

	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 05/23/16	STANDARD OPERATING PROCEDURE	Revised Date: 12/20/16
Chief of Police: 	Explorer Program, 16.6	
Cross Reference: SOP 16.2 Specialized Assignments SOP 45.3, Observer Program Explorer Post 1445 Program Manual Exploring Guidebook	Policy Sections: 16.6.1 Program Description 16.6.2 Leadership 16.6.3 Membership Process 16.6.4 Probationary Period 16.6.5 Training 16.6.6 Explorer Ride-Alongs 16.6.7 Reporting Violations and Discipline 16.6.8 Requests for Explorer Assistance 16.6.9 Program Funding 16.6.10 Annual Inspection Appendix A: Explorer Post 1445 Application Packet Appendix B: Explorer Post 1445 Ride-along Form Appendix C: Request for Explorers Appendix D: Annual Inspection	

PURPOSE

The purpose of this policy is to establish procedures for the police department's Explorer Post 1445.

POLICY

It is the policy of the Elgin Police Department to maintain an Explorer Post in conformance with the procedures established in this directive, as well as the guidelines established in the Explorer Post 1445 Program Manual.

DEFINITIONS

Advisor: A police department employee, at any rank or civilian, who assists the lead advisor with the overall operations of the Explorer Program.

Associate Advisor: A police department employee, at a supervisory rank, who assists the lead advisor with the overall operations of the Explorer Program.

Chief Executive Chairperson: A police department commander, appointed by the chief of police, who has the ultimate responsibility for the Explorer Program.

Executive Board: Comprised of the chief executive chairperson, lead advisor, advisors, associate advisors, and mentor advisor who are responsible for the overall activities, discipline, mentoring, strategic planning, policy development, and formulating the administrative decisions for the Explorer Program.

Lead Advisor: A person at the rank of sergeant or above, appointed by the chief executive chairperson, who is responsible for the day to day functions of the program and serves as a liaison between the police department, the explorers, and the Three Fires Council No. 127 of Boy Scouts of America.

Mentor Advisor: A previous Elgin Police Explorer who served as a member of the post for over four years, completed over five hundred hours, and had no unexcused absences during his/her time on the post.

Youth Leadership Board: Comprised of the president, vice president, secretary, sergeant at arms, and field training explorer who are responsible for fostering accountability within the post, performing secretarial and clerical duties, training new members, and makes recommendations to the Executive Board.

PROCEDURES

16.6.1 PROGRAM DESCRIPTION

- A. It is important for today's youth to have a positive direction and focus, as well as an understanding of options that are available to them. The police department strives to respond to those needs, and will staff the Explorer Program with employees dedicated to being a positive role model for those who participate in the program.
- B. Participants are provided with an opportunity to receive and participate in hands-on instruction regarding the duties of a police officer and the role of law enforcement within the community.
- C. The Explorer Program is affiliated with Boy Scouts of America, which is funded by Learning for Life, a national nonprofit organization. The organization supplies Explorer Programs with an Exploring Guidebook. The guidebook provides suggestions for establishing a program.
- D. The police department may take the suggested guidelines that are covered in the Exploring Guidebook under consideration, but is governed by the protocol established in the Explorer Post 1445 Program Manual, hereinafter referred to as program manual, and the procedures set forth in the respective Standard Operating Procedures.
- E. The Explorer Program is limited to 50 youths; however, exceptions may be granted with permission from the Executive Board and approval from the chief of police. The lead advisor will maintain a list of individuals who are interested in participating in the program. In the event there are openings, those individuals may be contacted for an opportunity to submit an application.

