

CHAPTER 4
POST ESTABLISHMENT
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CHAPTER 4

POST ESTABLISHMENT

1. GENERAL. This chapter outlines the requirements for establishing an explorer post. Additionally, the documentation required by the Department and Learning for Life is identified in the chapter.

2. POST ESTABLISHMENT.

a. Explorer Post. The basic organizational unit of the CHP Explorer Program is the explorer post. Any Area command may establish an explorer post with prior approval of the Division commander. A memorandum shall be sent through channels to Division requesting permission to start a post. Upon approval, the Division explorer coordinator shall forward a copy of the approved memorandum to the statewide explorer coordinator.

(1) Once an explorer post has been approved, the new post advisor should solicit assistance from their Division explorer coordinator and other Area post advisors who already have well established posts.

NOTE: A current list of posts may be obtained from the statewide explorer coordinator. This type of assistance will prove very beneficial in assisting with the initial implementation and set-up procedures. When possible, the statewide or Division explorer coordinator should attend Area organizational meetings to familiarize and assist new advisors with the program.

(2) Commands starting an explorer post are encouraged to contact local police agencies who sponsor explorer posts. This will provide a network of contacts in the area. Additionally, local agencies may be able to provide valuable information on problem areas for recruitment and other needs that may be specific to the particular geographical area.

(3) Area commanders are encouraged to contact other Area commanders sponsoring active explorer posts in order to solicit information relating to command level issues that are commonly encountered.

b. Youth Protection Training. Learning for Life provides an online Youth Protection Training course to all post advisors. The Youth Protection Training course shall be completed by all adult members registered in an explorer post, including the statewide and Division explorer coordinators, all post advisors, and all associate advisors. Coordinators and advisors should obtain information from the Learning for Life website (www.learningforlife.org) or contact their local Learning for

Life Council for information relating to the Youth Protection Training. The training is also outlined in this manual, Chapter 9, Conduct and Regulations, paragraph 4. This training is valid for a two-year period; therefore, all personnel involved with the explorer program shall be recertified every two years.

c. Explorer Post Chartering Requirements.

(1) A new explorer post must first charter with Learning for Life. To charter a post, there must be a minimum of four adult advisors and five explorers.

(2) The post advisor is responsible for completing the online Learning for Life New-Post Application on the Learning for Life website (www.learningforlife.org) and forwarding it to the local Learning for Life Council. Copies shall be forwarded to the Division and statewide explorer coordinators.

(3) Upon request, Learning for Life will provide the post advisor with the required post set-up material (e.g., Exploring Youth Leadership Guide).

(4) The explorer post annual charter fee is established by Learning for Life and is payable by the Department. Explorer posts shall prepare and submit a memorandum to the Community Outreach and Marketing Section (COMS), with an attached Youth Participator Roster signed by the Area commander, for payment of this fee 30 days after receiving the receipt.

(5) The charter renewal date is determined by the local Learning for Life Council.

d. Registration Requirements. Post advisors and explorers shall register with Learning for Life annually. Annual registration requirements also apply to the Area commander, post coordinator, and associate advisors.

e. Advisor Registration.

(1) Post advisors and associate advisors are required to be registered with Learning for Life and pay an annual registration fee established by Learning for Life. The post advisor shall prepare a memorandum for payment of this fee.

(2) The registration fee is payable when post advisors first apply and thereafter when the post charter renewal is due.

(3) Post advisors must complete the online Explorer Learning for Life Adult Participation Roster on the Learning for Life website (www.learningforlife.org) and forward it with the required fees to the local Learning for Life Council.

(4) An annual fee, established by Learning for Life, must be paid by non-departmental associate advisors. It is recommended that non-departmental associate advisors enroll in one of Learning for Life's approved supplemental accident insurance plans. These fees are the responsibility of the non-departmental associate advisor.

(5) Non-departmental associate advisors must be citizens of the United States of America.

f. Explorer Registration.

(1) Each explorer is required to pay an annual registration fee, as established by Learning for Life. Every explorer may also enroll in one of Learning for Life's approved supplemental accident insurance plans.

(2) The registration fee is payable when the post charter fee is due.

(3) The fee is prorated for the explorer post charter year as established by Learning for Life.

(4) As new members are recruited, they shall be added to the explorer post roster by documenting their name on the online Learning for Life Youth Participation Roster on the Learning for Life website (www.learningforlife.org). The roster and the required fees shall be forwarded to the local Learning for Life Council by the post advisor.

g. Statewide and Division Explorer Coordinator Registration. Learning for Life registration by the statewide and Division explorer coordinators is optional; however, they should register with at least one departmental explorer post. This allows the coordinators to become members of each Explorer Post Advisory Committee without having to register with each explorer post.

h. Post Numbers. The explorer post number should coincide with the command's location code. For example, Newhall Area would have post number 540. Post numbers are obtained from the local Learning for Life Council.

i. Explorer Membership. Explorer post membership will depend upon the operational needs of the Area. The number of explorers in each explorer post will depend on the command's ability to provide the necessary staffing, facility size, and overall commitment to the Explorer Program.

(1) Minimum Membership. A minimum of four adult advisors (one advisor and three associate advisors) and five explorers is required to charter an explorer post with Learning for Life.

(2) Maximum Membership. The maximum number of active explorers for each post is to be established by the Area commander.

NOTE: A waiting list may be established when the number of explorer applicants exceeds the maximum number established for an explorer post.

j. Departmental Explorer Forms. All CHP explorer forms referenced in this manual are either available on Forms through the departmental network system or on the departmental website (www.chp.ca.gov/chp-careers/explorer/forms-explorer). However, the CHP 400C, Explorer Recruitment Pamphlet, and the CHP 400E, Explorer Recruitment card, may be obtained from Business Services Section, Supply Services Unit, using the requisition process.

k. Learning for Life Forms. All Learning for Life forms referenced in this manual may be obtained through the explorer post from the local Learning for Life Council.