Fire

The pistol championship will be conducted at 25 yards using the official National Rifle Association, 25-yard, timed or rapid-fire bull's-eye target (B-8) paper. The course will be fired in three stages consisting of two strings each. An Explorer will fire 10 rounds in each stage, five rounds per string. The Explorer must fire all stages during his or her assigned range time only. NRA rules will govern except as modified by the program.

Match	Range	Type Fire	Shot String	Strings	Target	Possible Score
No. 1	25 yards	Safe-Action	5 Minutes	2 (5 shots)	B-8	100
No. 2	25 yards	Safe-Action	20 Seconds	2 (5 shots)	B-8	100
No. 3	25 yards	Safe-Action	10 Seconds	2 (5 shots)	B-8	100

No. 4 Aggregate Match (Unfired): The total of the scores fired in Matches 1, 2, and 3 will determine the National Champion.

No. 5 Two-Man Team Match (Unfired): The total of the scores fired by the pre-designated pairing of same Post members in Matches 1, 2, and 3.

No. 6 Four-Man Team Match (Unfired): The total of the scores fired by the pre-designated grouping of same Post members in Matches 1, 2, and 3.

All stages are fired with two hands (double-action only) from the standing position without any support to the body. Only five rounds are loaded for each string of fire. For the semiautomatic pistol, two magazines loaded with five rounds each will be used for each match: slow, timed and rapid fire. Shooters must load their own magazines.

Sighting Shots

Sighting shots are allowed in this tournament. Each competitor will be allowed five sighting shots prior to the commencement of Match No. 1 in each relay. The values of sighting shots will not be entered as the score. The five sighting shots will be provided only before the first stage.

Tournament Information

It is each competitor's responsibility to know and obey the NRA rules, the provisions of this bulletin, and all the tournament director bulletins that are posted on the tournament bulletin board. It is also the competitor's responsibility to:

1. Follow the Range Master's Commands immediately and at all times.
2. Have full knowledge of the rules under which the match is fired.
3. Conform to the proper firing position.
4. Have equipment that meets all rules and tournament specifications in any match in which it is to be used.
5. Understand that after due warning of any infraction of existing rules, a repetition of the rule infraction shall be cause for disqualification for that match or for the tournament.
6. Frame the correct target for the specific match.
7. Maintain own scorecard, initial after each stage of fire, and sign completed scorecard. Ensure that the scoring official has signed.
9. Wear approved eye and ear protection.
10. Provide and wear a 'baseball' style cap and footwear that completely covers the shooter's feet during each stage of fire. Flip-flop type footwear is NOT acceptable.

Firearms

It is the policy of the national conference committee that only firearms and ammunition issued at the range will be permitted. The intended firearms furnished for this tournament will be the Glock Model 17 in 9mm, a safe-action type pistol, which is generally authorized for duty carry by officers of law enforcement agencies.

NO PERSONAL FIREARMS OR AMMUNITION WILL BE ALLOWED.

Scoring Devices

The use of scoring devices is limited to scoring officials and the tournament executive officer. Use of scoring devices by competitors is prohibited.

Appeals

Any appeal to the calculation of shooters' scores must be received in writing in the National Law Enforcement Exploring Conference headquarters no later than 4 p.m. on the third day of the championship. It must be approved by the post advisor and list with specificity the reason or reasons for the appeal. The appeal will address only any potential calculation errors and not the actual scoring protocol or process.

Rules

The "NRA Pistol Rules" (current edition) will apply, except as amended by this program and tournament director bulletins.

Transportation

Bus transportation to and from the range will be provided for the competitors only. It is the responsibility of each competitor to be at the range at his or her assigned time. A bus schedule will be provided to each Advisor upon registration for this tournament.

Awards Schedule

Individual Awards:

Match No. 1 Slow-Fire
First Place: Medallion
Second Place: Medallion
Third Place: Medallion

Match No. 2 Timed-Fire
First Place: Medallion
Second Place: Medallion
Third Place: Medallion

Match No. 3 Rapid-Fire
First Place: Medallion
Second Place: Medallion
Third Place: Medallion

Match No. 4 Aggregate (Not Fired) National Law Enforcement Explorer Pistol Champion
First Place: Medallion and trophy
Second Place: Medallion and trophy
Third Place: Medallion and trophy

Winners of the first, second, and third-place aggregate (Match No. 4) will not be eligible for individual awards in Matches 1 through 3. A competitor will be eligible for only one award in Matches 1 through 3.

Team Awards:

Two-man Team

First Place: Medallion & Trophy
Second Place: Medallion & Trophy
Third Place: Medallion & Trophy

Four-man Team

First Place: Medallion & Trophy
Second Place: Medallion & Trophy
Third Place: Medallion & Trophy

Chairman's Twenty

The Conference Chairman will recognize excellence in marksmanship by the next top twenty competitors beyond those previously recognized in Matches 1 through 6 above with a Chairman's Twenty medal.

Each Explorer participating in the Pistol Championship will receive a Certificate of Participation.

4. Event: Sample Police Written Examination

You are interested in becoming an officer for the Anytown Police Department. The scheduled examination will take one hour. The test is offered hourly and does not require pre-registration or sign-up, simply walk-in prior to the start of any hour during which the exam is offered.

This is not an award event; the sample written examination is offered as a practical experience exercise.

5. Event: Bike Policing Competition

Bike Policing is becoming more common as an effective patrol method. This bike policing competition will provide hands-on experience that will challenge Explorers to use their biking skills to complete a designated course that typically includes, but is not limited to, the following performance elements:

- Ride twenty-five yards
- Perform serpentine maneuver between 10 cones
- Ride in circles around cones
- Brake in marked box

Mountain bikes with helmets will be provided for competitors. Awards will be presented to the top three Explorers in the 14 through 16 years of age category, and in the 17 years of age and above category.

Seminars

A selection of exciting and informative law enforcement related seminars will be offered to all conference participants. Subject matter experts from various local, county, state and federal law enforcement agencies or organizations present these seminars. Pre-registration for seminar times and topics will be available using the conference online registration system. Typically, conference seminars include the following general subject themes; however, new or similar topics may be included in seminar schedule once presenters are confirmed:

- Post Blast Investigation and Bomber Behavioral Analysis
- Cyber Crime: Emphasis on Cyber Bullying
- Mail Fraud
- Protect Yourself: Self-Defense Techniques
- Radical Right Domestic Extremist Group
- U.S. Secret Service Protection and Investigation
- Fugitive Investigations
- Leadership
- Narcotics Trafficking and Interdiction
- Forensic Science

SECTION IV

PROGRAM ACTIVITIES

Learning, Networking, Fun and Fitness

Competition is just part of the excitement at every national conference. Explorers (and Advisors) will have the opportunity for learning, networking and fun at a multitude of other stimulating program activities. Many Explorers will have only one opportunity to attend a national conference during their tenure as a Law Enforcement Explorer. Explorers are encouraged to take advantage of every program activity offered at this year's conference.

Recreation

A variety of recreational activities will be offered during the conference. Some activities may require a user fee and/or will have age restriction requirements.

Northern Arizona University will provide conference participants limited use of some physical conditioning facilities and recreation areas. Details for use and related information will be published in the first edition of the BOLO newspaper.

Dancing

The Jump Club on campus will be open every evening, Monday through Friday, for Explorers to meet, mingle and dance. Music will be provided by live entertainment or DJ.

Special Programs

Several exiting special programs, beginning with the always impressive opening show on Monday evening, and equally outstanding closing show on Friday evening. Both the opening and closing programs will feature keynote presenters, awards, spectacular audio-visual effects, and a few surprises.

Wednesday evening is Entertainment Night at the conference. A nationally recognized entertainer will be the feature act and is sure to provide an evening filled with fun and amusement for both Explorers and Advisors.

The Rally, presented during the day on Friday, will provide Explorers and Advisors with a thrilling live demonstration of law enforcement special operations techniques and activities.

The time, location and other important information for each of these special programs will be listed in the BOLO newspaper.

Exploring U.S.A.

Exploring U.S.A., held on Thursday afternoon, provides a great opportunity for a Post to showcase its best programs, projects, practices or activities. This event also serves as an excellent forum for Posts to exchange ideas and other important information.

