

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: Explorer Post Standard Operating Policy

APPROVAL SIGNATURE:



NAME: Scott Hart

TITLE: Director, Rowlett Explorer Post 1

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POLICY NO.: 16-135 (Supersedes 12-126)

PROGRAM : Explorer Post

SECTION: Operations

PAGES: 8

Purpose:

The purpose of the Rowlett Explorer Program (Post) is to provide young adults with an opportunity to experience the emergency services field and develop their interpersonal, leadership, and organizational skills while providing a community service.

Authority, Name and Identification:

The name of this program shall be officially known as the **Rowlett Explorer Post 1**, an authorized program of the Rowlett Citizen Corps Council. The Official Post Logo (figure1) shall be used to represent the program.

Alternatively, Explorer "E" may be used at the Explorer Advisor's discretion. The "E" in CERT may be replaced by the Explorer "E" to create a stylized effect or logo. The Post Motto shall be, "We Are One".



Figure1: Rowlett Explorer Post One Official Logo

Policy:

The Rowlett Citizens Corps Council (RCCC) shall support and operate its Explorer Post in accordance with the Explorer Leader Handbook published by Learning for Life. All members of the Post are expected to maintain a thorough knowledge of the policies, procedures, and guidelines provided in this policy, the RCCC Bylaws and other policies as they apply.

1. General Assumptions

- 1.1. Explorer Post 1 is the youth program sponsored by the Rowlett Citizens Corps Council in conjunction with Learning for Life (Boy Scouts of America).
- 1.2. Although some Explorers may choose Emergency Services as their career, it is not the intent of the Rowlett Citizens Corps Council to certify Explorers in Emergency Services.
- 1.3. The Rowlett Explorers Post is not singular in focus to one branch; it may incorporate many branches of emergency services, including Citizen Corps programs.
- 1.4. Training is provided to prepare Explorers to safely serve in a support capacity during RCCC operations and to allow Explorers to experience certain Emergency Service activities under controlled conditions.

2. Leadership

- 2.1. **Post Committee Chair:** The Post Committee shall appoint the Post Committee Chair. The Chair shall be a member of the RCCC and is not one of the advisors. This person shall also fill the position of Chartered Organization Representative (COR).
 - 2.1.1 The Post Committee Chair schedules and conducts all Committee meetings.

- 2.1.2 The Post Committee Chair ensures the Committee fulfills its responsibilities to the Post.
- 2.1.3 The Post Committee Chair may assign specific projects to members of the Committee as necessary to complete the work of the Committee and support the Post.
- 2.1.4 The Post Committee Chair serves as the liaison between the Post and the RCCC Board. The COR recruits members of the Post Committee and assists them in recruiting Explorer Advisor and Associate Advisors.
- 2.1.5 The Post Committee Chair ensures that all adults involved with the Post serve in the best interest of the Post and the RCCC, and meet all requirements set forth by the RCCC and Learning for Life.
- 2.1.6 The Post Committee Chair may limit the number of members to maintain span of control and efficient program operation.
- 2.1.7 The Post Committee Chair, or their designee, shall serve as the Post Public Information Officer (PIO), subject to coordination with the RCCC Public Relations designee. Under no circumstances will an Explorer member make a statement to the media unless it is coordinated through the COR.
- 2.2. **Post Committee:** The Post Committee shall consist of the Post Committee Chair, Explorer Advisor, Associate advisors, and at least two individuals who are not advisors. Whenever possible, an Explorer parent should fill one of the individual positions.
- 2.2.1. The Post Committee recruits and approves Explorer Advisors and Associate Advisors. The Committee ensures that the Post has an Advisor and at least one Associate Advisor at all times in adherence to Learning for Life practices.
- 2.2.2. The Post Committee secures equipment, facilities, and program resources as necessary to support the Post.
- 2.2.3. The Post Committee reviews and approves the Post's programs and activities.
- 2.2.4. The Post Committee shall meet monthly, or as directed by the Committee Chair or their designee.
- 2.3. **Explorer Advisor:** The Explorer Advisor shall be a member of the RCCC. The Advisor will also be known as the Explorer Director and will serve as a RCCC Board Member for the Explorer Post.
- 2.3.1. The Explorer Advisor is the primary adult leader and is essential to the success of the Post.
- 2.3.2. The Explorer Advisor is responsible for training, coaching, and developing the Explorer Officers, helping them plan programs and activities, and obtaining resources through the Post Committee.
- 2.3.3. The Explorer Advisor ensures that all activities are conducted safely and in compliance with Learning for Life, RCCC, and Post policies and procedures.
- 2.3.4. The Explorer Advisor attends all Post meetings and activities, all Explorer Officers meetings and all Post Committee Meetings. Should the Advisor be unable to attend a meeting or activity, they will ensure that a qualified adult is present.
- 2.3.5. The Explorer Advisor must successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."
- 2.3.6. The Explorer Advisor will represent the Post to the BSA Circle Ten Council.

