

Macomb County Sheriff's Office



Explorer Post 2565

**EXPLORER
HANDBOOK**

Sheriff Mark A. Hackel

Explorer: _____

Basic Information on Post 2565

Explorer Post 2565, affiliated with the Office of the Macomb County Sheriff, has been in existence since 1978. The post is part of the Boy Scouts of America Clinton Valley Council under the Learning for Life Division. The post was started by Sheriff William Hackel with one advisor and a few high school students who expressed an interest in becoming police officers.

Over the years, the post has continuously grown. The post members today include students from all over Macomb County. Each year brings new ideas and more community participation. The Post provides these young adults (age 14 - 20) with the opportunity to view a career in Law Enforcement.

Although not all Explorers pursue this career, it provides them with a better understanding of the Laws that govern our society. The program provides the Explorers with "hands on" experience relating to their chosen career field.

The post holds regularly scheduled meetings with officers who address the group on the various facets of a career in Law Enforcement. (Presentations include specialized fields such as: Crime Scene Investigations, Canine Unit, Domestic Violence Response, Accident Investigations, etc.)

A limited Job shadow program gives the Explorer firsthand knowledge of a patrol officer's duties by letting the Explorer ride in a patrol vehicle or observe in the jail during a regular shift.

Explorers often volunteer for civic and community projects such as traffic and crowd control, child fingerprinting, and Halloween student patrols.

REQUIREMENTS

Getting involved with our post is actually pretty simple. PLEASE NOTE that Explorer Post 2565 is for Students ages 14 - 20 living full time in **MACOMB COUNTY ONLY** who have had **NO NEGATIVE CONTACTS WITH POLICE**. If you are *not* a resident of Macomb County, please contact your local police/sheriff's department about Explorer Posts near you.

Meetings are conducted at the Macomb County Sheriff's Office in Mt. Clemens, MI. Walk into the WEST Entrance, turn left and follow signs to the Training Room. The Sheriff's Office is located at 43565 Elizabeth Road Mt. Clemens, MI 48043.

HOW TO JOIN

At your first meeting you will receive an official application to join the post including a handbook about our post, a 6 week probationary form, and a form to consent to conduct a background investigation. A one time Application Fee of \$20.00 will be due when you turn in your background investigation consent form. The probationary form is something you will need to have with you for the next 6 meetings that you attend.

After you complete the 6 weeks, you will be issued a Class B Uniform Shirt. This is a T-Shirt with the Sheriff Star on the front and the words "Macomb County SHERIFF Explorer" on the back. Then you would need to purchase on your own

- A) Combat Style Boots (Black in Color) Generally \$25 and up
- B) Basket weave Style Belt (Black in Color) Generally \$15 and up
- C) BDU Pants (Black in Color) Generally \$35 and up

All the above mentioned items can generally be obtained from uniform/army surplus stores such as; Joe's Army Navy, Excellent Police Equipment, Douglas the Tailor, or www.galls.com. *If you are unable to find or afford ANY of these items, see one of the ADULTS involved in the program for assistance.*

Once the 6 week probationary form is completed and the uniform has been purchased, we will then inspect the items to make sure they are correct.

Charter/Constitution/By-Laws

ARTICLE I

The purpose of this post shall be:

- 1.** To explore all phases of law enforcement, giving the Explorer an insight into the many fields of law enforcement and information to assist them to qualify for a career in this field.
- 2.** To instill within the Explorer a genuine wish to demonstrate desirable habits, attitudes, and become contributing members of society.
- 3.** To exert a wholesome influence on the citizens of Macomb County, and particularly to instill respect for law and order.

ARTICLE II

SECTION 1. – The Post shall at no time exceed 40 members. Members shall have at least a “C” average in school, are between the ages of 14 and 21, and be neat in appearance and well groomed in accordance with the guidelines set forth by the Macomb County Sheriff’s Office.

SECTION 2. –Every new Explorer will be placed on a six (6) week probation period where they will be evaluated before applying for permanent status.

SECTION 3. – Any Explorer taken before the board of directors for disciplinary action brought about by conduct unbecoming an Explorer shall be subject to probation or dismissal which will be determined by the board.