16.6.2 LEADERSHIP

- A. The Executive Board is tasked with the overall responsibility for the Explorer Program. Board members are responsible for mentoring the Youth Leadership Board and providing guidance to all members of the post. During the performance of their duties, Executive Board members shall comply with the applicable laws and confidentiality requirements pertaining to juveniles. Refer to the definition to view a list of the board member positions.
- B. All members of the Executive Board are required to set an example for members of the post and maintain a high level of integrity. In the event a member of the board is subject to discipline or removal from the Explorer Post, the police department shall defer to the respective Rules & Regulations and Standard Operating Procedures.
- C. Executive Board positions that are delegated to a police department employee, except the chief executive chairperson, are extra duty assignments. Assignment to these positions are determined by a selection process, as outlined in Standard Operating Procedure 16.2 Specialized Assignments. Executive Board members who perform his/her regular duty assignment at a substandard performance level may be removed from the board. Removal from the board is at the discretion of the employee's supervisor and chief executive chairperson.
- D. The Executive Board position of mentor advisor, as defined in this policy, is on a volunteer basis and no compensation is given to the advisor. The purpose of this position is to ensure members of the post are represented by one of their peers on the Executive Board. This position can be revoked at any time and is reviewed annually by the Executive Board. During the annual review process, the Executive Board conducts interviews of those who are interested in the position and designates someone to serve for a one year term.
- D. The Youth Leadership Board provides members of the program with an opportunity to work in a managerial capacity. The responsibilities of each board member are outlined in the program manual. Refer to the definition to view a list of the board member positions.

- E. All members of the Youth Leadership Board are required to set an example for members of the post and maintain a high level of integrity. Refer to the program manual for information on the removal process.
- F. Youth Leadership Board positions are determined by the selection process outlined in the program manual.

16.6.3 MEMBERSHIP PROCESS

- A. All applicants must meet certain criteria in order to be eligible to join the post. Membership is granted to those that best meet the criteria and no applicant will be denied on the basis of race, national origin, gender, sexual orientation, religion, or disability.
- B. Youths between the ages of 14 through 21, who are enrolled in a local academic institution, are eligible to join the post.
- C. Youths who are 13 years of age may apply for provisional membership and are required to outline their qualifications and reasons for requesting a provisional membership. Requests shall be reviewed by the Executive Board and approved by the chief executive chairperson. If the request is granted, the youth shall be on probation as outlined in this policy and reach his/her 14th birthday prior to being released from probation.
- D. Applicants who have been arrested or convicted of a felony crime are not eligible to participate in the Explorer Program. Those having misdemeanor arrests and convictions will be considered on a case by case basis.
- E. To apply for membership, the Elgin Police Explorer Post 1445 Application Packet must be completed and signed. Refer Appendix A to view the Explorer Post 1445 Application Packet, which contains the following:
 - 1. Elgin Police Department Explorer Application
 - 2. Explorer Terms
 - 3. Elgin Police Department Explorer Liability Release Waiver
- F. Applicants are required to undergo a thorough background check, to be completed by an assigned Executive Board member and an oral interview. The application packet outlines areas to be reviewed during the background check.
- G. The Executive Board and at least one member from the Youth Leadership Board shall review all applications and interview all applicants. Results from the oral interview will determine whether an applicant will be accepted. An Executive Board member will notify the applicant of their decision.
- H. Any applicant that is not granted membership will be placed on file for 1 year, and may be notified if any openings occur. The applicant will be required to re-submit the application documents.

16.6.4 PROBATIONARY PERIOD

The probationary period for new members is one year. New members are expected to participate in meetings and activities. Refer to the program manual for information on the probationary period.

16.6.5 TRAINING

- A. New Explorers undergo an eight week field training program. Refer to the program manual to obtain information on this process.

- B. New Executive Board members are required to complete the Adult Explorer Leader Basic Training provided by the Learning for Life, nonprofit organization.
- C. Annually, Executive Board members are required to complete the Youth Protection Training Course provided by the Learning for Life, a nonprofit organization.

16.6.6 EXPLORER RIDE-ALONGS

- A. Ride-Alongs provide Explorers with the opportunity to observe police functions. The program manual outlines the guidelines for Explorers to follow in order to participate in the ride-along program, as well as what is expected of the Explorer during the ride-along. Refer to Appendix B to view the Explorer Ride-Along form.
- B. Standard Operating Procedure 45.3 Observer Program outlines the responsibilities tasked to the information desk, shift supervisors, and the assigned patrol officer.

16.6.7 REPORTING VIOLATIONS AND DISCIPLINE

All Explorers are held to a code of conduct, which are outlined in the program manual. Explorers who violate any section of the code of conduct or any section of the program manual are subject to discipline, which is handled by the Executive Board. Refer to the program manual for more information on the disciplinary process.

