

GARDNER POLICE EXPLORERS



RULES AND REGULATIONS MANUAL

VERSION 5.0

RULES AND REGULATIONS MANUAL

This handbook MUST be reviewed by and signed for by each new explorer before acceptance into the Gardner Police Explorer Post 357. Those explorers who are already members of the Post and have signed off on a previous edition of this handbook will be required to read and sign off on this revised handbook. Any updated handbooks and/or orders issued subsequent to this date shall be reviewed and signed off on by existing members of the post. This handbook supercedes all previous handbooks, requirements, rules and regulations.

RULES AND REGULATIONS MANUAL

TABLE OF CONTENTS

EXPLORER REQUIREMENTS AND RESPONSIBILITIES.....	4-6
PROBATION.....	7
ATTENDANCE.....	8-10
POINT SYSTEM.....	11
CHAIN OF COMMAND.....	12-13
RANKING EXPLORERS.....	14
RANKING EXPLORER QUALIFICATION.....	15
RANKING EXPLORER RESPONSIBILITIES.....	16-17
DUES.....	18
COMMUNITY SERVICE.....	19
CONFIDENTIALITY.....	20
DISCIPLINARY ACTION.....	21
EQUIPMENT.....	22-23
UNIFORMS AND GROOMING.....	24-26
RIDE-ALONG/DISPATCH PROGRAM.....	27-29
EVENTS AND ACTIVITIES.....	30-31
FINES.....	32
INCIDENTS.....	33
LEAVE OF ABSENCE.....	34
PUBLIC RELATIONS.....	35
SPECIAL ASSIGNMENTS.....	36
GENERAL CODE OF CONDUCT.....	37
MISSION STATEMENT.....	39
ORGANIZATIONAL CHART.....	40
POST 357 MOTTO.....	41
AGREEMENT AND DISCLOSURE.....	42

EXPLORER REQUIREMENTS & RESPONSIBILITIES

EXPLORER REQUIREMENTS:

Explorer candidates must be between the ages of 14 and 20. All candidates must have successfully completed the 8th grade with no overall failing grade. All new explorer candidates are subject to a background check and a school attendance and academic review. The background check may include, but is not limited to, interviews with family members, friends, neighbors, teachers, school administrators, employers, police officers, and existing Post members. Candidates convicted of a felony or a violent crime will not be considered.

New candidates will be accepted on a probationary status for one year. During that one year period, any violation of the rules, regulations, requirements, and/or restriction may result in immediate dismissal from the Post.

Once selected, explorers may remain until their 21st birthday. If they attend college and can only take part in the post part time, explorers may be considered as junior advisors until the age of 21, at which time they can elect to become an associate advisor.

RULES AND REGULATIONS MANUAL

EXPLORER RESPONSIBILITIES:

Explorers must, AT ALL TIMES, present themselves in a respectable manner. Whether on or off-duty, explorers will be recognized by the community and must always keep in mind that they are a direct reflection on the Gardner Police Department and the Gardner Police Explorer Post 357. Advisors may, from time to time, contact an explorer's parents and/or guardian, to determine whether the explorer is respectable and responsible at home.

Explorers are responsible for their own transportation, unless prior arrangements have been made.

Explorers will not participate in any type of illegal activity unless they are in the company of a Gardner police officer as part of an undercover law enforcement project. If it is determined that an explorer has participated in any type of illegal activity since his/her acceptance into the Post, he/she may be terminated. Any and all allegations of illegal activity will be investigated.

Regardless of age, explorers are NOT permitted to use tobacco or alcohol products whether on or off duty, at any time. If it is determined that an explorer is using any type of tobacco or alcohol product, that explorer may be dismissed.

In the event that a report is made to the advisors that an explorer has presented himself or herself in a manner which is disrespectful with the post or within the community, and/or in a manner which causes the Post or the Gardner

RULES AND REGULATIONS MANUAL

Police Department embarrassment, that explorer may be placed on temporary probation while the matter is investigated. If it is confirmed that the subject explorer did represent himself or herself in such a manner, he or she will be placed on probation, suspended, or even terminated, depending on seriousness of the incident.

