

2017

COLORADO

LAW ENFORCEMENT EXPLORER CONFERENCE



Join us in beautiful Colorado  
Western State Colorado University  
Gunnison Colorado 81231

July 9<sup>th</sup> through July 14<sup>th</sup>, 2017

REGISTRATION & RULES

Sponsored by:  
L.E.E.P.A.A.C.

## **BACKGROUND**

In 1983, while at the National Law Enforcement Explorer Conference in Ft. Collins, Colorado, several advisors from Colorado Law Enforcement Posts met and considered the possibility of developing a state conference for Colorado. A date was set for a meeting and numerous advisors from different agencies attended. The advisors formed an association and named it the Law Enforcement Explorer Post Advisor's Association of Colorado (L.E.E.P.A.A.C.). The purpose of the association was to sponsor a State Conference for law enforcement explorers. The association recognized the fact that many explorers could not afford to attend the National Conference and wished to provide a low cost local conference in which they could participate.

The first Colorado State Conference was scheduled for July of 1984. The Boy Scouts of America agreed to assist L.E.E.P.A.A.C. with the conference if L.E.E.P.A.A.C. could find a qualified sponsor. The Colorado Law Enforcement Officer's Association was approached and willingly accepted L.E.E.P.A.A.C. as an entity of their association. The first conference was held at Fitzsimmons Army Medical Center in Aurora, Colorado. Approximately 100 explorers and advisors attended.

Starting with that first conference in 1984, L.E.E.P.A.A.C. hosted a conference on a biennial basis until 1996. Since then the conference has been an annual event. Nearly every year brings a new change to our conference. The L.E.E.P.A.A.C board considers the requests and suggestion of the posts attending each conference. Individual competitions were added and more evening events created over the years as a result of suggestions and ideas gleaned from the conference evaluations. The board hopes that every explorer can do every event. We hope our conference provides a fun, challenging and educational experience for all, explorers and advisors.

From the beginning, one of the reasons for the success of the conference has been the untiring effort of advisors from all over Colorado and the surrounding states. Another reason is credited to the individual police agencies, sheriff's offices, and state law enforcement agencies, etc., whose administration provide the support and equipment necessary to continue this event. We thank them for their dedication to this program.

## **CONFERENCE OBJECTIVES**

1. To provide an opportunity to substantially enrich the program of each law enforcement post.
2. To help create and assist new law enforcement explorer posts.
3. To raise the level of officer and advisor performance within law enforcement posts.
4. To promote and exchange ideas of successful post programs.
5. To create a positive climate for city, county, state and federal law enforcement agencies to become familiar with law enforcement exploring.
6. To provide law enforcement explorers with a format for career and educational exploration.
7. To promote cooperation and camaraderie between all law enforcement explorers, advisors and their agencies.
8. Last, but not least, to have a good time.

## **ABOUT THIS GUIDE**

The purpose of this guide is to assist law enforcement explorer posts and their advisors with timely information relating to the Colorado Law Enforcement Conference. The guide will serve as a vehicle for successful participation in the 2017 conference. The conference is being developed with the needs and desires of each potential participant in mind. A well-balanced program will be offered under the auspices of the Law Enforcement Explorer Post Advisor's Association of Colorado. Should you have any unanswered questions after reading this guide, please feel free to contact: L.E.E.P.A.A.C. Historian Rob Sobek at (303) 842-9665.

**FEES**

The 2017 Law Enforcement Explorer Conference fees are as follows:

Each post that registers must be a member of L.E.E.P.A.A.C. in 2017. If the post is not a member of L.E.E.P.A.A.C. the post must register with L.E.E.P.A.A.C. and submit \$50.00 membership fee with their registration to this conference.

Registration Cost per person is at the following rates:

**Explorers / Advisors                      \$325.00 each**

Each post attending will be expected to provide at least one working advisor.