ARTICLE III **OFFICERS**

SECTION 1. – Post Captain... Chief Executive of the post appointed by the advisors. The Post Captain shall preside over all post business meetings and assume a leadership roll in all department functions.

SECTION 2. – Post Lieutenant... Shall assist the Captain in the execution of duties of the Post Captain. The Lieutenant shall, in the

absence of the Captain, assume the duties and responsibilities of the Captain. In the event the Post Captain resigns or becomes inactive with the Post; the Lieutenant shall assume the duties of the Post Captain until a replacement is appointed by the advisors. If there is more than one Lieutenant, a Lieutenant will be appointed by the advisors to assume the Captain's duties.

SECTION 3. – Divisional Sergeant... Shall insure that order prevails during all Post meetings. They will be assigned specific duties by the Post Captain, Lieutenant(s) or the advisor staff.

SECTION 4. – Any officer failing in his/her duties or guilty of improper conduct will be brought before the Executive Board and may be removed from office.

SECTION 5. – Any Explorer shall be appointed to perform secretarial duties by the advisor staff to assist with Post business, if so desired by the advisors.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. – The Board of Directors shall be the governing body of this Post and shall have the powers necessary to conduct the Post's business, maintain the records, and manage its property in keeping with this constitution and by-laws.

SECTION 2. – The Board shall consist of the Sheriff and a departmental representative(s) designated by him.

SECTION 3. – The Board of Directors shall hold meetings when deemed necessary at a time and place to be designated by them.

ARTICLE V

POST MEETINGS

SECTION 1. – Post business meetings will be held Wednesdays at 7:00PM.

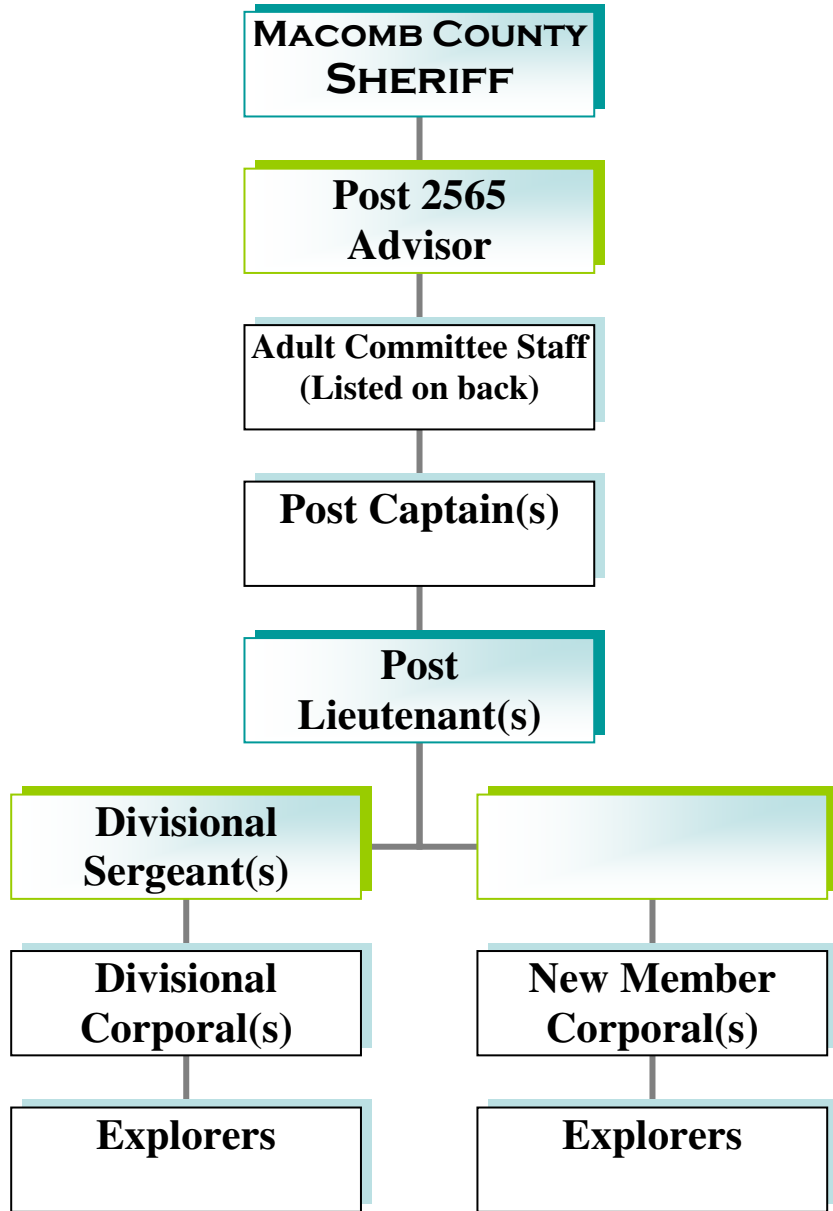
SECTION 2. – Additional meetings or planned special events may be called at other dates and times by the Board of Directors.

