

Cicero Law Enforcement Explorer Post 823 GENERAL ORDERS



SUBJECT: ByLaws

Number: 01.04 | **Effective Date:** 09/01/07 | **Revised:** 07/29/07 | **Issuing Authority:** Chief of Police

PURPOSE: This General Order is to establish the fundamental structure of how Explorer Post 823 will operate. Specifics on training topics or specific policies will be in other General Orders.

ByLaws

I. Preamble—Explorer Motto:

Our Best Today for a Better Tomorrow

II. Post Bylaws:

A. Objectives

The objective of Post No. 823, sponsored by the Cicero, NY Police Department, is to provide experiences to the young adults of our community that will 1) help them mature, and 2) aid in preparing them to be responsible, caring adults. The program offers participants a chance to become involved in community service while gaining a first hand experience of modern police operations. The program is dedicated to the training of young men and women in the methods of law enforcement with the hope that they will serve as a positive force within the community and prepare them for a career within their chosen profession.

B. Membership

Participation shall be open to all young adults of high school age who live in the surrounding area and are in junior or senior high school or at least 14 years of age. No prospective member shall be disqualified because of race, color, creed, gender, sexual orientation, religion, ethnic background, or citizenship. All participants must follow the steps in the section, Application for Membership, and agree to the Code of Conduct and these Bylaws, at which time they become Recruits of Post 823.

Membership consists of multiple levels:

1. Recruit – Provisionally accepted, entitled to all privileges except wearing of the uniform and holding a Post position.
2. Member – Entitled to all privileges, including promotion to Officer, Sergeant, Lieutenant & Captain
3. Probationary – On probation due to Infractions. May attend General Meetings, but is restricted from attending academies or conferences until reinstated to member status. If holding a Post position, that appointment is immediately rescinded. Regular member status is reinstated following an 80% attendance over two months
4. Expelled or resigned – May not wear the uniform, but is eligible to reapply after a waiting period of six (6) months. All earned credits will be reapplied at 75% if individual rejoins Post 823 at 6 months, reapplied at 50% if reapplied within one year, and forfeited if a lapse in membership of more than one year. Rank is unchanged.

C. Credits

Members are eligible and encouraged to earn credits. Continuing to earn attendance credits is required for ongoing membership. Credits are earned as follows:

Cicero Law Enforcement Explorer Post 823 GENERAL ORDERS

1. Attendance: Each hour of attendance at Post meetings is awarded one credit. This does not apply to Saturday workshops or to community service or any other activities.
2. Training: Each hour of attendance at a Post training session earns one training credit.
3. Community Service: Each community service activity has a predefined number of credits that will be announced prior to the activity.

D. Promotion/Rank

Rank insignia will be gold-colored pins worn on uniform collar for Corporal, Sergeant, Lieutenant and Captain. Appointment to rank will be only by Post ceremony. Ranks within the Post are:

1. Recruit: Must complete 30 credits, of which 12 must be for attendance, 10 for training, and 2 for community service. Attendance must be at least 80%. All credits earned during this time qualify for awards and promotional opportunities.
2. Officer: (default member status). Promotion to Officer when Recruit requirements are met.
3. Corporal: Completion of 130 credits, of which 20 must be for attendance, 90 for training, and 10 for community service in Explorer Post activities. Rank designation is two stripes (Note: Attendance at Junior Police Academy in Syracuse accounts for 60 training credits). Corporals assume responsibilities within the Post, especially in coordinating communications and documenting and advising on training and award opportunities
4. Sergeant: Served as Corporal for six months, plus having earned the Law Enforcement Training Proficiency Award and having earned an additional 10 credits for community service. Rank designation is three stripes. Sergeants assume responsibilities within the Post, especially in monitoring assignments and individual participation
5. Lieutenant: Served as Sergeant for one year, plus having earned an additional 10 credits for community service and having led a special project under direction of the Post Advisor or Associate Advisor. Rank designation is one bar. Lieutenants assume responsibilities within the Post, especially in leading teams and providing direction and support to Sergeants
6. Captain: Served as Lieutenant for at least six months. Rank designation is two bars. Attendance at a National Explorer Conference or a National Academy is a plus, as would be earning the Law Enforcement Career Achievement Award. There will normally be only one Captain, and this individual is expected to lead all meetings and to also meet at least quarterly with the Post Advisors to advise of Post issues and concerns.

NOTE: Where there are no members above the level of Officer, in the above-designated ranks, the Post Advisor may appoint individuals to specific assignments until there are sufficient Corporals, Sergeants and above to manage Post accountabilities. All members above the level of Officer are required to accept assignments within the Post.