Explorers shall also maintain a minimum average of 60% in all academic classes and a minimum GPA of 70%. Explorers are required to turn in a copy of every report card to the post advisor at the first meeting following the issuance of such report card. If an explorer receives a final grade of less than 60% in any of his/her classes, that explorer will be placed on probation until the next report card is issued. If said explorer continues to receive less than a 60% in any class for more than two consecutive marking periods, that explorer may be put on a leave of absence. In the event that said explorer is having severe difficulty with certain academic requirements and is making serious efforts to resolve the situation, said explorer may be allowed to maintain a membership in the post on a probationary status. The advisors reserve the right to make a determination on an individual basis. "Serious efforts" include, but are not limited to summer school and tutoring.

If the explorer continues to fail after the leave of absence he/she will be terminate from the post, but will be allowed to re-apply the next recruitment period.

PROBATION

Probationary status consists of new candidates and established post members who are placed on probation as part of a disciplinary plan. Probationary explorers may be excused from the post immediately upon committing any violation of rules, regulations, requirements, and/or restrictions, and/or upon any unexcused absence.

In the event that an explorer is placed on probationary status as part of a disciplinary plan, and that explorer holds a position of rank, said explorer may be demoted either temporarily or permanently, at the advisors' discretion. The head advisor may appoint a temporary replacement until either the rank is reinstated or the position is filled by another explorer.

RULES AND REGULATIONS MANUAL

ATTENDANCE

Attendance will be taken at all weekly meetings and all other activities or events by the Post secretary.

Explorers requesting an excused absence shall contact their squad leader in advance of any such absence. In the event reasonable effort was made to contact the squad leader, but contact could not be made, then the explorer seeking an excused absence will contact the next ranking explorer then any of the post advisors. If an explorer is seeking an excused absence and is unable to reach any of the advisors, that explorer must leave a message on the voice mail for the post advisor. Excused absences, with the exception of an emergency, are generally predictable and are to be planned in advance.

Acceptable excused absences include:

- Attending a school function
- Celebration of his/her birthday
- Family Obligation
- Incapacitated by serious illness or injury. (A doctor's note may be required.)
- Work

Explorers are required to earn a minimum of 100 points per year. Points are acquired through attendance and participation at post activities and events.

RULES AND REGULATIONS MANUAL

Activities and events include:

- Weekly meetings
- Parades
- Multi-Cultural Festival
- Relay for Life
- High School Graduation
- All fundraisers
- Community Service Projects

If an explorer is unable to attend any of the mandated activities or events, an excused absence must be requested in advance.

If an explorer misses a weekly meeting, it is the explorer's responsibility to get the information and/or materials he/she missed at that meeting. Explorers will be expected to know what was covered at every meeting.

If a post activity or event is cancelled without notification, explorers in attendance will be credited the number of points he/she would have been credited if the activity or event occurred.

Any explorer who receives an "unexcused absence" may be placed on probation.

Unless an explorer has been granted an excused absence, he/she may not attend a mandatory activity or event as a patron. For example: If an explorer does not report for duty for the Multi-Cultural Festival, and has not previously been granted an excused absence, he or she may not attend the celebration for pleasure. If an explorer does, in fact, attend a required event for pleasure

RULES AND REGULATIONS MANUAL

without first securing an excused absence from the post advisors, that explorer may be permanently excused from the post.

RULES AND REGULATIONS MANUAL

POINT SYSTEM

Explorers will earn points for attendance and participation as follows:

Activity/Event	Points
Weekly Meetings	2
All Other Mandatory Events (except fundraisers)	2
Ride-alongs	2
Fundraiser Participation	2
Community Service Projects	4
P.T. Days	2
Police Academies or National Conference	40

Explorers will lose points as follows:

Reason	Points Lost
Tardiness for all activities and events	2 per every 15 min.
Unexcused absence	4
Bad Conduct	20
Failure to turn in report card	10 per week
Poor Uniform Appearance (per every two gigs)	1

RULES AND REGULATIONS MANUAL

CHAIN OF COMMAND

The chain of command, established for the efficient operation of the post, is as follows:

- Chief of Police
- Deputy Chief
- Community Policing Lt.
- Post Advisors & Police Officers
- Junior Advisors
- Explorer Chief
- Explorer Deputy Chief
- Explorer Lieutenant(s)
- Explorer Sergeants
- Explorer Senior Patrolmen
- Explorer Patrolmen
- Explorer Cadets

* Squad Leaders will outrank anyone in their squad, regardless of their individual rank, and will be treated as such.

