

# **San Diego County Law Enforcement Explorer Academy 2020 INFORMATION PACKET**

## **Explorer Training Placement**

The Academy offers three levels of Explorer Training and a formal program for Explorers/Cadets 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. Many of the classes are formal classroom training in basic law enforcement learning dimensions. The topics include the administration of justice, criminal law, officer safety, traffic enforcement, juvenile procedures and physical conditioning. 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. 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

The purpose of the academy is to provide a high-quality learning experience where all students can explore law enforcement. If an Explorer/Cadet attending the Academy cannot or will not fully participate or they are not fulfilling all the training requirements, Academy staff will evaluate the Explorer/Cadets' eligibility to continue with the program. 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 Director and Academy 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/Cadets attending MUST participate in phase training. **No Explorer/Cadet attending with a sponsoring agency 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 and registered with LFL, they may attend as Visiting Advisors. If there are any questions about eligibility, please contact the Academy Director prior to them enrolling in the Academy.

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**PHYSICAL FITNESS STANDARDS**

**All Explorers/Cadets will be required to meet the following minimum physical standards/criteria upon entrance to the Academy during the initial physical fitness evaluation.** Upon completion of the registration packet, each Explorer/Cadet will sign the liability waiver form verifying their ability to complete the minimum physical fitness requirements. **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

\* Explorers/Cadets should receive exposure to climbing a six-foot solid wall by the respective agency, so all Explorers/Cadets have been shown a variety of techniques for climbing over the wall. It is not required that the Explorers/Cadets be able to climb over the wall on their own.

**Academy Grading Scale**

<b><u>440 Run</u></b>	<b><u>Push-ups</u></b>	<b><u>Sit-ups</u></b>	<b><u>1 Mile Run</u></b>
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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## 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 to the Academy 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 & 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 any person 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, always, 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 or failure to meet the physical fitness standards **will forfeit all tuition fees, return all issued gear and will be dismissed from the academy at their expense or the expense of their sponsoring agency.**

## 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.

**San Diego County Law Enforcement Advisors Association**  
**Explorer Academy Director**  
**Agent Pricilla Graton**  
**315 Fourth Avenue**  
**Chula Vista, CA 91910**  
**(619) 600-7808 cell**  
**(619) 385-6620 work cell**  
[sdcleaa@gmail.com](mailto:sdcleaa@gmail.com)  
[www.sdcleaa.com](http://www.sdcleaa.com)