

San Diego County Law Enforcement
Explorer Academy
University of California San Diego

THE REGISTRATION PACKET

Before duplicating and distributing this packet to your Explorers, please check to be sure you have all the components needed. The forms you need include:

1. **ACADEMY REGISTRATION FORM.** *(One for each participant)* indicate what level of training the Explorer has completed. **The Advisor must verify the Explorer meets the minimum physical fitness standards and is placed in the appropriate phase for the Academy.** Advisor must sign the Registration form to verify the information. **PLEASE PRINT CLEARLY!!**

2. **PERSONAL HEALTH AND MEDICAL RECORD FORM: “Learning for Life Medical Record”**
(One for each participant)
On the form, complete ALL Sections. Any *PRE-EXISTING MEDICAL CONDITION MAY DISQUALIFY AN EXPLORER FROM PARTICIPATION.* Please contact the Academy Director on all pre-existing injuries prior to completing the registration.
 - a) **A medical examination is required for all students attending** the form must be signed by a physician and received by the Academy Office **before** the Explorer's registration can be completed. This requirement cannot be waived and *is* for the protection of the Explorer and the Academy.

 - b) If an Explorer becomes injured or ill during the Academy and cannot participate for a full training day, they may be required to return home at the discretion of the Academy Directors. Possible reimbursement of Academy fees will be determined at that time, if you have any questions regarding these requirements, please contact the Academy Director, Gigi McCalla.

3. **PERSONAL PROPERTY LIST** : *(One for each participant)*
There is limited storage space inside of the dorms, so bring only what you need. We suggest each Explorer mark their personal property for identification, **The Academy does not assume any responsibility for lost or stolen property.**

4. **ACADEMY RULES AND REGULATIONS:**
You are requested to review these with your Explorers prior to the Academy.

A completed registration packet will consist of:

1. The Registration Form
2. The Medical Release Forms
3. The total cost (\$) per person

A deposit per person is due June 1st. The balance of the fees are due by July 1st. There will be no refunds of any kind after July 15th. We will accept substitutions of names up until the day of the academy.

Your attention to these forms will facilitate the registration of your Post for the Academy. We have attempted to compile a lot of information for you in this packet, however, please feel free to contact any staff member or director to answer your questions.

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A complete list of the Academy staff and their duties will be available upon arrival at the Academy. This event is Learning for Life (Boy Scouts of America) sanctioned and supported by the Learning for Life San Diego/Imperial Council. Council staff will be available during the Academy.

Explorer Training Placement

The Academy offers three levels of Explorer Training and a formal program for adults attending the Academy. To assist you in the placement of your Explorers, the following information is provided.

The Basic Phase (Phase 1)

The Basic Phase is the equivalent of a basic police academy. The majority of the classes are formal classroom training in elementary topics. The topics include the administration of justice, criminal law, officer safety, traffic enforcement, juvenile procedures, physical conditioning and training. This class is ideal for the new Explorer who does not have any prior training. We highly recommend all new Explorers who have never attended our Academy start in Phase 1.

The Intermediate Phase (Phase 2)

The Intermediate Phase is the equivalent of in-service training for a police officer. This phase of training is designed as a continuation of the basic education. Classroom training is provided in connection with hands on, practical, and field exercises. Topics covered include high-risk stops, officer safety, basic investigation techniques, firearm familiarization and physical conditioning and training. This class is ideal for the line Explorer who has experience working in the field.

The Advanced Phase (Phase 3)

The Advanced Phase is built around leadership, organizational skills and advanced field training for the Explorer who has completed basic and intermediate levels of training. Topics covered are leadership, team building, specialized investigation and supervision.

The Advisors Phase (Phase 4)

The Advisor's Phase is for all adults attending the Academy. During the week a special program will be presented for the Explorer Advisor. Topics include training and advisor forums on selected topics. The adults attending the academy will also assist the staff in routine operations, role-playing and monitoring Explorer Classes.