Promotions happen every year before the new recruitment cycle begins in September. Each explorer will start as a cadet and automatically move up to

RULES AND REGULATIONS MANUAL

Patrolman. Any higher rank will have prerequisites that will need to be fulfilled in order to be promoted. If there is a short supply of higher ranking explorers the advisors may promote an explorer(s) meritoriously. These explorers must be in good standing, have a good grasp of the knowledge being taught in all classes, and show leadership abilities.

Explorers shall report to their squad leader. If an explorer is unable to contact the squad leader in a reasonable amount of time, or is not satisfied with the response, the explorer may proceed to the next person in the chain of command.

When an explorer of any rank is in the field and is assigned to a police officer, especially on special assignment or a ride-along, that officer becomes an interim advisor for the purpose of the chain of command.

Explorers will not be insubordinate. Insubordination is disrespectful and disobedient to a superior according to the chain of command. Any such instance of insubordination may result in probation, and depending on the severity of any such insubordination, the result may be termination from the Post.

RANKING EXPLORERS

Ranking explorers are expected to be:

- Approachable and motivational
- Confident in a leadership role
- Knowledgeable of the rules, regulations, requirements, and restrictions
- Knowledgeable of the Gardner Police Department's Code of Conduct and Mission Statement
- Able to recognize and reinforce the positive actions of other explorers
- Treat others equally and with respect

RANKING EXPLORER QUALIFICATION

To be considered for a position of rank (Chief, Deputy Chief, or Lieutenant) an explorer must be a member of the Post for at least one year and have not been the subject of any major disciplinary action.

To be considered for promotion, explorers must be nominated by an advisor during the annual post promotional meeting, held shortly after recruitment season. All advisors will vote and determine if the explorer will be promoted or not.

Before the vote the nominated explorer and the explorer currently holding the rank will be sat down for an oral board, unless the current ranking explorer is leaving to become a junior advisor, stepping down voluntarily, or has been removed by the advisors.

In the case of multiple nominations, all explorers will be given the oral board before voting.

RANKING EXPLORER RESPONSIBILITIES

Ranking explorers must maintain excellent attendance and may not fall behind on dues. The Chief will be responsible for making arrangements for training and researching potential activities and events. The Chief will see to it that the Post is running according to this handbook.

The ranking officers will conduct uniform inspections prior to each activity. In the Chief's absence, the highest ranking explorer will conduct such inspection. If the Chief determines that there is a violation, he/she will notify the secretary who will deduct points if necessary.

The Chief will insure that the Deputy Chief and Lieutenant are fulfilling their responsibilities and may help with any necessary secretarial or treasurer duties that he/she sees fit.

The Deputy Chief will be responsible for management of dues and fees collection, recordkeeping, and turning any money into the advisors for deposit in the post account. The Deputy Chief will be responsible for assigning particular explorers to particular tasks. The Deputy Chief will insure that the explorers are fulfilling their responsibilities.

The Lieutenant will be responsible for keeping the post minutes, storage and filing of post paperwork, and event rosters.

RULES AND REGULATIONS MANUAL

The Sergeants, Corporals, and Squad Leaders are responsible for making sure that the Officers and Cadets have all scheduling information and are in attendance at activities. Sergeants, Corporals, and Squad Leaders will make post assignments at activities and determine a break schedule for explorers in attendance.

The Chief is directly responsible for the conduct of all explorers in the post. The Deputy Chief and Lieutenant are directly responsible for the conduct of the Sergeants and Corporals and the explorers under their command. Sergeants, Corporals, and Squad Leaders are directly responsible for the conduct of the explorers assigned to them.

