

# EXPLORER APPLICATION PACKET



## TOPEKA POLICE DEPARTMENT LAW ENFORCEMENT EXPLORER POST #7721

FOUNDED 1968

Dear Prospective Explorer,

Welcome to the Topeka Police Department Law Enforcement Explorer Post. This Post is designed around a Law Enforcement Explorer program developed by Scouts BSA and is sponsored by the Topeka Police Department.

Explorer Post #7721 has been in existence since 1968 and is one of the oldest continuously operating Law Enforcement Explorer programs in existence. Post #7721 offers young adults the opportunity to 'explore' a side of police work that television does not. If you meet our qualifications and are interested in learning more about what law enforcement has to offer as a career and as a service to our community, then being an Explorer may be for you.

The Explorer program's goal is to help youth gain insight into a variety of law enforcement activities through hands-on experiences you cannot get from other programs or education alone.

For young men or women interested in the field of law enforcement, becoming an Explorer is an excellent first step towards an exciting career. Many current officers of the Topeka Police Department got their first law enforcement experience from the program.

Our program Advisors and instructors have decades of law enforcement experience to pass along to the next generation of law enforcement officers.

Please review the included Topeka Police Explorer Post #7721 application and Basic Course information. If you are interested in the program, please complete the application and return it. If you have any questions regarding our program, please feel free to ask.

Sincerely,

*Scott Sinsel #229*

Detective Scott Sinsel #229  
Basic Course Advisor  
Topeka Police Department  
[TPDExplorers@topeka.org](mailto:TPDExplorers@topeka.org)

*Kevin Schulz #060*

Sargent Kevin Schulz #060  
Program Coordinator  
Topeka Police Department  
[TPDExplorers@topeka.org](mailto:TPDExplorers@topeka.org)



TOPEKA POLICE EXPLORER POST #7721  
@  
TOPEKA CENTER FOR ADVANCED LEARNING AND CAREERS (TCALC)  
500 SW TUFFY KELLOGG DR.  
TOPEKA, KS 66606



## **Topeka Police Department Explorer Post #7721 Basic Course Information**

To become a member of Police Explorer Post #7721 prospective Explorers must successfully complete the offered Basic Training course. There are 2 versions (Standard Basic Course and Weekend Basic Course). The Standard Basic Course is a 10 week course with training held every Monday night at the Topeka Center for Advanced Learning and Careers (TCALC) from 6:30 pm to 9:00 pm, concurrent to the regular program meetings. The Weekend Basic Course covers the same material as the Standard Course, but condenses it down to two 9 hour days over a weekend, plus the graduation ceremony.

The Explorer Basic Course is designed to educate new Explorers on the basic aspects of law enforcement that are required before attending regular Monday night Explorer training. After completion of the Basic Course, Explorers will be prepared to join Post #7721 in progressive Explorer training.

New Explorers will have strict rules to abide by during the Basic Course, which is taught by experienced officers from the Topeka Police Department. If you are interested in law enforcement you will enjoy your experience in the Basic Course. The Explorer Basic Course involves both classroom and hands on training in:

- Criminal Justice Concepts
- Investigations
- Building Search Tactics
- Effective Communication
- Field Interviews
- Dispatch
- Search and Seizure
- Physical Training

During the final week/day meeting of the Basic Course, depending on course version, the prospective Explorer will take a written examination and complete a series of evaluated law enforcement practical scenarios.

The TPD Explorer Post #7721 is proud to make this program available at no cost to the Explorer. Charter dues, competition fees, uniform/equipment costs are all covered by the Post through fundraising efforts and a supplemental budget from the agency.

If you are interested in the Explorer program, then please complete and return the attached application (Pages #5-9) and we will contact you to set up your interview.

**APPLICATION FOR APPOINTMENT TO  
TOPEKA POLICE DEPARTMENT  
EXPLORER POST #7721  
(Volunteer Position)**

**REQUIREMENTS:**

1. **AGE:** Must be between 14 and 20 years old and **must have completed the 8th grade** by the start of the Basic Course.
  
2. **PHYSICAL:** Applicants must have a full range of motion and be able to participate in all aspects of Explorer training.
  
3. **SCHOOL:** If enrolled in high school or college, must maintain a grade point average of 2.0 or higher.
  
4. **ARREST RECORD:** All applicants must comply with a background investigation including, but not limited to, a criminal history records check. Any criminal history must not be excessive. There can be no felony adjudications or convictions. Any misdemeanors will be weighed on the totality of the circumstances, proximity of time to application, and considered on a case-by-case basis.
  
5. **LETTER:** Applicant should include a letter of recommendation from each of the two following categories: Personal (neighbor or family friend) and Professional (employer, coach, or teacher).
  
6. **INTERVIEW:** Must satisfactorily complete an entry interview with the Post Review Board, demonstrating the maturity level to complete the Basic Course requirements and to meet the performance standards expected of our Explorers.
  
7. **BASIC TRAINING:** Upon completion of your respective version of the Basic Course, you must be able to successfully complete the written test with a score of 90% or better.
  
8. **EXPLORER STATUS:** Upon successful completion of the Basic Course you will officially become an Explorer and begin training with the regular course.