2.4. **Associate Advisor:** Associate Advisors shall be members of the RCCC, with the exception of the Fire Explorer Program Manager, Fire Explorer Advisor and Fire Explorer Associate Advisor. All Advisors charged with the Fire and EMS program(s) will be employees of Rowlett Fire/Rescue.

- 2.4.1. Associate Advisors assist the Explorer Advisor, support Post programs and activities, and provides additional adult leadership.
- 2.4.2. Associate Advisors may be asked to work directly with one of the Explorer Officers, to assist in planning a program or activity, to serve as an instructor for Post training, or to fill in for the Explorer Advisor when necessary.
- 2.4.3. The Associate Advisors must successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."

2.5. **Youth Explorer Post Positions:** Explorer Officers shall be Post members who have successfully completed their basic training and are in good standing. Explorer Officers shall be elected by the Post Explorers on a semi-annual basis in accordance with BSA and Post policies.

- 2.5.1. Explorer Officers, working with the Explorer Advisor, manage the day-to-day activities and operation of the Post.
- 2.5.2. Explorer Officers establish meeting agendas, preside over meetings, and establish sub-committees as necessary to complete Post work.
- 2.5.3. Explorer Officers, working with Post Members (with input and approval from the Post Advisor and/or Post Committee) may establish additional operating procedures and policies as necessary to address specific issues. Final authority and approval of any policy created under this section lies with the COR.
- 2.5.4. Explorer Officers shall establish and maintain a personnel file for each Explorer. These files shall be kept in an approved location and format, and are subject to RCCC privacy policies and security provisions. Advisor may create or modify youth officer positions as needed. See Addendum A for current positions and insignia.
- 2.5.5. To be eligible for an Officer Position, an Explorer must have completed the Explorer Basic Training curriculum (see section III.B.6).
- 2.5.6. In addition, the Post shall elect one representative to the RCCC Board of Directors annually. The position shall be an appointment to the RCCC Board of Directors which is subject to the approval of the RCCC President and Explorer Advisor. The term shall be one calendar year beginning in January.

3. Membership:

3.1. **Eligibility:** To be eligible for membership in the Rowlett Citizens Corps Council Explorer Post, individuals must meet the following criteria:

- 3.1.1. Reside within the Cities of Rowlett, Sachse or Garland (or apply for a special exemption from the COR).
- 3.1.2. Be at least fourteen (14) years of age and have completed the eighth (8th) grade.
- 3.1.3. Be no older than twenty (20) years of age.
- 3.1.4. Be enrolled and attending an accredited high school / middle school, or have graduated from high school.
- 3.1.5. Have a minimum of a "C" average on the most recent grade report, and maintain or exceed such level throughout their membership in the Post.

