



Responsibilities of the Major

- The Major is responsible for ensuring that the explorer program operates smoothly and adheres to departmental policies and guidelines. This includes overseeing training sessions, competitions, and community service activities.
- The Major serves as a mentor to both the explorer command staff and the explorers, providing guidance during meetings, ethics, and development with in the post.
- The Major collaborates with the Advisors to facilitate training sessions, and other educational opportunities for explorers.
- The Major plays a crucial role in fostering positive relationships between explorers and the community by promoting outreach initiatives and participation in local events.
- This position may involve administrative tasks such as managing resources for training materials, and ensuring compliance with safety regulations during activities.

Responsibilities of the Operations Captain

- The Operations Captain serves as a key leader within the Police Explorer Program. This individual is responsible for overseeing daily operations and ensuring that all activities align with the program's objectives.

- The Operations Captain acts as a liaison between the Explorers and the Major, communicating important information regarding events, training sessions, and other operational matters.

Responsibilities of the Administrative Captain

- The Administrative Captain plays a pivotal role in supporting the Major by managing administrative tasks essential for smooth operations within the program.
- The Administrative Captain's role in maintaining records for the explorer post is crucial for the smooth functioning of the organization. Utilizing Google Drive for record keeping
- The Administrative Captain will conduct a comprehensive evaluation of the Training Lieutenant's performance

Responsibilities of the Squad Lieutenant

- The Squad Lieutenant is responsible for overseeing the preparation and submission of monthly observation reports from the Squad Sergeants, utilizing Google Drive as the primary platform for document management and collaboration.
- The Squad Lieutenant is responsible for overseeing the weekly operations and activities of the Squad Sergeants, ensuring effective communication, coordination, and execution of tasks within the squad.

Responsibilities of the Training Lieutenant

- The Training Lieutenant will be responsible for overseeing all new Explorers as they embark on their training journey. This role

includes providing a comprehensive overview of the General Orders that govern our post. New Explorers will undergo a structured training program spanning four meetings, during which they will learn essential drill techniques and thoroughly review the General Orders pertinent to our operations. The Training Lieutenant will ensure that each Explorer is well-equipped with the knowledge and skills necessary to uphold the standards of our post.

- The Training Lieutenant will oversee the issuance of uniforms to all new members, ensuring that each individual receives the appropriate attire necessary for their role. This responsibility includes maintaining an organized inventory of uniforms, coordinating fitting sessions, and providing guidance on uniform standards and care. The Training Lieutenant will also be tasked with addressing any issues related to uniform discrepancies or replacements, thereby fostering a professional appearance within the team.

Responsibilities of the Squad Sergeants

- Squad sergeants serve as leaders and mentors to police explorers, guiding them through various training exercises and activities. They model professional behavior, instilling values such as honesty, discipline, and responsibility.
- Squad Sergeants must prepare for monthly evaluations by reviewing each explorer's performance over the past month via the Google Drive. This includes gathering data from various activities, training sessions, and community service events that explorers participated in. They should ensure they have a clear understanding of each explorer's strengths, weaknesses, and areas for improvement.

Responsibilities of the Squad Corporal

- The Squad Corporal serves as a leader among peers, guiding fellow explorers in their activities and ensuring that they adhere to the values and standards of the program.
- Ensuring that all squad members wear their uniforms appropriately during official functions is part of maintaining professionalism within the program.

Responsibilities of the Squad Explorers

- Attend all weekly meeting.
- Complete Monthly activity forms
- Report to the Squad Sergeant and Corporal.
- maintaining professionalism within the program.