Posts are encouraged to participate in this event by registering to have an exhibit at Exploring U.S.A. The exhibit itself does not have to be elaborate; what is important is the information conveyed by Explorers hosting the exhibit to other Explorers as well as Advisors and visitors. It is always helpful if the exhibit contains visual aids and handout material that will help to underscore the best practices of the sponsoring Post. A registration form for Exploring U.S.A., along with the terms and conditions for an exhibit booth, is contained in the Appendix of this guidebook and may also be available via an IACP online registration process in the near future at which time the link for the registration will be posted on the conference website. There is no fee for a standard exhibit booth.

Awards (first, second and third place) will be presented for exhibits in each of the following three categories based on the outlined criteria:

- A. Crime Prevention: Crime prevention is an integral part of policing, and any program sponsored or assisted by an Explorer Post that strives to prevent crime can improve the overall quality of life in the community. Posts exhibiting in this category should highlight the nature and objectives of the crime prevention activity in which the Post is involved. Program methods of operation, any success stories and demonstrated prevention/reduction data should be included in the exhibit information.
- B. Post Development: Posts exhibiting in this category will be evaluated on organization, administration and operations. Specifically, judges will assess Post structure with respect to adult and Explorer functions and leadership; Explorer basic, advanced, in-service, and specialized training; membership recruitment and retention; and activities that highlight the five areas of program emphasis for Exploring.
- C. Community Service: Law Enforcement Explorers have a tradition of providing valuable support and assistance to their communities. Posts exhibiting in this category will be evaluated on programs and activities that address a specific need, or needs, in their in their community.

This is a must see event for both Explorers and Advisors who want to see what other Posts from throughout the country are doing and to get some great ideas for their own Post.

Career Fair

Explorers and Advisors will want to take advantage of the Career Fair that will feature exhibits and displays staffed by representatives from many local, county, state and federal law enforcement agencies. Also featured will be exhibitors from law enforcement related associations, organizations, educational institutions and private sector entities. Exhibitors will be anxious to share information about their mission and services and, if applicable, career opportunities as well as application requirements and procedures. The Career Fair will be open from 9 a.m. to 5 p.m. on Tuesday, and from 9 a.m. to 4 p.m. on Wednesday.

The 2016 Career Fair is sponsored and managed by the International Association of Chiefs of Police (IACP). Agencies or other entities wishing to participate in the Career Fair should complete the IACP online Career Fair Contract online by clicking [here](#). The link for this contract, along with terms and conditions for this event, will also be posted on the conference website in September 2015. Any questions or requests for further information may be directed to Jane Conway, via email, at conway@theiacp.org or Tracy Phillips at phillips@theiacp.org, or by U.S. mail service at IACP at 44 Canal Center Plaza, Suite 200 - Alexandria, Virginia 22314.

SECTION V

ADVISOR ENRICHMENT AND ELECTION OF NATIONAL YOUTH REPRESENTATIVES

Advisor Resource Center

The Advisor Resource Center offers an excellent opportunity to network with other Advisors, exchange ideas, share program challenges and solutions, and discuss topics of mutual concern. The Advisor Resource Center will also offer a variety of interesting seminar topics that will be presented in an informal format that will facilitate the free flow of information, ideas and thought-provoking dialogue. The Advisor Seminars will include such topics as the Law Enforcement Exploring Program Guidelines, Ride-Along Program certification policy, Law Enforcement Exploring Associations, youth protection issues, risk management, membership standards, recruitment and retention, training, program development, and other subjects that are of concern to every Post Advisor and adult leader.

This year, six seminar sessions will be offered that feature four different subjects. Each seminar topic will have multiple presenters from different parts of the country to provide a wide view of different 'best practices' in Law Enforcement Exploring. Advisors are requested to pre-register for the Advisor Seminars using the form in the Appendix Section of this Guidebook. Advisors that wish to share outstanding programs, ideas or concepts with other Advisors are asked to provide their contact information and a synopsis of their "best practice" and submit with their Advisor Seminar pre-registration form. The location for the Advisor Resource Center, along with other information, will be printed in the BOLO newspaper.

Distinguished Advisor Award

Law Enforcement Exploring is indebted to all Advisors for the time, dedication, tireless efforts, and in many cases, personal sacrifices given in support of this program, and for making a positive difference in the lives of the Explorers they serve. There are some Advisors who have gone above and beyond the proverbial call of duty in support of Law Enforcement Exploring in general and their Post in particular. As a means of recognizing such an individual, a Distinguished Advisor Award is presented to a deserving Advisor at every national conference. This award was formerly known as the Advisor of the Year Award but changed in 2011 to the Distinguished Advisor Award to honor those who have contributed sustained service to Law Enforcement Exploring over an extended period (multiple years) of time.

Anyone may nominate an Advisor for this award by completing the nomination form located in the Appendix of this guidebook and submitting it, along with supporting documents, to the national office by the closing date of May 6, 2016. The recipient must be able to attend the conference closing show to receive the award.

National Youth Representatives Election

The National Association of Law Enforcement Explorers and its successor organization, the National Law Enforcement Exploring Committee, 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.

Explorers interested in serving as the next National Youth Representative or next Vice National Youth Representative should first carefully review the Performance and Standards of Conduct Guidelines for Law Enforcement Exploring National Youth Representatives and discuss them with their respective parents and Advisor. Explorers who meet the below outlined eligibility requirements, agree to adhere to the guidelines, and have the required concurrence/approval signatures, must complete and submit the nomination form for National Law Enforcement Exploring Youth Representatives by the prescribed closing date if they wish to be considered as a candidate. This form, as well as the guidelines, may be found in the Appendix.

Responsibilities and Personal Conduct Expectations

The National Youth Representatives work closely with the National Director for Law Enforcement Exploring and the National Law Enforcement Exploring Committee. The National Youth Representatives provide input, from the Explorer perspective, with regard to Law Enforcement Exploring programs, policies and resource materials. They serve as ambassadors for Law Enforcement Exploring through interaction with law enforcement agencies and organizations, community officials, and public service groups. Additionally, they represent Law Enforcement Exploring at various meetings, functions and activities as assigned by the National Director for Law Enforcement Exploring.

An overview of the responsibilities and personal conduct expectations for National Youth Representatives is outlined in the previously referenced Performance and Standards of Conduct Guidelines for Law Enforcement Exploring National Youth Representatives. As part of the position responsibilities, the National Youth Representative, or in his/her absence the Vice National Youth Representative, is expected to attend national committee meetings that are held twice a year. Transportation, lodging and meal expenses for the National Youth Representative to attend these meetings are paid by the national office.

Eligibility Requirements

1. National Youth Representatives must be under 21 years of age during their entire term of office; therefore, nominees must not have been born before August 01, 1997. Nominees must provide a copy of their driver's license, or other government issued photo identification, as proof of age.
2. Nominees must agree to adhere to the Performance and Standards of Conduct Guidelines for Law Enforcement Exploring National Youth Representatives.
3. Nominees must be in good standing with their Post and should have a minimum of two years' experience as a Law Enforcement Explorer.
4. In order to be considered by the committee, nominees must ensure their nomination form, and supporting documentation is properly prepared (to include having the required authorization signatures) and received by the national office no later than May 6, 2016. Incomplete nomination forms, or nomination forms received after the prescribed closing date, will not be considered.
5. Nominees selected as one of the three candidates must attend the 2016 National Law Enforcement Exploring Conference and able to arrive on Sunday afternoon, the day before the conference begins, for a meeting concerning the election.

Selection of Candidates

1. Nomination forms will be reviewed by the Youth Elections Committee composed of, but not limited to, various members of the National Law Enforcement Exploring Committee, past National Youth Representatives, and other qualified individuals as appointed by the chair of the committee.
2. The committee will choose from the nominees three candidates based on leadership experience, achievements, and the content of their essay.
3. The three candidates will be notified, in writing, of their selection by June 15, 2016. The candidates will also receive guidance on the election procedures and regulations as well as other important information.