Agencies wishing to pay for conference by credit card will need to add 2.75% for bank fees. Contact Deputy Natasha Romero at [nromero@arapahogov.com](mailto:nromero@arapahogov.com)

**There will be NO refunds for inclement weather or if a participant cancels after June 1, 2017.**

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**A \$50.00 deposit for each person is due by Friday May 1, 2017**

**All fees must be paid in full by June 1st, 2017  
NO REFUNDS AFTER JUNE 1st, 2017**

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**TOUR PERMIT**

All posts must file a tour permit with their local Learning for Life office at least one month in advance of the conference. Any posts outside a 500-mile radius of Gunnison, Colorado will have to file a National tour permit with their local Learning for Life office. Tour permits can be found at: [learningforlife.org](http://learningforlife.org), click on the Exploring box then use the site map to scroll to the Safety First Guide, towards the bottom of the page you will find local tour permits and national tour permit.

**TRANSPORTATION**

All posts are obligated to provide vehicles for transportation to and from the conference. Posts sending more than one vehicle are asked to arrive together, making registration smoother. All vehicles will be parked in the designated lot adjacent to Mears or Ute Halls near the intersection of Georgia Avenue and Pitkin or Loveland Streets. Explorers are not permitted to leave the conference areas of campus unless permission from their advisor is granted.

**HOUSING AND MEALS**

The conference fee includes 5 nights lodging beginning Sunday, July 9, 2017. All posts MUST be checked out of the lodging by 1100am on Friday, July 14, 2017. Two explorers or two advisors will be assigned per room at check in. Room assignments for explorers /advisors are based on the **Check in Roster** you provide, **if possible**. Final names and check in rosters are due on June 1, 2017. No cancellations or refunds will be permitted after June 1, 2017.

## 2017 LEEPAAC Conference Guidebook

Meals will begin with dinner on Sunday, July 9, 2017. We will provide breakfast, lunch and dinner on Monday, July 10; Tuesday, July 11, and Wednesday, July 12, 2017. We will provide dinner only on Thursday, July 13, 2017. No meals will be provided on Friday, July 14, 2017.

### **CHECK-IN**

Upon arrival all advisors will check-in at the conference registration table in the lobby of Mears Hall and receive their conference packet. All vehicles will be parked in the Mears Hall or Ute Hall parking lots. "LFL Health History Forms", copy of tour permits, must be shown at check-in. These forms WILL be kept by the participating posts.

### **YOUTH PROTECTION**

It is recognized by the LEEPAAC board that our advisors are law enforcement professionals dedicated to the welfare and safety of the public we serve. This dedication is no less evident to the youth involved in our explorer programs. It is still important that all of our advisors complete the on-line youth protection training provided by LFL. Please log into [www.myparticipation.org](http://www.myparticipation.org) to complete the on-line, LFL, Exploring YPT course. Print the certificate and provide a copy to your local council's LFL representative or Council Registrar to ensure the certification is entered into the national data base. It is also recommended that prior to attending the conference that post hosts training for all youth members to ensure everyone is informed, aware and prepared to deal with and report sexual abuse, harassment and bullying.

### **NEW EXPLORERS**

It is an expectation of the LEEPAAC board that explorers participating in team competitions have completed a basic academy or have at least six months' time in the program prior to conference. New, untrained explorers are at a disadvantage during competitions and can have an unfair, negative impact on the team's performance. New explorers are invited to attend the conference as working explorers. As such they will enjoy the experience of the conference but not be a liability to competing teams.

### **INSURANCE**

Each agency is responsible to have accident insurance for their post, usually provided as supplemental insurance through your LFL charter. Accident insurance is **NOT** provided by L.E.E.P.A.A.C. In 2016 LFL national has issued new guidelines for transporting more than 8 occupants within one vehicle. It is simply a change in paperwork requirements to assure appropriate safety and insurance coverage. Please work with your local LFL representative to comply with insurance coverage.

