

York County
Sheriff's Office
Explorer
Post 1786



SOP Manual

The Explorer Code

I believe that America's Strength lies in
God and in the Courage, Strength, and
Traditions of our people.

I will therefore, be faithful in my religious
Duties and will maintain a personal sense of
Honor in my own life.

I will treasure my American heritage and
Will do all I can to preserve and enrich it.

I will recognize the dignity and worth of all humanity
And will use fair play and goodwill in my daily life.

I will acquire the Exploring attitude that seeks the truth in
All things and adventure on the frontiers of our changing
World!

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Standard Operating Procedures - Administration

ESOP100* THE ORGANIZATION

The organization shall be known as the York County Sheriff's Office Explorer Post # 1786. The post is sponsored by the York County Sheriff's Office, with a special interest in law Enforcement and community activity. The primary purpose is to introduce its members to law enforcement concepts, ideas, techniques, and procedures as they apply to current everyday problems in the public field and to involve them under the direction of instructors from the York County Sheriff's Office.

ESOP101* MEMBERSHIP

To be considered for membership a person must be between the ages of 15 and 20. The applicant must not have been convicted of any criminal offense, or be under criminal investigation, nor can the applicant be under probation. The York County Sheriff's Office Explorer advisors have the right to make personal background checks including records, juvenile records, and criminal records. Each new explorer must undergo a 3-month probationary period. If any rules or regulations are broken during this time, the explorer will be relieved of membership.

ESOP102* DUES

To be determined.

ESOP103* FUNDRAISING

Dues will be supplemented by fundraising activities to provide funds for post activities. All members must participate in all fundraising activities to be entitled to participate in funded activities unless excused by the post advisor. Members on suspension or inactive will be considered non-participants. Fundraising activities will be proposed by the Activity Committee and approved by the membership of the post. The post advisor must approve all fundraising projects in advance of presentation to the membership of the post.

ESOP104* EXPLORER OFFICERS AND THEIR SELECTION

Post officers will consist of one captain, one lieutenant, and two sergeants. Those Explorers wishing to hold an office within the post must have at least one year experience with the post and have had no disciplinary actions within 6 months prior to the announcement of the opening of the office for which the Explorer is applying. When the opening is announced, those interested who meet the above criteria must submit a written letter of interest for consideration. Office candidates will be interviewed prior to selection. The criteria for selection includes, but is not limited to, the explorer's meeting and event attendance, performance, post knowledge, and completed training. Post officers will be selected by the post advisor and assistant advisor.

ESOP105* EXPLORER REVIEW BOARD

The Explorer Review Board will consist of three members (captain, sergeant, and explorer). The board will render decisions on all disciplinary actions necessary. Appeal of these decisions may be made to the post advisor who may request a rehearing of the matter by the board, or the advisor may override and/or reverse the board's decision. The ruling of the advisor is final. Board members will be elected in February.

ESOP106* ACTIVITY COMMITTEE

The Activity Committee will consist of four non-ranking members of the post. The activity committee chairperson will be chosen by the membership of the post. The head advisor/assistant

advisor must approve the choice. The remaining members of the committee will also be chosen by the membership, but must be approved by the Explorer officers. This committee will propose and carry out all fund raising events. The committee will serve for a two-year term.

ESOP107* AMENDMENT OF RULES AND REGULATIONS

Amendments to any of these rules and regulations must be written down and presented to the advisors for approval.

Standard Operating Procedures - Code of Conduct

ESOP200* POSITION OF HONOR

Members of law enforcement are held to a higher standard than those of the general public. Membership in this post is a position of honor and members are also held to a higher standard than their peers. Members of the public watch members of law enforcement and expect law enforcement officers to be honest and to treat others with dignity and respect. Members of this post are a reflection of the York County Sheriff's Office and are expected to be honest and to treat others with dignity and respect. Therefore, whether in uniform or out of uniform, post members must be conscious at all times of their actions and will conduct themselves in an orderly manner at ALL times. It is not possible to make a list of every accepted or prohibited actions or behaviors for post members to follow or from which they should refrain. However, behavior which attempts to follow the Explorer's Code and the Golden Rule (to do unto others as one would have done unto them) will almost always keep an Explorer on the proper path.

ESOP201* SCHOOL PERFORMANCE

Explorers are expected to keep his or her grades at a passing (C) standard while a member of the post. Any Explorer who receives disciplinary action at school must report it to the post advisor as soon as possible but no later than within 5 days of the disciplinary action. Disciplinary actions at school will result in post disciplinary action by the post advisor.

