

---

## Lansing Police Explorer Post #911

---

120 W. Michigan Ave..

Lansing, MI 48933

(517) 483-4600

# RULES AND REGULATIONS

## **POST ADVISOR**

Officer Robert D. Backus

## **ASSOCIATE ADVISORS**

Officer Antonio Sandoval

Officer Matthew Kreft

## **LANSING POLICE DEPARTMENT SCOUTING COORDINATOR**

Officer Keegan C. Stitt

## **MICHIGAN YOUTH LAW ENFORCEMENT TRAINING COMMITTEE**

Officer Keegan Stitt

Officer Antonio Sandoval

## The Explorer Code

As an Explorer...

I believe that America's strength lies in our trust 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 truth in all things and adventure on the frontiers of our changing world.

## **ARTICLE I - RESPONSIBILITY**

1. Members of the Lansing Police Explorer Post are strictly charged and required to follow all legal orders and directives that may be given from time-to-time by post command officers (CPT, 1 LT, 2LT & SGT) and advisors.
2. Members are required to report to their appointed place of duty on time, in the proper uniform and in accordance with the Post Uniform & Grooming Standards.
3. Members are strictly required to obey all local, state and federal laws/ordinances. Contact with law enforcement officers (interviews, traffic-stops, citations, arrests) shall be reported immediately to the Post Advisor.
4. Members shall maintain a high state of physical fitness at all times, and participate in the Explorer Physical Fitness Program as much as possible. This includes passing the Explorer Physical Fitness Test once each calendar year. Members shall attend a Lansing Area High School and maintain no less than a 2.0 GPA until receiving a graduation diploma.
6. Members shall set a positive example for other post members and citizens of the City of Lansing, in both their personal and professional lives.

## **ARTICLE II - MEMBERSHIP REQUIREMENTS, APPLICATION PROCESS & DUES**

### **Section A - Membership Requirements**

1. Members must be at least 14 years of age and have completed the 8<sup>th</sup> grade. Members cannot be older than 20 years of age.
2. Members must have no misdemeanor or felony convictions, and be of good moral character.
3. Members attending High School shall maintain no less than a 2.0 G.P.A. (C). Members shall attend a High School within the Lansing Area until receiving a graduation diploma.

### **Section B - Application Process**

- Step 1 - Applicant shall attend one regularly scheduled Post meeting.
- Step 2 - Applicant shall complete a Membership Application Form.
- Step 3 - Applicant shall sit for a formal panel interview. The panel is comprised of post command officers and advisors.
- Step 4 - An advisor shall conduct a thorough background investigation.
- Step 5 - The Post CPT shall notify the applicant, in writing, as to whether or not they have been accepted as a Probationary Member.

### **Section C - Dues**

1. Dues established by Post 911 are \$15 per year.
2. The Post 2LT will be responsible for collecting and submitting all post dues, along with a written report, to the Post Advisor during the first post meeting in January.

## **ARTICLE III – PROBATION**

### **Section A - Initial Probationary Period**

1. All new members shall complete a 180-day probationary period. During this time they shall be considered Probationary Members.
2. Probationary Members must receive training in:
  - a. Post rules and regulations
  - b. Patrol procedures
  - c. Radio procedures
  - d. Traffic control
3. Probationary Members must attend 100% of post functions (meetings, events, fund-raisers & training) during the 180-day probationary period. Failure to meet this standard shall be considered cause for dismissal from the Post.
4. Probationary Members attending High School shall maintain no less than a 2.0 GPA. Probationary Members are not eligible for Academic Probation, and those who fail to meet the 2.0 GPA standard shall be dismissed from the Post.
5. Probationary Members are eligible to receive post uniform items/equipment after successfully completing 90-days of the 180-day probationary period, and after scoring no less than 80% on the Post Test.
6. Probationary Members successfully completing the 180-day probationary period and scoring no less than 80% on the Post Test, shall be considered Active Members.