16.6.8 REQUESTS FOR EXPLORER ASSISTANCE

- A. The Explorer Request Form shall be utilized to request Explorers for an event. Completed forms shall be submitted to the lead advisor for review and approval. Refer to Appendix C to view this form.
- B. A member of the Executive Board or a police department employee must be present at the event. The lead advisor or designee will assign an Explorer to serve as the EIC, Explorer in Charge, of the event. The EIC will collaborate with the Executive Board member or police department employee to supervise the assigned Explorers.
- C. Any issues with the assigned Explorers shall be brought to the attention of the lead advisor.

16.6.9 PROGRAM FUNDING

- A. The police department has a budget line designated for the Explorer Program. The allocated funds cover the cost of the Explorer Program. This includes, but is not limited to the following:
 - 1. State and National Conference, to include the cost of air fare, hotel, food, and etc.
 - 2. Uniforms
 - 3. Supplies
- B. When fundraising efforts are appropriate, the Executive Board shall obtain approval from the chief of police.
- C. All donated funds are to be used specifically for the Explorer Program.
 - 1. Donated funds shall be documented, to include the name of the person making the donation and the date the donation was received.
 - 2. Donations shall be forwarded to the budget analyst for inclusion in the designated budget line.

3. The lead advisor is responsible for ensuring the proper use and documentation of transactions made from the budget line and those paid for by donations.

16.6.10 ANNUAL INSPECTION

To ensure compliance to the established procedures set forth in this policy and the program manual, the chief executive chairperson will ensure an annual inspection, using the designated inspection form, is completed. Refer to Appendix D to view the inspection form.

APPENDIX A: EXPLORER POST 1445 APPLICATION PACKET
(Legal waivers are not shown)

ELGIN POLICE DEPARTMENT
EXPLORER POST 1445
MEMBERSHIP APPLICATION PACKET



*A career education program of the Learning for Life Program, an affiliate of the
Boys Scouts of America*

LAW ENFORCEMENT CAREER EXPLORING

Exploring

Thank you for your interest in joining the Elgin Police Department's Explorer Post 1445. Our mission is to provide those who are interested in pursuing a career in law enforcement or related field in the criminal justice system the opportunity to:

1. Gain exposure to various criminal justice careers and to have a positive interaction with law enforcement professionals.
2. Obtain a hands-on experience and awareness of the criminal justice system, thereby helping Explorers make an informed decision on a career in law enforcement or a related field.
3. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and high standards of performance and personal conduct.
4. Enhance character development and improve physical and mental fitness.
5. Learn responsibility to self and others through leadership.
6. Serve the community by assisting the Elgin Police Department in a supplementary law enforcement and liaison capacity.



Elgin Police Department Law Enforcement Explorer Program Application



Thank you for your interest in our Explorer Program. Please provide the information requested below, and return the completed application to the **Elgin Police Department Explorer Post, Attention Lead Advisor, 151 Douglas Ave., Elgin, IL 60120.** Please contact Sergeant Kevin Senne at (847) 289-2661 or via email at senne_k@cityofelgin.org for more information.

APPLICANT'S PERSONAL INFORMATION							
Last Name			First Name			Middle Initial	
Other Name			DOB		Age		Gender <input type="text"/>
Home Address							
Home Phone		Cell Phone		Work Phone			
Email Address							
EMERGENCY CONTACT INFORMATION							
Last Name			First Name			Middle Initial	
Home Phone		Cell Phone		Work Phone			
PARENT/ LEGAL GUARDIAN INFORMATION							
<i>To be completed when the applicant is a minor</i>							
Last Name			First Name			Middle Initial	
Home Address							
Home Phone		Cell Phone		Work Phone			
Email Address							

APPLICANT'S MILITARY SERVICE					
Branch of Service				Rank	
Date of Service				Type of Discharge	
APPLICANT'S CRIMINAL HISTORY AND DRIVING RECORD					
Illinois Driver's License Number				Has your license ever been suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, explain		
APPLICANT'S EMPLOYMENT/SCHOOL					
School				Employer	
Position				Job Duties	
Hours Per Week		Supervisor's Name		May we contact your employer/School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
APPLICANT'S REFERENCES					
Please furnish three (3) personal references who have known you for a minimum of two (2) years. Please do not list relatives.					
Name				Years acquainted	
Home Phone		Cell Phone		Work Phone	
Name				Years acquainted	
Home Phone		Cell Phone		Work Phone	
Name				Years acquainted	
Home Phone		Cell Phone		Work Phone	