Election Procedures and Regulations

The following election protocol and regulations will be strictly enforced. A candidate will be disqualified from the election if he/she, or individuals acting on his/her behalf, violates these procedures and regulations:

1. Formal campaigning in any form, both prior to and during the conference, is prohibited except as noted during Career Fair.
2. A designated location at the conference with booths and tables will be available during specific times for the candidates, and/or their representatives, to discuss and promote the leadership qualities, experience and other positive attributes of their respective candidates to other Explorers. The candidates may display a promotional poster in their booth and distribute a single page, single-sided information flyer. Upon approval of the flyer, the candidate can duplicate and bring to the conference for distribution at the Career Fair. The candidate may not distribute any other flyer, related printed material or novelties (pins, patches, hats, pens, etc.) at the booth or anywhere else at the conference. Further, posters, information flyers or any other promotional materials may not be posted or displayed at any location at the conference other than the candidate's designated booth.
3. Adults are strictly prohibited from promoting or endorsing, in any manner, any of the candidates. Additionally, adults are not permitted to be in or assisting with the promotional booth of any candidate.
4. Each candidate will be introduced at the opening ceremony and will be allowed no more than three minutes to address the conference participants as to why they should be elected as the next National Youth Representative. Each candidate's statement must be reviewed and approved by the Youth Elections Committee before the conference.
5. Each candidate is permitted to prepare a one page information brochure, as well as one poster, to highlight his/her background, leadership skills and experience. The one page information brochure and poster must be reviewed and approved by the Youth Elections Committee before the conference.
6. Each Post attending the conference will be provided access to a ballot and is authorized one vote for National Youth Representative; therefore, the vote should represent the majority decision of the Post members. Voting will be conducted at the conference on Thursday at a location and time period to be announced at the opening show and in the BOLO newspaper.
7. The Youth Elections Committee will receive and count the ballots. The candidate with the highest number of votes will become the National Youth Representative, and the candidate with the second highest number of votes will become the Vice National Youth Representative.
8. The 2016-2018 National Youth Representatives will be announced at the closing show where they will be administered the oath of office and assume their leadership positions.

SECTION VI
APPENDIX/FORMS
ADVISOR CHECKLIST

2016 National Law Enforcement Exploring Conference

DEADLINE	ACTION ITEM	NOTE
August 31, 2015 to April 22, 2016.	<ul style="list-style-type: none"> ► Online Post Reservation Form ► Deposit of \$150 (paid online) ► Individual Deposit of \$50 per person (\$495 fee per person) 	<p>Use online registration site to register your post and pay your deposits.</p> <p>NOTE: Post and Individual deposits are nonrefundable</p>
April 25	<ul style="list-style-type: none"> ► Registration link for team competitions will be sent to those Primary Advisors who have paid their \$50.00 deposits in full. 	<p>Registration link for competitions will be sent to Primary Post Advisor of each Post that has paid Post and Individual deposits in full.</p> <p>NOTE: Register for time slots for Law Enforcement Response Team Competitions before registering for other events. Note: Register the Response Team Competitions first.</p>
May 06	<ul style="list-style-type: none"> ► Nomination Form for 2016-2018 National Youth Representatives ► Nomination Form for Distinguished Advisor 	Email law.enforcement@lflmail.org
May 16	<ul style="list-style-type: none"> ► Balance of Registration fee due 	Use online registration to pay final payments and pay your early arrival (pre-conference lodging) fees (\$65.00 per person). Early arrival (pre-conference lodging) on July 10 includes Sunday dinner and Monday breakfast and lunch.
May 23	<ul style="list-style-type: none"> ► Exploring U.S.A. Application for Exhibit Space Form 	Send separate application for each booth to NLEEC, P.O. Box 152079, Irving, TX 75015.
June 1	<ul style="list-style-type: none"> ► Submit qualification scores for the National Law Enforcement Exploring Pistol Championship 	All qualification scores must be submitted by this date to the LEEMQP.
June 10	<ul style="list-style-type: none"> ► Cancellation and Refund Request ► Submit Learning for Life Tour and Activity Plan to your local LFL office 	<p>Individual cancellation and refund request, in writing, must be received on or before this date for full refund (minus non-refundable individual deposit of \$50). See cancellation and refund policy in this guidebook for information regarding requests made after this date.</p> <p>Advisors must bring two completed LFL Medical forms for each participant. The copy will be collected at the Health & Safety table at check-in area and the original stays with the Advisor.</p> <p>No fee for transfer request on or before June 10th. After this date a \$50 administrative fee will be assessed. Request must be for individual from same Post and for same gender and category (Explorer/Explorer, Advisor/Advisor).</p>
June 13	<p>Online Registration is CLOSED</p> <ul style="list-style-type: none"> ► Youth and Adult online Registration for each participant must be completed ► Early Arrival (pre-Conference) Lodging Online form and \$65.00 per person fees are due 	<p>All future changes must be addressed at the conference after June 13.</p> <p>Advisors must bring The LFL Medical Forms to the Conference. The forms will be collected at the Health & Safety table at Check-in.</p> <p>NOTE: Early Arrival (pre-Conference) Lodging only available for July 10th at the rate of \$65 per person and includes Sunday dinner and Monday breakfast and lunch. Pre-Conference lodging fee is in addition to total per person conference fee of \$495.</p>
July 11	<ul style="list-style-type: none"> ► Conference begins! Arrival at Northern Arizona University (NAU) 	Posts should plan on arriving at NAU by 2:00 PM in order to allow for sufficient time to check-in, get settled into housing, and oriented prior to opening show. The Advisor must provide at check-in the Post number, Learning for Life office number, and LFL Medical forms for each participant.
July 16	<ul style="list-style-type: none"> ► Check out by 12:00pm 	
July 29 through August 31	<ul style="list-style-type: none"> ► Online conference After-Action Evaluation 	While the conference experience is still fresh on your mind, take a moment to log on to the registration site and complete the online conference evaluation.

FORMS

The following forms have been incorporated into the new online registration process and will not be available in hardcopy format.

- Post Registration and Deposit Form
- Individual Deposit Form
- Balance of Individual Registration Fees
- Conference Housing/Check-In Roster and Directions
- Pre-Conference (Early Arrival) Lodging Registration
- Competitions Registration (Note: the online registration link for this event will not be sent to Advisors until April 25, 2016)
- Seminars

The following forms will be available online at: <http://www.exploring.org/exploring-discover-future/law-enforcement-career-exploring/2016-national-law-enforcement-exploring-conference/>

- Conference Code of Conduct
- LFL Annual Health and Medical Record, No. 680-024
- Nomination Form for National Youth Representatives and Performance and Standards of Conduct Guidelines
- Nomination Form for Distinguished Advisor Award
- Tour and Activity Plan, No. 800-736 (replaces both the local and national outing permits)
- Advisor checklist
- Exploring USA Application
- Firearms Training Certification Form

CONFERENCE CODE OF CONDUCT

1. All participants are expected to adhere to the Law Enforcement Code of Ethics and act in accordance with the ideals of the Exploring program.
2. All participants are expected to demonstrate courtesy and respect to other conference participants, university and conference staff, and visitors.
3. Explorers are expected to act and dress in a manner that will convey a positive reflection on their sponsoring agency and the Law Enforcement Exploring program. Participants are encouraged to wear their uniform, or other clothing articles that identify them as a Law Enforcement Explorer, as much as possible during the conference.
4. Explorers are expected to attend all scheduled sessions and participate in as many conference activities as possible.
5. Explorers are expected to demonstrate integrity and good sportsmanship during competitive activities.
6. In consideration of other conference participants, Explorers are expected to be in their rooms and quiet from 1 a.m. until 6 a.m., unless otherwise directed by their Advisor or conference staff. Male Explorers are not allowed in the female housing area at any time, or vice versa.
7. Explorers are responsible for ensuring their dormitory rooms are maintained in a reasonably clean and orderly manner, for securing personal possessions and keeping door locked when not in the room.
8. Explorers are expected to adhere to all local ordinances, rules and regulations and to be exemplary guests of the host city and university.

NATIONAL LAW ENFORCEMENT EXPLORING PISTOL CHAMPIONSHIP

In order for Explorers to be eligible to compete in the National Law Enforcement Exploring Championship, the Post Advisor and a qualified Firearms Instructor (certified by a law enforcement agency or the National Rifle Association of America) must attest each Explorer has received a minimum of eight (8) hours of instruction in, but not limited to: fundamentals of marksmanship, firearms safety, scoring and range operations. Additionally, each Explorer must belong to a Post participating in the NRA Law Enforcement Exploring Marksmanship Qualification Program (LEEMQP) and submitted their score for the Law Enforcement Exploring Center Fire Pistol Competition by June 1, 2016 to the LEEMQP.