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Please complete the following information by using black ink. If you need additional space, you may attach your answers on an additional page. If so, then please number your answers accordingly.

1. \_\_\_\_\_  
          **Name: Last**                                       **First**                                       **Middle**

2. \_\_\_\_\_  
          **Address: Number**                       **Street**                       **City**                       **Zip Code**

3. \_\_\_\_\_  
          **Telephone: Home**                       **Cell**                       **E-Mail address**

4. \_\_\_\_\_  
          **Emergency Contact: Name**               **Relationship**               **Phone Number**

5. \_\_\_\_\_  
          **Date of Birth**                       **Driver's License # & State**                       **Social Security #**

6. Our criminal background check requires that we include your **Race:** \_\_\_\_\_ and **Assigned Sex at Birth:** \_\_\_\_\_. These identifiers are not used for considering your acceptance into our program.

7. What state were you born in: \_\_\_\_\_? Please list any other states that you have resided in: \_\_\_\_\_.

8. Have you ever been charged, arrested, or adjudicated for any crime other than a traffic violation? **Yes** \_\_\_\_ **No** \_\_\_\_

If yes, then please provide details of arrest(s) and/or conviction(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

9. Do you have any physical disabilities or chronic illness that would limit lifting, carrying, moving, or standing for any period of time? **Yes** \_\_\_\_ **No** \_\_\_\_

If yes, then please explain: \_\_\_\_\_.

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10. Name of high school or college presently attending: \_\_\_\_\_  
 Year in school: \_\_\_\_\_ Name of counselor: \_\_\_\_\_  
 Grade point average: \_\_\_\_\_

11. Do you agree to regularly attending weekly meetings (Mondays from 6:30 pm to 9 pm) and assist with volunteer events to serve the community? **Yes** \_\_\_\_ **No** \_\_\_\_

12. Do you have extracurricular activities at school or employment that may interfere with Explorer meetings and events? **Yes** \_\_\_\_ **No** \_\_\_\_

If yes, then please explain \_\_\_\_\_  
 \_\_\_\_\_

If yes, then please explain if this conflict would occur all year or only during certain seasons?  
 \_\_\_\_\_

13. Do you have reliable transportation to and from Explorer meetings/events? **Yes** \_\_\_\_ **No** \_\_\_\_

14. Please let us know why you would like to be an Explorer and how you heard about the program.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. List three individuals, other than relatives or past employers, as character references. Please obtain each person's permission to be contacted before listing them on the application.

Name	Relationship	Email Address	Phone #
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Name	Relationship	Email Address	Phone #
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Name	Relationship	Email Address	Phone #
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16. List all places of employment (starting with most current):

Employer & address: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer & address: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer & address: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer & address: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

17. How did you find out about this program: \_\_\_\_\_

18. What name do you prefer to go by: \_\_\_\_\_

19. What are your preferred pronouns? (circle one or more)

he/him    she/her    they/them    other: \_\_\_\_\_

T-Shirt size:    S       M       L       XL       XXL       XXXL

**Applications must be mailed, emailed or delivered to:**

Topeka Police Department  
Explorer Post #7721  
Attn: DET Scott Sinsel #229  
or  
Attn: SGT Kevin Schulz #060  
320 S. Kansas #100  
Topeka, KS 66603

Or e-mail to: [TPDExplorers@topeka.org](mailto:TPDExplorers@topeka.org)

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**WAIVER BY APPLICANT AND  
PARENT(S) OR GUARDIAN(S)**

(Guardian signature is only required if applicant is under the age of 18)

I/We certify that the information in this application is correct. I/We also realize that any falsification of any information on this application will automatically disqualify the applicant from any further consideration. I/We will assist my/our child in observing the rules of Scouts BSA and the Topeka Police Department Explorer Post #7721. In consideration of the benefits derived from membership, if accepted, I/we hereby waive any claim against the local or national Scouts BSA Council, City of Topeka Government, the Topeka Police Department and all the leaders of the Post or Scouts BSA for any and all accidents, which may arise in connection with the activities of the Topeka Police Explorer Post #7721.

**Please sign and date below:**

Signature of Mother or Guardian: \_\_\_\_\_

Signature of Father or Guardian: \_\_\_\_\_

Mother's & Father's or Guardian's name(s) and telephone number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**I hereby authorize the City of Topeka Police Department to conduct a criminal history check of law enforcement records as they pertain to me, I understand that this check will include, but not be limited to, any record of charges, prosecutions, or convictions for criminal or civil offenses. This check will be used for the purpose of the Topeka Police Department Explorer Post application process. My consent is valid for six months from the date authorized below. Any information obtained will be used for the purpose of providing clearance to participate in the Topeka Police Department Explorer Post.**

\_\_\_\_\_  
**Full Name (typed or printed)                      Full Name (Signature)                      Date of Authorization**



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Post Advisor Use Only

**APPLICATION REVIEW**

Date application was first reviewed: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date contacted for interview: \_\_\_\_\_

**INTERVIEW**

Accepted: \_\_\_\_\_ Declined: \_\_\_\_\_

Reason for declination: \_\_\_\_\_

\_\_\_\_\_

Persons present for interview: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_