### **MEDICAL HISTORY/RELEASE FORM**

Learning for Life national rules stipulate that all participants in any event that exceeds 72 hours must complete a medical physical for safety and health reasons. Parts A and B are to be completed by adult participant or participant's parents/guardian. Part C is to be completed by a physician (M.D. or O.D.) Nurse Practitioner or Physician Assistant. Post Advisors will be responsible for providing the forms to medical staff if required for treatment.

The LFL Medical forms and additional information can be found on; <http://www.leepaac.com>, place your mouse over the Conference 2017 tab on the left hand side of the screen and you will find the Medical Form and Tour Permit forms and at;

**[http://learningforlife.org/wp-content/documents/LFL\\_Medical\\_Form\\_680-024.pdf](http://learningforlife.org/wp-content/documents/LFL_Medical_Form_680-024.pdf)**

## CONDUCT

Advisors are responsible for the conduct of their explorers.

All attending advisors and explorers are required to review and comply with the rules and regulations set forth in Western State Colorado University's Standards of Conduct, which can be found on page 26 of this guide.

Additionally, advisors and explorers will conduct themselves in accordance with the expectations set forth in this Guide.

It is the advisors' responsibility to ensure explorers keep all conference rooms and facilities clean. Any damage caused or missing room keys will be billed to the causing Agency. All fireworks and alcohol are prohibited on campus; LFL policy prohibits the use of tobacco by any explorer under the age of 18 years. Posts leaving campus must notify a conference committee person. Housing is segregated by gender and post.

Male explorers are restricted from female explorer housing areas. Likewise, female explorers are restricted from male explorer housing areas. There are many places on campus that can be used for practice and training, those areas will be defined on the team training day.

Anytime an explorer requires medical attention and goes to the hospital, an advisor must accompany the explorer. All explorers are expected to travel in groups of two or more at all times. Dress for the conference is casual **however each explorer should represent their department professionally**; explorers must dress appropriately during any training period or in-service training during the conference. Explorers **MUST** be in uniform for the opening and closing ceremonies and during any competition.

**In regards to weapons in competition areas, LEEPAAC understands the safety and security of all those who attend our conference. LEEPAAC has decided that the only people allowed to be armed in a competition area will be the judges and observers. Role-Players and Explorers are NOT allowed to be armed in competition areas and are required to comply with this rule at all times to ensure everyone's safety. This includes any type of firearms, knives, impact weapons or electronic / chemical weapons.**

If a role-player says the word "pain" the scenario needs to stop so a judge can go over and assess the situation.

The competitions are set up to be as real as possible. The hope is that all explorers learn from each scenario and that the scenarios are challenging to all. To make that happen it is required that participants do not discuss the scenarios with fellow explorers who have not competed. That would be considered cheating. Cheating will not be permitted.

**Western State Colorado University is located 7,700 feet above sea level. In order to ensure the health of each explorer, L.E.E.P.A.A.C. will be issuing all attendees a water bottle. Every attending, youth and adult is required to carry the water bottle with them at all times during the conference and to drink at least two bottles of water every day.**

### **Conference Attendee conduct**

All advisors are responsible for the conduct of their youth. Additionally, all advisors are expected to contribute to maintaining the safety, security and good conduct of all conference participants. All advisors are expected to ensure that the requirements of this guidebook and the codes of conduct set forth by L.E.E.P.A.A.C., Western State Colorado University and the town of Gunnison are honored by all attendees.

Each post is required to designate an advisor who will be the primary contact point for that post to the conference organizers. The Conference Security Coordinator will retain a list of post advisors and contact persons in order to facilitate communication and cooperation between advisors from different agencies. At check-in we will request contact information from all advisors in attendance, and that list will be made available to all advisors.

Each post is required to have at least two advisors in attendance at conference. Each post is also expected to have at least one advisor in attendance of both genders (unless that post brings youth of only one gender).

At least one advisor from each post must remain on campus at all times that youth from that post are on campus. Surrogate advisor coverage may be arranged privately between posts for brief periods of time (not to exceed five hours). The conference security coordinator should be notified in advance of any surrogate advisor coverage arrangements.