SUPPLEMENTAL QUESTIONS	
How did you hear about the Explorer Program?	
Why do you want to join the Explorer Program?	
What hobbies or interests do you have?	
Do you have friends or relatives who are police officers? If so, who & what department?	
Do you have transportation to and from meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you prepared to follow the rules and regulations of the program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Most recent semester grades have been attached to the application packet? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Must maintain the grade of a C or above</small>
EXPLORER TERMS	
<p>When I satisfy the requirements for becoming an Explorer, the police department will provide me with a uniform and equipment, at no cost to me.</p> <p>I understand that the uniform and equipment are the property of the Elgin Police Department and Explorer Post 1445.</p> <p>It will be my responsibility to clean and maintain the uniform and equipment.</p> <p>I will not use the uniform or equipment for any purpose other than those purposes expressly authorized by the police department.</p> <p>I will report any damage to the uniform and equipment to a post advisor at my earliest convenience, relating the damage incurred and the circumstances causing the damage.</p> <p>I agree to return the uniform and equipment to a post advisor at the request of the police department.</p> <p>I hereby consent to provide my DOB for the purpose of a background check.</p> <p>I hereby consent to the release of my minor child's academic records and authorize the City of Elgin to contact my minor child's school as part of the background check.</p> <p>I have read and understood the above terms and my signature below indicates that I am in agreement to these terms.</p>	

Signature of applicant

Date

Signature of parent/legal guardian (if under 18)

Date

APPENDIX B: EXPLORER RIDE-ALONG FORM



ELGIN POLICE DEPARTMENT Explorer Ride-Along Form (Form covers adults and minors)



In order to be eligible to participate in a ride-along, Explorers must satisfy the conditions set forth in the Explorer Post 1445 Manual. Explorers are required to complete the form, sign the waiver of liability, have the form approved by an explorer post advisor. Explorers are permitted to ride a maximum of four (4) hours at a time, during the hours of 0900 to 2300 hours. Explorers may ride a maximum of two (2) times, per month. Patrol supervisors have discretion to cancel a scheduled ride-along. In these instances, the supervisor shall inform the lead advisor the reasons for the denial.

Full legal name:	Date of birth:	Age:
Full address:		
Home phone:	Cell phone:	
<i>Complete only if the Explorer is a minor</i>		
Parent/custodian's name:		
Home phone:	Cell phone:	
Requested Date and Time between Hours of 0900-2300		
Waiver of Liability - Observers in Elgin Police Department Vehicles		
<p>For and in consideration of the undersigned being given the opportunity of observing police operations of the city of Elgin, Illinois, a municipal corporation, (hereafter referred to as "city"), by being permitted to ride in a patrol car, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, (hereafter referred to as "Parent/Explorer"), hereby agrees, as follows:</p> <ol style="list-style-type: none"> 1. Parent/Explorer recognizes and understands that riding along with police officers in a police patrol vehicle is an inherently dangerous and hazardous activity, and may subject the rider to great bodily harm, including, but not limited to severe bodily injury and death. 2. Parent/Explorer hereby releases, waives, holds harmless and indemnifies city, its officials, officers, employees, agents and volunteers from and against any and all claims for damages, suits, causes of action, and any and all other liability of whatsoever nature, including, but not limited to any such liability which may otherwise accrue in favor of Parent/Explorer and/or rider's heirs, dependants and assigns, arising out of or in connection with riders accompanying city police officers in a police vehicle. 3. Parent/Explorer hereby warrants and represents that he/she is fluent in the English language; has read and fully understands this waiver; is at least 18 years of age; and is not currently under the influence of any medication, alcohol or otherwise subject to any mental condition which may impair his/her ability to understand the nature or meaning of this waiver. 4. The provisions of this waiver shall be severable. In the event any of the terms or provisions of this waiver are deemed to be void or otherwise unenforceable for any reason, the remainder of this waiver shall remain in full force and effect. 5. I further understand that no hospitalization, health or accident insurance is provided with the resignation and waiver. 6. I, the Parent/Explorer, hereby accept participation in this program and consent to emergency medical treatment. To the best of my knowledge, there is no physical or other condition which may interfere with the Explorer's participation in this program. I also acknowledge and hereby agree to abide by the city of Elgin's refund/cancellation policy, if applicable. <p><i>To be completed at the police department in the presence of the officer assigned to the ride-along or CR/CP staff member.</i></p> <p>IN WITNESS WHEREOF, the undersigned has affixed his/her signature at Elgin, Illinois this:</p> <p>_____ day of _____, _____ Year</p> <p style="text-align: right;">Parent/Custodian Signature (when Explorer is a minor)</p> <p style="text-align: right;">Explorer's Signature</p>		

