

CHAPTER 5
PERSONNEL PROCEDURES
REVISED SEPTEMBER 2025
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CHAPTER 5
PERSONNEL PROCEDURES

1. ELIGIBILITY.

a. Requirements for Membership. All Explorer Program applicants must meet the following requirements, which should be verified on a quarterly basis:

(1) The online Learning for Life New-Post Application (www.exploring.org) states explorers must have completed the 6th grade through 20 years old. The Department requires explorers to be between 15 and 20 years old. Explorers who reach 21 years of age may continue their explorer membership for the remainder of the chartered year.

(2) Have no felony arrests or convictions.

(3) Maintain a minimum of a cumulative grade point average (GPA) of 2.0 or higher.

(4) Be in good standing with their school, work, and family.

b. Selection Procedure.

(1) Complete and submit a CHP 400F, Explorer Application.

(2) Complete and submit a CHP 400P, Personal History Statement Explorer Applicant.

(3) Successfully complete a Qualifications Appraisal Panel (QAP) interview.

(4) Successfully complete a background investigation as outlined in Chapter 6, Background Investigation, of this manual.

(5) Successfully complete a medical evaluation.

c. Application Procedure.

(1) Explorer applicants interested in the Explorer Program shall complete a CHP 400F, CHP 400P, and other associated forms, which shall be submitted to the explorer post advisor.

(2) Explorer applicants with physical disabilities shall be advised of the physical requirements to become a CHP cadet. Applicants shall also be

informed that if they are unable to meet these physical requirements, the Explorer Program will offer them an opportunity to become familiar with the vast career opportunities within the Department (e.g., public safety dispatcher, automotive technician, office assistant, the analyst series, and the staff services manager series).

(3) Before an applicant can be accepted into the Explorer Program, the medical evaluation report, waivers, Learning for Life Youth Participation Roster, and Learning for Life fees must be submitted to Learning for Life by the explorer post advisor.

d. Selection Standards. All explorer applicants shall meet the following standards:

(1) Qualifications Appraisal Panel Interview. If the applicants appear to meet the Explorer Program qualifications, they will be scheduled for an interview. The CHP 400G, Explorer Qualifications Appraisal Panel Report, shall be completed by the QAP members. The QAP interview shall be conducted to assess the applicant's ability to assume the responsibilities and obligations of an explorer. The QAP interviews should be conducted by at least two uniformed explorer post advisors.

(2) Background Investigation of Applicant. A background investigation shall be conducted on all applicants by the explorer post advisor or designated departmental associate advisor in accordance with Chapter 6 of this manual. The Area commander shall review, approve, and sign the completed investigation.

(3) Medical Evaluation. All explorer applicants shall have a medical evaluation conducted by a physician licensed in California or in the state the applicant resides. The Learning for Life Personal Health and Medical Record online form can be located at the Learning for Life website (www.exploring.org), and shall be completed by a licensed physician and submitted to the explorer post advisor.

(4) Educational Performance. All explorers enrolled in high school or college, at any level, must maintain a cumulative GPA of 2.0 or higher, or must have graduated from high school or its equivalent. The post advisor will periodically review each explorer's grades to ascertain if they meet these standards. Explorers shall submit copies of their report cards or transcripts to the post advisor within 30 days of the conclusion of the grading period. Failure to maintain at least a cumulative GPA of 2.0 will result in suspension from the program. Suspended explorers may be reinstated upon achieving a cumulative GPA of 2.0 or higher.

e. Explorer Identification Cards.

(1) At the discretion of the Area commander, explorers may be issued an Explorer ID Card after they have been with the Explorer Program for at least six months and have successfully completed the Level I and II Academies.

(2) The Human Resources Section (HRS), Roster and ID Cards Unit, is responsible for issuing Explorer ID Cards to the Area at the request of the Area commander. If the Area elects to issue ID cards, ID numbers will be assigned and formatted as follows: E–Area number-sequential ID# (E530-001). Identification numbers shall be unique and not reissued upon separation from the program. When an explorer separates from the program or is terminated, their ID card shall be relinquished to the explorer post advisor for destruction.