All ranking explorers will be open to any suggestions and requests made by other members of the Post.

Additional assignments of responsibilities may be made by the advisors as needed.

POST DUES

Explorers are required to make a monthly dues payment of \$10.00, unless on a leave of absence. That payment is to be made to the Deputy Chief. If an explorer falls behind three months or more in dues, that explorer will be placed on probation until he/she is caught up. If an explorer falls behind six months in dues, he/she will be terminated from the Post. If an explorer is in a financial situation in which payment of dues is a hardship, he/she is to seek the advice of an advisor and, under certain circumstances, alternate arrangements may be made.

Dues shall be paid to the Deputy Chief, who will keep a record of all payments. The Deputy Chief will turn the funds over to the advisors for deposit into the Post bank account.

The Deputy Chief will keep the advisors informed of the status of all payments and delinquencies.

The Deputy Chief may be asked to give a brief financial report at the beginning or end of weekly meetings.

COMMUNITY SERVICE

Explorers are asked to participate in community service projects. Explorers are encouraged to participate in 50 hours of community service hours per year (not a requirement). Community service credit can be used for both explorers and another program (i.e. internship, court-ordered community service, etc.) at the same time.

RULES AND REGULATIONS MANUAL

CONFIDENTIALITY

Explorers must keep confidential all information they receive or come into contact with while working at the police department and/or with police officers. Explorers are required to read and sign the Gardner Police Department's "Agreement to Confidentiality." If an explorer breaks a confidence, he/she will be prosecuted under state and federal laws.

DISCIPLINARY ACTION

Violations of the rules, regulations, requirements, and/or restrictions will result disciplinary action. Disciplinary action may consist of a verbal warning or disciplinary contract. Discipline in all cases will be consistent.

When disciplinary action is taken, a disciplinary contract is written by the post advisor after speaking to all other advisors. A meeting is then conducted between the explorer and the advisors. The explorer will be explained what contract entails and will be afforded the right to speak on his own behalf. If the explorer agrees to the terms within the contract the explorer and his/her parent will sign the contract, as well as all advisors.

RULES AND REGULATIONS MANUAL

EQUIPMENT

Regardless of weather conditions, members shall bring all necessary uniform equipment to all post activities.

Advisors and ranking explorers shall complete an event form when issuing equipment to members and be responsible for ensuring that all equipment is returned to the place it was taken from.

Portable radios will be issued to explorers on an “as needed” basis by an advisor and returned as instructed by the advisor. Explorers will use portable radios only when absolutely necessary as a matter of urgency, or as instructed by advisors to carry out their responsibilities while working a special detail. Explorers will be professional respectable on the radio and will identify themselves using their assigned radio identification numbers.

Explorers shall wear traffic vests whenever it is necessary for them to direct traffic. At no time will an explorer direct traffic without a traffic vest and traffic wand.

While participating in a ride-along, explorers may be issued a portable radio and/or a bullet proof vest. The explorer will return said items immediately upon completion of the ride-along, unless instructed otherwise by an advisor.

Explorers may wear an approved nylon duty belt with flashlight w/ holder, belt keepers, a multi-tool w/ holder, mini-flashlight w/ holder, pocket mask w/

RULES AND REGULATIONS MANUAL

holder, rubber gloves w/ holder, and when issued by an advisor, a portable radio w/ holder. Explorers may carry a pager only if it is unseen and unheard. Cell phones will remain unseen and unheard and only used in the event of an emergency or at the direction of an advisor. Explorers may not make or receive personal phone calls while participating in a Post activity or ride-along unless given permission by an advisor.

While participating in a training class or competition, members may be issued a holster and training weapon. Explorers are not to remove their training weapon from its holster unless directed to do so by a police officer or instructor. All training weapons will be obviously marked, however, are to be handled as loaded, authentic weapons.

Explorers will not carry guns, mace, nightsticks, or any other weapon while participating in a Post activity or ride-along. Explorers will not carry handcuffs unless they are at a national conference or training activity.