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Participation

In the past years there have been medical problems and excuses that interfere with the purpose of the academy, which is to provide a high quality learning experience where all students can explore law enforcement. If a student attends and cannot or will not fully participate, or they are not receiving all of the training available, the Academy staff will evaluate the situation. The Academy Staff has established minimum requirements and expectations for all Explorers attending the Academy. During the week, students will be evaluated and graded on physical fitness performance and attendance, as well as academic achievement. Those students who do not meet the minimum standards at the beginning of the Academy, or who become disabled during the Academy, may be dismissed and returned home at their own expense, at the discretion of the academy Directors and staff. Those students who do not participate in all Academy functions, and are not dismissed, will not be eligible for class honors and awards, and may not be allowed to participate in graduation exercises.

Only Explorers who participate in the phases are invited to attend the Academy. **No Explorers with a Post may attend without being registered in one of the three phases.** Only registered Advisors with Learning for Life/Boy Scouts of America may attend the Academy. If a Post has non-sworn personnel who are recognized Advisors with their agency, they may attend as Visiting Advisors. If there are any questions on who is eligible please contact the Academy Directors prior to them enrolling in the Academy.

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PHYSICAL FITNESS STANDARDS

In order to establish a minimum base line on which to build the physical training program while at the Academy, the following standards have been set. **All Explorers will be required to meet the following minimum physical criteria upon entrance to the Academy during the initial physical fitness evaluation.** Explorers unable to meet the minimum requirements will not be allowed to participate in the Academy.

Minimum Entry Requirements

- 1 Complete pushup
 - Starts with arms fully extended
 - Lowering to a distance off the ground of a person's fist
 - Raising back to arms fully extended
- 1 complete sit-up
 - Legs bent and feet planted on ground
 - Arms folded across chest with hands on shoulders
 - Start in up position with elbows touching thighs at the base of knee
 - Lowering torso so that back of shoulders touch the ground
- Run 440 yards (1/4 mile) within 200 seconds (3:20)
- Run 1 mile in 14:00 minutes

* Exposure to a six foot solid wall by the respective agency so that all Explorers have been shown a variety of techniques for climbing over the wall. It is not required that the Explorers be able to climb over the wall on their own.

Academy Grading Scale

<u>440 Run</u>	<u>Push-ups</u>	<u>Sit-ups</u>	<u>1 Mile Run</u>
80 seconds = 1 pt.	20 = 1 pt.	20 = 1 pt.	8 minutes = 1 pt.
75 seconds = 2 pts.	30 = 2 pts.	30 = 2 pts.	7.5 minutes = 2 pts.
45 seconds = 3 pts.	45 = 3 pts.	45 = 3 pts.	7 minutes = 3 pts.

Due to the limited space at the Academy this year, if an Explorer attends but does not participate, it effectively prohibits others from attending and participating. It is expected that participation will be restricted to those Explorers who are in good health and meet the established minimum standards. Prior to returning the enclosed registration package for any Explorer, the Post Advisor must verify the student can fully participate and must sign the individual registration form indicating the Explorer meets or exceeds the standards.

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**Please type or print clearly
Return this form with payment to SDCLEEAA 10118 Shenandoah Drive
Santee, CA. 92071**

Name: _____

Address: _____ City, State, Zip: _____

Home Phone: (____) _____ Age: _____ Gender: _____ Post Position: _____

EMERGENCY CONTACT:

Name: _____

Address: _____ City, State, Zip: _____

Phone Numbers: _____

Include area codes Home Work Other (Cell)

Sponsoring Agency:

Agency Name: _____ Advisor's Name: _____

Agency Address: _____

Advisor's Phone: (____) _____ Agency Phone: (____) _____

Class Placement:

Select One: Basic _____ Intermediate _____ Advanced _____ Advisor _____

I have/have not attended prior Academy training _____ Where/When _____

The above listed Explorer has met all the prerequisites of placement in the requested class and has met the minimum physical fitness standards established by the San Diego County Explorer Academy. I am aware that the Academy has adopted certain rules to foster an atmosphere of learning and safety for all. I have read the rules for the 2017 Explorer Academy and I agree to abide by them at all times during the training.

