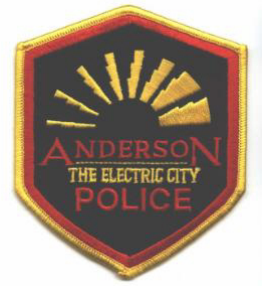




BY-LAWS OF EXPLORER POST 401



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SECTION ONE

I. Purpose of the Explorer Program

To educate and involve the youth of Anderson in police operations and to cultivate an interest in possible law enforcement careers. Youth in Law Enforcement Explorer Program develop an awareness of the police profession.

A. Objectives

1. To further the Explorers education
2. To encourage Explorer participation in a productive and rewarding service activity.
3. To enhance Explorer preparation for future roles as citizens of the community.

B. Training

Motivation, discipline, and adherence to procedures and policies are positive results of the training experience.

C. Training Topics:

- History of Law Enforcement
- Patrol Procedures
- Traffic Control
- Accident Investigations
- Basic First-Aid
- Domestic Disputes
- Radio Procedures
- Crime Prevention Techniques
- Crime Scene/Search Techniques
- Community/Public Relations
- Law Enforcement Careers
- The Criminal Justice System
- Firearms safety/operations
- Searches
- Felony-in-Progress

D. Restricted Topics:

- Pursuits
- Interrogation
- Seizures
- Covert/Undercover Activities

III. Purpose and Objectives of Post

Conduct

Explorers shall behave in their private and professional lives and be positive examples for the Anderson City Police Department and Explorer Post.

Loyalty

Loyalty to the Anderson City Police Department and Explorer Post shall be maintained at all times. There shall be no negative attitude or criticism shown to the outside community.

Cooperation

Cooperation will be shown at all times within the post between Advisors, Officers, Cadets and Police Department.

Assistance

An Explorer is only to act in the capacity of a citizen. The only exception is under the direction of an Officer or Advisor or if an Officer's life is in danger.

Insubordination

Explorers must immediately obey any order given by a Superior Officer, Advisor, or any member of the Anderson Police Department. Refusal or neglect of an order, whether in their presence or not, is insubordination. Conflicts should immediately be brought to an Advisors attention.

Obedience

All Explorers shall obey all rules, regulations, and orders of Explorers Post 401 and the Anderson Police Department.

Violations

Advisors will handle all violations according to disciplinary procedures. It is an Explorers responsibility to report any violations by other members of the post to an Advisor.

Debts

All dues and other expenses shall be paid in full and are the responsibility of each member. If there is a problem every effort should be made by the Cadet, with an Advisor, to make arrangements to pay debts, or work out an agreement with post advisors.

Ride-Along Program

All members must receive permission to participate. All ride-along regulations must be followed or future participation will be denied.

Uniforms

Uniforms are only to be worn while attending meetings, activities, or with special permission from an Advisor. Explorers will not wear uniforms or any part of a uniform to school or work. Explorers are never to represent themselves as a police officer at anytime. Once an activity is completed Explorers are to go directly home and change out of the uniform.

Meetings

Explorers must attend all scheduled meetings. Absence with prior notice to Advisor is excused. Absence without prior notice to an Advisor is unexcused. Two (2) unexcused absences are subject to disciplinary action.

Prohibited Activities of Explorers

No Explorer will participate or be used in any way in convert/undercover operations. No Explorer is to sleep, loaf, idle, participate in any illegal activity, drinking alcoholic beverages, smoking or use of tobacco products, or use profanity while at a meeting or during an Explorer activity.

Inquiries

Under no circumstances shall an Explorer give out information pertaining to the Anderson Police Department to anyone outside of the office. All inquires should be referred to the Post Advisor.

SECTION TWO

I. Membership Guidelines for Post 401

Explorer members are expected to be responsible. Explorer members are expected to be dedicated.