Issued equipment in need of repair shall be immediately handed to an advisor, who will arrange for the necessary repairs.

All equipment issued by the Post shall be returned to the post upon termination or resignation from the Post. In the event uniforms and equipment are not returned, the former explorer is subject to prosecution.

RULES AND REGULATIONS MANUAL

UNIFORMS AND GROOMING

Post uniforms shall be worn to all post activities unless otherwise instructed by the advisors. Uniforms will always appear clean and pressed. Shirts will be tucked in neatly and the waistline of trousers will be worn around the waist with a black belt.

Badges will be issued by the post after a new explorer has successfully completed his/her initial one year probationary status or at the discretion of the post advisor.

The dress uniform (Class "A") is a french blue shirt with post patch (left) and American Flag (right), LAPD blue trousers with a black ribbon (Ranking Explorers will have a gold ribbon). Explorers will purchase and wear these dress uniforms. A black belt, black or navy socks, a white crew neck tee shirt under their uniform shirt, and black boots will also be required. This uniform will be worn to all events and activities unless otherwise directed by the advisors.

Badges and all metal adornments will be polished. Name tags and pins authorized by the advisors will be neat and straight. No less than one pen and no more than two pens will be worn in the shirt pocket. Pens will be black ball point. A note pad will also be carried in the right chest pocket. Ranking Explorers with have gold badges and adornments while all other explorers will have silver.

RULES AND REGULATIONS MANUAL

Casual uniforms (Class “B”) will be worn to weekly meetings and training, unless otherwise directed by the post advisor. Casual uniforms are a navy blue (explorer) or white (ranking explorer) polo shirt with the Post patch badge on the front and black BDU-style shorts or pants, a black belt, and black boots (pants) or sneakers (shorts). Polo shirts may be bought through the post advisor. The proper metal rank insignia will be worn on the polo shirt’s collar.

The Honor Guard (Class “H”) uniform will consist of a long-sleeved french blue dress shirt, LAPD blue trousers (with ribbon of rank), black tie (with MA state seal tie clasp), LAPD blue and French blue dress cover (with “Explorer” hat badge), a blue and gold shoulder cord (to be worn on the left shoulder), “Honor Guard” collar pins, and white gloves.

Explorers participating in the bike patrol program will need to wear an approved helmet while on bike patrol. Any helmet issued by the Post for a bike patrol activity will be returned to the Post at the end of that patrol.

Explorers will carry their Post identification card whenever reporting to the police department for any reason, and for any and all Post activities, including weekly meetings.

Uniform inspections will take place at the beginning of each activity or event by the highest-ranking explorer in attendance.

In the event an explorer reports for an activity and is not properly dressed according to the uniform designated for that activity, the explorer will not be

RULES AND REGULATIONS MANUAL

allowed to participate and will be dismissed from that activity. Dismissal from an activity will be considered an unexcused absence and carry the same consequences as an unexcused absence.

Explorers will not wear their dress uniform unless they are participating in a Post function. Dress uniforms are not to be used for personal use, unless cleared through the post advisor.

Hair will be neat and clean and off the collar. Females with long hair will wear it in a bun or braid while in the Class "A" uniform or they have the option of a pony tail in the Class "B" uniform. Long hair is hair below the collar. Male explorers will be clean shaven, which will include the face and neck, (front and back).

Only stud-type earrings are permitted. No other visible jewelry is allowed when in uniform.

Explorers will maintain good hygiene when participating in a Post event.

**** Please see diagrams at the end of this manual for placement of ribbons, rank insignia, and adornments for Class "A", Class "B", and Honor Guard uniforms.**

RULES AND REGULATIONS MANUAL

RIDE-ALONG/DISPATCH PROGRAM

When participating in a ride-along with a police officer, it is recommended that explorers bring money for meals, a book, homework, or something to do in the event the officer has clerical work to complete or becomes tied up for an extended period of time on a call.

Explorers will follow the instructions of the officer he or she is assigned to. Explorers will treat officers with respect and show interest in the officer's obligations during the period of the ride-along. Explorers will not touch any of the equipment in the police cruiser unless specifically directed to do so by the officer. This rule applies to the temperature regulator, the am/fm radio, etc.