### **Section B - Academic Probation**

1. An explorer who fails to maintain a 2.0 GPA shall be placed on Academic Probation.
2. Explorers placed on Academic Probation shall retain their post badge and uniform items/equipment, however the only post functions they will be permitted to attend will be regularly scheduled Post meetings. No other post functions, including Ride-Alongs, shall be attended until the GPA standard is met.
3. Explorers on Academic Probation shall seek assistance from those Post members identified as tutors.
4. Explorers placed on Academic Probation for two consecutive quarters may be dismissed from the post.

### **Section C - Disciplinary Probation**

1. See Article IX – Discipline

## ARTICLE IV - POST BADGE AND UNIFORM ITEMS/EQUIPMENT

### Section A - Post Badge and Kevlar Vest

1. Post badges and kevlar vests are considered *sensitive items*, and are the property of the Lansing Police Department. *Sensitive items* shall only be issued by the POST ADVISOR. *Sensitive items* shall only be returned to the POST ADVISOR.
2. The Post Advisor shall determine when Probationary Members will be issued *sensitive items*. This is typically once they have completed 90-days of the 180-day probationary period, and have scored no less than 80% on the Post Test.
3. Each explorer is responsible for 100% accountability and security of their issued *sensitive items*. They should be maintained in a secure area such as a closet at the explorer's residence.
4. The post badge shall be maintained only on the uniform shirt or jacket. It must NEVER be kept/carried in a wallet or purse.

### Section B - Uniform Items/Equipment

1. Probationary Members will be issued uniform items/equipment once they have completed 90-days of the 180-day probationary period, and have scored no less than 80% on the Post Test.
2. Basic issue of uniform items/equipment is comprised of:
  - a. One long-sleeve uniform shirt
  - b. One short-sleeve uniform shirt
  - c. One pair of uniform pants
  - d. One clip-on neck tie(Additional items, such as whistle chains, belts and leather gear, will be issued if they are in the post inventory. Otherwise, they will need to be purchased by the Probationary Member.)
3. Uniforms will be issued by the Quartermaster or an advisor.
4. No uniform items/equipment shall be charged to the post without the approval of the Post Advisor.
5. Uniforms (including kevlar vest and post badge) will only be worn during organized post functions, to include Ride-Alongs. Wearing of the Post uniform (including kevlar vest and post badge) outside of post functions may result in immediate dismissal for the post.

## ARTICLE V - UNIFORM STANDARDS

### Section A - Wear & Set-up

1. Uniforms must be neat, clean, pressed and orderly at all times.
2. Ribbons, name bars, whistle chains and leather gear are to be worn as directed by the Post Advisor.
3. No non-issued uniform items/equipment will be worn, unless authorized by the Post Advisor. Police scanners, non-issued radios, and weapons to include firearms, knives, chemical sprays, and impact weapons shall **NEVER** be worn as part of the explorer uniform, or carried by an explorer while participating in an explorer function.

4. Any explorer who abuses the uniform, or in any way identifies themselves as anything other than a police EXPLORER, shall be subject to immediate dismissal from the post.

#### **Section B - The Class A Uniform**

1. The Class A Uniform consists of:
  - a. The long-sleeve uniform shirt.
  - b. One clip-on neck tie with silver tie bar.
  - c. The uniform pants.
  - d. Black socks with highly shined black boots or shoes.
  - e. Authorized leather gear.

#### **Section C - The Class B Uniform**

1. The Class B Uniform consists of:
  - a. The short-sleeve uniform shirt.
  - b. White crew-neck T-shirt
  - c. The uniform pants.
  - d. Black socks with highly shined black shoes or boots.
  - e. Authorized leather gear.

#### **Section D - The Fatigue Uniform**

1. The Fatigue Uniform consists of:
  - a. The blue Explorer T-Shirt.
  - b. Camouflage fatigue pants.
  - c. Black socks with highly shined black boots.
  - d. Black pants belt and authorized leather gear if specified.

**Note:** The blue Explorer sweatshirt may be worn during cold weather as directed by the chain-of-command.

#### **Section E - The PT Uniform**

1. The PT Uniform consists of:
  - a. The blue Explorer T-Shirt.
  - b. Appropriate PT shorts or sweatpants.
  - c. White socks and appropriate running shoes.