- 3.1.6. Accept the obligation to observe the Explorer Code, and comply with RCCC and Post policies and procedures.
- 3.2. **Application:** To apply for membership in Rowlett Explorer Post 1, individuals must complete the application and selection process as described below:
- 3.2.1. A completed application, including signatures and notary acknowledgements, shall be submitted to the RCCC, Explorer Advisor or an Explorer Officer.
- 3.2.2. The Explorer Officers and Explorer Advisor shall review applications.
- 3.2.3. The Explorer Officers and Explorer Advisor shall interview prospective members. The purpose of the interview shall be to:
- 3.2.3.1. Ensure the prospective member understands the program, the Post's policies on attendance, training, participation, and the level of commitment required to be a member.
- 3.2.3.2. Assess the prospective member's interpersonal and communication skills, maturity and commitment.
- 3.2.4. No prospective member shall be disqualified because of race, color, creed, gender, or orientation in accordance with RCCC Bylaws and policy. Disqualified applicants shall have the ability of appeal to the COR in writing, who has the final authority on applicant issues.
- 3.2.5. Once an individual is accepted as a member of the Post, he/she must be officially registered with the BSA as an Explorer in Post 1 before participating in any Post activities or training. Registration fees are the responsibility of the member and must be paid annually.
- 3.2.6. New members must complete the required basic training program within six (6) months of joining the Post. Basic training consists of the following:
- 3.2.6.1. Successful completion of the FEMA CERT G317 Course, and
- 3.2.6.2. Successful completion of the Introduction to Incident Command System (IS-100) or IS-315 (CERT Supplemental Training: The Incident Command System) independent study courses sponsored by the Emergency Management Institute.
- 3.3. **Standing:** To remain a member in good standing, Explorers must:
- 3.3.1. Comply with the Explorer Code, RCCC and Post policies and procedures.
- 3.3.2. Wear proper uniform, gear and identification during training exercises.
- 3.3.3. Keep gear and uniforms clean and in working order.
- 3.3.4. Be responsible, mature and courteous at all times, including:
- 3.3.4.1. Using appropriate language.
- 3.3.4.2. Being prompt to meetings, events and functions.
- 3.3.4.3. Using sound judgment and decision making skills.
- 3.3.4.4. Being attentive and enthusiastic during training and classroom exercises.
- 3.3.5. Comply with attendance standards. See Addendum B for current guidelines.
- 3.3.6. Complete personal safety awareness and youth protection training on an annual basis. This includes acquaintance rape, internet safety, porn, peer sexual harassment, suicide and fraternization. Youth 18 years or older must also complete the adult youth protection training (YPT).

3.4. Uniform and Identification:

- 3.4.1. Members may be required to purchase, at their own expense, a uniform or components thereof that is consistent with the Post brand and appearance. These items, unless specifically carrying the approved Post logo or name, remain the property of the member. Financial assistance may be available and is coordinated by the COR.
- 3.4.2. Identification Cards will be issued by the RCCC upon request from the COR. These ID cards remain the property of the RCCC and must be surrendered upon resignation, termination or request of any RCCC or Explorer leadership.
- 3.4.3. Issued uniform items that are embroidered or printed with the name or logo of the RCCC, Rowlett Fire Rescue or any sponsored program (including Explorers) represent RCCC interests and are considered RCCC property. Such items are worn on approved activations, events, functions or activities and should not be considered daily wear items. Care should be taken to not wear these items to unapproved activities where endorsement, approval or solidarity may be inferred by attendance. These items are restricted to use by members and not for general public wear.

4. Meetings:

- 4.1. Regular Post meeting times and places will be announced as scheduled as necessary.
- 4.2. The Explorer Advisor and/or an Associate Advisor shall attend each meeting. Two adults must be present at each meeting or activity.
- 4.3. All members are expected to attend each meeting unless excused by an officer. If a member cannot attend, he/she shall advise an Explorer Officer or the Explorer Director no later than one hour before the meeting.

5. Training:

- 5.1. Members of the RCCC, or qualified guest instructors, who are knowledgeable in the subject matter, shall provide all Explorers training. Whenever possible, training will be provided by individuals who are certified instructors.
- 5.2. Basic training that is provided for all Explorers shall be designed to prepare them for the types of activities they will participate in during call outs, deployments, and ride outs.
 - 5.2.1. The training program shall be reviewed and approved by the COR, Advisor and selected RCCC leadership.
 - 5.2.2. The training program shall be completed before Explorers are allowed to deploy in field operations.
- 5.3. More advance training may be provided at the discretion of Explorer Officers in consultation with their Explorer Advisor.