Explorers will wear their dress uniform on all ride-alongs and will be clean and maintain good hygiene. If the officer determines that the explorer does not appear neat and clean, or his or her hygiene is offensive, the explorer will be turned away, resulting in an unexcused absence carrying the normal consequences.

Explorers may, at the direction of the officer, accompany the officer on non-hazardous calls. During hazardous calls and traffic stops, explorers will remain in the police vehicle. Explorers may exit the police vehicle at the direction of the police officer. Explorers will not take any action in the field unless directed

RULES AND REGULATIONS MANUAL

to do so by the police officer. Explorers are liable individually and are not to exceed the officer's authority.

Explorers will only handle property or evidence as directed by a police officer. If an explorer handles property or evidence as part of a training exercise at the direction of a police officer, or to assist the police officer in the efficient performance of his duties, it should be documented.

Ride-alongs will be scheduled through the advisors only. Explorers will not solicit or accept offers to ride with officers on their own. If an officer offers to take an explorer on a ride-along, it must be scheduled through the advisors. There will be no exceptions and any violation of this rule may result in permanent suspension from the Ride-along Program.

Only those explorers not on probation will be scheduled for a ride-along. Explorers may be scheduled for a maximum of one ride-along per month. Ride-alongs will be scheduled in four-hour blocks, unless extended by the advisors. Ride-alongs will be scheduled based on dates and times submitted by the explorer. If an explorer is unable to keep his/her obligation, it is the explorer's responsibility to notify the advisors. There will be no make-up dates. If an explorer fails to notify the advisors of his or her inability to participate in the ride-along on the date and time scheduled, the explorer may be suspended from the Ride-along Program for a period of time to be determined by the advisors.

RULES AND REGULATIONS MANUAL

Explorers, at no time, will follow police officers to calls in their personal vehicles.

There will be two points assessed for participation in the Ride-Along Program.

If any explorer violates any of the rules of this section, he or she may be banned from participating in the Ride-Along Program.

Explorers may also have the opportunity to sit with a dispatcher for a four-hour block each month (schedules and availability of dispatchers permitting). Two points will also be given to the explorer as well.

RULES AND REGULATIONS MANUAL

EVENTS AND ACTIVITIES

Explorers must be supervised at all post functions by an advisor, police officer, or an adult designated by the advisors. Explorers will return from breaks promptly and are not to be accompanied by non-post members while working an event or activity. Explorers will eat only on a break and will do so in a discreet location, not in view of the public.

Explorers will direct traffic on a public roadway only when accompanied by a police officer, or if directed to do so by a police officer.

In the event that there is not a ranking explorer at an activity or event, an advisor will assign an explorer to be acting squad leader for that activity or event.

Injuries and illnesses at post functions shall immediately be reported to an advisor. In the event that an explorer is injured, an advisor will complete a First Report of Injury form, following the immediate notification of said injury to the patrol shift supervisor. Copies of the report will be given to the shift supervisor, advisor, explorer, parent, and the explorer's personnel file.

When the flag of the United States of America passes in a parade or event, explorers will stand at attention and render the military hand salute, unless such salute would interfere with the performance of his/her duties.

Under circumstances in which there are too many explorers at an event, an advisor may solicit volunteers to leave the event. The explorers shall be

RULES AND REGULATIONS MANUAL

selected by highest seniority and credited points for activity of event. This does not apply when advance sign-ups were taken and an explorer who did not sign up for the activity or event shows up anyway. If too many explorers are in attendance and there are not enough volunteers to leave the activity or event, the advisors will determine which explorers will work the event and which ones will be dismissed from the event. This will not result in any type of an absence on the explorer's record.

FINES

If an explorer signs up for a function that the Post is paying money for, and that explorer either doesn't show up, or does not give enough notice for the Post to receive a refund, the explorer is responsible to reimburse the Post for that sum of money.

Should Post-issued uniforms and/or equipment become misplaced or damaged by an explorer, that explorer will be responsible for the cost associated with replacing the item(s) misplaced and/or lost.

