

CHAPTER 3
ORGANIZATION AND RESPONSIBILITIES

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CHAPTER 3

ORGANIZATION AND RESPONSIBILITIES

1. GENERAL. The organizational structure of the Department's Explorer Program is comprised of a statewide explorer coordinator, Division explorer coordinator, Area commander, post coordinator, post advisor, associate post advisor, Advisory Committee, and an explorer command structure (e.g., explorer captain, explorer lieutenant, explorer sergeant, explorer, and explorer cadet). This chapter outlines the roles and responsibilities of the above personnel; however, many of the functions described in this chapter (e.g., implementation of explorer posts, explorer academy levels, explorer post promotional exams) will be outlined in subsequent chapters of this manual.

2. PROGRAM RESPONSIBILITY. The Explorer Program is the responsibility of Departmental Affairs Division, Community Outreach and Marketing Section with direction from the Office of the Commissioner.

3. PROGRAM ORGANIZATION AND SUPERVISION.
 - a. Statewide Explorer Coordinator. The statewide explorer coordinator is assigned to the Community Outreach and Marketing Section and shall be at the rank of sergeant. The statewide explorer coordinator is responsible for the standardized implementation of the Explorer Program and has overall responsibility for managing the program statewide. The statewide explorer coordinator also serves as the liaison between Executive Management and the field Divisions regarding explorer program activities. The statewide explorer coordinator is responsible for overall program coordination which includes the following:
 - (1) Monitor the initial set-up and implementation of explorer posts.
 - (2) Serve as the Department's liaison with the Learning for Life National Headquarters.
 - (3) Conduct Division explorer coordinator training annually to exchange ideas and ensure uniformity and standardization in the Explorer Program.
 - (4) Assist with the coordination of multi-Division explorer activities.
 - (5) Coordinate the Level III and Level IV Explorer Academy and graduation ceremony.

- (6) Prepare a quarterly CHP 400Z, Statewide Explorer Report, and provide the report to the Board of Directors.
- (7) Coordinate the exclusive CHP statewide explorer competition.
- (8) Maintain and oversee all explorer academy lesson plans.
- (9) Develop and maintain explorer post promotional examinations which are conducted for the ranks of Explorer Sergeant, Explorer Lieutenant, and Explorer Captain.
- (10) Maintain Highway Patrol Manual (HPM) 70.5, Explorer Program Manual.
- (11) Serve as the departmental representative at any National/ Law Enforcement Explorer Conferences.
- (12) Maintain a list of all active explorer posts.
- (13) Schedule and host CHP Academy tours for explorers.
- (14) Coordinate awards presented by Learning for Life.
- (15) Prepare a statewide annual financial report as described in Chapter 8, Fiscal Requirements and Use of State Time, of this manual.

b. Division Explorer Coordinator. A Division explorer coordinator shall be designated to monitor the administration and coordination of explorer post activities conducted within the Division. This position should be at the rank of Sergeant. The Division explorer coordinator is responsible for the following:

- (1) Coordinate activities which involve multiple explorer posts.
- (2) Maintain explorer success rates with CHP recruitment efforts.
- (3) Maintain a roster of all explorers currently assigned to posts within the Division, including their addresses, telephone numbers, and e-mails.
- (4) Coordinate the Learning for Life Adult Leadership training for all post advisors, associate advisors, and Advisory Committee members.
- (5) Schedule meetings with post advisors as necessary to ensure the efficient operation of explorer posts and provide a forum for the exchange of information between and among posts.

(6) Maintain a permanent position on Explorer Post Advisory Committee(s) within the Division.

(7) Prepare and submit a Division Explorer Program annual report to the statewide explorer coordinator as specified in Chapter 7, Post Operational Procedures, of this manual.

(8) Serve as the Department's liaison with the Learning for Life Regional Councils.

(9) Prepare and submit a Division Explorer Program quarterly report to the statewide explorer coordinator. This form includes financial reporting as specified in Chapter 8 of this manual.

c. Area Commander. The Area commander is the departmental representative for the explorer post and chairs the Advisory Committee for the post. The commander must ensure that the explorer post is being operated in compliance with the policies and procedures established by the Department and the Learning for Life Program. The Area commander is also responsible for the development of an Explorer Post Standard Operating Procedure. The commander shall appoint a post coordinator, a post advisor and, if necessary, an associate post advisor(s) who demonstrates interest and enthusiasm, and who will serve as a role model(s) for the explorers. The Area commander is responsible for approving the monthly explorer financial statement and financial report. The Area commander shall ensure that an annual explorer post audit is conducted.

