



**Explorer Post 4011
St. Cloud Fire Department
101 Tenth Avenue North
St. Cloud, MN 56303**

Standard Operating Procedures & Code of Conduct

Requirements

- Applicants must be 14-20 years of age and have completed the 8th grade
- Must complete all paperwork prior to interview
- Must have clear background check
- Must report any contact with law enforcement
- Must want to learn and have FUN!!

Interview

- All new Applicants are required to go through a post sponsored interview
- During Applicants interview: at least one SCFD Advisor will be present along with the Explorer Captain and/or Explorer Lieutenant's
- Interview will last about 15 minutes

Probation Period

- All Applicants that complete their proper paperwork and complete their interview will become Probationary Explorers
- Probation will last 6 months from date of first meeting
- Probationary Explorers are allowed to be involved in any event the post is a part of (except Ride-A-Longs)
- Probationary Explorers can be removed early from Probation if they show their ability to attend meeting, and show their ability to listen and be a leader
- Probationary Explorers must also attend at least 50% of post meeting and post events
- Once a Probationary Explorer has completed their Probation they will be promoted to Explorer will the ability to take part in Ride-A-Longs



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Meetings

- Explorer meetings are held every 1st and 3rd Tuesday of the month.
- Attendance will be taken at every meeting by the Post Captain and/or Post Lieutenant
- If you are unable to attend a meeting contact the Post Captain at least 24 hours in advance
- Meeting will last from 6:30pm- 9pm
- Unless otherwise noted all meetings will take place at Station 2
- Explorers are required to wear a Post 4011 T-Shirt, Navy EMS Pants, and Closed Toe Boots or Shoes
- While in ANY SCFD building you must act professional at all times
- If Tones go off in Station remain silent for the entire transmission
- Be prepared for Explorer meetings (have chapter read for class and be prepared for test at end of class)
- Bring fire book to all post meetings

Ride-A-Longs

- All Explorers who have completed probation will have the opportunity to take part in 2 Ride-A-Longs
- Ride-A-Longs last from 8am-8pm
- Must attend 50% of Explorer meetings
- Must score at least 70% over all on fire quizzes
- Explorers are required to wear a Post 4011 T-Shirt, Navy EMS Pants, and Black Boots. (No exceptions.) NO HATS
- Explorers are not for any reason to enter a hazardous environment until deemed safe by a Fire Officer
- Explorers must follow all directions at all times; Free lancing will not be tolerated
- Explorers may assist with medical care if permitted by the Captain on duty
- If you see ANYTHING that bothers you, are unsure of, ask a Fire Officer (Preferably a Captain)
- Ride-A-Long waiver letters must be completely filled out prior to each Ride-A-Long



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General Organization

Command Structure

Advisors- Will use their education in the Fire Science and EMS to help educate Explorers

Explorer Captain- Will head the Explorer Post and help run post meeting

Explorer Lieutenants- 1 or 2, He/She will have the responsibility of taking attendance, recruiting, and contacting Explorers about meeting changes, etc.

Explorers and Probationary Explorers- Help assist in training set up; be on time; be ready to learn; and have FUN

Promotion

Lieutenant

- A. Must have been a Post member for at least one year
- B. Must complete an essay on why they want to be an Explorer Lieutenant
- C. Must complete an Explorer promotional interview
- D. The Explorer Captain and/or Advisors can appoint a new Lieutenant even if the applicant doesn't meet the one year requirement

Captain

- A. Must have been a Lieutenant for at least one year
- B. Must complete an interview with the Past Captain and Advisor
- C. Must be at least 16 years old

Uniform

- Navy Explorer T-Shirt
- Navy EMS Pants
- Black Shoes or Boots
- Navy Job-Shirt (optional)



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Code of Conduct

1. Have Fun!
2. Be Safe
3. Use Common Sense
4. Be respectful
5. Stay out of Living Quarters, Dispatch, and Offices
6. No use of Alcohol or Illegal Drugs during any Explorer functions
7. NO Sexual Harassment will be tolerated
8. Maintain GPA of 2.0
9. No Horse Play
10. Be well groomed, keep hair tied back, and take pride in your self
11. Any Explorer accused of stealing by the public or in the station may be subject to Police investigation
12. If you sign up for an event be there
13. What you hear at the station stays at the station; any violation is subject to dismissal from the post
14. Have your chapter read each week and be prepared to learn

Bunker Gear

- A. You are responsible for your gear
- B. Keep bunker gear clean
- C. Gear must be kept at Station 2 unless signed out and you have permission from an Advisor