INCIDENTS

Any post member wishing to report an incident will draft an incident report detailing what, when, where and who was involved. The report will be submitted to the advisors. If the incident involves an advisor, then the report may be made to the Post Chairperson.

LEAVE OF ABSENCE

Explorers who are unable to attend post activities and/or weekly meetings for an extended period of time, may be granted to a leave of absence.

During this leave of absence the explorer's points and rank will be frozen and he/she will come back to the post with the same points and rank that he/she left with. If the explorer does not have enough points for the year an exception will be made to allow the explorer to continue in the post. However, the explorer will not move up in rank until they make up the points from the previous year, they will then start collecting the hundred points required for the new year.

RULES AND REGULATIONS MANUAL

PUBLIC RELATIONS

The post advisor or his/her designee shall manage all communication with the press.

Explorers and advisors may be photographed and/or video taped for purposes of creating a Post scrapbook, website, display and/or recruiting. By signing this handbook, explorers agree to be photographed and/or video taped and will receive no compensation for the use of the photographs or video tapes.

SPECIAL ASSIGNMENTS

At the request of the Gardner Police Department, explorers may be requested to participate in an investigation or work detail. Explorers who are fluent in a foreign language may be requested to serve as an interpreter by the police department.

RULES AND REGULATIONS MANUAL

GENERAL CODE OF CONDUCT

Conduct of explorers will be professional at all times. While explorers are not prohibited from having personal relationships with other explorers, public displays of affection at post functions is strictly prohibited.

Explorers will not accept free food because of their positions, unless a meal ticket is issued or prior arrangements have been made as part of the activity or event.

Explorers will be courteous and respectful at all times to one another and especially to the public. Explorers will refrain from horseplay at post functions. Explorers using profanity at any time, especially in public, will be disciplined and may be placed on probation for a period of time determined by the advisors.

Use of alcohol, illegal drugs or any type of tobacco product by an explorer, at any time, whether on or off duty will result in immediate termination from the Post.

Dating is permitted between explorers. However, explorers will conduct themselves professionally while in uniform. Any problems or behavior that arise from a dating relationship and effect the post could result in disciplinary action.

RULES AND REGULATIONS MANUAL

Explorers will uphold the laws of the United States of America and the State of Massachusetts, and the Ordinances of the City of Gardner and their own city ordinances.