(3) Areas requesting Explorer ID Cards shall fill out the CHP 245, Electronic Security Access Card Information/Update. The form can be acquired from the CHP Intranet site. The form and a digital photograph (face and shoulder photograph) of the explorer while dressed in their explorer uniform shall be sent via e-mail to IDCards@chp.ca.gov. Included in the e-mail shall be the full name of the explorer, rank, date of birth, gender, hair and eye color, height, weight, and requested Explorer ID number. A separate e-mail for each new Explorer ID Card requested is necessary.

(4) The explorer post advisor shall confirm the requested Explorer ID Card number has not been previously issued and shall forward the form to HRS, Roster and ID Cards Unit. The explorer post advisor shall maintain copies of the documents for filing. The documents shall be maintained with the explorer's background investigation documents as outlined in Chapter 6 of this manual.

2. POST RECRUITING.

a. Recruiting of explorer post members should be an ongoing effort. Among the most effective sources of information for potential recruits are current Explorers who can share their experiences and promote the program through word-of-mouth. Additional recruitment methods include outreach via social media platforms, community events, school presentations, partnerships with local organizations, and features on digital news platforms. Area offices are encouraged to use a combination of these tools to engage with youth in their communities and raise awareness about the Explorer Program. This is not an all-inclusive list, and offices are encouraged to explore additional outreach opportunities that align with Departmental policy and community needs.

b. Area commands should consider an open house "Explorer Recruitment Night" meeting to introduce prospective explorer applicants and their parents to the

Explorer Program. During the meeting, information about exploring, the Explorer Program, and the post's purposes and objectives should be provided. Additionally, young adults should meet the explorer post advisor, tour the facility, and be provided with an overview of the Department.

c. Young adults interested in the Explorer Program frequently contact officers or Area offices seeking membership information. A CHP 400E, Explorer Recruitment, is available to assist explorer post advisors in obtaining the necessary information to follow up on the inquiry. The CHP 400E may be e-mailed by prospective explorers to the local Area office.

d. Recruitment information may be posted on high school, college, and technical school bulletin boards. Local college criminal justice departments are also an excellent point of contact for possible candidates.

e. Recruiting young adults for an explorer post is usually accomplished through the local high schools. The Learning for Life Young Adult Division conducts high school Career Interest Surveys which identify students who have an interest in law enforcement as a career. The local Learning for Life council executive assigned to the explorer post should be contacted for assistance and utilized as a resource. The Learning for Life council executives have year-round contact with local high schools and can assist explorer post advisors with their recruiting efforts.

3. PERSONNEL PROCEDURES.

a. Explorer Personnel Files. Explorer personnel files shall be treated as confidential and shall be maintained in a secure location by the explorer post advisor. The explorer's personnel file shall be retained at the Area office while the explorer remains active, plus five years. Personnel files shall include the following items:

- (1) CHP 400F.
- (2) CHP 400H, Explorer Authorization to Release Information.
- (3) CHP 400G.
- (4) CHP 400L, Explorer Continuing Consent to Treat a Minor Child.
- (5) Personal Health and Medical Record (Part I and II Learning for Life).
- (6) CHP 428, Release and Waiver of Liability.