A. Eligibility

1. Members shall be young men and women between the ages of 14-20 years old.
2. Membership shall be denied to anyone with a criminal record, discipline problem in school, and not meeting academic standard.
3. Members shall maintain no less than a C average in school.
4. Any action of discipline in school suspension, out-of-school suspension, or expulsion will result in action from the Post, failure to report any school disciplinary actions will result in further disciplinary action from the post.

B. Membership Process

1. Prospective members shall be invited to attend a meeting by a member, or their own free will as a guest.
2. At the first meeting they will be given prospective member information forms.
3. After attending 3 consecutive meetings the applicant will be interviewed by the Advisors, and given an application to join.
4. The Advisors will then vote on membership application once it has been received back and reviewed.

C. Dues for the Post shall be:

1. Annual dues of \$45.00 are due at the first meeting in January.
2. New members pay annual dues when voted in
3. Post meeting dues of \$2 are due at each meeting
4. Post dues are non-refundable

D. Probationary Period

All new members shall be on a three-month probationary period. During the probation period members who violate rules of the Post will be terminated from the Post. Probation prohibits a member from holding an Officer Position and they may not participate in the ride-along program.

II. Appointment/Promotional Post Officers

A. Post Advisors

1. All Post Advisors shall be sworn officers of the Anderson Police Department.
2. All Post Advisors must demonstrate leadership qualities, good moral character, desire to work with youth and possess good law enforcement knowledge and skills.
3. A Head Advisor will be appointed with unlimited Associate Advisors

B. Post Officers

1. Cadet Major- Youth Advisor
2. Cadet Captain- President
3. Cadet Lieutenant- Administrative Division
4. Cadet Lieutenant- Support Division

5. Cadet Sergeant- Treasurer
6. Cadet Sergeant- Secretary
7. Master Cadet- Records Clerk, Asst. to Sergeants
8. Cadet First Class- Not an Officer but a member of the Post for at least one year.
9. Basic Cadet- Holds no rank. Become Basic Cadet at membership and through first year. After the first year they become Cadet First Class and are eligible for promotion to Officer Positions.

C. Appointment of Officer

1. The Advisors appoint all Post positions.
2. Cadet First Class is appointed once a Basic Cadet has been a member of the Post for one year.
3. Basic Cadet is the first membership position

D. Promotion Procedures

1. Advisors will announce in writing any vacancies.
2. Members who are eligible must fill out Promotion Request Form and return by due date.
3. Those who fail to turn in form on time will not be considered for promotion.

E. Qualifications for a member to request promotion:

1. Must be a member of the Post for one year.
2. Must be a member in good standing.
3. Member cannot hold rank or request promotion while on probation, suspension...

III. All disciplinary matters of the Post will be held before the Advisors. Any disciplinary action will be written up and copy will go into the Cadet's permanent file and a copy will be sent home to the parents.

A. Disciplinary Procedures

1. Verbal Warning
2. Written Reprimand
3. Probation Three (3) Months
4. Suspension Three(3) Months
5. Termination

B. Disciplinary Actions

1. Members with two (2) unexcused absences will be subject to probation. If unexcused absences continue the Explorer will be dismissed from the Post.
2. All improper actions by an Explorer are to be reported to Advisors.
3. Any action by an Explorer that would bring embarrassment to the Police Department or to the Post may be subject to immediate suspension.

4. Any member that receives a written reprimand will be on probation for three (3) months. If any further disciplinary action is required during the probation period the Explorer will be terminated.
5. Any Explorer who receives three (3) written reprimands during their membership will be subject to possible termination from the Post.
6. Any member who is arrested on any criminal charges will be immediately suspended from the Post. If found not guilty membership will be reinstated. If found guilty membership will be terminated.
7. Upon suspension member must immediately surrender their uniform and equipment. They may not participate in any meetings, training, or other Explorer activities.
8. Any member on probation cannot participate in the ride-along program or hold an Officers Position but will still be required to attend meetings regularly.