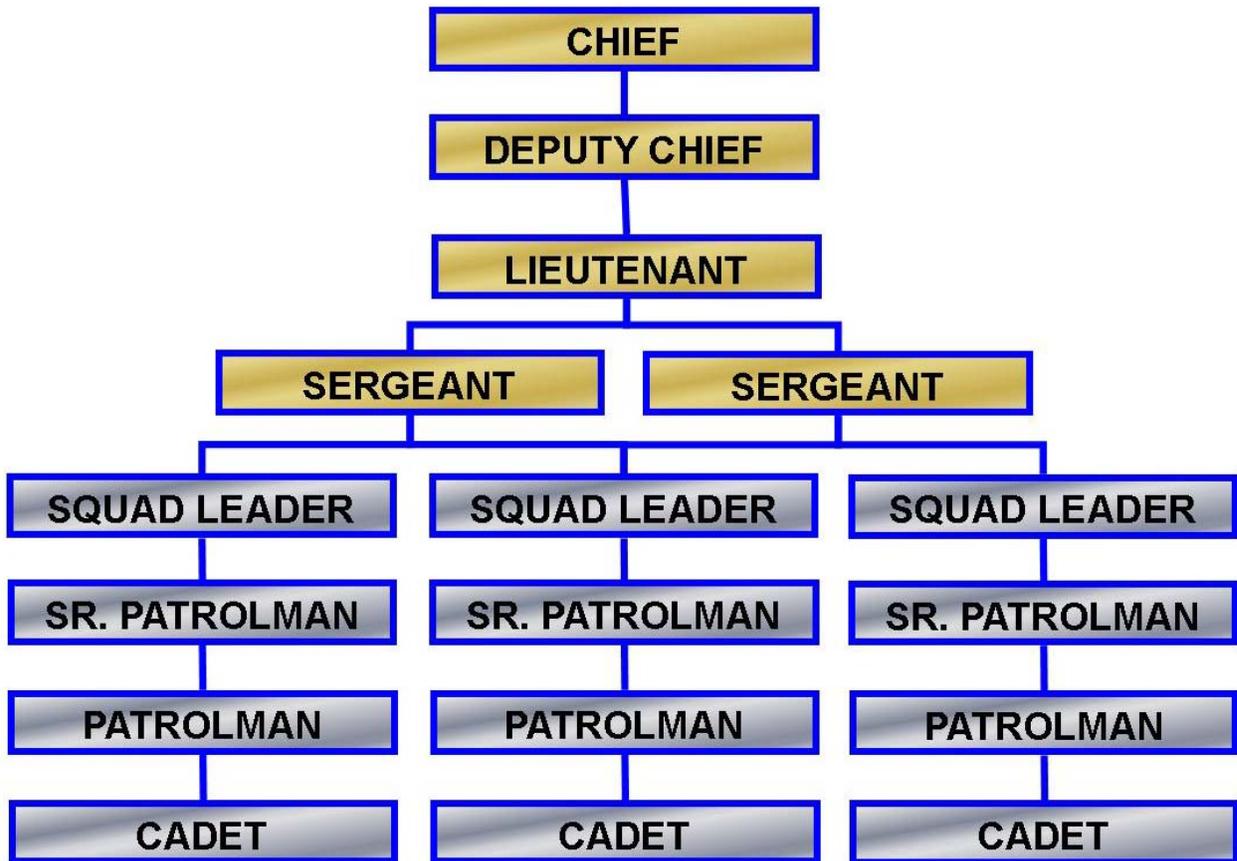
MISSION STATEMENT

IT IS THE MISSION OF THE GARDNER POLICE

EXPLORERS TO:

- 1. GAIN PRACTICAL EXPERIENCE IN LAW ENFORCEMENT.**
- 2. ENGAGE IN A PROGRAM OF ACTIVITIES CENTERED ON CAREER OPPORTUNITIES, LIFE SKILLS, SERVICE LEARNING, CHARACTER EDUCATION, AND LEADERSHIP EXPERIENCE.**
- 3. TO EXPERIENCE POSITIVE LEADERSHIP FROM ADULTS AND YOUTH AND TO HAVE AN OPPORTUNITY TO LEAD OTHERS.**
- 4. TO LEARN AND GROW IN A CARING ENVIRONMENT.**

ORGANIZATIONAL CHART



****This chart is based on a seventeen-member post. The chart may be adjusted to accommodate the current size of the post.**

MOTTO OF THE
GARDNER POLICE EXPLORERS
WACHUSETT POST 357

The motto of the Gardner Police Explorers, as well as the Gardner Police Department, is:

“With Pride and Integrity”

All Explorers and Advisors are dedicated to serving the citizens of Gardner *With Pride* in themselves and the community *and* to maintain the highest degree of *Integrity* at all times while in the performance of Explorer duties or during personal times.

RULES AND REGULATIONS MANUAL

AGREEMENT AND DISCLOSURE

I have read, understand and agree to the rules, regulations, requirements, and restrictions as set forth in this Gardner Police Explorer Post 357 Manual. I understand that I am expected to conduct myself in accordance with this manual and that if I violate any of the rules, regulations, requirements, and/or restrictions set forth in this manual, I am subject to the consequences set forth herein.

I further give the Gardner Police Department permission to obtain my school records and agree to furnish all subsequent report cards to the post advisor as required in this manual. I understand that the Gardner Police Department may contact my family, friends, neighbors, teachers, school administrators, and employers as part of my background check and for the purpose of obtaining future progress reports. I further understand that the Gardner Police Department may complete a criminal history as part of my background check.

I further understand that lying will not be tolerated and will result in exclusion or immediate dismissal from the Post.

Explorer Candidate

Date

Parent/Guardian if Candidate is a Minor

Date