NOTE: Area commander includes Inspection Facility commanders and Division commanders.

d. Post Coordinator. The post coordinator shall be at the rank of sergeant or above. The post coordinator shall have supervisory responsibility of the post advisor(s) and the CHP Explorer Program within the Area command. The post coordinator shall be responsible for ensuring that the quarterly report is submitted to the Division coordinator as specified in Chapters 7 and 8 of this manual.

e. Post Advisor. Each command sponsoring an explorer post shall appoint a sworn departmental employee at least one rank below the post coordinator to act as the post advisor. There shall be only one post advisor for each explorer post. The post advisor is responsible for the following:

(1) Maintain the explorer post within the command.

(2) Supervise explorer post activities in accordance with departmental policies and Area procedures.

- (3) Serve as the explorer post liaison with local Learning for Life Councils.
- (4) Aid, advise, and cooperate with the Area commander and post coordinator in achieving both the goals of the Department and those of the CHP Explorer Program.
- (5) Develop and maintain rules and regulations for the conduct of explorers within the post.
- (6) Maintain current explorer and nondepartmental associate advisor personnel files.
- (7) Supervise the explorer post meetings.
- (8) Coordinate authorized explorer activities, including the preparation and submission of required tour permits as necessary.
- (9) Organize and coordinate the Level I and Level II Explorer Academy.
- (10) Ensure a background investigation is completed for each explorer cadet applicant.
- (11) Ensure that all explorers are registered with Learning for Life and all explorers are provided the option to enroll in one of Learning for Life's approved supplemental accident insurance plans.
- (12) As part of the Area's explorer post annual audit, complete an annual inventory of all property, equipment, and materials that are owned, possessed, or acquired by the explorer post each calendar year.
- (13) Ensure that all associate advisors are registered with Learning for Life and all nondepartmental associate advisors are provided the option to enroll in a supplemental accident insurance plan offered by Learning for Life.
- (14) Charter the explorer post with Learning for Life annually and maintain a copy of the charter.

NOTE: A copy of the original charter and a copy of all charter renewals shall be forwarded to the Division and statewide explorer coordinators.

- (15) Annually review each explorer's performance, including education, to ensure compliance with the established standards.
Maintain a roster of explorers currently assigned to the post, including their addresses, telephone numbers, and e-mail.

(16) Prepare and submit the CHP 400V, Explorer Quarterly Report, to the Division explorer coordinator as specified in Chapter 7 of this manual.

(17) Maintain the explorer post bank account and submit the CHP 400T, Explorer Financial Statement, to the Area commander for review and approval each month.

(18) Retain the personnel records of former explorers and nondepartmental associate advisors for a period of five years from the date of separation.

(19) Account for explorer identification cards.

(20) Prepare and submit the CHP 400T, to the post coordinator as specified in Chapter 8 of this manual.

f. Associate Post Advisor. Explorer posts may have as many associate post advisors as necessary to ensure efficient operations and availability at meetings and activities. Associate post advisors may be anyone approved by the Area commander, who is at least 21 years of age and registered with Learning for Life as an adult advisor. The associate post advisors shall assist the post advisor with explorer-related activities and assume the role of the post advisor in their absence. Associate post advisors shall be divided into two classifications:

(1) Departmental employees shall be classified as associate advisors.

(2) Retired departmental employees and other adult volunteers shall be classified as nondepartmental associate advisors.

(a) Nondepartmental associate advisors shall not be placed in a position of authority where they are the sole representative(s) of the Department. These advisors should be accompanied by an associate advisor; however, they may address explorer-related issues with Learning for Life in the absence of the associate advisor, if necessary.

(b) Background investigations shall be conducted on nondepartmental associate advisors to ensure that they will not bring discredit to the Department or the Explorer Program.

(c) California Highway Patrol explorers who have reached the age of 21 may become nondepartmental associate advisors and volunteer in the Explorer Program as a nondepartmental associate advisor at the discretion of the commander.

Members of the Senior Volunteer Program may become non departmental associate advisors.

(d) Parents of the explorers may become nondepartmental associate advisors.

4. ADVISORY COMMITTEE.

a. General. Each explorer post shall have an Advisory Committee. The Advisory Committee should meet at least annually to discuss explorer post activities and related issues.

b. Committee Membership. The committee shall consist of a minimum of five permanent members. It is recommended that these memberships be occupied by the following Explorer Program positions:

(1) Area Commander. The Area commander shall be the Chartered Organization Representative for purposes of fulfilling Learning for Life chartering requirements. The Area commander shall serve as the Committee Chairperson.

(2) Division Explorer Coordinator and Post Coordinator. The Division explorer coordinator and post coordinator shall be members of the Committee.