Copy of D/L or photo ID attached: ☐ Yes ☐ No

Identification confirmed by assigned officer: ☐ Yes ☐ No

Explorer Post #1445 Advisor _____

Date/time of ride _____

Assigned officer name & badge number _____

Submit

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2530 Fax: (847) 289-2750

Effective 02/23/16

APPENDIX C: REQUEST FOR EXPLORERS



ELGIN POLICE DEPARTMENT Explorer Request Form



Event name: Event date: Event start/end time:

Event location: Indoor ☐ Yes ☐ No Outside ☐ Yes ☐ No

Event contact person: Contact number:

Requestor's name: Contact number:

Number of Explorers needed:

Job functions:

Submit to lead
advisor

Lead Advisor Review

Approved: ☐ Yes ☐ No

If no, indicate reason:

Equipment needed:

Explorers assigned:

Explorer in charge: Type of service hours:

Advisor in charge: Total hours:

Advisor signature: Date:

APPENDIX D: ANNUAL INSPECTION FORM



ELGIN POLICE DEPARTMENT Explorer Post #1445 Annual Inspection



Inspection Date: _____

Inspection Completed By: _____

Section 1: Youth Leadership Board			
President:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
Vice President:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
Vice President:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
Secretary:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
Sergeant at Arms:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
FTO Explorer:	<input style="width: 95%;" type="text"/>	# of Terms:	<input style="width: 95%;" type="text"/>
<i>Explorers shall not serve more than three terms in the same office.</i>			
Compliance Observed		Comments, if any: <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Section 2: Membership			
Total number of Explorers: <input style="width: 100px;" type="text"/>		Total number of males: <input style="width: 100px;" type="text"/> Total number of females: <input style="width: 100px;" type="text"/>	
Breakdown of age groups: 14 <input style="width: 30px;" type="text"/> 15 <input style="width: 30px;" type="text"/> 16 <input style="width: 30px;" type="text"/> 17 <input style="width: 30px;" type="text"/> 18 <input style="width: 30px;" type="text"/> 19 <input style="width: 30px;" type="text"/> 20 <input style="width: 30px;" type="text"/> 21 <input style="width: 30px;" type="text"/>			
Complete Random Review of 5 Explorer Files to Ensure Application Packets Completed and Filed, includes Consent Waivers			
File #1: <input style="width: 150px;" type="text"/>	File #2: <input style="width: 150px;" type="text"/>	File #3: <input style="width: 150px;" type="text"/>	File #4: <input style="width: 150px;" type="text"/>
File #5: <input style="width: 150px;" type="text"/>		<i>Include the Explorer's last name in the file fields.</i>	
Complete Random Review of 5 Explorer Files Conducted to Ensure Explorers in Good Academic Standing			
File #1: <input style="width: 150px;" type="text"/>	File #2: <input style="width: 150px;" type="text"/>	File #3: <input style="width: 150px;" type="text"/>	File #4: <input style="width: 150px;" type="text"/>
File #5: <input style="width: 150px;" type="text"/>		<i>Include the Explorer's last name in the file fields.</i>	
Compliance Observed		Comments, if any: <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Section 3: New Member Probationary Period		
Total number in probationary period : <input style="width: 100px;" type="text"/>		
Attendance requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Display good demeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Conforming to procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no selected, explain: <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div>		
Compliance Observed <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments, if any: <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div>	