Explorer's Signature _____ Advisor's Signature _____

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Equipment List

The uniform: During the Academy, the uniform will be **non-faded (no baggy)** blue jeans, Academy T-shirts and running shoes. Each Explorer will be issued one pair of shorts and two T-shirts for physical training during the Academy.

Post uniform: Explorers and Advisors will wear your post uniform the first day for photos, and for graduation on the last day. It may be cool in the evenings, a light jacket is recommended, and post jackets are preferred.

Other required items:

- Duty Belts, flashlights, handcuffs and keys will be needed for defensive tactics.
- Pen, pencils and paper
- Medical card and/or insurance card

Optional items:

- Sunscreen
- Chap stick

Special Notes:

- **DO NOT** bring valuables (jewelry) to the Academy. The Academy, Advisors' Association or the facility will not be responsible for lost or stolen property.
- **NO FIREARMS, KNIVES, OR OTHER WEAPONS ARE TO BE BROUGHT TO THE ACADEMY BY EXPLORERS. MAY RESULT IN IMMEDIATE DISMISSAL.**
- **NO MP3 PLAYERS, RADIOS, IPODS, IPADS, LAPTOPS OR ANY OTHER ELECTRONIC EQUIPMENT WILL BE ALLOWED IN ANY DORMS OR ROOMS. CAMERAS AND ANY RECORDING DEVICE MAY BE BROUGHT BUT WILL BE HELD BY EACH ADVISOR FROM A POST UNTIL THEY ARE ALLOWED TO BE DISSEMINATED. ANY VIOLATION OF THESE RULES CAN RESULT IN IMMEDIATE DISMISSAL.**
- Cell phones/cameras can be brought to the Academy but they are only to be used when authorized by Academy Staff. **They will be kept by the Advisors for each POST until they are allowed to be disseminated. The Academy is not responsible for lost or stolen cell phones, cameras or any other electronic equipment.**
- You must declare all prescription medications to the medical director during registration. You will be responsible for taking your medication as required. Bring only the amount of prescription drugs needed during the Academy. Place all medications in their original container and place them in a marked plastic bag with your son/daughters name on the outside.
- **IT IS STRONGLY RECOMMENDED THAT ALL PERSONAL ITEMS BE MARKED WITH THE EXPLORER'S NAME FOR SAFEKEEPING.**
- The San Diego County Law Enforcement Explorer Advisors' Association, the Explorer Academy, University of California San Diego, and Learning for Life Council, (BSA) will not be responsible for items lost, stolen or left at the Academy.

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ATTENDANCE and CONDUCT

1. Attendance at the San Diego County Law Enforcement Explorer Academy is limited to individuals who are currently registered youth members of a Law Enforcement Explorer Post, which is sponsored by a recognized law enforcement agency, and are under the age of 21 years.
2. All Explorers will attend all classes of instruction, training, demonstrations and activities listed in the Academy schedule, unless excused by the Watch Commander or Phase Coordinator.
3. If an Explorer misses one full day of training, or the equivalent number of class hours, regardless of the reason, the Academy Directors will evaluate the Explorer for dismissal from the Academy, without refund of fees paid.
4. Explorers will be attentive and contribute to discussions while attending classes and participating in training.
5. Unnecessary talking and joking will not be tolerated in classrooms and training areas.
6. Explorers who wish to speak during a lecture or training will raise a hand for recognition by the instructor.
7. Explorers shall treat as confidential, any privileged information presented at this Academy.
8. When walking to meals, classrooms, training and other activities, as a group, Explorers will be in military formation. Speaking is limited to counting cadence or chanting upon the direction of the group leader.
9. Explorers shall conduct themselves in a professional manner, which will reflect favorably on the Explorer program and the Academy.
10. At no time shall Explorers use profanity or offensive words or expressions.
11. Fighting and horseplay are prohibited.
12. Explorers shall not show or display affection, beyond what is considered general or common courtesy, toward a member of the opposite sex while in attendance at the Academy.
13. Explorers will not fraternize with any individual not affiliated with the Law Enforcement Academy.
14. Smoking will not be permitted.
15. Alcoholic or intoxicating beverages or non-prescription drugs will not be permitted.
16. Weapons are not permitted on any Explorer during the Academy. All weapons are to be relinquished to the Post Advisor or the Watch Commander for safekeeping until the conclusion of the Academy.
17. Explorers may visit the Watch Commander or Medical Officer when conducting business, but will not loiter in the office.
18. Academy Staff personnel will be addressed by the appropriate title: Officer, Deputy, Sir or Ma'am. All Academy staff personnel will be treated in a courteous, respectful and mature manner.