ARTICLE VI

FEES

SECTION 1. – The one time Application Fee of this Post shall be \$20.00 with a check made payable to Explorer Post 2565.

ORGANIZATIONAL CHART



Rules and Regulations

I. CONDUCT

- 1) Explorers of this department shall refer to, or address, command officers by their rank.
- 2) Members must be civil, and orderly in the performance of their duty. They must maintain control of their temper and must exercise discretion when necessary. Members must at all time refrain from course, boisterous, profane, or insolent language. However, when required they must act with firmness and sufficient energy to perform their duties.
- 3) Members must be civil towards each other and towards other persons on all occasions. They shall make courteous responses to requests for information. When addressing citizens, members shall use last names prefixed by Mr., Miss., Mrs., or Ms., whichever is appropriate.
- 4) Punctual attendance, prompt obedience to orders, and conformity to rules, regulations, and procedures of the department shall be rigidly enforced and adhered to by all members of the Sheriff's Office Explorers Post.
- 5) A member must speak the truth at all times and under all circumstances. All information in any report or statement must also be truthful.
- 6) Members whether on or off duty, shall be governed by ordinary and reasonable rules of good conduct and behavior, and shall not commit any act tending to bring reproach or discredit upon the department or their fellow members.
- 7) Members shall identify themselves as an explorer to a citizen upon request and direct them to an adult staff member if needed.
- 8) A member shall not smoke or chew tobacco while in uniform when in direct contact with the public, or in any public building or patrol unit.
- 9) Members driving private vehicles shall take no privileges other than those allowed citizens on the highway, nor shall they permit persons with whom they are riding to violate any traffic law.
- 10) Members unable to report punctually for duty for any cause must notify their commanding officer prior to the time set for commencement of their tour of duty.
- 11) Other offenses for which discipline may result:
 - A. Willful disobedience of rules, regulations, orders or procedures.
 - B. Neglect of duty, giving insufficient attention to assigned or routine responsibilities.
 - C. Conduct unbecoming an explorer or any member of the Sheriff's Office, which shall include any act or conduct not specifically mentioned in this manual, which tends to bring discredit to the Macomb County Sheriff's Office. Items such as personal websites, Myspace, and Facebook Pages may not contain images of an explorer in uniform

- D. Conviction of a crime, other than a minor traffic offense.
- E. Sleeping on duty.
- F. Being absent from duty without permission.
- G. Not properly patrolling or guarding a post or area.
- H. Public displays of affection while in uniform.
- I. Publicly criticizing orders given by a command officer or administrator.
- J. Aiding any individual in the commission of a crime.

12) Employees, upon suspension, resignation, or removal from the department, must return all department issued property.

