



MONTGOMERY COUNTY DEPARTMENT OF POLICE

POLICE EXPLORER PROGRAM

DIRECTIVE NO:

FC 1105

EFFECTIVE DATE:

December 05, 2025

REPLACES:

FC 1105, dated June 30, 2002

ACCREDITATION STANDARDS:

CALEA Standards: 6th Edition, **11.1.1, 44.1.1**

PROPONENT UNIT:

Training and Education Division

AUTHORITY:

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If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61).

I. POLICY

The Montgomery County Department of Police Explorer **Post 1986** is an official department program. The Chief of Police, or designee, will be the final authority on all matters pertaining to the program's operating procedures. The program is housed under the **Training and Education Division (TED)**. **The purpose of the exploring program is to provide experiences to help young people mature and become responsible and caring adults and to provide experiences to help young people learn about careers in law enforcement.** In sponsoring the Explorer Post **1986**, the department intends to provide a quality program of instruction and training in law enforcement complemented by a well-rounded program of physical fitness and recreation for interested county youth. This program **serves as a valuable recruiting tool for the department**, provides the department with additional resources and opens a very important avenue of understanding with an energetic, concerned society of young people, **who have an interest in law enforcement.**

II. GENERAL OPERATIONS

- A. Explorer Post 1986 will maintain its annual Scouting America, Learning for Life charter and will remain in compliance with the Learning for Life minimum requirements.

- B. The basic unit of the Police Explorer Program is the Explorer Post. Explorer Post **1986 will be organized into squads led by Explorer Sergeants. The post will also include one Explorer Captain and two Explorer Lieutenants.**
- C. Adult leadership for the Explorer Program shall consist of sworn **and** non-sworn staff. **Sworn supervisors will include the following: an FTET (Field Training and Evaluation Program) sergeant, an FTET corporal assigned to the Training and Education Division, who will be designated as the Post Committee Chair, and a POII or POIII, who will be assigned as the Senior Post Advisor.** Assistant advisors **and post-committee members** can be from units throughout the department, **sworn volunteers from other police departments within Montgomery County, or civilian volunteers.**
- D. Administrative leave is authorized for officers assigned as assistant advisors **or post committee members** for the Explorer Program when required by the senior post advisor and approved by the Director, **Training and Education Division**, to assist in training programs or **to** supervise details in which Explorers are involved. Officers will be compensated when participating in the program in an off-duty capacity.

III. DUTIES AND RESPONSIBILITIES

A. Explorer Activities

- 1. Job-oriented activities are designed to familiarize Explorers with the nature and complexity of law enforcement. All attempts will be made to ensure that Explorer activities will be non-hazardous and may include but are not limited to the following:
 - a. Bicycle registration.
 - b. Child safety seat inspections.
 - c. Fingerprinting children.
 - d. Assisting with crowd/traffic control at parades and festivals.
 - e. Field experience.
- 2. Educational activities, such as basic introductory training in law enforcement, **are** offered during the first eight months of the program. Advanced training is offered during successive years. All aspects of law enforcement are covered by utilizing the expertise from within the department. Officers are asked to lend their support when requested to assist in training.
- 3. Social and recreational activities are conducted throughout the year to enhance the program and to provide a closer liaison between the Explorers and the officers of the department.

B. Responsibilities and Authority

1. Explorers shall devote their time and attention to the service of the county and the department in a manner that will establish and maintain the highest standards of efficiency.
2. Each Explorer will strive to gain public support and citizen cooperation in departmental programs and procedures.
3. A police Explorer is not a sworn officer and has no authority or power of arrest and, therefore, will not actively seek out violations of the law. However, Explorers are instructed to communicate to their police supervisor any information coming to their attention that might indicate the need for action by the department.
4. Explorers will be issued a gold badge with the words "POLICE EXPLORER POST-1986" imprinted on the face. The county crest and the words "Montgomery County" are in the center of the badge. The badge is to be worn when the Explorer is in uniform. Any inappropriate use or display of the gold badge will be reported to the **Post Committee Chair or Senior Post Advisor, Training and Education Division**.
5. Upon separation from the Police Explorer Program, the Explorer will return the issued Explorer badge, **issued uniform**, and any documents identifying the Explorer as an MCP police Explorer **to the Post Committee Chair or** to the Senior Post Advisor.