C. Academics

1. Any Explorer who receives a grade of below a C on their report card will be placed on Academic Probation for the next 9-week period.
2. While on Academics Probation the Explorer must attend all meetings regularly, can attend Explorer Activities but will not receive credit for ribbons, cannot apply for any promotion but may still hold an Officers position, and cannot participate in the ride-along program.
3. At the end of the 9 weeks period if grades improve Academic Probation will be lifted. If grades do not improve Cadet will be put on probation for a three (3) month period.

SECTION THREE

I. Uniform Dress Requirements:

All Cadets must be full uniform when instructed to do so. They must have all required equipment and must not have in possession any restricted equipment.

Restrictions

1. No Cadet is to carry firearms, knives, or batons at any time unless being trained with that weapon. Handcuffs may or may not be carried according to individual post regulations.
2. A Cadet is never to present him/herself in or out of uniform as a law enforcement officer. The Cadet is to always make it very clear to the public as to his position at all times.
3. No Law Enforcement explorer whether in uniform or not, should drive a marked patrol vehicle. **The only exception to this policy is in authorized competitions in which an adult law enforcement official shall ride in the front passenger seat.**
4. National Law Enforcement Ride-Along (addendum) Explorers under the age of 18 are prohibited from riding after midnight and/or shifts starting after midnight (graveyard shift). Use of armored vest is recommended as available on Ride-Along. The following offensive/defensive equipment use and carrying (other

than in training experiences) is prohibited: firearms, chemical sprays, and baton. It is also strongly recommended that Explorers do not carry handcuffs.

The qualified Ride-Along officer must be off probation and have at least one year of experience as a certified officer.

The Explorer Badge

1. The badge is part of the uniform and must only be worn with the uniform.
2. Badges may not be worn on a belt clip or in an ID wallet.
3. No cadet is to carry any form of identification that presents him or her as a member or employee of the Police Department. Doing so will cause the Cadet to be dismissed from the Post and may incur criminal charges.

Appearance

1. Uniforms are to be kept clean and neat at all times. If an explorer is in an un-presentable uniform they may be excused and sent home from an activity.
2. Explorers are responsible for their uniforms and equipment. Any items that are lost or damaged must be reported to Advisors immediately.
3. The Post may be responsible for replacement/repair.
4. No uniform is to be stored or kept in a vehicle, school locker, etc

Jewelry/Physical Appearance

1. **Males:** Haircuts and sideburns may not cover the ears, collar, or be in the eyes. They may not be unusual in style or color or be non-professional. Any cut that may draw attention to the cadet in an unattractive manner is not allowed. Male Cadets must be clean-shaven while in uniform. Beards, goatees, or chin stubble is not allowed.

Females: Females are to have their hair groomed in an attractive manner, up off of the collar of the uniform and out of the eyes. Females are to use a minimal amount of hair accessories and the hair is to always be worn up, long hair in a bun type style and med/short hair in a pony tail.

Jewelry: Explorers may wear jewelry that is appropriate to the uniform. Females may wear one set of stud type earrings on the ear lobes (one per ear). Males are not to wear earrings at all while in uniform. No other additional jewelry or body piercing in other parts of the body, ear, eyebrow, nose or tongue is not allowed while in uniform. Only small chain necklaces worn under the uniform shirt are allowed and they must not show on the outside of the uniform for either sex.

SECTION FOUR

I. Participation Conduct

Explorers shall never act in any way in the capacity of a law enforcement officer.

Officers/Employees of the Police Department are superior to any Explorer and any unlawful order rendered by them shall be treated with respect and followed immediately.

No member of Post 401 shall ever carry a weapon. Any member found carrying a weapon will be dismissed from the Post and may face criminal charges.

They may not carry a knife, mace, pepper spray, a nightstick, kubaton, nunchukas, or a firearm without permission from the Advisors for the purpose of training or competition only.

Explorers are never to present themselves as law enforcement or an employee of the Police Department. An Explorer is a member of the Police Department Career oriented Teen Training Program chartered by the Boys Scout of America.

Explorers are never to wear their uniform, any part of the uniform, or badge outside of Explorer activities.