III. UNIFORM POLICY

- 1) It is the policy of the Macomb County Sheriff Explorers Post to establish standard dress codes for members of the Macomb County Sheriff Explorers. The post recognizes that the proper wear and care of uniforms outwardly reflects a high standard of professionalism.
- 2) Members shall wear and maintain, in a clean and serviceable condition, such articles of uniform as mandated by the Advisors and Command Staff. The uniform may be altered with approval of the Advisors or Command Staff due to special needs of unusual circumstances. Members shall be in complete uniform when reporting for duty. No mixture of civilian and uniform clothes will be permitted. At no time shall uniformed personnel wear the uniform for off duty appearances without the permission of the Advisors or Command Staff.
- 3) Explorers or Command Staff in a weekly meeting or at an Advisor Approved Event shall wear the appropriate uniform. Explorers must wear the Class B Uniform. Command Staff shall have the option to wear the Class A Uniform or the Class B Uniform. Personnel may wear a black undershirt with their uniforms as of September 1st of the year; however undershirts may not be worn after April 1st of each year.
- 4) Class A Uniforms will consist of the Short-Sleeved uniform shirt, standard BDU trousers and appropriate accessories. BDU shorts may be worn from April 1st until September 1st.
- 5) Class B Uniforms will consist of the Short-Sleeved t-shirt, standard BDU trousers and appropriate accessories. BDU shorts may be worn from April 1st until September 1st.
- 6) Leather goods, badges, nameplates, buttons, and other metal accessories shall be kept clean and polished. All accessories shall be worn in the manner which they are designed. Failure to properly care for the uniform will result in disciplinary action.
- 7) **EXPLORER UNIFORM**
 - A. Shirt – The explorer must wear the Explorer T-Shirt with the yellow logo on front and the yellow lettering on back. The Class A shirt may be worn by the Command Staff
 - B. Trousers – Standardized BDU pants shall be worn by all explorers. Explorers have the option to either blouse or

not providing that the uniform remains professional looking. Explorers who wear approved shoes shall not blouse their BDU's. During the summer period explorers may wear authorized BDU shorts.

- C. Jackets – As approved by the post with advisor approval.
- D. Leather – All leather accessories will be black, basket-weave style, and have silver-colored accessories. No custom belts or belt buckles. Other leather goods that an explorer may carry are as follows; a flashlight holder, glove pouch, key holder, handcuff case. No unauthorized items shall be added to the uniform or uniform belt without approval of the advisors.
- E. Hats – Explorers may wear a post approved baseball cap. These caps will have the word “SHERIFF” embroidered on the front and “MACOMB COUNTY” embroidered beneath in silver letters. Hats may be worn at meetings and events, however hats are not to be worn within the building of the department, during inspection, or when instructed not to do so by the Command Staff or Advisors.
- F. Footwear – Footwear worn with the standard explorer uniform shall be solid black in color, lace type shoes, black military type lace boots, or Wellington boots may be worn while in the uniform. The footwear shall be devoid of ornamentation or perforation. In all instances, the shoe or boot must be patent leather or capable of taking a high degree of polish. Footwear shall be polished and maintained at all times while in uniform.
- G. Socks – Socks must be black when wearing approved shoes or when showing.
- H. Undershirt – If an undershirt is worn it must be black in color.

1) ACCESSORIES

- A. Collar Insignia – Command Officers are to display their rank prominently on the class A uniform
- B. Whistle Chain – Command Officers are to wear a silver whistle chain with the Class A uniform. It shall be worn from the right epaulet into the right breast pocket.
- C. Name Plate – Command Officers are to wear a silver name plate with the Class A uniform which shall be 2.5” X 5.8” wide with 3/16” lettering. The name plate shall contain the first initial of the first name and the last name of the Command Officer. It shall be worn on the right breast pocket flap even with the top pocket seam.
- D. Recognition Award Bars - Recognition Award Bars shall be worn above the right breast pocket's seam line.
- E. Badge – The Explorer 6 point star badge shall be worn only by Command Officers. For the Class A Uniform, the badge shall be worn on the left side. For the Class B Uniform, the badge is to be worn in a basket-weave leather badge holder and placed on the right side of the belts.

