

# Hollis Police Explorer Post 1746

*Community Service in Hollis NH*

*“To protect life and property and to maintain order  
within the Town in a fair and impartial manner.”*



**Explorer Handbook**

## **RULES AND REGULATIONS**

This handbook must be reviewed by and signed by each new Explorer and his/her parent before acceptance into the Hollis Police Explorers Post. The Explorer Program offers young adults a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. Additionally, the program promotes personal growth through character development, respect for the rule of law, physical fitness, good citizenship, community service and patriotism.

## **MEMBERSHIP REQUIREMENTS**

1. Applicants must be at least 14 (and have completed the eighth grade) or 15 years of age but not yet 21 years old.
2. Parental approval must be obtained prior to submitting application materials.
3. A letter or transcript from your school confirming you have satisfactory grades must be enclosed with the application.
4. The Applicant must be of good character and possess good moral habits. Driving behavior as well as social media habits will be considered if applicable. Applicants are expected to demonstrate responsible and respectful behavior within society.
5. Upon appointment to the Post, a mandatory six-month probation period must be served.
6. All applicants must successfully pass a background investigation including, but not limited to, a criminal history records check.

## **EXPLORER RESPONSIBILITIES**

Explorers are a direct reflection on the Hollis Police Department and Explorer Post they represent. As such, Explorers must always present themselves in a professional manner.

In the event a report is made to the Post Advisor that an Explorer has presented himself or herself in a manner which is unprofessional the Explorer may be removed from the program following an investigation of the alleged behavior.

Explorers have the obligation to notify the Post Advisor of any adverse contact with police officials in any jurisdiction. Examples of adverse police contacts include being the subject of police scrutiny, such as being stopped for any driving offense, or being present at any gathering where the police are called because of citizen complaints. Individual instances of this will not necessarily be a reason for dismissal from the Explorer Post, but a pattern of behavior may well be grounds for dismissal.

Explorers will not participate in any type of illegal activity. If it is determined 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 as mentioned above.

Regardless of age, Explorers are not permitted to use tobacco / alcoholic products while involved in explorer activities. If it is determined that an Explorer is using any type of tobacco / alcoholic product, that Explorer will be dismissed.

## **ATTENDANCE**

Post Meetings will be held on at least on a bi-monthly basis, for a minimum total of 6 meetings per year. Nothing will prevent the School Resource Officer and Community Policing Officer from scheduling additional meetings based on overall program need. Unless otherwise indicated scheduled meetings will be held in the training room at the Hollis Police Department, located at 9 Silver Lake Rd. Hollis, NH 03049, and will typically be held between the hours of 5:00 p.m. and 7:00 p.m. There are no meetings during school holidays and vacations, however we will meet throughout the summer. An Explorer is not allowed to attend a meeting if he/she is absent from school on the same day as an Explorer meeting. Explorers are expected to be in uniform for all Post Meetings unless otherwise indicated.

Attendance will be taken at all meetings, details and events by the Explorer Captain or his/her designee. Explorers requesting an excused absence shall contact their Sergeant in advance of any such absence. In the event reasonable effort was made to contact their Sergeant, but contact could not be made, then the Explorer seeking an excused absence will contact the Captain or his/her designee. If an Explorer is seeking an excused absence and is unable to reach any Post Supervisors, that Explorer may contact the Post Advisor. Excused absences, apart from an emergency, are generally predictable and are to be planned in advance.

If an Explorer is unable to attend any of the Post Meetings or mandatory activities an excused absence must be requested in advance.

Examples of acceptable excused absences include:

1. Attending a school function
2. Celebration of his/her birthday
3. Family Obligation
4. Incapacitated by serious illness or injury

## 5. Work obligations

If an Explorer misses a Post Meeting, it is their responsibility to get the information he/she missed at the meeting. Explorers will be expected to know what was covered at every meeting. Any Explorer that receives an “unexcused absence” may be placed on probation. Excessive unexcused absences may result in dismissal from the Post.

