

CHAPTER 7
POST OPERATIONAL PROCEDURES
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CHAPTER 7

POST OPERATIONAL PROCEDURES

1. POST OPERATIONAL PROCEDURES.

a. Post Standard Operating Procedures. The Area commander shall establish Standard Operating Procedures (SOP) to ensure the explorer post is properly maintained. The Explorer Post SOP may include procedures concerning parking arrangements, staff procedures and responsibilities, local explorer post rules and regulations, etc. A current copy of the Explorer Post SOP shall be forwarded to, and retained by, the Division explorer coordinator.

b. Equipment. Explorer posts may requisition certain types of equipment from Supply Services Unit using the CHP 41, Supply Requisition. Explorer post advisors shall note that the equipment is for use in the Explorer Program in the justification section of the CHP 41. A reasonable number of soft body armor sets, flashlights, rain jackets, rain pants, etc., may be requested. Explorer posts are not permitted to requisition one piece of equipment per explorer; rather, a reasonable amount may be requisitioned so that explorers may sign them out on an as-needed basis. Only equipment which is necessary for the safety and well-being of the explorers, while participating in approved explorer functions, is authorized.

c. Property. Explorer posts may purchase or possess property for use in the Explorer Program. Property that is necessary for the promotion and development of the Explorer Program (e.g., utility cargo trailers for use at competitive training events) while participating in approved explorer functions is authorized.

d. Equipment Procedures. All property, equipment, and materials possessed or acquired by an explorer post shall be inventoried quarterly and documented on the CHP 400U, Explorer Property Inventory. Inventories shall also be conducted when a loss of equipment is suspected. A copy of each equipment inventory sheet shall be forwarded to the Area commander for review and approval. All equipment shall remain the property of the Department and in possession of the explorer post. Explorers shall check out equipment on an event-by-event basis. No item shall be converted to personal use.

(1) When a post disbands, any remaining equipment shall remain the property of the Department. California Highway Patrol-owned equipment and safety equipment should be returned to Supply Services Unit, accompanied by a CHP 266, Credit Memo-Equipment. All other explorer equipment or property shall be donated to another explorer post or statewide explorer fund. The donation shall be documented on a CHP 51,

Memorandum. Copies of the memorandum shall be forwarded to the Division and statewide coordinators upon disbanding.

e. Explorer Post Picture Board. It is recommended explorer posts establish a picture board displaying the photograph of each explorer. The board will serve to identify explorers to departmental employees and assist in making the explorer post a recognizable part of the command.

2. POST MEETINGS.

a. General. It is extremely beneficial to schedule periodic explorer post meetings to inform members of the plans, policies, and activities of the organization. These meetings are also instrumental in stimulating discussions among explorer cadets from which ideas, goals, suggestions, and explorer activities are developed. A minimum of two meetings per month is recommended.

b. Attendance. Explorer post meetings are conducted by the membership with the explorer of the highest rank, presiding. The explorer post advisor shall attend the meetings as the Department's representative. The participation of the advisor should be limited. The advisor's role is to function as the training coordinator and interpreter of departmental policies and procedures as they affect the Explorer Program.

c. Objectives.

- (1) Increase post efficiency.
- (2) Conduct required training.
- (3) Increase cooperation among explorers.
- (4) Develop methods for solving explorer post related problems.
- (5) Develop team building.
- (6) Instill in explorers the proper attitude toward working within government organizations.
- (7) Reach valid conclusions based on "team building" management concepts.

d. Duties of Participants.

- (1) Contribute to the discussions.
- (2) Appreciate others' points of view.

(3) Work within the group to develop solutions to problems and develop common objectives.

(4) Accept the group's conclusion.

e. Meeting Conduct. The explorer post meeting should be conducted utilizing the following order, except when conflicting with the Explorer Post SOP or departmental policy. The following is an example of how the order of business should be conducted:

(1) Pledge of Allegiance to the American flag.

(2) Introduction of guests and prospective members.

(3) Reading of the minutes.

(4) Report on sickness or other post issues.

(5) Reports from explorer subcommittees.

(6) Unfinished (old) business.

(7) New business.

(a) For the good of the order and open forum.

(b) Limited to 30 minutes unless extended by vote.

(c) This time is used for open discussion on any subject pertaining to the explorer post.

(8) Reading of activities.

(9) Post advisor's comments.

(10) Training.

(11) Adjourn.

f. Post Meeting Minutes. Minutes shall be kept of all explorer post meetings. The explorer captain should assign an explorer to record the minutes. The minutes should be maintained for the current year plus one year. Copies of the minutes are to be distributed to the following:

(1) Explorer post file.

(2) Area commander.

3. REPORTING AND INSPECTION PROCEDURES.

a. Quarterly Report. Each quarter, a designated explorer member shall be responsible for completing and submitting a CHP 400V, Explorer Quarterly Report; a CHP 400U; and a current explorer post roster, including all post advisors, to the post advisor. The post advisor shall review the CHP 400V and CHP 400U to ensure the information is accurate and forward the forms to the Area commander for approval. A copy of the signed and approved reports shall be forwarded to the Division explorer coordinator within 15 days of the quarter ending.

b. Compiling Reports. The Division explorer coordinator will compile the individual explorer post quarterly reports and then summarize the information into a Division quarterly report, CHP 400W, Explorer Quarterly Report/Division. The Division quarterly report shall include copies of each Area's quarterly reports. The report shall be submitted to the statewide explorer coordinator by the 30th calendar day following the end of the quarter.

c. Inspection Procedures. The Division explorer coordinator or appropriate Assistant Chief shall conduct an annual inspection of each explorer post. The inspection should follow the guidelines outlined on the CHP 400M, Explorer Post Inspection Report. Following Division review and approval, the report shall be submitted to the statewide explorer coordinator within 30 days.

d. Division Reporting. Each Division may establish reporting procedures to enhance the exchange of information between posts and Division.