**Note:** The blue Explorer sweatshirt may be worn during cold weather as directed by the chain-of-command.

### **SECTION VI - GROOMING STANDARDS**

#### **Section A - Males**

1. Males will have a close shave and a neat, short haircut when in any post uniform. Hair will be trimmed above the ear and off the collar. Sideburns will not extend past the middle of the ear.
2. Males are authorized to have a neat trimmed mustache, that does not extend past the corners of the mouth. No other facial hair is authorized.

### **Section B - Females**

1. Females must have their hair up off the collar when in any post uniform.
2. Only dark blue or black items may be used to secure the hair.
3. Make-up may be worn, as long as it appears professional.

### **Section C - Jewelry**

1. Males are not authorized to wear earrings in any post uniform.
2. Females are authorized to wear one stud earring in each ear. Hoops or multiple earrings in each ear are not authorized in any post uniform.
3. A subdued wristwatch may be worn. Bracelets and other wrist jewelry are unauthorized in any post uniform.
4. One ring may be worn on each hand.
5. Necklaces must be hidden and not visible.

## **ARTICLE VII - MEETINGS, PARTICIPATION AND ABSENCES**

### **Section A - Post Meetings**

1. Will begin promptly at 1900 hrs on the second floor of the LPD HQ Building.
2. Will be conducted in an organized manner, lead by the Post CPT or highest ranking explorer present.
3. Updated rosters, calendars and meeting minutes will be distributed.
4. The uniform of the day will be identified by the chain-of-command and passed to the squads at least 24 hrs prior to the meeting.
5. Explorers who have not yet been issued a post badge and uniform items/equipment, or who are on Disciplinary Probation, shall wear the blue Explorer T-Shirt with serviceable, proper-fitting pants and shoes. The Post Grooming Standards shall be followed, to include the wear of jewelry.

### **Section B - Command Meetings**

1. Will begin promptly at 1800 hrs, prior to the post meeting.
2. Will be conducted in an organized manner, lead by the Post CPT or highest ranking command officer present.
3. Will be attended by the Post CPT, 1 LT, 2LT, SGT's and advisors.

### **Section C - Participation**

1. Explorers will be required to participate in no less than 80% of all post functions. Post functions include meetings, events, fundraisers, and training. Failure to meet this standard may result in a demerit or dismissal from the Post.
2. Explorers working a post function shall NOT leave their assigned post until relieved by another explorer, or specific instructions are received from a command officer, the Explorer In Charge (EIC), or an advisor.
3. Failure to report for an event that an explorer has signed up for shall result in a demerit.

### **Section D - Excused Absences**

1. To request an excused absence for a regularly scheduled post meeting, other mandatory event or event an explorer has agreed to work, the explorer must contact their SGT and explain the nature of the request.

2. If unable to reach their SGT, they should attempt to contact the following post command officers, in order:
  - a. Post 2LT
  - b. Post 1 LT
  - c. Post CPT

If unable to contact all post command officers, the explorer should contact an advisor.

4. The request shall be forwarded to the Post CPT by the receiving party, as soon as possible. The Post CPT (or his/her designee) will determine if the request will be granted or not. No other post command officer can grant excused absences.
5. If an explorer has a valid reason for missing an event or meeting but fails to request an excused absence, that explorer must notify the Post CPT within three-days of the absence and offer a detailed explanation. The absence is considered to be unexcused if this three-day rule is not followed.

#### **Section E - Unexcused Absences**

1. Failing to report to an assigned place of duty shall result in a demerit, unless an excused absence has been granted by the Post CPT.
2. An explorer who reports to their appointed place of duty more than 15 minutes late, shall be considered unexcused.
3. An explorer who reports to their appointed place of duty late, but less than 15 minutes late, shall be considered tardy.
4. Three tardies in a 6-month period shall be considered one unexcused absence. 5. An explorer who receives an unexcused absence shall receive one demerit.