Hollis Police Explorers are also expected to participate in several mandatory activities each year. Mandatory activities and events include:

1. Post Meetings
2. Old Home Days
3. Explorer Fundraisers
4. Hollis Road Races
5. HBHS Graduation
6. Other Hollis Community Events

## **CHAIN OF COMMAND**

Members of the Hollis Police Explorer Post 1746 will follow a paramilitary chain of command. A chain of command ensures the efficient and proper flow of information within an organization. The chain of command that has been established for the efficient operation of the post is as follows:

- Police Chief
- Administrative Services Bureau Commander
- Post Advisor
- Post Committee Members
- Explorer Captain
- Explorer Sergeants
- Explorers/Probationary Explorers

Explorers shall report to the person directly above them in the chain of command. If an Explorer is unable to contact their immediate supervisor in a reasonable amount of time, the Explorer may proceed to the next person in the chain of command.

When an Explorer is on a ride-along with a police officer, that police officer becomes an interim advisor and their immediate supervisor for the purpose of the ride-along.

**Notifications:** Organizations work best when information flows up and down the chain of command as needed. When determining whether or not to make a notification to the chain of command, Explorers shall use the following questions as a guideline:

1. What do I know?
2. Who else needs to know it?
3. Have I told them yet?

**Courtesy:** When an Explorer is addressing (or addressed by) any civilian or sworn officer of the Hollis Police Department, the Explorer shall use their title / name or Sir / Ma'am as appropriate. Additionally, Explorers should always demonstrate appropriate respect and regard for all Town employees, elected officials, and the public as a whole.

**Insubordination:** Insubordination means being disrespectful and disobedient to a superior. Insubordination can result in an inefficient Explorer Post which lacks common goals and motivation. Explorers are prohibited from displaying any instance of insubordination. It should be noted that misunderstanding communications or seeking clarification to instructions is not considered insubordination.

Explorers who are insubordinate may be removed from the Explorer Post.



## **EXPLORER LEADERSHIP POSITION ATTRIBUTES**

Hollis Police Explorer Post 1747 will have peer leadership opportunities set up in a paramilitary fashion. Explorers who are interested in a supervisory position within the Post should have the following attributes:

- Approachable and motivational
- Confident in a leadership role
- Knowledgeable of the rules, regulations, requirements, and restrictions
- Able to recognize and reinforce the positive actions of other explorers
- Treat everyone with respect
- Good example setters

## **LEADERSHIP ROLE QUALIFICATIONS**

### **Explorer Post Captain:**

1. Have been an Explorer for at least one year
2. Submit a detailed letter of intent to the Post Advisor.
3. Have a solid attendance record at Post Meetings.
4. Have participated in mandatory events.
5. Have prior experience as an Explorer leader
6. Pass an oral board interview.

### **Explorer Post Sergeant:**

1. Have been an Explorer for at least six months
2. Submit a letter of intent to the Post Advisor
3. Have a solid attendance record with the post

4. Have participated in mandatory events
5. Pass an oral board interview

Leadership qualifications may be adjusted appropriately for the initial assignment of Post Captain and Post Sergeant. Any unforeseen vacancy in a leadership position may be filled at the Post Advisor's discretion. Explorers in leadership positions may be removed by the Post Advisor for just cause.

### **Leadership Roles and Responsibilities**

Explorer leaders must maintain excellent attendance and may not fall behind on their duties.

The Captain will work with the advisors and make arrangements for training, research potential activities, events, fundraisers and social activities. The Captain reports directly to the Post Committee Members. The Captain is directly responsible for the conduct of all Explorers in the post. The Captain and his/her designee will take attendance at each meeting, detail and event.

The Sergeant reports directly to the Explorer Captain. The Sergeant will conduct uniform inspections prior to each meeting and activity. If the Sergeant is absent, the highest-ranking Explorer will conduct such inspection as directed by the Captain. The Sergeant will be available to assist the Captain with any of the above-mentioned assignments.

Additional duties and responsibilities shall be assigned to each of the Explorer leader positions as the individual leader develops within his or her position. Explorer leaders will receive counselling and feedback on their individual and group performance by the Post Committee Members and Post Advisor.

## **Explorer Post and Dues**

There are no fees associated with an Explorer's participation in this program; however, Explorers will be expected to purchase needed clothing and equipment as specified in this handbook.

## **Medical Form**

The Explorer Medical Form must be filled out by a physician on an annual basis. Each year each Explorer must submit an updated Medical Form. The Form may be submitted through the chain of command in a sealed, marked envelope to ensure confidentiality. Medical Forms will be reviewed by the Post Advisor and maintained in a secure file.