- (7) CHP 400K, Explorer Statement of Professional Ethics.
- (8) CHP 400P.
- (9) CHP 400I, Explorer Investigation Report.
- (10) CHP 101, Appropriate Use of Automated Information & Systems Statement.
- (11) Explorer Post Standard Operating Procedure Agreement.
- (12) Proof of GPA.
- (13) Photo ID.
- (14) General Order 0.8, Professional Values, Annex A.
- (15) CHP 400Y, Explorer Service Record.
- (16) CHP 400J, Explorer Resignation Report (if applicable).

b. Nondepartmental Associate Advisor Personnel Files. Nondepartmental associate advisor files shall be treated as confidential and shall be maintained in a secure location by the explorer post advisor. The nondepartmental associate advisor files shall be retained at the Area office while the associate advisor remains active, plus five years. The associate advisor's personnel file shall include the following items:

- (1) Copy of Learning for Life Explorer Leader Basic Training certification roster.
- (2) CHP 428.
- (3) CHP 101.
- (4) CHP 400P.
- (5) CHP 400I.
- (6) CHP 400Y.
- (7) General Order 0.8, Annex A.

c. Release of Explorer Personnel Files. Current explorers, or explorers who have left the program, may request copies of their personnel file. Access and/or release of this information shall be granted in accordance with policies and procedures contained in Highway Patrol Manual (HPM) 11.1, Administrative

Procedures Manual, Chapter 13, Information Disclosures – Public Records and Rights of Privacy.

d. Promotional Examinations. Promotional examinations are developed and maintained by the statewide explorer coordinator and available to explorer post advisors upon request. Promotional examinations may be conducted, as necessary, by the explorer post. Explorer post advisors should determine the promotional needs of their post based on the interest and readiness of the explorers. All promotional examinations shall be administered by the explorer post advisor with concurrence of the Area commander. Promotional opportunities shall be announced at least 30 days prior to the examination date.

(1) Eligibility Requirements. The length of required experience in the preceding rank shall be determined by the explorer post advisor. The rank of explorer captain shall be open to explorers who have served as an explorer lieutenant for at least six months. If the post does not have lieutenants who meet this requirement, an “acting” captain should be designated until the time-in-grade requirement has been met, and the examination and selection process is completed.

(2) The acting captain position designation may also apply when there are explorer sergeants or explorers that are not eligible for promotion based on their time-in-grade.

e. Transfer Procedures. The transfer of explorers from one post to another shall be in the following manner.

(1) Explorers shall submit a CHP 51, Memorandum, to the explorer captain requesting a transfer. If approval is granted, the explorer post advisor shall forward the transfer memorandum, with a letter of recommendation, to the new explorer post advisor.

(2) The explorer post advisors from the old and new posts shall discuss the details of the transfer and make all the necessary arrangements, including the transfer of the explorer’s personnel file.

(3) Explorers may laterally transfer at the same rank if a vacancy exists within a new post.

(4) If the new post does not have a vacancy for an explorer’s particular rank, the explorer shall be demoted to the next lowest rank available in the post.

f. Voluntary Demotion. Any explorer in a position of rank may voluntarily demote. The explorer shall submit a CHP 51 to the explorer captain.

g. Resignation. Every attempt should be made to have the explorer complete a CHP 400J. In the event the explorer is unable or unwilling to complete the form, the explorer post advisor shall complete the CHP 400J. This form shall be submitted to the explorer captain. The explorer post advisor and explorer captain shall review the CHP 400J and include it in the explorer's personnel file. The Area commander or their designee should hold an exit interview with the resigning explorer. The Area commander or their designee shall prepare a letter of Notice of Membership Expiration from the California Highway Patrol Explorer Program (Annex A) to be sent to the resigning explorer. A copy shall be filed in the explorer's personnel file. The explorer's personnel file shall be maintained at the Area office while the explorer remains active, plus five years.

h. Dismissal. When an explorer's behavior warrants dismissal, the explorer post advisor shall thoroughly document the incident on a CHP 51 and provide a copy to the explorer. The Area commander or their designee shall prepare a letter of Notice of Membership Expiration from the California Highway Patrol Explorer Program to be provided to the dismissed explorer. The sample letter (Annex A) should be appropriately modified to address the circumstances of the dismissal. Copies of these documents shall be filed in the explorer's personnel file. Additionally, a copy of the letter shall be forwarded to the Division and statewide explorer coordinators. The explorer's personnel file shall be retained at the Area office five years from the dismissal date.