#### **ARTICLE VIII – CONDUCT**

1. Members are strictly required to obey all local, state and federal laws/ordinances. Contact with law enforcement officers (interviews, traffic-stops, citations, and arrests) shall be reported immediately to the Post Advisor. Failure to report a contact may result in a demerit or dismissal from the Post.
2. Members shall conduct themselves, both in their personal and professional lives, in a manner that reflects a positive image of the Lansing Police Explorer Post and the Lansing Police Department.
3. Members shall never smoke, chew tobacco, spit or use profanity while participating in a post function or Ride-Along.
4. Members found to have conducted themselves in a manner unbecoming a Lansing Police Explorer may receive a demerit or be dismissed from the post.



## **ARTICLE IX - DISCIPLINE**

### **Section A - Responsibility**

1. Post command officers and advisors are directly responsible for enforcing the Post Rules and Regulations by:
  - a. Setting the example at all times.
  - b. Making on-the-spot corrections.
  - c. Issuing demerits for violations.
2. Individual squad members are directly responsible for enforcing the Post Rules and Regulations By:
  - a. Setting the example at all times.
  - b. Making on-the-spot corrections.
  - c. Keeping the chain-of-command advised of violations.

### **Section B - Demerit Procedure**

1. Any post command officer may recommend that an explorer receive a demerit for a violation of the Post Rules and Regulations.
2. That recommendation shall be put in writing on a Demerit Form and forwarded to the Post CPT.
3. The Post CPT shall determine whether or not the demerit will be issued.
4. If the Post CPT decides that the demerit is not warranted, then he/she will notify the recommending post command officer immediately.
5. If the Post CPT decides that the demerit is warranted, then he/she shall notify the Post Advisor (or his/her designee) and the charged explorer at the next regularly scheduled post meeting. At that time the demerit will be issued to the charged explorer.
6. All demerits issued will be permanently filed in the explorer's personnel file, and kept on the explorer's record for a period of 12-months from the date of issue.
7. Any explorer receiving a demerit may request an appeal.
8. An explorer who receives a second demerit within a 12-month period may be placed on Disciplinary Probation.
9. An explorer who receives a third demerit within a 12-month period may be placed on suspension or dismissed from the post.

### **Section C - Demerit Appeal Procedure**

1. The charged explorer must request an appeal hearing of the Post CPT within five days of the demerit's issue date.
2. A hearing shall be scheduled within ten days of the request.
3. The hearing shall take place before a panel of at least two advisors and the Post CPT.
4. The charged explorer will be given an opportunity to speak in his/her defense.
5. A Demerit Appeal Form, outlining the disposition of the appeal, shall be completed by one of the Advisors present, and filed with the personnel officer.
6. Dispositions reached by the panel are final.

#### **Section D - Disciplinary Probation**

1. An explorer who receives two demerits within a 12-month period may be placed on Disciplinary Probation.
2. Explorers placed on Disciplinary Probation must participate in 100% of post functions during the probationary period, which shall be determined by the Post Advisor.
3. Explorers placed on Disciplinary Probation shall retain their issued sensitive items, unless the Post Advisor decides that they should be returned.
4. Failure to participate in 100% of post functions during Disciplinary Probation may result in a third demerit, suspension, or dismissal from the post. The Post CPT shall complete and file a Disciplinary Probation Form, outlining the dates and disposition of the probation, with the personnel officer.

#### **Section E - Suspension**

1. An explorer who receives three demerits in a 12-month period may be placed on suspension or dismissed from the post. ,
2. Explorers placed on suspension shall return their issued sensitive items to the Post Advisor and will not be permitted to participate in any post functions (including the MLEYTA, State Competition, and Ride-Alongs) for a period of time determined by the Post Advisor.
3. Failure to comply with the terms and length of the suspension may result in dismissal from the post.
4. The Post CPT shall complete and file an Explorer Suspension Form, outlining the dates and disposition of the suspension, with the personnel officer.
5. Any Advisor may suspend an explorer for serious violations of the Post Rules & Regulations, until a hearing can be held.

#### **Section F - Dismissal**

1. An explorer may be dismissed from the post for receiving three demerits within 12 months or for any **Serious Violation** of the Post Rules and Regulations.
2. **Serious Violations** include, but are not limited to:
  - a. A criminal conviction.
  - b. Conduct unbecoming a Lansing Police Explorer.
3. When an explorer is dismissed from the post, the Post Advisor shall complete an Explorer Dismissal Form, outlining the circumstances leading up to the dismissal, and file it with the personnel officer.