6. Operations and Deployments:

- 6.1. Explorers routinely do not respond to emergency deployment requests, call outs, or other local emergencies. However, if invited to respond they shall do so in accordance with set standards including Rowlett CERT and Fire Corps operating policies and Codes of Conduct. Explorers will only participate in emergency activities for which they have received and completed required training.

7. Operational Activities:

- 7.1. During special call outs, the potential exists for Explorers to respond to all types of emergencies. In situations where the Incident Commander (IC) chooses to allow the Explorer's participation, the IC shall restrict the Explorer's involvement to activities commensurate with training and maturity.
- 7.2. In general Explorers shall not be allowed to:
 - 7.2.1. Provide directly patient care other than basic first aid.
 - 7.2.2. Operate in a hazardous zone or atmosphere. (Hazard zone is defined as any area requiring SCBA or other specialized equipment or training or any other situation where an Explorer may become lost, trapped, or injured by the environment or structure.)
- 7.3. The activities listed below are examples of types of activities in which Explorers may participate. This list is not intended to infer that Explorers are guaranteed the right to participate in these activities, or that these are the only activities in which an Explorer can participate. The decision is placed upon the IC, upon recommendation from an Advisor whose main consideration must be Explorer safety. Should the IC choose to allow the Explorer's participation, the IC shall ensure that the Explorers are properly supervised by Advisors.
 - 7.3.1. Rehab operations, etc.
 - 7.3.2. Retrieving and setting up equipment.
 - 7.3.3. SAR (missing persons) operations
 - 7.3.4. Community service operations
 - 7.3.5. Shelter operations

8. Public Education Activities:

- 8.1. Explorers are expected to assist RCCC personnel with public education programs, activities, and special events.
- 8.2. Requests for Explorer assistance at special events shall be submitted to the Explorer COR and should be made prior to the event. Explorers will be expected to be in attendance for the required number of hours of the event.
- 8.3. Whenever possible, Explorer activities will be listed on the RCCC monthly calendar.

9. Corrective/Disciplinary Actions:

- 9.1. Corrective or disciplinary actions may be initiated for failure to comply with the standards of performance or conduct applicable to members of the Rowlett Explorer Post.
 - 9.1.1. Corrective actions may include oral counseling and written counseling.
 - 9.1.2. Disciplinary actions may include, but are not limited to: written reprimand, temporary suspension of privileges, and temporary or permanent suspension from the Post.
 - 9.1.3. Disciplinary actions may be appealed in writing to the COR in accordance with the RCCC Bylaws Grievance Policy.
- 9.2. **Hazing:** Explorer Post 1 and the RCCC are committed to promoting an environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the Post and our standards for co-curricular activities that facilitate Explorers' development. Explorer Post 1 and the RCCC are opposed to and strictly prohibit any activity that involves the hazing of any member of the Post or community.

- 9.2.1. Definition of Hazing: Hazing is defined as: any action taken or situation created as part of initiation to or continued membership in a group or organization, which 1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or 2) which violate Explorer, Post or RCCC policy, or local laws. This applies to behavior on or off Post or RCCC premises.

10. Honor Code:

- 10.1. The Explorer Post 1 Honor Code is simple but demanding. Because of the situations that Explorers are placed in and the image they represent, it is of the utmost importance that the Public Trust and the trust of Team Members is maintained at all times to ensure operational integrity and the safety of the Post.
- 10.2. To Wit: The word of an Explorer of Post 1 is bond and should not need to be questioned.
- 10.2.1. "An Explorer will not lie, cheat, or steal, nor tolerate those who do."
- 10.2.1.1. LYING: Explorers violate the Honor Code by lying if they deliberately deceive another by stating an untruth or by any direct form of communication to include the telling of a partial truth.
- 10.2.1.2. CHEATING: A violation of cheating would occur if an Explorer fraudulently acted out of self-interest or assisted another to do so with the intent to gain or to give an unfair advantage.
- 10.2.1.3. STEALING: The wrongful taking, obtaining, or withholding by any means from the possession of the owner or any other person any money, personal property, article, or service of value of any kind.
- 10.2.1.4. TOLERATION: Explorers violate the Honor Code by tolerating if they fail to report an unresolved incident with honor implications to proper authority within a reasonable length of time. "Proper authority" includes Advisors, RCCC leadership, Law Enforcement, or Parents.
- 10.3. To have violated the honor code, an Explorer must have lied, cheated, stolen, or attempted to do so, or tolerated such action on the part of another Explorer. The procedural element of the Honor System examines the two elements that must be present for an Explorer to have committed an honor violation: the act and the intent to commit that act.