(3) Post Advisor. The post advisor shall be registered with Learning for Life as a designated Explorer Advisor.

(4) Associate Post Advisor(s). The associate post advisor(s) shall be registered with Learning for Life as a designated associate advisor(s).

(5) Nondepartmental Associate Advisors. For the purpose of chartering with Learning for Life, nondepartmental associate advisors shall be registered as associate advisors.

(6) Additional Committee Members. A minimum of five Advisory Committee members are required; however, additional committee members are permitted as necessary. Any additional committee members must be current or retired departmental employees and registered as members of the committee for purposes of the Learning for Life Charter.

5. EXPLORER COMMAND STRUCTURE. Explorer posts shall establish a command structure within the posts. In addition to an examination, rank shall be awarded to qualified explorers based on merit, achievement, maturity, responsibility, and leadership ability. The explorer rank structure parallels that of the Department's uniformed rank structure and shall be based on the post advisor's recommendation with concurrence of the Area commander. Explorer posts shall have the designated ranks as follows:

- a. Explorer Captain. There shall be only one designated captain. Explorer posts, regardless of their size, should have an explorer captain.
- b. Explorer Lieutenant. There should be no more than two lieutenants designated per post. The lieutenant rank may be eliminated if the post membership is small.
- c. Explorer Sergeant. The ratio of sergeants to explorers should not exceed 1:5.
- d. Explorer. This is the basic explorer rank.
- e. Explorer Cadet. These are explorers who have not graduated from the Level III Explorer Academy.

6. EXPLORER RESPONSIBILITIES.

a. Explorer Captain. The explorer captain is responsible for post operations. The captain shall perform their duties under the guidance and direction of the explorer post advisory staff. The captain is to ensure that the post operates smoothly and efficiently, meeting the goals and objectives of the Department. The following are the roles and responsibilities of the explorer captain:

- (1) Manage the explorer post.
- (2) Directly supervise the explorer lieutenant(s).
- (3) Organize training for the explorer members.
- (4) Organize the explorer post activities.
- (5) Serve as the liaison between the explorer post advisory staff and other explorer captains.
- (6) Correct violations of post policies and procedures through appropriate action.
- (7) Schedule and conduct explorer post meetings.
- (8) Inform explorer post advisory staff on matters relating to the post.
- (9) Conduct uniform inspections to ensure uniformity and conformance with policy.
- (10) Encourage discipline and promote a sense of pride within the explorer post.
- (11) Ensure the explorer post roster is current and submitted to the post advisor quarterly.

NOTE: An explorer should not serve as an explorer captain for more than two years. Two years at the rank of captain will provide an explorer with adequate command experience and allow other explorers the opportunity to compete more frequently for this rank. Explorer captains removed from this rank should be "honorably" demoted to the rank of explorer lieutenant.

b. Explorer Lieutenant. The explorer lieutenant reports directly to the explorer captain. If more than one lieutenant is assigned to an explorer post, the lieutenants should be designated as the Field Explorer Lieutenant and Administrative Explorer Lieutenant. The following are the roles and responsibilities of the explorer lieutenant(s):

- (1) Maintain communications through the chain of command within the post.
- (2) Directly supervise the explorer sergeant(s).
- (3) Perform the duties of the explorer captain in their absence.
- (4) Maintain the explorer post files and related paperwork.
- (5) Assist with the management of the explorer post.
- (6) Assist the explorer captain with post-related activities.

c. Explorer Sergeant. The explorer sergeant reports directly to the explorer lieutenant. Sergeants shall report directly to the explorer captain if the post is absent of a lieutenant. The following are the roles and responsibilities of the explorer sergeant:

- (1) Directly supervise post members.
- (2) Assist the explorer lieutenant with explorer post activities.
- (3) Ensure explorers assigned to the post meet or exceed the minimum requirements.
- (4) Serve as the liaison between the post management and explorers.
- (5) Familiarize new post members about the Department's Explorer Program.
- (6) Assist the other explorer sergeant(s) in performing their duties as necessary.
- (7) Perform the duties of the explorer lieutenant in their absence.

7. RANK.

a. Authority of Rank. The authority delegated or granted to explorer post members is not confined to their respective posts. Such authority shall include supervision over other subordinate members of the Department's Explorer Program when the conduct of subordinate members is not consistent with policies and procedures established by the Department and Learning for Life. Explorers shall follow the directions of explorer supervisors and exercise proper respect for their rank.

b. Chain of Command. The chain of command shall be respected by all members of the explorer post and advisory staff. Each Explorer Program member shall direct communications and information through the proper channels.

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