Explorers are to set a good example to the other teenagers in the community. They are to refrain from using tobacco products, drugs, alcohol, and profanity at/on All Explorer activities and when representing the Post. They are also encouraged to do so in their private lives.

Any Explorer found using illegal drugs or alcohol or participating in any illegal or questionable activity will be dismissed from the Post and may face criminal charges.

II. Meetings and Activities

General membership meetings of Post 401 shall be advised shall be held on the 1st and 3rd Thursday's of the month, and will follow Anderson School District Five School schedule for holidays. - Meetings will start at 6:00pm – 8:00pm. Meetings usually last two hours, and will not go past 8:30pm. We also participate in community service, which may involve weekends and some weeknights. Some activities may require a small amount of travel, which will be provided from the Police Department to the activity and back to the Police Department if possible. If not possible Explorer will be responsible for their own transportation. Transportation to and from the Police Department is also the Explorers responsibility. Also the Advisors will not provide transportation to and from meetings. If there is a hardship with transportation please inform Advisors to make other arrangements. Community Service is done on a Volunteer Basis and is not required.

Attendance

Some Officer meetings and Advisor meetings may be scheduled at different times. They will be posted in advance and are mandatory. Explorers are expected to attend every meeting. If you are unable to

Attend a meeting you must give 24-hour notice to an Advisor. This will be an excused absence. If you do not give notice to an Advisor the absence will be unexcused. No Explorer is to have more than 2 unexcused absences in a 3 month period. This will result in the Explorer being placed on Probation.

Explorers are to wear uniform to all meetings. Their appearance is to be neat. Failure to do so will result in disciplinary action.

SECTION FIVE

Ride-Along Program

Requirements:

The Cadet must be in good standing with no disciplinary problems with the Post.

They must have taken and passed the Ride-along Exam.

Each Explorer must have Parent Permission Form and Liability Release Form signed and on file.

Advisors must have 24-hour notice that an Explorer will participate on a ride-along.

Explorers are to be properly dressed, have all forms filled out and signed, be at least 30 min early before shift starts. Failure to do so will result in the Explorer being sent home and will not be allowed to ride.

You are to fill out all information forms during the ride-along and make sure that your Cadet Ride-Along record is up-to-date at all times.

The Officer and/or Advisor may question you about your ride-along so be prepared, pay attention, and learn.

There will be no sleeping, profanity, and use of tobacco products by any Explorer while on a ride-along.

You must follow all orders of the Officer and remain in the vehicle at all times when told to do so.

Explorers may ride one shift per week. Any Explorer under the age of 18 may not ride past midnight.

Trips

From time to time the Post may take trips. These may be for educational purposes or just for fun. The entire Post will earn these trips. Anyone with disciplinary problems, on probation or suspension will not be allowed to participate.

Costs

The cost for each trip will be calculated on an individual basis.

Each Explorer will know in advance what cost they will be responsible for.

Each Explorer will know in advance what cost the Post will cover.

Fund-raising may/may not be done to help with all costs.

Explorers must participate in fund-raising to be able to benefit with help of costs. If the Explorer does not participate in the fund-raising they will be responsible for the full cost of their part of the trip. Any Explorer who cannot meet the cost of the trip due to financial hardship can meet with the Head Advisor to make other arrangements.

Conduct

While on trips Explorers will be representing the Anderson Police Department and any misconduct by an Explorer will result in the Cadet being sent home at his/her own expense or the expense of the parents.

Pistol Shooting Program

Purpose

The purpose of the shooting program is threefold:

1. Teach respect for firearms.
2. Provide training and exposure to the basics of pistol shooting.
3. Promote firearms safety.

Policy Statement on Pistol Shooting

Pointing any type of firearm (which includes paintball and lasers) at any individual is unacceptable. However, law enforcement departments and agencies using firearms in standard officer/agent training may use their training agenda when accompanied with appropriate safety equipment in the Law Enforcement Exploring program.