E. Post business

Post business will be conducted by a pre-announced agenda, although new topics may be proposed from any member. Voting on all issues will be by quorum, with the exception of changes or amendments to the bylaws, which will require a two-thirds vote of the total members and pre-approval by the Post Committee. A quorum shall consist of one more than the majority of members for votes on routine business.

F. Post Committee

A Post Committee will exist to provide oversight between the Post and the Cicero Police Department and to provide support services to the Post Advisor. This committee shall consist of the Chief, Cicero Police Department, Post Advisor, Associate Advisor, and up to three (3) additional adults. Post Officers (Lieutenants and Captains) shall be invited to at least one Post Committee meeting annually to advise on needs and issues.

G. General meetings

General meetings will be held every other week from September through May. The members will decide the meeting day at the beginning of each school year. The members may elect each year to extend meetings throughout the summer months.

Cicero Law Enforcement Explorer Post 823 GENERAL ORDERS

H. Dues

Dues are \$20 a year to be a member of Post 823.

I. Fund-Raising projects

All money-earning projects must be approved by a majority vote of Post members and approved by the Post Committee. The Town of Cicero Comptroller will administer all funds.

J. Participation

Attendance and participation at meetings is restricted to members, Advisors, guest instructors and police officers who are assisting in training exercises. **Exception:** Parents/guardians are welcome at any meeting and will be seated so that they are non-participants in the meeting. Persons interested in joining the Post as members are welcome (see Guests). Parents/guardians and potential Explorers are to observe only, and not participate in discussions or training activities. (However, the Advisor and/or Associate-Advisor will gladly discuss questions before or following the meeting.)

K. Guests

The Post welcomes potential Explorers to become members of the Post, where member openings exist. Prior to attending a meeting, the prospective member must first complete the Post 823 Application Form and submit to the Post Advisor:

Town of Cicero Police Department
c/o Officer Stephen Amyot
Explorer Post 823 Advisor
8236 Brewerton Road
Cicero, NY 13039 or email to: advisor@ciceropdexplorers.org

The Post Advisor will then contact the prospective member and invite the individual to an appropriate Post meeting. This is to ensure that Post members are aware of the prospective member and that the prospective member benefits from the experience. Invitations to future meetings as a guest are at the discretion of the Post Advisor.

L. Application for Membership

Membership requires a multi-step process:

1. Completion of the Post 823 Application Form, signed by applicant, parent/guardian, and Post Advisor
2. Personal Interview with Post Advisor
3. Grade average of "C" or equivalent for admission and continued membership
4. Signature on Code of Conduct form

Membership is renewed annually, to account for address changes, phone number changes, and a renewal of commitment to the Code of Conduct and bylaws.

M. Infractions

Members may be put on probation or expelled from the Post for infractions. The Post Advisor has the authority to execute this provision or to exempt the member, as needed. The Post has no desire to punish or to embarrass members, as there may be times when the member cannot attend meetings or may have extenuating circumstances. Guidelines for infractions are here listed:

1. Insubordination to Officers, Advisors, guest instructors or members of the law enforcement profession who participate in Post meetings.
2. Vulgar, racist, or other offensive language in any Post meeting or activity.
3. Any violation of the Code of Conduct that appears repetitive to the Post Advisor. Members will receive one (1) warning prior to probationary status. If violations continue, expulsion is at the discretion of the Post Advisor.
4. Failure to complete application commitments, including maintenance of grade point average and regular attendance (80%) at Post meetings and activities.
5. Failure to notify the Post Advisor within three (3) days of any negative involvement with Police/Law Enforcement personnel. This includes, but is not limited to, being questioned,

Cicero Law Enforcement Explorer Post 823 GENERAL ORDERS

detained or arrested. All incidents will be investigated, as such incidents may happen for minor infractions or presumed infractions. However, failure to report such incidences is cause for possible immediate expulsion from the Post. Our Post represents the very highest of Law Enforcement standards and honor. We must continually police ourselves to preserve the respect of our local community and each other.

N. Resignation

There may be times when an Explorer member must leave the Post, whether for family relocation, or whatever. In such instances, the departing member is to notify the Advisor or Associate Advisor and return any equipment that is owned by the Explorer Post or by the Cicero Police Department.

O. Bylaws Review Procedure

These bylaws are to be reviewed by Post Advisors at least once every two (2) years and a letter sent to the chief, Cicero Police Department, confirming or proposing changes to these bylaws. This is to ensure that these bylaws remain active within the Post.