### **ADVISOR'S MEETING**

There will be a **mandatory** Advisor's Meeting that will immediately follow the opening ceremony. Competitions, safety and security will be discussed. Advisors not already assigned a responsibility during the conference are expected to volunteer to help provide coverage at one competition and/or one conference sponsored event during the week. Job assignments for advisors will be given out at during the advisor meeting. Prior to registration Advisors can select and request up to three preferred choices for assignments during the week. Please select from the list of competitions or indicate No Preference on the form found on page 20.

### **21<sup>st</sup> CENTURY TECHNOLOGY**

LEEPAAC, is now on social media sites. Please find us at the following locations:

FACBOOK: [LEEPAAC](#)

INSTAGRAM: Search for LEEPAAC

TWITTER: [@LEEPAAC\\_NEWS](#)



### **FLAG CEREMONY**

To honor our nation's flag and to recognize the sacrifice of our service members and first responders, LEEPAAC will sponsor two flag ceremonies each day. Posts will have the opportunity to sign-up to raise the flag one morning and/or to retire the flag one evening. **Each post will be granted access to the online electronic sign-up page to select their day and time to perform this important ceremony.** There is no set program for a post that chooses to participate. The only requirement is that the Post be dressed in Class A uniform and conduct a respectful raising/retirement of the flag. Other posts may choose to be on hand and in-information during the flag raising/lowering. All posts and conference attendees should be aware that a flag ceremony is underway and if outside, be attentive and cease all other activity until the ceremony is completed.

### **ADVISOR RESPONSIBILITY**

Registration costs are reduced for Advisors as every advisor is expected to volunteer his/her time to assist with one competition or other conference related activity. Advisors will be expected to participate as judges and role-players for at least one competition. L.E.E.P.A.A.C. reserves the right to bill posts for the difference in registration cost in the event that an advisor is registered as a working advisor and fails to fulfill their responsibilities. **Advisors have the opportunity at time of registration to select their top 3 choices for a volunteer assignment.** Conference staff will select assignments based on the needs of the conference.

#### **Working Explorers**

Explorers who do not meet the training/experience requirement to participate in the competitions may still attend and enjoy the conference experience. These explorers will be assigned duties along-side the advisors.

Advisors will be responsible for working all hours of a competition. This will help protect the fairness and consistency of the role-playing and judging. Advisor assignments will be given out during the advisor meeting which immediately follows the Opening Ceremonies. While the L.E.E.P.A.A.C. Conference Committee will begin by asking advisors to volunteer for specific tasks, L.E.E.P.A.A.C. does reserve the right to assign unfilled tasks to advisors as needed. Advisor assignments may be altered by the L.E.E.P.A.A.C. Conference Committee as needed at any time. We ask for your cooperation and understanding as the schedule and plan may change during the conference.

Advisors and explorers working conference events will be entered into a drawing for gift cards. For each day of the competitions and for each event worked, advisors and working explorers will receive an entry ticket into the drawing. The drawing will be held during the closing ceremony. Advisors and working explorers may be entered multiple times into the drawing but can only win once.

### EXPLORER LEADERSHIP TEAM

Senior, experienced Explorers will have the opportunity to attend conference at no cost by participating on the Leadership Team. Team members will assist the LEEPAAC board with assigned tasks during the conference week. Team members can assist with being role-players during training day to assist explorers prepare for competitions. Explorers interested in participating on the Leadership Team should contact Marc Weber through the LEEPAAC website for additional information and an application. ELT members will not be eligible to compete in team or individual events. This program is for senior explorers to give back to the conference what they themselves experienced at prior conferences. Members of the ELT will attend conference at no cost to their home post.