4. ABSENCE.

a. Explorers must attend all scheduled explorer post functions unless excused by an explorer post supervisor or a member of the explorer post advisory staff.

b. Three unexcused absences within a three-month period may result in disciplinary action ranging from a one-month suspension to dismissal from the explorer post.

c. In cases of emergency, sickness, or injury where explorers cannot attend a post meeting or activity, they shall notify their immediate explorer supervisor. If contact cannot be made prior to the event, the explorer should leave a message with the Area office for a member of the explorer post advisory staff.

5. DISCIPLINARY ACTION.

a. Purpose. In order to maintain the highest standards of professionalism and ethical standards, explorers are subject to disciplinary action when they violate a law, or any rule, regulation, or policy of this Department or the Explorer Program.

b. Forms of Disciplinary Action. Any incident involving misconduct must be considered on its own merit. Factors such as the explorer's attitude, past record, and awareness of the alleged issue must always be considered when selecting the proper level of disciplinary action to be taken. The following is an outline of five progressive disciplinary action steps which may be taken against explorers as deemed necessary by the explorer post advisor, with the concurrence of the Area commander. In all cases, the explorer shall be notified of the disciplinary action taken.

(1) Reprimand. A verbal notice of the violation.

(2) Written Reprimand. A CHP 51 or a CHP 2, Incident Report, describing the violation, will be filed in the personnel file of the explorer.

(3) Removal of Rank. Demotions may be made by the explorer post advisor with concurrence of the Area commander. A CHP 51 explaining the reason(s) for the demotion shall be provided to the explorer. A copy of the CHP 51 shall be maintained in the explorer's personnel file.

(4) Suspension. A suspension is the removal of an explorer from the explorer post for a period of time determined by the explorer post advisor with concurrence of the Area commander. A CHP 51 explaining the reason(s) for the suspension shall be provided to the explorer, and a copy of the CHP 51 shall be maintained in the explorer's personnel file. The suspension shall not exceed six months. All explorer post-issued equipment shall be maintained by the explorer post during the suspension period, including the ID card.

(5) Dismissal. A permanent dismissal from the explorer post may be made by the explorer post advisor with the concurrence of the Area commander.

NOTE: A CHP explorer is a not a peace officer, nor is the explorer an employee of the CHP; therefore, explorers are not protected under the Public Safety Officers Procedural Bill of Rights. Any documentation regarding disciplinary action should contain only the necessary information to address the alleged misconduct.

6. AWARDS AND SPECIAL RECOGNITION.

a. Explorer Recognition. All commendations shall become part of the explorer's personnel file and documented on a CHP 400Y. Information on national activities, scholarships, and awards explorers may compete for should be obtained through the local Learning for Life council.

b. Business and Individual Recognition. Individuals outside of the Department and business organizations may be recognized by a command for special services they provide to benefit the Explorer Program. The appropriate level of recognition shall be determined by the Area commander.

c. Other Commendations. Explorer commendations (e.g., a commendable CHP 2, letter of commendation) should be placed in the explorer's personnel file and documented on a CHP 400Y.

7. INJURIES.

a. Medical Treatment. Explorers shall receive prompt medical treatment for injuries incurred while participating in explorer-related activities. Payment for medical treatment shall first be assumed by the parents of the explorer or the explorer. Supplemental accident insurance to cover bills above and beyond what is covered by the explorer's personal insurance is available for purchase through the Learning for Life council. Advisors shall obtain Learning for Life insurance claim forms from the local Learning for Life council. These forms shall be submitted to the address provided by the local Learning for Life council along with copies of the bills. Liability shall not be assumed by the Department. Each explorer under 18 years of age shall have a CHP 400L completed and filed in their personnel file.