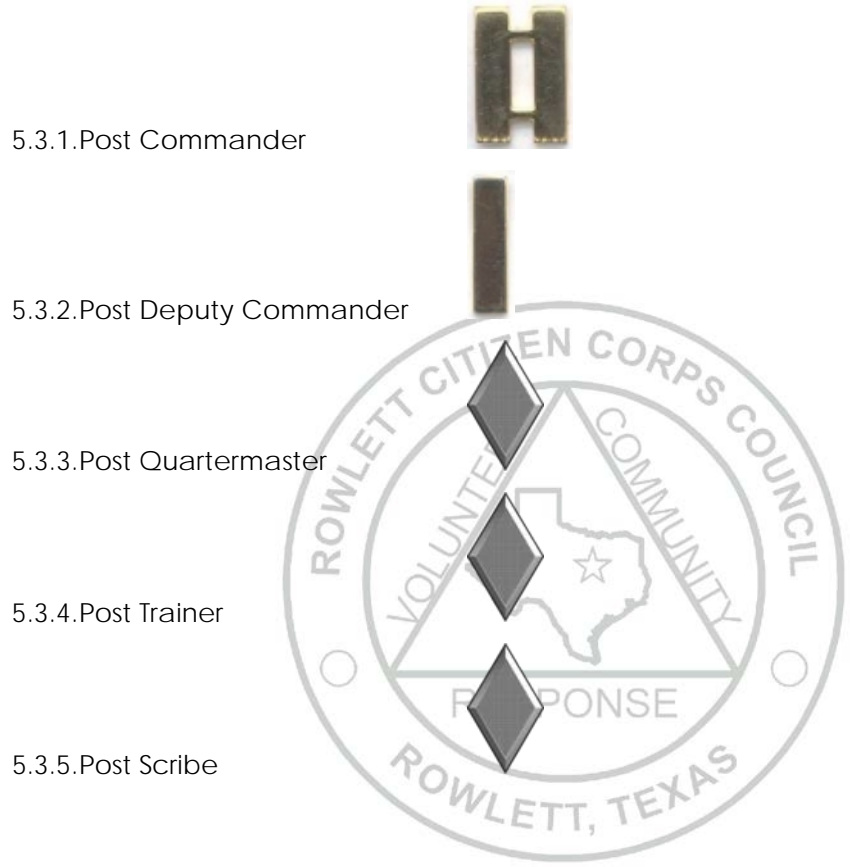
11. Specialized Programs:

- 11.1. Specialized programs, such as Fire or EMS, will have their own standard operating procedures in accordance with their program standards. Explorer members participating in these programs are subject specialized program policies in addition to this general post policy.

Addendums are an extension of the Explorer Post SOP, but may be changed with the approval of the Explorer Post Director without RCCC Board approval.

Addendum A:

Section 2.5.4.1 - Five (5) Explorer Officers are organized under the following structure and rank insignia:



Last Updated 8/2/2016

Addendums are an extension of the Explorer Post SOP, but may be changed with the approval of the Explorer Post Director without RCCC Board approval.

Addendum B:

Section 3.3.5 Attendance:

Rowlett Explorers will follow a mandatory attendance policy as described below:

- Each Explorer is required to devote 10 hours to the Post per month through weekly meetings and volunteer events associated with the program.
- In order to attend social activities, such as campouts and lock-ins, Explorers are required to devote 14 hours per month.
- If an Explorer does not complete their mandatory hours in a given month, they may be put on probation the next month by the Post Advisor. During the probation period, the Explorer should fulfill the basic 10 hours required to stay in the post. Compensating for the absence of hours that led to the probation period is not required.
- The probation period serves as a last chance warning, and is a chance for the Explorer to fulfill their mandatory hours before the Post Advisor considers removing them from the Post.

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