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19. All Explorers, regardless of rank or age will be equal in standing and position while attending the Academy.
20. Explorers may only leave the Academy boundaries with prior written authorization from an Academy Director.
 - Academy boundaries will be established and explained on the first day of class by the Phase Coordinator.
 - During free time, Explorers may only visit in the designated areas, as assigned by the Phase Coordinator.
 - Explorers, who have received prior authorization to leave the Academy, must check out with the Watch Commander before leaving campus and check in immediately upon return.
21. Explorers will obey all lawful orders given by Academy Staff personnel.

PERSONAL GROOMING

22. Explorers will, at all times, maintain excellent grooming standards and hygiene while in attendance at the Academy.
23. Explorers will dress in the prescribed Academy uniform (colored phase T-shirt, blue jeans, running shoes, ball cap and Academy nametag) this is considered the “uniform of the day” unless the Phase Coordinator directs an alternative uniform.
24. Ball caps will be removed upon entering any building.
25. Neck chains may be worn however; they must be completely concealed by the T-shirt.
26. All Explorers are not to wear earrings due to physical activity. Watches may be worn but any audible tones must be turned off.

PRIVATE VEHICLES AND PERSONAL BELONGINGS

27. All vehicles driven to the Academy by Explorers and Advisors will be parked in the assigned parking lot. Explorers will not drive vehicles during the Academy. Explorers will not sit on or loiter around parked cars.
28. All prescription medication will be reported to the Medical Coordinator during registration. Explorers will retain and be responsible for maintaining and taking required medication in a timely manner. If assistance with medication is required, it may be requested from the Medical Coordinator. All medications should be secured in the Explorer’s room, only the amount needed for the day may be carried at any one time.
29. Each Explorer will be responsible for his/her own belongings at all times. The Academy, BSA or the Staff will not be responsible for lost, stolen or damaged property.
30. Furniture will not be removed from any room, for any purpose, without prior authorization.
31. Each Explorer is responsible for ensuring his/her belongings are properly marked with the last name and Phase designation.
32. An Explorer will not disturb the personal property of any other Explorer.

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DISCIPLINE

33. Any violation of these Policies and Procedures will result in disciplinary action.
34. Any Academy Staff member or visiting Advisor may bring inappropriate action to the attention of the Watch Commander or his designee. Only the Watch Commander or the Academy Directors, will issue formal discipline which may include, but is not limited to:
- Custodial duties
 - Additional drill or physical fitness activities
 - Written essay
 - Suspension of privileges
 - Special work detail
 - Dismissal from the Academy, without reimbursement of fees
35. Any Explorer found to be in direct violation of any order issued by an Academy Staff member performing his/her duties will be recommended for dismissal from the Academy.
36. An Explorer dismissed from the Academy for any disciplinary reason, **will forfeit all tuition fees and must return all issued gear.**

MISCELLANEOUS

37. All Academy visitors will check in with the Watch commander on duty prior to entering any other Academy area.
38. Explorers may consult with Post Advisors or chaperones during “free time”. Academy questions or concerns should be directed to the Phase Coordinators or Academy Staff members.
39. All Explorers will be required to attend the social activities planned during the Academy. The only exception will be for medical or disciplinary reasons.

**Gigi McCalla
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