Firearms Training Certification

Post No. _____ **Learning for Life No.** _____ **Sponsoring**
Agency _____

I am a qualified Firearms Instructor (certified by a law enforcement agency or the NRA) approved by the sponsoring agency for the above captioned Post. I hereby attest, by my signature below, the below listed Explorers from the aforementioned Post have met the eligibility requirements to participate in the National Law Enforcement Exploring Pistol Championship and through participation in the NRA Law Enforcement Exploring Marksmanship Qualification Program and have submitted their score fired on the Law Enforcement Exploring Center Fire Pistol Competition.

Printed name of Post Advisor

Date

Printed name of Certified Firearms Instructor

Date

Signature of Advisor

Signature of Certified Firearms Instructor

Name of each Explorer & LFL Member Number who has participated in the LEEMQP, received required training and submitted their LEECFPC score:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Use additional sheets of paper as necessary to list names.



Learning for Life and Exploring Annual Health and Medical Record

(Valid for 12 calendar months)

Policy on Use of the Learning for Life and Exploring Annual Health and Medical Record

In order to provide better care for its members and to assist them in better understanding their own physical capabilities, Learning for Life recommends that everyone who participates in a Learning for Life or Exploring event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant. Providing your medical information on this form will help ensure you meet the minimum standards for participation in various activities. Note that adult leaders must always protect the privacy of unit participants by protecting their medical information.

Parts A and B are to be completed at least annually by participants in all Learning for Life and Exploring events. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians.

Part C is the physical exam that is required for participants in any event that exceeds 72 consecutive hours or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the post/club/group more than 30 minutes away from an emergency vehicle or an accessible roadway, or to remote areas.

Risk Factors

Based on the vast experience of the medical community, Learning for Life has identified that the following risk factors may define your participation in various outdoor activities.

- Excessive body weight
- Heart disease
- Hypertension (high blood pressure)
- Diabetes
- Seizures
- Lack of appropriate immunizations
- Asthma
- Allergies/anaphylaxis
- Muscular/skeletal injuries
- Psychiatric/psychological and emotional difficulties

For more information on medical risk factors, visit the Safety First Guidelines on www.exploring.org.

Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. An adult leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Learning for Life does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed.

Part A: Informed Consent, Release Agreement, and Authorization

Full name: _____

DOB: _____

Outing participants:

Post/club/group No.: _____

or staff position: _____

Informed Consent, Release Agreement, and Authorization

I understand that participation in Learning for Life activities involves a certain degree of risk. I have carefully considered the risk involved and

have given consent for myself and/or my child to participate in these activities. I understand that participation in these activities is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release Learning for Life, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

I approve the sharing of the information on this form with Learning for Life volunteers and professionals who need to know of medical situations that might require special consideration for the safe conducting of Learning for Life activities.

In case of an emergency involving me or my child, I understand that every effort will be made to contact the individual listed as the emergency contact person. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities

☐ Without restrictions

☐ With special considerations or restrictions (list) _____

Talent Release Agreement

I hereby assign and grant to Learning for Life the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child by Learning for Life, and I hereby release Learning for Life from any and all liability from such use and publication.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of Learning for Life, and I specifically waive any right to any compensation I may have for any of the foregoing.

☐ Yes ☐ No

ADULTS AUTHORIZED TO TAKE YOUTH TO AND FROM EVENTS

You must designate at least one adult. Please include a telephone number.

1. Name _____ Telephone _____

2. Name _____ Telephone _____

3. Name _____ Telephone _____

Adults NOT authorized to take youth to and from events:

1. Name _____

2. Name _____

3. Name _____

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity.

Participant's name: _____ Date: _____

Participant's signature: _____ Date: _____

Parent/guardian signature for youth: _____ Date: _____

(If participant is under the age of 18)

Second parent/guardian signature for youth: _____ Date: _____

(If required; for example, CA)

This Annual Health and Medical Record is valid for 12 calendar months.

Part B: General Information/Health History

Full name: _____

DOB: _____

Outing participants:

Post/club/group No.: _____

or staff position: _____

Age: _____ Gender: _____ Height (inches): _____ Weight (lbs.): _____

Address: _____

City: _____ State: _____ ZIP code: _____ Telephone: _____

Post/club/group leader: _____ Mobilephone: _____

Council Name/No.: _____ Post/club/group No.: _____

Health/Accident Insurance Company: _____ Policy No.: _____



Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.



In case of emergency, notify the person below:

Name: _____ Relationship: _____

Address: _____ Home phone: _____ Other phone: _____

Alternate contact name: _____ Alternate's phone: _____

Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	Last HbA1c percentage and date:
<input type="checkbox"/>	<input type="checkbox"/>	Hypertension (high blood pressure)	
<input type="checkbox"/>	<input type="checkbox"/>	Adult or congenital heart disease/heart attack/chest pain (angina)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
<input type="checkbox"/>	<input type="checkbox"/>	Family history of heart disease or any sudden heart-related death of a family member before age 50.	
<input type="checkbox"/>	<input type="checkbox"/>	Stroke/TIA	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	Last attack date:
<input type="checkbox"/>	<input type="checkbox"/>	Lung/respiratory disease	
<input type="checkbox"/>	<input type="checkbox"/>	COPD	
<input type="checkbox"/>	<input type="checkbox"/>	Ear/eyes/nose/sinus problems	
<input type="checkbox"/>	<input type="checkbox"/>	Muscular/skeletal condition/muscle or bone issues	
<input type="checkbox"/>	<input type="checkbox"/>	Head injury/concussion	
<input type="checkbox"/>	<input type="checkbox"/>	Altitude sickness	
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric/psychological or emotional difficulties	
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral/neurological disorders	
<input type="checkbox"/>	<input type="checkbox"/>	Blood disorders/sickle cell disease	
<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells and dizziness	
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	Last seizure date:
<input type="checkbox"/>	<input type="checkbox"/>	Abdominal/stomach/digestive problems	
<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	
<input type="checkbox"/>	<input type="checkbox"/>	Excessive fatigue	
<input type="checkbox"/>	<input type="checkbox"/>	Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List all surgeries and hospitalizations	Last surgery date:
<input type="checkbox"/>	<input type="checkbox"/>	List any other medical conditions not covered above	

Part B: General Information/Health History

Full name: _____

DOB: _____

Outing participants:

Post/club/group No.: _____

or staff position: _____

Allergies/Medications

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication	
<input type="checkbox"/>	<input type="checkbox"/>	Food	

Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

☐ CHECK HERE IF NO MEDICATIONS ARE ROUTINELY TAKEN.

☐ IF ADDITIONAL SPACE IS NEEDED, PLEASE INDICATE ON A SEPARATE SHEET AND ATTACH.

Medication	Dose	Frequency	Reason

☐ YES ☐ NO Non-prescription medication administration is authorized with these exceptions: _____

Administration of the above medications is approved for youth by:

_____/_____
Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)



Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.



Immunization

The following immunizations are recommended by Learning for Life. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
<input type="checkbox"/>	<input type="checkbox"/>		Tetanus	
<input type="checkbox"/>	<input type="checkbox"/>		Pertussis	
<input type="checkbox"/>	<input type="checkbox"/>		Diphtheria	
<input type="checkbox"/>	<input type="checkbox"/>		Measles/mumps/rubella	
<input type="checkbox"/>	<input type="checkbox"/>		Polio	
<input type="checkbox"/>	<input type="checkbox"/>		Chicken Pox	
<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis A	
<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis B	
<input type="checkbox"/>	<input type="checkbox"/>		Meningitis	
<input type="checkbox"/>	<input type="checkbox"/>		Influenza	
<input type="checkbox"/>	<input type="checkbox"/>		Other (i.e., Hib)	
<input type="checkbox"/>	<input type="checkbox"/>		Exemption to immunizations (form required)	

Please list any additional information about your medical history:

DO NOT WRITE IN THIS BOX

Review for program or special activity.

Reviewed by: _____

Date: _____

Further approval required: ☐ Yes ☐ No

Reason: _____

Approved by: _____

Date: _____

Part C: Pre-Participation Physical

This part must be completed by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.

Full name: _____

DOB: _____

Outing participants:

Post/club/group No.: _____

or staff position: _____



You are being asked to certify that this individual has no contraindication for participation in a Learning for Life or Exploring experience.