## **Confidentiality**

By nature of the Explorer Post's close relationship with the Hollis Police Department, Explorers may be exposed to sensitive or confidential information. Explorers must have the emotional maturity to recognize information that must be kept confidential regarding members of the public and their interactions with police. Explorers must keep all information of this nature that they receive or encounter while in the company of police personnel as confidential. If an explorer breaks this confidentiality rule, he or she will be dismissed from the program and he/she could be considered for prosecution under state and federal laws.

## **Disciplinary Action**

Violations of the rules, regulations, requirements contained within this handbook will result in restricted access or removal from the Explorer program.

In cases where an investigation results from an Explorer's actions, the investigation will be conducted by the **Explorer Discipline Review Panel**, consisting of the Post Advisor and Post Committee Members. These are the officers who are the direct liaisons with the Explorer Post. Prior to any disciplinary action is taken, the Explorer will have the opportunity to provide information about the allegations as well as any disciplinary action proposed. A gist of any investigation conducted as well as the outcome will be placed in the Explorer's membership file.

## **Hollis Police Explorer Post** **Discipline Guidelines**

**Felony Arrest** – Immediate removal from the Post.

**Drug Related Incident** (Use or Possession) – Immediate removal from the Post. Involvement in illegal drugs will be cause for removal regardless of whether an arrest is made.

**Arrest with Violent / Unprofessional Behavior** – Immediate removal from the Post.

**Misdemeanor Arrest** – Immediate suspension from the Post. An investigation will be conducted and a decision will then be made as to removal or suspension.

**Motor Vehicle Violations/Warnings** – These will be handled case by case and are subject to review by the advisors. Repeated demonstrations of unsafe driving are cause for removal from the Post.

**Use of Tobacco Products and / or Alcohol** – Possible removal from Post / or community service project.

All Explorers have a responsibility to inform the Post Advisor if they have any negative contacts with the police. Failure to notify the Post will result in immediate termination.

## **Equipment**

- Post Committee Members and Explorer Supervisors shall complete an event sign out form when issuing equipment to members. Explorer Supervisors shall be responsible for ensuring that all equipment is returned and secured after an event.
- Explorers shall wear traffic vests whenever it is necessary for them to direct traffic. Explorers shall receive appropriate training on traffic control and shall demonstrate proficiency prior to being assigned traffic posts.
- Explorers will not carry guns, knives, mace, nightsticks, or any other weapon while participating in a post activity. This prohibition shall apply to unauthorized police gear and equipment as well.
- Equipment/Uniforms in need of repair shall be reported to the Post Advisor through the chain of command. The Post Advisor or his designee will arrange for necessary repairs or replacement.
- All equipment issued by the post shall be returned upon termination or resignation. In the event uniforms and equipment are not returned, the former Explorer may be charged with theft.

## **Uniforms and Grooming**

- All hats and shirts will be provided by the Hollis Police Department to each Explorer. Explorers are required to provide their own boots, belt, jacket and BDU style pants.
- In an effort to maintain consistency and uniformity of appearance, the Post Advisor shall select a specific jacket for purchase. Prior to purchase, Explorers should verify they are selecting the correct items.
- Uniforms shall be worn to meetings and all post activities unless otherwise instructed. Uniforms will always be clean and pressed. Shirts will be tucked in neatly and the waistline of trousers will be worn around the waist securely fastened with the black belt.
- In the event an Explorer reports for an activity and is not properly dressed, it is possible that the Explorer may not be allowed to participate and may be dismissed from the activity.
- Explorers will only wear their uniform when they are participating in a Post Meeting or Explorer activity. No item of the uniform or equipment is for personal use.
- Hair will be worn in a neat manner. It should be clean and styled at all times. Explorers with long hair will style it in a bun or ponytail whenever in uniform. Male Explorers will be clean shaven while in uniform.
- Only stud-type earrings are permitted while in uniform. No other visible jewelry is allowed when in uniform. Explorers will maintain good hygiene when participating in any post event.

## **Ride-Along Program**

It is the policy of the Hollis Police Department to encourage Explorer participation in ride-alongs with Hollis Police Officers. The ride-along experience provides the Explorer with invaluable insight into the daily activities of police officers. Due to the inherent danger associated with police work, the Explorer ride-along process has a number of rules which will be strictly adhered to.

Ride-alongs will be scheduled through the Post Committee Members 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 Post Committee Members. There will be no exceptions to this rule.

Explorers may be scheduled for a maximum of one ride-along per month. Ride-alongs will be scheduled in four-hour blocks. 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 Post Committee Members through the chain of command.