b. Documentation. All reports of accidents and personal injuries involving departmental explorers shall be thoroughly documented by the post coordinator on a CHP 51. If applicable, and depending on the incident, a post supervisor or a supervisor with direct knowledge of the incident shall document on a CHP 216, Arrest Investigation Report. Collection of evidence such as photographs should be considered, if applicable. The CHP 216 shall contain only facts surrounding the incident. Commands shall retain the CHP 216 documenting the incident for five years. All supporting materials regarding a claim/potential claim shall be booked into the area evidence room and administratively retained for five years.

c. Medical Condition. The Area commander has the discretion, based on a medical condition, to limit the extent of involvement for any explorer. Medical conditions can include pregnancies, broken bones, back injuries, and infectious diseases. The medical conditions listed are not all-inclusive and each case shall be evaluated on an individual basis.

d. Liability Insurance.

(1) Learning for Life provides the Explorer Program with liability insurance. This coverage protects the Department and every registered explorer post advisor and explorer from civil litigation, even when traveling to and from

explorer-related activities. It is important to register explorers and explorer post advisors immediately, so they are added to the Learning for Life Roster.

(2) Explorers and nondepartmental associate advisors may also obtain supplemental accident insurance from a Learning for Life approved plan. The insurance may be renewed annually with the Learning for Life's insurance company when the post is reregistered. As different policies are available, the Division explorer coordinator will provide information on suitable insurance plans.

e. Release and Waiver Liability. Explorers and nondepartmental associate advisors shall sign a CHP 428. The waiver shall be filed in the personnel file of each explorer and nondepartmental associate advisor. Explorers under 18 years of age shall obtain a parent's or legal guardian's signature on the CHP 428.

f. Peer Support and Counseling. Explorers involved in incidents which would normally qualify for critical incident debriefing and/or peer support should be granted these services upon approval of the Area commander.

ANNEX A

SAMPLE LETTER OF NOTICE OF RESIGNATION AND DISMISSAL



**CALIFORNIA
HIGHWAY PATROL**

CALIFORNIA STATE TRANSPORTATION AGENCY

601 North 7th Street, Sacramento, CA 95811 |
800-735-2929 (TT/TDD)
800-735-2922 (Voice)

GAVIN NEWSOM, GOVERNOR

June 4, 2025

File No.: 960.18169.15584.035

Name
Address
City, State, Zip Code

Subject: NOTICE OF MEMBERSHIP EXPIRATION FROM THE CALIFORNIA HIGHWAY
PATROL EXPLORER PROGRAM

REASON: (Resignation or Dismissal)

Dear _____:

You are hereby notified your membership in the California Highway Patrol (CHP) Explorer Program has expired as of May 1, 2025.

You may no longer identify yourself as an explorer with CHP or as a member of Learning for Life. Wearing the CHP explorer uniform, patch, or emblem is strictly prohibited. All identification cards must be surrendered to this Department. Your medical and liability coverage with Learning for Life has been cancelled due to the expiration of membership.

Uniforms, jackets, patches, and explorer equipment that are in good condition may be of use to another explorer and subject for resale. Please contact your explorer post advisor for information on selling or donating your explorer equipment.

Upon a written request, reinstatement into the Explorer Program may be possible with the approval of the local Area office(s) which offers this program.

Your explorer personnel records will be retained for a period of five years from the date of separation. Should you later choose to submit an application, during this time period, with the CHP or another law enforcement agency, your record will be made available upon written request.

Safety, Service, and Security

CHP 49 (Rev 4-25) OP1003

AN INTERNATIONALLY
ACCREDITED AGENCY 

ANNEX A

SAMPLE LETTER OF NOTICE OF RESIGNATION AND DISMISSAL (*continued*)

Page 2

Your membership and participation with the Explorer Program have been appreciated by the Department, and hopefully has been beneficial to you in your personal development and future career interests.

Sincerely,

B. MILLS, Sergeant
Red Pines Area

Safety, Service, and Security
CHP 49 (Rev 4-25) OPI.003

AN INTERNATIONALLY
ACCREDITED AGENCY 