Examiner: Please fill in the following information:

		Yes	No	Explain
Medical restrictions to participate		<input type="checkbox"/>	<input type="checkbox"/>	

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication		<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Food		<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

Height(inches): _____ Weight(lbs.): _____ BMI: _____ Blood Pressure: _____ / _____ Pulse: _____

	Normal	Abnormal	Explain Abnormalities
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	
Ears/nose/throat	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Genitalia/hernia	<input type="checkbox"/>	<input type="checkbox"/>	
Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Examiner's Certification

I certify that I have reviewed the health history and examined this person and find no contraindications for participation in a Learning for Life and/or Exploring experience. This participant (with noted restrictions):

True	False	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Meets height/weight requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have uncontrolled heart disease, asthma, or hypertension.
<input type="checkbox"/>	<input type="checkbox"/>	Has not had an orthopedic injury, musculoskeletal problems, or orthopedic surgery in the last six months or possesses a letter of clearance from his or her orthopedic surgeon or treating physician.
<input type="checkbox"/>	<input type="checkbox"/>	Has no uncontrolled psychiatric disorders.
<input type="checkbox"/>	<input type="checkbox"/>	Has had no seizures in the last year.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have poorly controlled diabetes.
<input type="checkbox"/>	<input type="checkbox"/>	If less than 18 years of age and planning to scuba dive, does not have diabetes, asthma, or seizures.

Examiner's Signature: _____ Date: _____

Provider printed name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Office phone: _____

Height/Weight Restrictions

If you exceed the maximum weight for height as explained in the following chart and your planned program or special activity will take you more than 30 minutes away from an emergency vehicle/accessible roadway, you may not be allowed to participate.

Maximum weight for height:

Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 and over	295



NOMINATION FORM

2016-2018 NATIONAL YOUTH REPRESENTATIVE LAW ENFORCEMENT EXPLORING

Date: _____

Post No.: _____ LFL No.: _____ LFL Headquarters City: _____ State: _____ Zip _____

Advisor: _____ Department: _____

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Nominee:

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Date of birth (must not have been born before August 1, 1997): _____

Name of Parents/Legal Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

(if different from nominee)

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Exploring Leadership Experience (if necessary attach additional sheets):

Years of experience with Law Enforcement Exploring: _____ Years of experience with other Exploring: _____

Past and present leadership positions in Exploring:

School Leadership Experience (if necessary attach additional sheets):

High School: _____ Graduate Year: _____ GPA: _____

College: _____ Graduate Year: _____ GPA: _____

Past and present leadership positions in school:

Other Organization Leadership Experience (if necessary attach additional sheets):

Past or present leadership positions with other organizations (i.e., Boy Scouts, Girl Scouts, Campfire, church, sports, YMCA, YWCA, etc.):

Awards, Honors and Achievements (if necessary attach additional sheets):

List special recognitions (i.e., National Honor Society, Eagle Scout, Gold Award, etc.):

References:

List names of three adults who can provide information with respect to your leadership experience, abilities and character. One of your references should be associated with your school. Do not include Advisor on this list.

Name: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Cell No.: _____ E-mail: _____ Relationship
(teacher, neighbor, etc.): _____

Name: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Cell No.: _____ E-mail: _____ Relationship
(teacher, neighbor, etc.): _____

Name: _____ Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Cell No.: _____ E-mail: _____ Relationship
(teacher, neighbor, etc.): _____

Personal Statement:

A statement of 500 words or less in which you explain why you wish to be a National Youth Representative for Law Enforcement Exploring:

Declarations/Signatures:

I hereby submit my name for consideration to serve as a 2016-2018 National Youth Representative for Law Enforcement Exploring and pledge that all information provided on this nomination form is true and accurate. I further declare that I have reviewed and understand the "Performance and Standards of Conduct Guidelines for Law Enforcement Exploring National Youth Representatives" and agree to abide by the terms and conditions therein if elected to office.

Signature of **nominee**: _____ Date: _____

I hereby approve of this nominee to be considered as a candidate to serve as a 2016-2018 National Youth Representative for Law Enforcement Exploring.

Signature of **Advisor**: _____ Date: _____

I hereby approve of this nominee to be considered as a candidate to serve as a 2016-2018 National Youth Representative for Law Enforcement Exploring.

Signature of **Chief/Sheriff**:* _____ Date: _____
*(or head of agency)

Printed Name of Chief/Sheriff: _____

I hereby approve of this nominee to be considered as a candidate to serve as a 2016-2018 National Youth Representative for Law Enforcement Exploring.

Signature of **LFL Executive**: _____ Date: _____

Printed name of LFL Executive: _____ Telephone: _____

Nomination form and supporting documentation must be received by national office no later than May 9, 2016. If you have any questions call (855) 806-9992.

Please scan this completed form and forward to law.enforcement@lflmail.org

Youth Elections Committee Notes:



PERFORMANCE AND STANDARDS OF CONDUCT GUIDELINES FOR LAW ENFORCEMENT EXPLORING NATIONAL YOUTH REPRESENTATIVES

GUIDELINES

These guidelines provide an overview of the responsibilities and personal conduct expectations for the National Youth Representative and Vice National Youth Representative for Law Enforcement Exploring.

1. The representatives must adhere to the Law Enforcement Code of Ethics and act in accordance with the ideals of the Exploring program during their term of office.
2. The representatives are expected to provide input and assistance as needed to the National Committee with regard to Law Enforcement Exploring programs, policies and resource materials. Additionally, they are to represent Law Enforcement Exploring, as assigned by the National Director, at meetings functions, activities and other events.
3. The National Youth Representative, or in his/her absence the Vice National Youth Representative, agrees to attend and participate in the following events, meetings and activities:
 - A. National Law Enforcement Exploring Committee meeting (usually held in April of each year in Washington, DC).
 - B. National Law Enforcement Exploring Committee meeting and related events held in conjunction with International Chiefs of Police Conference (usually held in October or November of each year in a major city in the country). Related events include assisting with Law Enforcement Exploring information booth at conference and attending federal agency receptions.
 - C. National Sheriffs' Association Conference (usually held in June of each year in a major city in the country) conducted during term of office, if requested by National Director for Law Enforcement Exploring.
 - D. National Law Enforcement Exploring Conference conducted during term of office.
 - E. National Law Enforcement Exploring Leadership Academy conducted during term of office.
 - F. Such other events, meetings and activities as determined by the National Director for Law Enforcement Exploring.
4. The representatives are to wear their uniform, or other appropriate attire that identifies them as being associated with Law Enforcement Exploring (i.e., shirt/blouse with embroidered Law Enforcement logo, sport coat or suit with name/logo insert in pocket, etc.), whenever they attend functions or activities in their capacity as a National Youth Representative.
5. Recognizing their conduct and actions are a reflection upon their sponsoring agency and Law Enforcement Exploring, each representative agrees to:
 - A. Conduct himself/herself at all times during their term of office in a manner that reflects positively upon the sponsoring agency and Law Enforcement Exploring.
 - B. Obtain approval from the National Director for Law Enforcement Exploring prior to attending any functions or activities or making any public appearances as a National Youth Representative.
 - C. Obtain approval from the National Director for Law Enforcement Exploring prior to participating in any media event (live or pre-recorded, network television, cable television, radio, print or Internet appearance, interview, etc.) as a National Youth Representative.
 - D. Refrain from engaging in any form of local, state or national partisan political activities to include endorsing and/or promoting any candidate, issue or cause.

- E. Refrain from endorsing or promoting any business, product or service. The endorsement or promotion of any program (i.e., local or regional Exploring event, community activity, etc.) must have prior approval of National Director for Law Enforcement Exploring.
 - F. Refrain from using any illegal substances, alcohol or tobacco products.
 - G. Refrain from having an unsuitable e-mail/website address as well as inappropriate material or images that could be considered suggestive, harmful, malicious, inflammatory, defaming or slanderous on Face Book, My Space, Twitter or other social networking website, or on any message boards, instant messages, websites, blogs or other forms of electronic communication.
 - H. Refrain from engaging in any behavior that would be considered conduct unbecoming of a law enforcement officer.
6. The representatives are to respond to telephone calls and/or e-mail messages from the National Director for Law Enforcement Exploring, or his/her designee, within two business days of receipt of same unless an emergency or other unavoidable occurrence precludes such a response. In such cases, the representative (or if he/she is unable to do so his/her parent, legal guardian or Advisor) will call the National Director, or his/her designee, as soon thereafter as possible.
 7. The representatives are to provide advance notice to the National Director for Law Enforcement Exploring, or his/her designee, if unable to attend a scheduled function or activity. An emergency, serious illness or unavoidable extenuating circumstances are the only acceptable reasons for cancellation. The representative must speak directly with the National Director, or his/her designee, to cancel participating in a scheduled function or activity (voice mail, text message or e-mail is not a satisfactory means of cancellation).
 8. The representatives are to provide to the National Director for Law Enforcement Exploring, or his/her designee, required receipts, reports or other documents associated with serving as a National Youth Representative.
 9. The representatives are to understand that any violation of these guidelines will be cause for dismissal as a National Youth Representative for Law Enforcement Exploring.