#### **Section G - Authority**

1. The Post Advisor retains final decision making authority with regard to disciplinary matters.
2. On-the-spot corrections, demerits, probation and suspension are intended to correct behavior, not to punish.

## **ARTICLE X - ACADEMIC STANDARDS**

1. Members shall attend a high school within the Lansing Area until receiving a graduation diploma.
2. Explorers attending high school shall maintain no less than a 2.0 G.P.A. (C)
  - a. It is the responsibility of each explorer attending high school to submit their quarterly report card to the Post 2LT. This shall be done immediately upon receiving the grade report. The Post 2LT shall be responsible for submitting a report identifying the GPA of each explorer attending high school, to the Post Advisor. Those explorers not meeting the 2.0 GPA standard may be placed on Academic Probation.
  - b. A list of tutors shall be established in various academic subjects. The list will be comprised of explorers attending college and those in high school who display a high level of proficiency in specified subjects.

## **ARTICLE XI - PHYSICAL TRAINING STANDARDS**

### **Section A - Physical Fitness Program**

1. Members shall maintain a high state of physical fitness at all times, and participate in the Explorer Physical Fitness Program as much as possible. This includes passing the Explorer Physical Fitness Test once each calendar year.
2. The Post Advisor shall establish and supervise a PT Program that develops muscle strength as well as endurance, in an attempt to prepare all post members for the physical challenges of the MLEYTA and a career in law enforcement.
3. Those explorers that cannot participate in the Physical Fitness Program for valid reasons, shall be expected to conduct PT on their own.

### **Section B - Explorer Physical Fitness Test (EPFT)**

1. All explorers will be expected to take and pass the EPFT at least once each calendar year.
2. The EPFT will be administered and supervised by an advisor or post command officer.
3. The EPFT consists of:
  - a. Max push-ups in 60 seconds.
  - b. Max sit-ups in 60 seconds.
  - c. Timed one-mile run.
4. Explorers must achieve a total score of 180 points to pass the test. Male and Female point scales are on file.
5. An Advisor will maintain a written record of all EPFT scores.

## ARTICLE XII - RIDE-ALONGS

### Section A - Minimum Requirements

1. Prior to participating in a Ride-Along, explorers must meet ALL of the following requirements:
  - a. Receive specialized training in patrol procedures, radio communications and traffic control, **OR successfully** complete the MLEYTA.
  - b. Complete and file a Ride-Along Waiver form with LPD Human Resources.
  - c. Receive bloodborn-pathogens training and view the LPD Ride-Along video.
  - d. Receive the first two shots in the Hepatitis B vaccination series and file documentation with the Post Personnel Officer.

### Section B - Responsibilities and Participation

1. An explorer's first Ride-Along shall be conducted with an advisor.
2. **Explorers shall participate in a Ride-Along at least once every eight weeks.**
3. Explorers must sign up for Ride-Alongs at regularly scheduled post meetings, only.
4. An advisor shall complete and submit a Ride-Along memo to LPD Command, for all Explorer Ride-Along requests.
5. While on Ride-Alongs, explorers must:
  - a. Report to the appropriate precinct ten-minutes prior to line-up, in the proper uniform and in accordance with the Post Uniform and Grooming Standards.
  - b. Follow all legal orders or directives given by the supervising patrol officer.
  - c. Conduct themselves in a professional manner. (While on Ride-Alongs, explorers shall not smoke, chew tobacco, spit or use profanity.)

## ARTICLE XIII - MICHIGAN LAW ENFORCEMENT YOUTH TRAINING ACADEMY (MLEYTA)

1. All explorers are **REQUIRED** to attend the MLEYTA every year, until the explorer *has completed one MLEYTA as an Advanced Platoon Recruit (1<sup>st</sup> Platoon)*. This typically occurs during the explorer's third year at the MLEYTA.
2. An explorer who will be unable to attend the MLEYTA, for any reason, shall submit a written explanation to the Training Advisor. If that explorer receives an excused absence from the Training Advisor, he/she **MUST** attend the MLEYTA the following year.
3. Failure to meet this standard may result in dismissal from the post.
4. Explorers are required to pass the EPFT prior to attending the MLEYTA.