- 2) Personnel shall display a clean appearance when reporting for duty, and be free from offensive odors. Hands and fingernails shall be maintained in a clean condition.
- 3) Personnel shall be neat and clean in their manner of dress when reporting for duty. Uniforms or other articles of clothing shall be clean, well pressed, and free of rips, frays, or worn spots. Equipment shall be maintained in a serviceable condition. All leather goods shall be clean and polished, including shoes.
- 4) **HAIR (MALES)**

Male hair shall be kept neat and clean. Hair shall be trimmed, styled, or arranged so that it does not cover the eyebrows, fall over any portion of the ear, or extend over the collar when in a normal standing position. Hairpieces or wigs may be worn as long as they are in compliance with these standards.

 - A. Hair coloring (dyed hair), if used, must appear natural.
 - B. Hair should be maintained in a conservative style and neatly groomed. A length of one inch is permitted on a properly groomed afro-style haircut.
 - C. Sideburns shall extend no more than ½” above the lowest part of the ear. They shall be neatly trimmed and must end in a clean-cut, horizontal line at the bottom. Excessive thickness, bushiness or flared style sideburns are not permitted.
 - D. Mustaches may be worn with the pattern neatly trimmed. The growth shall not extend beyond one-quarter (1/4) inch of the corners of the mouth. The vermilion line of the upper lip shall show at all times. The ends may not be waxed or twisted.
 - E. Beards, goatees, or other hair growth on the chin or lower jawbone are prohibited.
- 5) **HAIR (FEMALES)**

Hair shall be kept neat and clean. Hair may not be worn longer than the bottom of the collar on the back of the head, and to the bottom of the earlobe on the sides. The total length will not interfere with the normal wearing of departmental headgear. Hairpieces or wigs may be worn as long as they are in compliance with these standards.

 - A. A bun or twist will be permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of departmental headgear.
 - B. Hair coloring (dyed hair), if used, must appear natural.
 - C. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes that blend with the hair color.
- 5) No item of jewelry, other than a wristwatch, bracelet, or a finger ring shall be worn in a manner so that it is visible to the public. Females may wear only one pair of post style earrings. No other type earrings shall be worn. Males are prohibited from wearing earrings. All jewelry should be conservative in nature. No explorers are

- permitted to wear visible body piercing jewelry or ornaments other than earrings, (see jewelry) while on duty. (Ornaments include, but are not limited to tongue studs, eyebrow rings, or studs, and nose studs or rings).
- 6) All tattoos must be concealed by the uniform, or suitable clothing in a manner which does not violate this policy.
 - 7) All command officers of the Office of Macomb County Sheriff Explorer Post shall be responsible for assuring compliance with these grooming standards through the application of inspections.

Law Enforcement Code of ethics

As a Macomb County Sheriff Explorer, my fundamental duty is to preserve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal life and official life. I will be exemplary in obeying the laws of the land and regulations of my unit. Whatever I see or hear will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit my personal feelings, prejudices, animosities, or friendships to influence my decisions.

I recognize the badge of my office as a symbol of public faith and I accept trust to be held so long as I am true to the ethics of law enforcement exploring and the police service. I will constantly strive to achieve these objectives and ideals, dedicate myself before God to my chosen profession... LAW ENFORCEMENT.

For more information or to check the status of our meetings, check our website:

www.MacombSheriffExplorers.com

Our site includes pictures, videos, and even more information on our program!

Note to all Parents:

Law enforcement is an exciting career that can sometimes be **VERY graphic**. As such, we must advise you that your student *may be* exposed to obscene/foul language during training. From time to time we will discuss death and may use crime scene photos to enhance training. If you have any questions or concerns, feel free to contact the adult advisory staff.

**Explorer Post 2565
Adult Advisory Staff**

Sheriff Mark A. Hackel - Post Executive Officer

Sergeant William Pace - Exploring Advisor

Deputy Kevin Brewer - Exploring Post Advisor

Crystal Brewer - Explorer Committee Member

Officer Jason Conklin - Explorer Committee Member

Ron Dickinson - Explorer Committee Member

Jessica Drulia - Explorer Committee Member

Steven Gralewski - Explorer Committee Member

Officer Brian Krueger SHPD - Explorer Committee Member

Deputy Jeff McPherson - Explorer Committee Member

Deputy Rob Richards - Explorer Committee Member

Deb Spencer - Explorer Committee Member

Mark Spencer - Explorer Committee Member