Types of Shooting The following conditions are in effect for participation by Law Enforcement Explorers involved in a shooting program:

For the purpose of safety training, and exposure to the latest in law enforcement equipment, both revolver-type and semiautomatic handheld weapons are approved for regular post program (range) activity, incorporating required safety procedures and range masters. The carrying of any type of offensive or defensive weapon by Explorers is strictly prohibited.

Handheld automatic weapons are prohibited in post or conference competitions.

Training and competition are permitted for timed, slow, and rapid fire.

All firing is to be conducted at a distance of 25 yards.

Only bull's-eye targets are to be used (the B-13 target is preferred).

One- or two-handed shooting in training and competition is optional.

Guidelines for Use of Handguns

Combat-style or PPC (police practical courses) shooting is not condoned. Neither the National Rifle Association (NRA) nor Learning for Life encourages, promotes, or sanctions participation or training in this mode of shooting.

Handgun use is limited to the Explorer program only.

All training and shooting activities must be under the supervision of an NRA-certified instructor or the firearms instructor of a local, state, or federal agency.

All participants must complete a basic pistol marksmanship course before range firing. The NRA Basic Pistol Marksmanship course or an equivalent training course conducted by a law enforcement agency, a civilian gun club, or a U.S. military department is acceptable.

The "Explorer Handgun Shooting—Range Operation Outline" must be used in conjunction with the basic pistol marksmanship training.

With the approval of the local Learning for Life office, handgun shooting may be conducted on local Learning for Life camp ranges, provided that the shooting is done under the auspices of an NRA-certified instructor or a firearms instructor of a local, state, or federal agency.

Care must be taken to comply with federal, state, and local laws.

Reference "Handgun Policy" and "Unauthorized Activities" in *Safety First - Learning for Life Guidelines*, found on this Web site.

See the new NRA Marksmanship Programs for Law Enforcement Explorers.

Explorer Handgun Shooting—Range Operation Outline

Developed in cooperation with the National Rifle Association of America, Washington, D.C.

Introduction

Instructors must keep in mind that this is not, and cannot be, treated as formal competitive firing. The shooters must first be taught safety; then, second, the fundamental marksmanship skills. The handgun in the hands of inexperienced students can be more of a safety problem than a rifle in the hands of an inexperienced student because of the fact that the handgun is held and aimed with one hand. A turning of the wrist to one side or the other can cause the pistol to be pointed easily in an unsafe direction. It must be taken into consideration that most of the shooters will be inexperienced young people who are unaccustomed to handgun shooting and will require constant supervision. Therefore, the instructor should control and issue all ammunition before each firing exercise.

Range Safety Rules

The instructor should thoroughly explain the following safety rules before any range exercises are conducted.

Observe all standard rules pertaining to pistols. The cardinal rules are:

Treat all guns as though they are loaded.

Never point a gun at anyone.

Keep the finger off the trigger until the pistol is pointed toward the target.

Specific rules pertaining to your handgun and this range:

All safety precautions will be adhered to and enforced at all times.

Strictest discipline will be maintained. Carelessness and thoughtlessness cannot and will not be tolerated during handgun training.

Immediately, on picking up a pistol, you should open the action and check visually and physically to see that it is unloaded—always check it again.

When handgun is given to or accepted from anyone, the action is to be open.

Always keep the action open when the handgun is on the shooting bench or stand, not actually being fired.

Load only after position is taken at the firing point and command to load has been given.

Unload when and as instructed.

Keep the pistol pointed downrange at all times.

Keep the trigger finger outside of the trigger guard when handling the pistol.

No smoking on the firing line.

No talking on the firing line, except by the coach or instructor.

When using a revolver, never let the hammer down on a live cartridge without placing the thumb in front of hammer and releasing the trigger. (Instructor should again explain and demonstrate this safety grip.)

In case of a misfire with a firearm (not air gun), keep the pistol pointed downrange at least 10 seconds, call out "hang-fire," and keep the firearm pointed downrange before opening the action. This is necessary should a hang-fire occur. (A hang-fire is a delayed firing of a cartridge.)