### COP SHOP

The Cop Shop will have souvenirs and police gear for sale. In addition, agencies also have the opportunity to sell items on consignment in the Cop Shop through L.E.E.P.A.A.C. The consignment will consist of 10% of all sales. Please price mark all items for sale with the consignment already added. After the sales are complete, your agency will receive a check for 90% of the sales of your merchandise.

The Cop Shop will be located adjacent to the main lobby in Mears Hall. Individuals may use cash, check or credit cards for purchases in the cop shop this year.

Information on the consignment program will be posted to the LEEPAAC website prior to the conference.

## TEAM AND INDIVIDUAL COMPETITIONS



The purpose of the competitions at the Colorado Regional Law Enforcement Conference is to serve as a learning experience, as well as to promote inter-post cooperation and friendship among explorers. In order to accomplish this purpose, L.E.E.P.A.A.C. will form the teams from members of different posts. Generally a team will consist of four explorers selected at random, each from a different agency. The teams will be introduced to each other after the opening ceremony. Teams should get together (on their own) as soon as possible. All explorers are encouraged to review this guide book to aid them in training for the competitions. All teams will be dispatched to their team competitions. Radios will be provided.

**Each team will compete in all six of the team competitions.** All competitions are role-playing or video scenarios. Explorers are required to wear their Class B uniforms during team competitions.

Prior to the start of competitions Explorers will muster for competitions in front of Mears Hall. **Explorers are prohibited from entering Mears Hall during competition hours except to use the restrooms located in the lobby.**

Explorer teams will be expected to make decisions about what tactics and skills to use in resolving each competition event based upon the information they receive in briefing immediately prior to entering the competition event. We hope that this will help our explorers to have a more enjoyable, educationally valuable, fair and realistic competition experience.

## 2017 TEAM COMPETITIONS:

1. High Risk
2. De-Escalation
3. Crime Scene
4. Hostage Negotiation
5. Building Search
6. Domestic Violence

The following is a list of suggested skill sets that explorers should train in and be prepared to utilize during the Team Competition Events;

- Constitutional Law and procedures related to arrests, searches, interviews, warrants and affidavits
- Critical Incident Command and Management
- Identifying, handling, marking, collection and documentation of evidence at a crime scene
- Law and court precedence related to vehicle searches
- Crisis Negotiation skills and operations
- Verbal and physical control of suspect(s) to include demonstrating proper Arrest Control Techniques and handcuffing in the standing and prone positions
- Interview and interrogation of victims, witnesses and suspects
- Crime report preparation, writing and review
- General or universal officer safety concepts
- Response to in-progress, high risk calls involving armed suspects
- Tactical planning and execution of planned events (warrants)
- Conducting high risk traffic stops
- Teamwork, Communication and Planning
- Basic traffic stop for individual officers



## 2017 INDIVIDUAL COMPETITIONS:

1. Arrest and Search
2. Obstacle Course
3. Traffic Stops

Each Post attending conference will be granted access to the online electronic sign-up for individual competitions. Explorers can register for both individual events by selecting a time slot. Where possible the competition hosts will attempt to allow posts to sign up in a fashion that post members compete in consecutive time frames.

Explorers must appear 20 minutes prior to their schedule competition time.

IT IS NOT NECESSARY FOR INDIVIDUAL EXPLORERS TO REGISTER FOR THE OBSTACLE COURSE.

## NIGHT TIME TACTICAL EVENT

After dinner on Monday, July 10 and Tuesday, July 11, 2017

Each post leader will be granted access to the online electronic sign-up for this event to select their desired day and time to complete this competition.

This event is for the entire post. Post of any size should be able to successfully participate in this event.

Posts will receive a safety briefing and inspection prior to the start of the event and will then be challenged to develop and implement a response to a tactical situation. Posts will be given a scenario and allowed time to develop an action plan, based on the known facts. Teams will be judged on basic officer safety, teamwork, and communication and planning.

Depending on the location, this exercise may involve live fire situations with the use of paintball or Airsoft pistols and shields. All equipment is supplied. The nature of this activity does require explorers to be dressed in good footwear; long pants and long sleeves are suggested. BDU or tactical clothing is acceptable. Flash lights are essential. Water bottles are required.