While participating in a ride-along, Explorers shall be issued and shall wear a Kevlar vest. The Explorer will return the vest immediately upon completion of the ride-along. Explorers shall wear their issued uniform while on a ride-along. Explorers should be careful regarding their personal hygiene during a ride-along as they may be enclosed in a vehicle for extended periods of time.

It should be expected that there may be significant periods of down time when on a ride-along. It is recommended that Explorer bring money for their own refreshments (or pack food and drink as necessary), a book, homework, or something else to do in the event the officer has clerical work to complete or becomes involved in an incident for an extended period of time.

Explorers will follow the instructions of the officer he/she is assigned to during the ride-along. Explorers should demonstrate enthusiasm for the experience, but will not touch any of the equipment in the police cruiser unless specifically directed to do so by the officer. Explorers should feel comfortable asking questions at the appropriate times during the ride-along experience. Explorers may be asked to share their ride-along experiences with the group at scheduled meetings.

During all calls and traffic stops, Explorers will remain in the police vehicle; however, explorers may exit the police vehicle at the direction of the police officer. Explorers will not take any action in the field unless directed to do so by the police officer.

Explorers must turn a waiver form into the patrol supervisor prior to each ride-along. Explorers under the age of 18 must have their waiver forms signed by a parent or guardian. The Chief of Police must approve the ride-along.

At no time will an Explorer follow police officers to calls in their personal vehicles. If any Explorer violates any of the rules of this section, he/she may be banned from participating in the Ride-Along Program and the Police Explorer Post.



## **Events and Activities**

- Explorers will be supervised at all Post Meetings and activities by an Explorer Advisor, Post Committee Member, or otherwise assigned Hollis Police Officer. Explorers will direct traffic only when accompanied by a Hollis Police Officer. Any injuries, illnesses, or mishap that occurs at Post functions shall immediately be reported to the nearest Hollis Police Officer.
- In the event that an Explorer is injured, a memorandum detailing the injury will be completed by the Post Advisor, following the immediate notification of injury through the Police Department's chain of command. Copies of the memo will be given to the Administrative Services Bureau Commander and placed in the Explorer's file. The parent or guardian of any Explorer under age 18 will immediately be notified of any such event.
- Under circumstances in which there are too many Explorers at an event, an advisor may solicit volunteers to leave the event.

## **Public Relations**

All communication with the press shall be managed by the Post Advisor or his/her designee. Explorers and advisors should expect to be photographed and/or videotaped while attending public events. By signing this handbook, Explorers agree to be photographed and/or videotaped and will receive no compensation for the use of the photographs or video tapes. Explorers shall not publish photographs or videos obtained at a post event through social media without proper authorization from the Chief of Police or his designee.

Any images first posted or published by the Hollis Police Department may be reposted by Explorers as desired to their own social media platforms. All images posted should be respectful in nature and reflect positively on the Hollis Police Department and Explorer Post 1746.

## **Code of Conduct**

- Explorers will uphold the laws of the United States of America and the State of New Hampshire at all times.
- Explorers are expected to demonstrate personal integrity at all times. Lying, untruthfulness and dishonesty are not synonymous with integrity and are prohibited.
- Explorers will be professional at all times while in uniform or representing the Hollis Police Explorer Post. Explorers will demonstrate courtesy and respect to each other and all members of the public. Explorers will refrain from horseplay at all Post functions.
- While Explorers are not prohibited from having personal relationships with other Explorers, public displays of affection at post functions is strictly prohibited.
- Explorers using profanity at any time, especially in public, will be disciplined and may be terminated from the program.

## **Agreement and Disclosure**

I have read, understand and agree to the rules, regulations, requirements, and restrictions as set forth in this Handbook. I understand that I am expected to conduct myself in accordance with this handbook and that if I violate any of the rules, regulations, requirements, and/or restrictions set forth in this handbook, I am subject to the consequences set forth herein.

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

I further understand that as an Explorer I represent the Hollis Police Department and the Town of Hollis. While in uniform I understand that I will be closely scrutinized by members of the public. I am expected to demonstrate personal integrity at all times. Accordingly, any untruthfulness on my part will result in dismissal from the Post.

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Explorer Printed Name

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Parent / Guardian Name

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Explorer Signature

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Date

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Parent / Guardian Signature

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Date