## **ARTICLE XIV – FUNDRAISING**

1. Fundraising events will be coordinated by the Post 2LT and supervised by the Fundraising Advisor.
2. The intent of post fundraising, is to generate funds to pay for post expenses, to include the entire cost of the MLEYTA for each Post member.
3. Accurate fundraiser participation records will be maintained by the Post 2LT. These will be utilized when determining how much of each explorer's MLEYTA expenses will be paid with post funds. This amount will directly reflect the explorer's amount of participation in fundraising events during the preceding year.
4. The Post Advisor shall retain control of the post checking account and checkbook. He/she shall give a brief financial report at each Post Command Meeting.

## **ARTICLE XV - NOMINATIONS, ELECTIONS AND APPOINTMENTS**

### **Section A - Nominations**

1. Any active member who has completed the MLEYTA may be nominated for any, or all of the elected command officer positions, which are CPT, 1 LT and 2LT.
2. Nominations will be taken at the first post meeting in January.
3. Nominations will be based on qualifications of the individual, not popularity.

### **Section B - Elections**

1. The election of the CPT, 1 LT and 2LT will be held at the second post meeting in January.
2. Prior to taking command, the newly elected command officers will participate in the Command Officer / Leadership Training, organized by the Post Advisor.
3. The newly elected command officers will assume command at the first post meeting in February.
4. Elected command officers will serve a term of one year, unless re-elected.
5. No elected command officer will serve more than two consecutive terms in the same position, unless approved by the Post Advisor.
6. If a vacancy occurs in a position between elections, the Post Advisor may appoint an explorer to fill the position.
7. Elections will be made by secret ballot and tallied by the Post Advisor, or his designee.

### **Section C - Appointments**

1. SGT's are command officers by appointment, and shall be appointed by the Post Advisor. The number of SGT's appointed will be based on post size and need.
2. Appointed command officers will serve a term of one year, unless re-appointed.
3. Explorers interested in appointment as SGT shall submit written notification to the Post Advisor at the second post meeting in January.

4. Prior to taking command of their squads, the newly appointed command officers will participate in the Command Officer / Leadership Training, organized by the Post Advisor.
5. The newly appointed command officers will assume command of their squads at the first post meeting in February.
6. If a SGT position should become vacant, the Post Advisor may appoint an explorer to fill the position.
7. The post quartermaster and personnel officer are non-command officer appointments made by the CPT. These appointees shall serve at the pleasure of the CPT.

## **ARTICLE XVI - COUNSELING**

### **Section A - Reception and Integration Counseling**

1. Will be conducted by an advisor after the Probationary Member has attended their first regularly scheduled Post meeting. The post CPT, 1 LT or 2LT will be present, along with the new explorer's squad leader. The purpose of Reception and Integration Counseling is to make sure the new explorer has a clear understanding of what is expected of them and is familiar with the standards they will be held to.

**NOTE: IF ANY POST #911 RULE OR REGULATION IS IN CONFLICT WITH THE BOYSCOUTS OF AMERICA POLICY, THAT RULE OR REGULATION IS NULL AND VOID.**

## **DUTIES OF THE POST CAPTAIN (CPT)**

1. Set the tone and operational tempo for the post. Provide purpose direction and Motivation throughout the year.
2. Lead from the front and always set the example.
3. Supervise the overall operation of the post with the assistance of the entire post command.
4. Ensure that the Post Rules and Regulations are enforced by the post command through on-the-spot corrections and demerits.
5. Develop junior command officers.
6. Serve as a link between the advisors and the post membership.
7. Ensure that the Post 1 LT is managing post events, maintaining accurate participation records and personnel files, as well as organizing social events and producing a post calendar of events for distribution as needed.
8. Ensure that the Post 2LT is organizing lucrative fundraisers, maintaining accurate fundraiser participation records, producing accurate minutes and updated personnel rosters for distribution as needed.
9. Ensure that Post SGT's accurately receive and pass on information to their squads as directed.
10. Appoint the post quartermaster and personnel officer. Appointments should be made based on past performance and future potential.
11. Ensure that the Post Advisor is briefed of post operations on a weekly basis.