NOMINATION FORM



LAW ENFORCEMENT EXPLORING Distinguished Advisor Award

Date: _____

Post No.: _____ LFL No.: _____ LFL Headquarters City: _____ State: _____ Zip: _____

Nominee:

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Law Enforcement Explorer Post Sponsoring Agency:

Name of Department/Agency): _____

Name of Chief/Agency Head: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Exploring Experience/Post Information (if necessary attach additional sheets):

Years of experience with Law Enforcement Exploring: _____ Years of experience with other Exploring: _____

Years as Post Advisor: _____ Number (may approximate) of Explores served as Advisor: _____

Current number of Explorers in Post: _____ Date Post formed: _____

Law Enforcement Exploring experience/leadership at the council, regional, or national level (include involvement with Law Enforcement Exploring associations or related organizations):

List any special achievements/accomplishments as Post Advisor:

Awards, Honors and Achievements (if necessary attach additional sheets):

List special recognition (for Exploring and for sponsoring agency etc.):

Individual Submitting Nomination:

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell No.: _____ E-mail: _____

Relationship (supervisor, friend, etc.): _____

Nomination Statement:

A statement of 500 words or less in which articulates how the nominee has impacted Law Enforcement Exploring in a positive and meaningful manner as a Post Advisor:

Declarations/Signatures:

I hereby submit this nominee for consideration as the 2016 Law Enforcement Exploring Distinguished Advisor Award and pledge that all information provided on this nomination form is true and accurate.

Signature of **Nominator**: _____ Date: _____

Printed Name of Nominator: _____

I hereby approve of this nominee to be considered for the 2016 Law Enforcement Exploring Distinguished Advisor Award.

Signature of **Chief/Sheriff**:* _____ Date: _____

*(or head of agency)

Printed Name of Chief/Sheriff: _____

I hereby approve of this nominee to be considered as the 2016 Law Enforcement Exploring Distinguished Advisor Award.

Signature of **LFL Executive**: _____ Date: _____

Printed name of LFL Executive: _____ Telephone: _____

Nomination form and supporting documentation must be received by national office no later than May 9, 2016. If you have any questions call (855) 806-9992. Please scan this completed form and forward to law.enforcement@lflmail.org

2016 Law Enforcement Exploring Distinguished Advisor Award Committee Notes:

EXPLORING U.S.A. -Thursday, July 14, 2016

2016 National Law Enforcement Exploring Conference

July 11-16, 2016

Northern Arizona University, Flagstaff, AZ

Date _____

Post No _____ LFLNo _____

Local LFL Headquarters City, State Zip _____

EXHIBITOR INFORMATION:

Name of Sponsoring Agency _____

Name of Advisor _____

City, State _____ Zip _____ Daytime Phone (_____) _____

Mobile No. (_____) _____ On-site Phone (if different from Mobile No.) (_____) _____

E-mail _____ Address _____

EXHIBIT BOOTH INFORMATION:

Number of booths requested [Standard booth size is 10' x 10'] _____

Will audio/visual equipment be used in booth? Yes _____ No _____

Will electrical outlet be needed in booth*? Yes _____ No _____ If yes, how many outlets?
(*Note: one 110v 1500w outlet will be furnished with booth. Additional fee may be required for extra outlets.)

Which category will you compete in? Circle one of the follow three options:

Community Service

Crime Prevention

POST Development

Brief description of exhibit: _____

DECLARATION/ SIGNATURE:

I approve of this application for exhibit space and have reviewed and agreed to abide by the "Exploring U.S.A. Exhibit Terms and Conditions."

Signature of Advisor: _____ **Date:** _____

Application must be received by national office no later than May 24, 2016. Retain a copy for Post records and mail original to: Law Enforcement Exploring, 1329 West Walnut Hill Lane, Irving, TX 75038

***Exploring USA booth set up takes place the morning of Thursday, July 14, from 9am-12 noon.

***Explorers must staff the booth from 12 noon-5pm.

***Between 1pm and 3:30pm judges will visit each booth for approximately 5 minutes. Post representatives should be prepared to discuss the Post's featured program(s) and answer any questions from the judges.

Exploring U.S.A. Exhibit Terms and Conditions

- **Space:** The contract for use of exhibit space provides for a standard flameproof back wall drapery and a 36-inch-high side rail with drapery, a booth number, an electrical outlet, guard security service, aisle cleaning, one standard exhibit table (if needed), and two chairs. Minimal storage space will be available.
- **Furnishings:** Any additional furniture, draping, accessories, signs, electrical cords, and other furnishings needed by the exhibitor are the responsibility of the exhibitor.
- **Installation and dismantling of exhibits:** All installation and dismantling of exhibits must be done during the time indicated. Installation can begin between 9 and 11am, on July 14. Exhibitors are responsible for their own material handling. The exhibiting Post must handle all work in connection with exhibit.
- Dismantling of exhibits should not occur before the official closing of the exhibit hall at approximately 5pm, on July 14. It is the exhibitor's responsibility to see that all materials used during the conference are removed from the premises by 8pm, on July 14.
- **Acceptability of exhibits:** All exhibits should be operated to serve the purposes of Exploring and shall be constructed in such a way as not to detract from any other exhibit. Operation of sound devices is allowed but must comply with volume restrictions.
- **Computers/Audio-Visual:** Exhibitors are responsible for providing any computers, VCR/DVD players and monitors used as part of their exhibit. Internet connections are not always available at the exhibition; check with staff to determine availability.
- **Security:** Overall building security is provided. However, conference sponsors and facility personnel will not be responsible for lost or stolen materials or equipment left unattended during the hours of operation.
- **Sales Prohibited:** No commercial products or services are to be offered or sold by exhibitors.
- **Fires:** No open fires or flames will be permitted.
- **Promotional items and prizes:** The distribution of free promotional items (i.e., agency pins, unit coins, hats, etc.) and drawings for prizes are encouraged. Please be prepared to handle the drawings and awarding of prizes without conference staff assistance.
- **Care of building and equipment:** No nails or screws may be driven into the walls, columns, or floor of the exhibition area.
- **Follow-up:** After an application is received, additional information about shipping, storage, location and other related items will be mailed to Post.
- **Judging:** Judging will take place between 2 and 5pm, on July 14. Any booth removed before closing will be disqualified from the competition. During judging, only Explorers are allowed to explain their activities or program(s) to the judges. Among the factors considered by the judges are the Explorers' knowledge of the activities, measurable achievements, and explanation of the purpose and benefits of the various activities. An important part of the judging is the resourcefulness, initiative and proactive strategies employed by the Explorers.

TOUR AND ACTIVITY PLAN

A national Learning for Life and Exploring Tour and Activity Plan is required for all posts/clubs/groups traveling to areas 500 miles or more one way from home area or crossing national boundaries into the territory of other nations. This application should be submitted, typed or printed, to the local Learning for Life office for approval **at least one month before your outing.**

Date _____ ☐ Post ☐ Club ☐ Group
Unit No. _____ Participating _____ organization _____
_____ Council name/No. _____
_____/_____ Description of
tour _____ or _____ activity _____
_____ From (city and state) _____ to _____
_____ Dates _____ to _____ Total days _____

For office use

Tour and activity plan No. _____

Date received _____

Date reviewed _____

Council stamp/signatures

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, hotels, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	<input type="checkbox"/>
	From	To			

Type of trip: ☐ Day trip ☐ Short-term outing (less than 72 hours) ☐ Other _____
☐ Long-term outing (longer than 72 hours) ☐ High-adventure activities ☐ High-adventure base _____

Party will consist of (number): ____ Youth—male ____ Youth—female ____ Adults—male ____ Adults—female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Canoe <input type="checkbox"/> Foot <input type="checkbox"/> Cycle <input type="checkbox"/> Other _____
---	--

Leadership and Youth Protection Training: (Learning for Life policy requires at least two adult leaders on all overnight trips and tours. Coed units must have both male and female leaders.) **The adult leader in charge of this unit must be at least 21 years old and have completed Learning for Life or Exploring Youth Protection Training.**

Name of adult leader in charge _____ Age _____ Position _____ Registration _____ Expires _____
Street _____ or _____ R.F.D. _____
_____ City _____
_____ State _____ Zip code _____ Home _____
Phone _____ Business Phone _____
List _____ experience _____ and _____ training _____ for _____ this _____ responsibility _____

I have in my possession a copy of *Learning for Life Safety First Guidelines* and have read it. Adult leader signature _____

At least one associate adult leader is required (minimum age 21).