ESOP202* USE OF TOBACCO PRODUCTS

There will be no use of tobacco products at any Explorer function whether in or out of uniform. Violation of this rule will result in a suspension not less than three days and not to exceed five days. No explorer under the age of 18 is to use tobacco at any time. If it is discovered that an Explorer is using tobacco and the Explorer is under the age of 18, the Explorer will be dismissed from the post immediately and may be criminally charged.

ESOP203* USE OF ALCOHOLIC BEVERAGES

There will be no alcoholic beverages served or brought to any Explorer function whether in uniform or out of uniform. There will be no attendance of a member at any Explorer function while under the influence of alcohol or any drug. Members found with alcohol or drugs in their possession or otherwise will be dismissed from the post immediately. Any member who is disciplined by a school or law enforcement for the use or possession of alcohol or drugs will immediately be dismissed from the program and may be criminally charged.

ESOP204* DISOBEDIENCE

Disobedience of any order issued by an elected or designated officer of the post or the advisor will not be tolerated. Neither will there be any criticism of any fellow post member or police officer.

ESOP205* PROFANITY

There will be no profanity uttered by any member of the post at any Explorer meeting, function, whether in or out of uniform. Violations of this rule will result in a suspension from Explorer activities of no less than 3 days nor more than 10 days..

ESOP206* OBEY ALL ORDERS

Explorers, whether in or out of uniform, will obey all lawful orders given by any law enforcement officer of any department. Members will abide by all city, county, state, and federal laws as well as school rules. Any rule broken at school may cause disciplinary actions as an Explorer. Any violation of the above laws and rules will result in suspension of not less than one meeting, and the officer of the said department may request the Explorer be terminated from the post.

ESOP207* EXPLORER UNIFORMS

Explorers will be issued a Class A dress uniform and a training uniform. Uniforms will be worn at *all* explorer meetings and official functions and members will be notified in advance which uniform to wear. Members are prohibited from wearing any part of either explorer uniform in public except when attending a sanctioned explorer event and then only at the direction of post advisors. While in uniform, explorers should travel to and from meetings and official functions without making unnecessary intermediate stops. Explorers needing to deviate from this rule must gain approval from the post advisor in advance. No explorer, while in uniform, shall patronize an establishment which solely serves alcoholic beverages for consumption on its premises. Any explorer violating any of these rules will be dismissed from membership.

ESOP208* CLASS A UNIFORM

Explorers will be issued one tan colored short sleeved and one tan long sleeved shirt with a York County Sheriff's Office Explorer patch on each arm. Explorers will follow the same schedule for the wearing of short sleeves or long sleeves as York County Sheriff's Office Uniform Patrol. Ties will be dark brown clip on and will be worn with long sleeve shirts only. Pants and socks will be dark brown. Shoes will be black color in an acceptable style (discretion of advisor). Belts must be black in color acceptable style only. Nameplate is mandatory and must be gold. A pen must be worn in the left side shirt pocket (black ink only). When an Explorer is dismissed from the post or resigns, he or she will turn in all uniforms and equipment that was issued by the York County Sheriff's Office to the advisor or his designee.

ESOP209* EXPLORER APPEARANCE

Uniforms shall be clean and ironed. Explorers will practice personal hygiene. Hair must be a conservative style and the Explorer's natural color. When in uniform, hair should not touch the collar. Visible jewelry attached from body piercing is prohibited, except for females where the wearing of a conservative earring in each ear is permitted. Visible neck chains and bracelets are not permitted for an Explorer wearing a uniform. Any visible tattoos must be approved by the Sheriff. Violations of this rule will result in a suspension of a minimum of one meeting and a maximum of two meetings.

ESOP210* UNIFORM INSPECTIONS

Explorers are subject to unscheduled inspections at any time. Two uniform violations in one month for the same violation will result in one meeting suspension.

ESOP211* REGULAR MEETINGS

Regular meetings will be held at least twice a month. The meetings will be held on the second and fourth Thursday of the month.

ESOP212* ATTENDANCE

Explorers are expected to attend all meetings. If a member misses three consecutive unexcused meetings he/she will have to appear before the Explorer Review Board. An unexcused absence is defined as an absence for which the member failed to notify a commanding officer that they will not be attending. The reason for failing to attend must be valid. The first offense for three unexcused absences will result in a reprimand to be placed in the Explorer's file. The second offense will result in a one meeting suspension, and the third offense will result in the Explorer being placed on the inactive list. Fourth offense will result in member being excused from membership. If a member feels he or she will not be able to attend meetings, events, etc. associated with Explorers, they should explain their reasons to the explorer head advisor or the explorer assistant advisor who will then decide if the explorer should be put on the inactive list. Reactivation will require the explorer's written request with special permission granted by the head or associate advisor.