Section 4: Training		
Number of new Explorers: <input style="width: 100px;" type="text"/> <i>(Past 12 months)</i>		
Complete Random Review of 2 Explorer Files to Ensure Eight Week Field Training Requirements are Met		
File #1: <input style="width: 100px;" type="text"/>	File #2: <input style="width: 100px;" type="text"/>	<i>Include the Explorer's last name in the file fields.</i>
<input type="checkbox"/> Registered w/Boy Scouts <input type="checkbox"/> Completed Orientation <input type="checkbox"/> Passed Written Test <input type="checkbox"/> Reviewed Program Manual	<input type="checkbox"/> Registered w/Boy Scouts <input type="checkbox"/> Completed Orientation <input type="checkbox"/> Passed Written Test <input type="checkbox"/> Reviewed Program Manual	
Are Explorers Current in CPR Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no selected, explain: <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div>		
Number of new Executive Board members: <input style="width: 100px;" type="text"/> <i>(Past 12 months)</i>		
Have new Board Members completed the Adult Explorer Leader Basic Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are all Board Members current with the Annual Youth Protection Training Course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe any training concerns or suggestions: <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div>		
Compliance Observed <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments, if any: <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div>	

Section 5: Program Funding			
Account number for allocated funding:			
Total funding in beginning of year:			
Total funding at time of the inspection:			
What have funds been used for?			
Have there been any fund raisers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe the fund raiser(s):			
Total amount of money collected:			
What was donated money used for:			
Were donated funds documented as required in policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Were donated funds forwarded to the budget analyst?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any concerns:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe the concerns:			
Compliance Observed		Comments, if any:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Section 6: Post Property			
Are the monthly inventories of post property being conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Review a random sample of 3 inventories		Attach a copy of the 3 inventories that were reviewed	
Month #1:		Month #2:	
		Month #3:	
Comments or concerns, if any:			
Compliance Observed		Comments, if any:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Section 7: Discipline			
Total number of discipline incidents : <input style="width: 100px;" type="text"/> <i>(Past 12 months)</i>			
Total number of discipline incidents previous 12 months: <input style="width: 100px;" type="text"/>			
Are Explorer violations being reported pursuant to protocol? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are the required forms being utilized? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Review a random sample of 3 discipline incidents to ensure required forms being utilized			<i>Include the Explorer's last name in the fields.</i>
Incident #1: <input style="width: 150px;" type="text"/> Incident #2: <input style="width: 150px;" type="text"/> Incident #3: <input style="width: 150px;" type="text"/>			
What is the most frequent violation? <input style="width: 540px;" type="text"/>			
Comments or concerns, if any: <div style="border: 1px solid #ccc; height: 40px; width: 520px; margin-top: 5px;"></div>			
Compliance Observed		Comments, if any:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<div style="border: 1px solid #ccc; height: 20px; width: 520px;"></div>	
Section 8: Ride Along Program			
Have there been any issues with the ride-along program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain: <div style="border: 1px solid #ccc; height: 40px; width: 520px; margin-top: 5px;"></div>			
Are Explorers completing tests as required in program manual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Review a random sample of 3 files to ensure testing completed			<i>Include the Explorer's last name in the fields.</i>
File #1: <input style="width: 150px;" type="text"/> File #2: <input style="width: 150px;" type="text"/> File #3: <input style="width: 150px;" type="text"/>			
Comments or concerns, if any: <div style="border: 1px solid #ccc; height: 40px; width: 520px; margin-top: 5px;"></div>			
Compliance Observed		Comments, if any:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<div style="border: 1px solid #ccc; height: 20px; width: 520px;"></div>	

Section 9: Community Service Hours

Total number of community service hours :
(Past 12 months)

Review of Explorer hours completed: ☐ Yes ☐ No

Comments or concerns, if any:

Compliance Observed		Comments, if any: <input type="text"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Section 10: Comments

Inspection completed by:	<div><div>ENTER NAME</div><input type="text"/></div>	Date:	<input type="text"/>
Lead Advisor:	<div><div>ENTER NAME</div><input type="text"/></div>	Date:	<input type="text"/>
Chief Executive Chairperson:	<div><div>ENTER NAME</div><input type="text"/></div>	Date:	<input type="text"/>