Name _____ Age _____ Position _____ Registration _____ Expires _____
Address _____ Phone _____
Name _____ Age _____ Position _____ Registration _____ Expires _____
Address _____ Phone _____

Attach a list with additional names and information as outlined above.

If party will travel with another post, club, or group that has a male or female (circle one) leader, please list information below. This leader will be responsible for youth in post.

Advisor _____ Post No. _____ Council _____

Signature: Post advisor/club sponsor or LFL representative

Signature: Adult leader

Unit single point of contact (not on tour)

Name _____ Phone _____ Email _____

Tour involves: ☐ Swimming ☐ Boating ☐ Climbing ☐ Orientation flights(attach Flying Plan required)
☐ Wilderness or backcountry (must carry Wilderness Use Policy and follow principles of Leave No Trace)
☐ Shooting ☐ Other(specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on an overnighiter must have completed **Exploring Basic**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. Basic First Aid is recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of trainings (two years from completion date)							
Name	Age	Youth Protection for Exploring or LFL	Planning and Preparing for Hazardous Weather	Exploring Basic (no expiration)	Climb On Safely	Safe Swim Defense	Safety Afloat

Name	Age	CPR Certification/Agency	CPR Expiration Date	First-Aid Certification/Agency	First Aid Expiration Date

Name	Age	NRA Instructor and/or RSO (check all that apply)	
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun

- ☐ Our travel equipment will include a first-aid kit and road emergency kit.
- ☐ Groups/posts/clubs going into the wilderness or backcountry must carry and abide by the Wilderness Use Policy, available at your local Learning for Life office.
- ☐ The group leader will have in his or her possession the appropriate health and medical forms for every adult and youth.

Unauthorized and Restricted Activities: Learning for Life's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Learning for Life activity as defined by the **Safety First Guidelines**. Volunteers, units, participating organizations, and local councils that engage in unauthorized activities are jeopardizing their safety and insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name _____ CDL expires _____
 Name _____ CDL expires _____

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit

Tour and Activity Plan FAQs

Q. Why should I complete a tour and activity plan?

A. The tour and activity plan is a planning tool for best practices to be prepared for a safe and fun adventure. Completing the plan may not address all possible challenges, but it can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure. In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants. Please complete and submit this plan at least 21 days in advance to ensure that your local Learning for Life (LFL) office has enough time to review the plan and assist as necessary.

Q. When do I need to complete a tour and activity plan?

A. Times when a tour and activity plan must be submitted for review include the following:

- Trips of 500 miles or more; or
- Trips outside of your LFL area borders (exception: not to your local LFL office–owned property); or
- When conducting any of the following activities outside of local LFL or district events:
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights (process flying plan)
 - Shooting sports
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Regardless, the tour and activity plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides the adult leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, and transportation.

Q. Is it common for Learning for Life to set up a rigorous review of the tour and activity plan or have our post/club/group submit a plan anytime we meet other than at our weekly meeting place?

A. Your local Learning for Life office knows your local conditions, common tours, and activities best. We find that many Learning for Life offices set their policies based on those known risks. We suggest you contact your local LFL office if it chooses to exceed the above policy on when and for what reasons a tour and activity plan should be filed for review.

Q. Where can I find the tour and activity plan form?

A. You will need to go to the [Learning for Life Safety First Guidelines](#).

Q. What, if any, transition period is available?

A. If you previously completed an outing permit, it is still valid. You should, however, start using the **updated** tour and activity plan immediately; all other versions are obsolete.

Q. Is planning and preparing for Hazardous Weather training required for all tours?

A. Yes, it has been required for all tours since Jan. 1, 2009. It should be repeated every two years and is appropriate for not only adults but also for Learning for Life and Exploring youth. A CD is available for use at your unit, district, and Learning for Life events where Internet access is not available. Ask for item No. 610642 at your local Exploring office.

Q. What should we use for permission from parents?

A. The Parent/Guardian Consent Form, found in the [Learning for Life Safety First Guidelines](#).

Q. Do I need anything else if we are going on a discovery flight?

A. Yes. Please complete the Learning for Life Flying Permit Application and Policy Guide (for each participant), found in the [Learning for Life Safety First Guidelines](#).

Q. With whom do I discuss why we are required to have certain training before we do certain activities?

A. We suggest that program and qualified supervision requirements be discussed with your unit leadership, service team member, or Learning for Life or Exploring executive—in that order. The tour and activity plan does not set these requirements, policies, or guidelines; it is a tool to help unit leadership identify qualified supervision requirements for the planned program. The [Learning for Life Safety First Guidelines](#) are a good compendium of information to start your research as well. It contains information on training such as Learning for Life Safety Afloat, Learning for Life Safe Swim Defense, and climbing and rappelling.

Q. What kind of insurance coverage does Learning for Life provide for its programs, and what should I tell parents who ask why they have to furnish insurance or driver information for their vehicles?

A. We suggest that you review the [Learning for Life Safety First Guidelines](#) for Insurance Information for Learning for Life Volunteers. For auto liability, the coverage provided by Learning for Life is secondary when those non-owned vehicles are used for an official Learning for Life activity. Parents may want to exclude their information since they are transporting their own children to and from an event. Recognize that in this scenario, the official Learning for Life activity for those youth and their parents would not start until arrival at the location and would end when they left the location; their travel is not an official Learning for Life activity.

Q. Do we really need an Annual Health and Medical Record for all participants?

A. Yes. Please use the [Learning for Life and Exploring Medical Form](#).

Q. What are common reasons why my tour and activity plan would not be approved or would require me to update it before we conduct the tour or activity?

A. Common reasons a tour and activity plan may not be approved:

- There are no registered adult leaders.
- Two-deep leadership requirements are not met.
- Both male and female leadership for coed activities is not present.
- Qualified supervision is not identified for high-risk activities.
- Training is not completed for the planned program.
- Youth Protection training is not current.
- Hazardous Weather training is not current.
- The itinerary is incomplete.
- Travel plans include excessive mileage or travel in a 24-hour period.
- There are not enough vehicles identified to safely transport the tour.
- The planned activities are unauthorized.
- The plan was submitted after the activity or with no lead time.
- There is incomplete or inadequate insurance information for the tour or flying plan.

Q. What must be included in the emergency roadside kit?

A. The type of emergency roadside kit needed can vary depending on, for example, where you live, where the unit is traveling to and from, or the season. An emergency roadside kit may include items such as a reflective safety vest, tire jack and lug wrench, jumper cables, emergency flares, triangle reflective warning signs, fire extinguisher, flashlight with extra batteries, shovel, work gloves, space blanket, bottled water, whistle, basic tools (e.g., wrenches, multi-tip screwdrivers, and pliers), and a utility knife. You may choose to build your own emergency roadside kit or purchase one from a local general or hardware store.

Q. We don't know who the commercial carrier or charter bus driver will be for our trip, so what do we enter for driver and insurance information?

A. Enter the name of the company and make sure the commercial carrier provides you with proof of insurance: \$5 million combined single limit for 16 or more passengers or at least \$1.5 million combined single limit for vehicles designed to transport nine to 15 passengers. It is not expected that this information will be furnished for commercial airline transportation.