ESOP213* TARDINESS

Any time you are tardy for an explorer event you are to, after the event, talk to the explorer captain and explain the circumstances for being tardy. Three unexcused tardies will result in one unexcused absence and will be treated accordingly. (see ESOP212)

ESOP214* PERMISSION TO LEAVE EARLY

Permission to leave any explorer event or meeting early must be granted by the advisor, the commanding officer in charge of the event. This permission must be granted before the event. If a person fails to receive permission it will be treated as an unexcused absence and will be treated accordingly. (see ESOP212)

ESOP215* OFFICERS MEETINGS

Officers meetings will be held once a month at a different time than the regular meeting. All officers of the post and the advisor will attend officers meetings.

ESOP216* MEETING CONDUCT

The following rules are to be observed:

1. Noise should be kept to a minimum.
2. Once order has been called, remain orderly.
3. Explorers will raise his/her hand and wait for permission to speak.
4. Sergeants are responsible for supervising and for assigning members to make sure the meeting room are neat and returned to its proper order before leaving. Explorer materials are not to be left lying around.

ESOP217* CONFIDENTIALITY

Confidentiality within law enforcement is of the utmost importance. Any information gained by an Explorer as a result of his/her membership in the post is to be kept confidential.

ESOP218* GAIN OR FAVOR

Members of the post will not use this position for any personal gain or favor.

ESOP219* EXPLORER STATUS

Members of the post are not law enforcement officers and do not have any lawful authority as a law enforcement officers. Education, training and community service opportunities are provided to explorers for information and personal development only. Explorers must NEVER involve themselves in any situation for which a law enforcement officer is needed.

Standard Operating Procedures - Meetings and Events

ESOP300* RADIO NUMBERS

Each member of the post will be assigned a radio number beginning with the letter E. Highest ranking officers will be E-10 with numbers in order according to rank or seniority from that number on. These numbers will be used for explorer radio transmission only. They are not to be used on county radio equipment. If members joined on the same day alphabetical order will be used. There will be NO playing on the radios. All traffic will be professional and in plain text.

ESOP301* WORKING AT COMMUNITY FUNCTIONS

When one or more explorers work any function whether in/or out of uniform, a member of the York County Sheriff's Office must be present. Explorers must maintain a professional appearance and attitude at all times. Explorers are not authorized to speak for the York County Sheriff's Office and will refer the public or media to the explorer's supervising YCSO member.

ESOP302* EXPLORER RIDE-ALONGS

To be eligible to ride with supervisors or patrol officers explorers must have been an active member of the post for at least 6 months, be at least 18 years of age, must have completed a total of 80 hours training/communications, and must not have been suspended more than twice in one year. In addition, explorers must not have excessive absences from regular meetings and events. Explorers meeting these criteria must complete a Ride-Along Request Form and make their request to the post advisor at least 5 days prior to the requested ride date. If the five days notice is not given, the ride-along will be denied. Prior to the ride-along, the explorer must sign a Ride-Along Liability Waiver. Explorers approved to ride-along will report in Class A uniform, including a notebook and pen. Explorers must obey ALL instructions given by the patrol officer to whom the explorer is assigned. Explorers will remain in the vehicle unless allowed out of the vehicle by the patrol officer to whom the explorer is assigned. Explorers will conduct themselves in a professional manner and will be evaluated by the patrol officer to whom the explorer is assigned.

ESOP303* GENERAL CONSENT AND WAIVER AND MEDICAL RELEASE FORM

Prior to participation in post activities, a General Consent and Waiver and a Medical Release Form must have been completed by the explorer's parent or guardian. The Medical Release Form will be used to allow emergency medical treatment to the explorer if reasonable attempts to contact the parent fail. Any allergies are to be listed on this form.

ESOP304* INJURY OF EXPLORER

When any explorer is injured at any explorer function, whether in/or out of uniform, he she is to report it immediately to an explorer advisor. Immediately after reporting the injury verbally, the explorer is to fill out an Explorer Injury Report form, which will be filed in the advisors office.

ESOP305* AWARDS

Explorers may earn Law Enforcement Exploring Proficiency Awards. Explorers are responsible for advising the explorer's sergeant of the activities completed for each award so that the activity may be documented in the explorer's file. Awards earned will be presented at the post Christmas party in December. Awards will be worn above the right side pocket of the uniform shirt above the nameplate.