## **DUTIES OF THE POST FIRST LIEUTENANT (1 LT)**

1. Lead from the front and always set the example.
2. Ensure that the Post Rules and Regulations are enforced by making on-the-spot corrections and recommending demerits for serious violations.
3. Assume command of the post during post functions if the Post CPT is not present. 4. Support and assist the Post CPT in supervising the overall operation of the post.
5. Assume overall responsibility for post events. This includes briefing the post on upcoming events at regularly scheduled post meetings, taking sign-up, supervising events, and briefing the Events Advisor on the status and outcome of all events on a weekly basis.
6. Maintain accurate event participation records.
7. Maintain accurate personnel files on all post members.
8. Organize social events.
9. Produce a calendar of events for distribution to the post, as needed.



## **DUTIES OF THE POST SECOND LIEUTENANT (2LT)**

1. Lead from the front and always set the example.
2. Ensure that the Post Rules and Regulations are enforced by making on-the-spot corrections and recommending demerits for serious violations.
3. Assume command of the post during post functions if the Post CPT and 1 LT are not present.
4. Assume overall responsibility for post fundraising. This includes generating ideas for fundraisers, briefing the post on upcoming fundraisers at regularly scheduled post meetings, supervising the execution of the fundraisers and briefing the Fundraising Advisor on the status and outcome of current fundraising activities.
5. Maintain accurate fundraiser participation records.
6. Produce accurate post meeting minutes for distribution at each regularly scheduled post meeting.
7. Produce up-to-date personnel rosters for distribution as needed.
8. Collect post dues (\$15) from all registered members annually. The dues and a written report of collection shall be submitted to the Post Advisor at the first post meeting in January.
9. Collect quarterly grade reports from all members attending high school, and submit a written report of member GPA's to the Post Advisor.
10. Establish and update a list of tutors.
11. Handle all post correspondence (incoming and outgoing).

## **DUTIES OF POST SERGEANTS (SGT)**

1. Lead from the front and always set the example.
2. Ensure that the Post Rules and Regulations are enforced by making on-the-spot corrections and recommending demerits for serious violations.
3. Assume command of the post during post functions in the absence of higher command.
4. Assume overall responsibility for their assigned squad. This includes ensuring that squad members are informed about meeting times, locations, the uniform of the day, and other pertinent information passed down from higher command.
5. Ensure that Probationary Members take the Post Test and receive issued uniform items/equipment in a timely manner.
6. Keep track of probation and suspension periods of squad members.
7. Ensure that all squad member requests for excused absences are forwarded to the Post CPT or his/her designee as soon as possible.
8. Brief the chain-of-command on squad issues as needed.
9. Handle squad issues at the lowest level possible.
10. Develop young members into responsible, dedicated explorers.
11. If a SGT is assigned the additional duty of Quartermaster (QM), they shall maintain and issue post uniform items/equipment. In addition, they will be responsible for maintaining original copy issue forms for each member, for conducting an annual inventory of uniform items/equipment, and submitting a written report of the results to the Post Advisor during the first meeting in March.

## **DUTIES OF THE POST QUARTERMASTER (QM)**

1. Maintain and issue post uniform items/equipment.
2. Maintain original copy of uniform itmes/equipment issue form for each member.
3. Conduct an annual inventory of uniform items/equipment and submit a written report of the results to the Post Advisor at the first meeting in March.

## **DUTIES OF THE POST PERSONNEL OFFICER (PO)**

1. Assist the CPT in organizing the First-Nighter and other recruitment efforts.
2. Make contact with guests at post meetings.
3. Distribute post applications to qualified and interested individuals. Collect completed post applications.
5. Schedule applicant interviews. (Ensure the applicant knows the time and location of the interview.)
6. Coordinate background investigations through the advisors. (Background investigations shall be conducted by advisors only, unless otherwise authorized by the Post Advisor.)
7. Maintain and update all post personnel records.

**NOTE:** The post personnel officer is the liaison between the post and potential applicants. It is critical that the post personnel officer maintain open and effective lines of communication with all applicants.