ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Explorer Post Standard Operating Policy	
APPROVAL SIGNATURE: **NAME: Scott Hart** **TITLE: Director, Rowlett Explorer Post 1**	**DATE: 11/05/2025** **POLICY NO.: 25-147 (Supersedes 22-142)** **PROGRAM : Explorer Post** **SECTION: Operations** **PAGES: 6**

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.

Figure1: Rowlett Explorer Post One Official Logo

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".

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, Rowlett Explorer Handbook 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. .

1.3. 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.

1.4. The Rowlett Explorers Post is not singular in focus to one branch; it may incorporate many branches of emergency services, including Citizen Corps programs.

2. Leadership

2.1 **Explorer Advisor:** The Explorer Advisor shall be a member of the RCCC. The Advisor will also be known as the Explorer Director and will report to the VP of Youth Programs with the RCCC Board of Directors. The Explorer Advisor may also hold the position as the VP of Youth Programs if no other individual is in that role.

2.1.1 The Explorer Advisor is the primary adult leader and is essential to the success of the Post.

2.1.2 The Explorer Advisor is responsible for training, coaching, and developing the Explorer Officers, helping them plan programs and activities, and obtaining resources through the Advisor Committee.

2.1.3 The Explorer Advisor ensures that all activities are conducted safely and in compliance with RCCC, any other organizations of interest, the Explorer Handbook and Post policies and procedures.

2.1.4 The Explorer Advisor attends all Post meetings and activities, all Explorer Officers meetings and all Advisor Committee Meetings. Should the Advisor be unable to attend a meeting or activity, they will ensure that a qualified adult is present.

2.1.5 The Explorer Advisor must successfully complete certification with Post One's chosen organization sponsoring Youth Protection Training.

2.1.6 The Explorer Advisor will represent the Post to the Explorer Circle Ten Council.

2.1.7 The Explorer Advisor schedules and conducts all Advisor meetings.

2.1.8 The Explorer Advisor may assign specific projects to Associate Advisors as necessary to support the Post.

2.2 **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.

2.2.1 Associate Advisors assist the Explorer Advisor, support Post programs and activities, and provides additional adult leadership.

2.2.2 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.

2.2.3 The Associate Advisors must successfully complete ~~the Learning for Life training program~~, "Youth Protection Training with Post One's chosen provider."

2.2.4 Associate Advisors will be part of an Advisor Committee and will meet on a regular basis.

~~2.3~~ **Youth Explorer Post Leadership Positions:** Explorer Officers shall be Post members who have successfully completed their basic training and are in good standing. The Post Commander shall be appointed ~~elected~~ by the Post Advisor ~~Explorers~~ on an annual basis in accordance with Post policies. The Post Commander will appoint all other officers necessary to run the post. ~~The Post Commander will also serve as the Youth Representative to the RCCC Board of Directors.~~

2.3.1 Explorer Officers, working with the Explorer Advisor, manage the day-to-day activities and operation of the Post.

2.3.2 Explorer Officers establish meeting agendas, preside over meetings, attend youth leadership team meetings and establish sub-committees as necessary to complete Post work.

2.3.3 Explorer Officers, working with Post Members (with input and approval from the Post Advisor and/or Advisor 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 Program Director.

2.3.4 Advisor and Commander may create or modify youth officer positions as needed.

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 Be at least fourteen (14) years of age and have completed the eighth (8th) grade.

3.1.2 Be no older than twenty (20) years of age.

3.1.3 Accept the obligation to observe the Explorer Code, and comply with RCCC and Post policies and procedures.

3.1.4 The Post 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.

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 Explorer Advisor.

3.2.2 The Explorer Advisor shall review applications.

3.2.3 The Explorer Advisor ~~shall~~ can 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 (Chartering Organization Representative) 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 adhere to the requirements set forth in the Rowlett Explorers Handbook in order to retain membership.

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 Explorer Handbook 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 Advisor.

3.4.2 Identification Cards will be issued by the RCCC upon request from the Advisor. 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 The Post Commander or the Explorer Director no later than one hour before the meeting.

5. Training:

5.1 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.

5.1.1 The training program shall be reviewed and approved by the Explorer Advisor.

5.1.2 The training program shall be completed before Explorers are allowed to deploy in field operations.

5.2 More advance training may be provided at the discretion of Post Commander in consultation with the 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 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 invited 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 Advisor 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 Explorer 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 RCCC Board of Directors as per the RCCC Bylaws Grievance Procedure.

9.1.4. All actions taken under this section are subject to approval by the Explorer Advisor.

9.2. **Hazing**: Explorer Post 1 and the RCCC are committed to promoting an environment that is just, open, disciplined, safe 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 like Fire or EMS will have their own standard operating procedures in accordance with their program standards. Any youth participating in these programs will still be subject those policies in addition to those listed here.