In double-action revolver shooting, misfires are generally caused by a light blow of the hammer.

Never fire a succeeding shot after a malfunction without first unloading and checking the barrel for obstructions. (If any obstruction is in the barrel, ask for assistance from the instructor.)

Never leave the firing point without first unloading your handgun.

Do not go in front of the firing line until the firing line has been cleared and the command is given to go forward.

You cannot dry fire on the range except under supervision of the instructor or coach.

Pay strict attention to the instructor and coach. They will instruct you exactly what to do during the range exercise.

Qualifications

A minimum course of fire should be 30 shots, i.e., 10 slow-fire, 10 timed-fire, and 10 rapid-fire. A total of 65 percent or higher is required to qualify. The qualifying course of fire does not have to be limited to 30 shots. The course of fire could be 60 shots, i.e., 20 slow-fire, 20 timed-fire, and 20 rapid-fire. The course will be fired single action and in the standing position. The gun shall be held in one hand only, the other hand and arm being used in no way to support the gun; all portions of the shooter's clothing, body, and gun should be clear of artificial support.

Policy Statement on Bloodborne Pathogens

Questions have been raised regarding the position of Learning for Life on OSHA's Regulation for Bloodborne Pathogens (29 CFR Section 1910.1030) as it relates to Exploring's adult volunteers, youth members, and participating organizations.

This position statement is for those individuals who may be exposed to blood and body fluids; specifically, members of posts with specialties in medicine, fire rescue, law enforcement, etc.

- 1) The OSHA rules apply only to employees in jobs that involve "occupational exposure" to bloodborne pathogens. They do not apply to situations or posts involving volunteers.
- 2) However, we recommend the following in instances where youth and/or adults may be exposed to blood or body fluids.
 - a) The participating organization and its leaders should always explain and make clear the possible degree of exposure to blood or body fluids as a result of Exploring activities.
 - b) As a precaution, adult volunteers and youth members should consider getting a hepatitis B vaccination. The cost of the shots will not be borne by Learning for Life, nor is the participating organization required to underwrite the cost.
 - c) However, the participating organization may arrange to have hepatitis B vaccinations given at a reduced rate or free of charge.
 - d) If vaccination is recommended, any adult volunteers and youth members who decline the shots, either at the full cost to them, at a reduced rate, or free, should sign the refusal waiver. A declination file must be maintained for five years.

3) Learning for Life also recommends the following:

Treat all blood as if it were contaminated with bloodborne viruses. Do not use bare hands to stop bleeding; always use a protective barrier. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following pieces of equipment are to be included in all first aid kits and used when rendering first aid to those in need:

- Latex or vinyl gloves, to be used when bleeding is being stopped or wounds are being dressed.
- A mouth-barrier device, for rendering rescue breathing or CPR.
- Plastic goggles or other eye protection, to prevent a victim's blood from getting into rescuers' eyes in the event of serious arterial bleeding.
- Antiseptic, for use in sterilizing or cleaning exposed skin areas, particularly if no soap or water is available.

PROCEDURES FOR EVENTS INVOLVING POSTS FROM MORE THAN ONE LEARNING FOR LIFE OFFICE

On occasion, posts conduct an activity or event that involves a post or posts from other Learning for Life offices. Some of these activities are being held without notification or discussion with the local Learning for Life office or the Learning for Life office in which the participating post is located.

In response to the relationship problems arising from this type of situation, the following procedure is to be followed.

Posts that wish to host events involving other posts must have the approval of the local Learning for Life office.

This includes events for the same local Learning for Life office, neighboring offices, the same regional office, or offices in other regions.

GUIDELINES

The proposed post event must contribute directly or indirectly to strengthening the programs of the participating posts.

The proposal, including a written statement of the objectives of the event, must be submitted to the local Learning for Life executive for approval.

If posts from Learning for Life offices within the same region will be involved, the Learning for Life executive must forward the proposal to the region for its approval.

If a post or posts from other regions will be involved, the proposal must be forwarded to the Learning for Life national office for review and approval.