C. Guidelines

1. Explorers are considered volunteer workers within the department and are covered by any liability incurred while working. If injured while on duty, they are covered by Worker's Compensation, and the program has its own hospitalization and disability insurance. Explorers are required to submit a "Parental Waiver Form."
 - a. **The FTET supervisor must report any illness, injuries, or accidents that occur during Explorer volunteer hours to the County Risk Management, Scouting USA, Health and Wellness Unit and to the parents or guardians of minor Explorers, pursuant to County and Scouting America policies. (Refer to FC 0350, "Reporting of Injuries, Disease, Accidents, and Collisions for further information.)**
2. **Upon completing assigned details for the department or other community outreach activities, the Post Committee Chair or Senior Post Advisor will complete and provide the Montgomery County Public Schools Student Service-Learning Activity Verification Forms to Explorers.**
3. Participation is a privilege for the Explorer, not a right. Participants may be terminated at any time. The Director, **Training and Education Division**, will have the final authority to terminate a participant.
4. Officers should permit the Explorer to assist them in any way they deem appropriate. Officers shall use good judgment when deciding which activities Explorers will be

permitted to join or assist. What is appropriate for one may not be for another. Therefore, the scope of their involvement may gradually increase.

5. Explorers are not to handle any weapons other than during authorized range activities. Explorers will not assist in making arrests or searching prisoners except in extreme cases where the officer is in trouble and needs assistance. The Explorer's safety and well-being must be a prime consideration.
6. An evaluation of the Explorer's performance as it relates to the execution of assigned duties, demeanor in public contacts, and personal image **are encouraged**. This information may be relayed to the senior post advisor at **the Training and Education Division**. It may be appropriate to commend an Explorer for exemplary performance. Such letters of commendation should follow the ordinary chain of command and will be filed in the Explorer's personnel file.

IV. ELIGIBILITY

A. Requirements

The following requirements must be met to become an Explorer:

1. At least 14 years of age and less than 21 years of age.
2. Resident of Montgomery County.
3. Enrolled in secondary **or higher** education and maintain a **minimum** of a "C" average.
4. Free of any physical impairment that would pose a significant risk to the health and safety of others or to the Explorer that reasonable accommodation cannot eliminate. A "reasonable accommodation," defined by the Equal Employment Opportunity Commission, is "any change in the work environment or in the way things are customarily done that enable an individual with a disability to enjoy equal employment opportunities."
5. Good sound character.
6. Capable of obtaining **and maintaining** Montgomery County security clearance.

B. Recruitment

In September each year, Explorer applicants are recruited from the Montgomery County High Schools and Montgomery College. Other interested persons who feel they are qualified may inquire during the school year by calling the Senior Post Advisor, at **the Training and Education Division, at (240) 773-6929** or visiting the **Montgomery County Department of Police Explorer Post 1986** Department website link at www.mcpexplorers1986.com.

V. ANNUAL ENGLAND POLICE EXPLORER EXCHANGE PROGRAM

A. Travel Guidelines

1. Explorer Post 1986 may participate in an annual Police Explorer exchange with the Hertfordshire Constabulary, in England and the East Herts Volunteer Police Cadets. The purpose of the Police Explorer exchange is to provide an immersive opportunity for Explorers to learn about the origins of policing by visiting Scotland Yard, in London, the Sir Robert Peel Memorial, and the criminal court system.
2. Explorers and Advisors may travel to Hertfordshire, England during even years and may be hosted by the East Herts Volunteer Police Cadet post. During odd years, Explorer Post 1986 may host the East Herts Volunteer Police Cadets, who may travel to the United States. Activities during the exchange are designed to include educational tours, journaling, team-building, and participation in local post activities.
3. Eligible Explorers are responsible for obtaining their own passport, meals, and incidentals for travel.

B. Travel Selection Process and Conditions

1. Only the highest-performing Explorers from Post 1986 may be selected to participate in the Police Explorer Exchange. The selection process will include a review of attendance at weekly meetings, participation in volunteer activities, and grades for the current school year. Explorers will also be required to complete a 250-500-word essay to be considered for selection.
2. Explorers are officially recognized as volunteers within the Montgomery County Risk Management System, granting them eligibility for certain county volunteer benefits, including reimbursement and travel allowances.

C. Allowances and Process for Reimbursements

1. The FTET Supervisor identifies and selects participants for travel and prepares a travel request memorandum.
2. Travel attendees will need to be properly registered in the County Risk Management System. Documentation of this status must be included in the travel request memorandum.
3. The FTET Supervisor submits a formal travel request memorandum through the chain of command to the Management Services Bureau (MSB) Assistant Chief for review.
4. The MSB Assistant Chief reviews the request for final consideration.
5. Upon approval, the FTET Supervisor receives authorization to coordinate travel and hotel arrangements.
6. The FTET Supervisor assumes responsibility for all administrative and logistical matters subject to the approval of funding by the CAO related to travel and ensures compliance with MCPD and County policies.