TENTATIVE SCHEDULE

2016 NATIONAL LAW ENFORCEMENT EXPLORING CONFERENCE

JULY 11-16, 2016

7/11 Monday	7/12 Tuesday	7/13 Wednesday	7/14 Thursday	7/15 Friday	7/16 Saturday
8:00 AM-5:00PM Check-in 5:30 PM Dinner 6:00 PM VIP Reception 7:30 PM Opening Program 9:30 PM Recreation/Dance	Breakfast 7:30-11:30AM Career Fair Individual Events Pistol Match Seminars Team Competitions Lunch 1:30-5:30PM Career Fair Individual Events Pistol Match Seminars Team Competitions Dinner 9:30 PM Recreation/Dance	Breakfast 7:30-11:30AM Career Fair Individual Events Pistol Match Seminars Team Competitions Lunch 1:30-5:30PM Career Fair Individual Events Pistol Match Seminars Team Competitions Career Fair ends Dinner 7:30 PM Entertainment Night 9:30 PM Recreation/Dance	Breakfast Exploring USA setup 7:30-11:30AM Individual Events Pistol Match Seminars Team Competitions Lunch 1:30-5:30PM Exploring U.S.A. Individual Events Pistol Match Seminars Team Competitions Dinner Exploring U.S.A. 9:30 PM Recreation/Dance	Breakfast 10:00 AM Rally (Federal, State and Local Agency Live demonstrations) Lunch 1:30-5:30PM Tours & Sightseeing/Campus Activities Dinner 7:30 PM Closing/Awards Show 9:30 PM Recreation/Dance	Breakfast Checkout Departure



RELEASE FORM

THIS RELEASE IS A CONTRACT WITH LEGAL CONSEQUENCES. READ IT CAREFULLY BEFORE SIGNING.

PLEASE PRINT CLEARLY

Event: Day Pass/Memberships (WAC)
Dept Contact Name/E-mail/Phone#: Erika Brayton/928.523.6324
Location(s)/Date(s): Wall Aquatic Center

In consideration of being allowed to participate in any way in this event, program, and related activities, I: _____

Acknowledge and fully understand that I will be participating in activities that may or may not involve risk of serious injury, permanent disability, property damage and/or death. These risks may result not only from my own actions, inactions, or negligence, but also from the action, inactions, or negligence of others. Further, there may be other risks not known to me, or not reasonably foreseeable, such as disability or death.

Assume all the foregoing risks and accept personal responsibility for any damages following any such injury, permanent disability, property damage, or death.

Release, waive, discharge, and covenant not to sue the State of Arizona, the Arizona Board of Regents, Northern Arizona University, their officers, employees, and agents, and their heirs, administrators, and executors, from demands, losses, or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of any person or otherwise, for myself and my spouse, if any, and our heirs, successors, and assigns.

Understand that the State of Arizona, the Arizona Board of Regents, and Northern Arizona University do not provide medical coverage to a participant if injured while participating in the event described above or attendant activities. Any medical costs incurred as a result of this activity will be my financial responsibility.

ACKNOWLEDGE THAT I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY.

Participant's Name (print): _____			
Mailing Address: _____			
State: _____	Zip Code: _____	Home Phone Number: _____	
Work Phone Number: _____		Emergency Phone Number: _____	
Is this participant covered by health insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Health Insurance Company: _____			
Policy #: _____	Group#: _____	ID #: _____	

I verify that the above information is true and correct.

Participant's signature: _____ Date: _____

Parent/Guardian's signature (if participant is under 18 years of age) _____ Date: _____

Return Release Form to NAU, Property and Liability Insurance Services, PO Box 4067, Flagstaff, AZ 86011



NORTHERN ARIZONA UNIVERSITY

Campus Map

Parking Information

Weekends (Friday 4:30 PM - Sunday)—free parking in all lots except residence hall lots

Weekdays (Monday - Friday)—permit required in all lots or as posted

- Free parking after 4:30 PM
- Parking garage
- "Pay by Space" parking
- "Pay and Display" parking

Legend

- Campus property boundary
- Pedestrian/Bicycle Pathway
- Flagstaff Urban Trail System
- Bus/Bicycle ONLY
- Recreational Field
- Permit kiosk
- Patient parking
- Bus stop

Building Listing

LOCATION	Building #	Grid	LOCATION	Building #	Grid
1899 Bar & Grill	3	2-F	Learning Resource Center	61	13-E
Academic Annex	23A	4-F	Liberal Arts	18	3-F
Adel Mathematics	26	4-E	Lumberjack Stadium	34	5-H
Allen Hall	46	8-F	Lutz Telescope	47	9-G
Anthropology	98D	14-I	McConnell Hall	62	14-G
Anthropology Laboratory	49	9-F	McDonald Hall	40	6-F
Applied Research & Development	56	8-C	McKay Village	50B	9-E
Ardrey Auditorium	37A	6-D	Morton Hall	4	2-F
Atmospheric Research Observatory	47	9-G	Mountain View Hall	55	5-J
Ashurst	11	3-E	Native American Cultural Center	14	4-D
Babbitt Academic Annex	23	4-F	North Heating and Cooling Plant	24	4-E
Babbitt Administrative Center	51	12-D	Nursing	72	15-E
Bilby Research Center	52	10-E	Old Main	10	3-E
Biological Sciences	21	3-G	Parking and Shuttle Services	91	2-G
Biological Sciences Annex	21B	4-G	Performing & Fine Arts	37	6-C
Biology Greenhouse	18A	4-F	Peterson	22	4-F
Blome (CIE)	2	2-E	Physical Sciences	19	3-G
Bookstore	35	6-F	Pine Ridge Village	95	12-F
Bury	8	3-F	Ponderosa	92	5-B
Campbell Hall	6	2-F	Printing Services	57	2-G
Campus Heights Apartments	50	9-D	Prochnow Auditorium	3A	2-E
Centennial	91	2-G	Program in Intensive English	L10	3-G
Ceramics Complex	80	15-J	Property Administration	47A	9-G
Chemistry	20	3-G	Purchasing Services	98B	14-I
Cline Library	28	5-D	Raul H. Castro SBS	65	14-C
Communications	16	3-E	Raul H. Castro SBS West	70	14-C
Cowden Learning Community	38	6-E	Raymond Hall	39	6-E
Drury Hotels	58A	1-F	Reilly Hall	48	9-F
du Bois Center	64	14-E	Renewable Energy Test Facility	74	15-D
Eastburn Education	27	4-D	Residence Life Warehouse	98F	14-I
Engineering and Natural Sciences	69	14-D	Riles	15	3-E
Engineering Projects	98C	14-I	Rolle Activity Center	68	15-E
Ernest Calderon Learning Community	29	7-E	Roseberry Apartments	13A	3-G
Eugene M. Hughes Building (HRM)	33	5-G	ROTC	47A	9-G
Extended Campuses	16A	3-E	San Francisco Parking Garage	96B	7-G
Facility Services	77	15-I	Science Lab Facility	81	3-F
Facility Services Annex	77A	15-I	Sculpture Studio	84	15-H
Fieldhouse	30	5-E	Sechrist Hall	42	7-G
Gabaldon Hall	53	11-E	Shuttle Services	83	15-I
Gammage	1	2-E	South Beaver School	L10	3-G
Gateway Student Success Center	43	7-F	South Dining	63	14-E
Geology	12	3-D	South Village	71	17-E
Geology Annex	13	3-D	South Heating and Cooling Plant	67	14-F
Gillenwater Hall	31	5-F	Southwest Forest Science Complex	82	15-D
Greenhouse Complex	79	15-G	The Suites	75	13-E
Health and Learning Center (HLC)	25	5-H	Taylor Hall	9	3-F
Health Professions	66	14-E	Tinsley Hall	44	7-E
High Country Conference Center	58	1-F	University Network	16A	4-E
Hilltop Townhomes	59	9-H	University Police	98A	14-I
Housing & Residence Life	5	2-F	University Services	90	8-C
Hotel and Restaurant Management	33	5-G	University Union/Dining Services	30A	6-E
Huffer Lane Acquisition	96	14-C	University Union/Food Court	30C	5-E
Human Resources	91	2-G	University Union/Student Services	30B	6-E
Information Services Annex	54B	8-C	W. A. Franke College of Business	81	13-D
Information Services	54	8-D	Walkup Skydome	73	12-G
Information Services/Telecom	54A	8-D	Wall Aquatic Center	21A	4-G
Institute for Human Development	27A	4-C	Waste Water Training Facility	97	16-G
KNAU	83	15-I	Wettaw	88	2-G
Knolls Parking Garage	96A	7-D	Wilson Hall	45	8-E

Parking Permit Designations

Permits required 24-hours daily or as posted.

- Employee/Shared parking
- Employee parking
- North Commuter parking
- South Commuter parking
- R1—Residence hall parking
- R2—Residence hall parking
- R3—Residence hall parking
- R4—Residence hall parking
- R5—Residence hall parking
- R6—Residence hall parking