This is the only Post level competition at this conference. Trophies are awarded to the top three teams. Individuals who do not strictly follow the safety rules given during the briefing for this event will be removed from the event.



## SCORING AND AWARDS



Each competition will be judged by the sponsoring agency. Score results will remain confidential until after the awards ceremony.

For Team Competitions, each team member of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams will receive a trophy. Each team member in the 4<sup>th</sup> and 5<sup>th</sup> place teams will receive a medallion.

For Individual Competitions the top three explorers receive a trophy and those placing 4<sup>th</sup> or 5<sup>th</sup> receive a medal.

Concerns about scoring should be addressed to the Chairperson for Competitions. His/her decision is final.



## SPIRIT AWARD

L.E.E.P.A.A.C. will be giving out an award to the two posts whose explorers show the best spirit. The posts whose members achieve the most Spirit Tokens will be given the award.

All advisors will be expected to assist in awarding Spirit Tokens throughout the conference. Advisors may not award Spirit Tokens to explorers from their own agency.

Explorer information and guidelines  
(Please distribute to your ranking Explorer)

1. Spirit tokens may be earned on Monday, Tuesday, and Wednesday.
2. Tokens earned must be deposited into your Post's collection box each day.
3. Collection boxes will be located in the Cop Shop until 1630 hrs on Monday, Tuesday, and Wednesday, and the dining hall from 1700 hrs to 1800 hrs.
4. Tokens must be turned in on the same day they are earned. Tokens turned in on a different day than they were earned might not be counted- and might even count against the post.
5. The last opportunity to deposit your tokens will be at the dinner meal on Wednesday.
6. Examples of how an Explorer might earn a Spirit token:
  - a. Explorers demonstrating exceptional enthusiasm
  - b. Encouragement of the team (whether the team does good or bad)
  - c. Explorer is a positive role model
  - d. Explorer demonstrates good decision making skills
  - e. Explorer, while away from their team, goes above and beyond i.e...
    1. picks up trash on campus
    2. stops to encourage those not associated with their team or Post
    3. has an idea that can be used for future conferences
    4. assists L.E.E.P.A.A.C. or campus staff without being asked

## SOCIAL EVENTS



### Dance

Following Closing Ceremonies on Thursday, July 13, 2017 in the College Center Ballroom

Other nights may include a movie night and campus wide games.

## COMMUNITY SERVICE

It is the opinion of the LEEPAAC board that Law Enforcement Exploring is essentially community service. The value of learning joyful service to others is a significant part of the explorer program. As such LEEPAAC invites posts participating in the conference to join in our community service projects. The Board of LEEPAAC will work with local agencies in the Gunnison area to plan and conduct a suitable project for our members.

It has been suggested that this year we do a fundraiser similar to the Special Olympics Plane Pull, but we would be pulling a big truck or similar. **Each team will have a maximum of 5 people with an additional 6<sup>th</sup> person from the local 6 points organization. Each person on the team will be requested to donate \$10, which will benefit the local 6 points organization.**

## 2017 LEEPAAC Conference Guidebook

### 2017 COLORADO L.E.E.P.A.A.C. CONFERENCE SCHEDULE

Subject to change

#### Sunday, July 9

- \* 0900-1400 hours Check-In Lobby of Mears Hall
- \* 1530-1700 hours Open Ceremonies College Center Ballroom
- \* 1700-1800 hours Dinner Campus Dining Hall
- \* 1900-2200 hours Individual Comps Begin Various
- \* 2300 hours Lights Out

#### Monday, July 10

- \* 0645-0700 hours Flag Ceremony Campus Flag Pole
- \* 0700-0800 hours Breakfast Campus Dining Hall
- \* 0800-0900 hours Explorer Meeting Mears Hall
- \* 0900-1700 hours All Teams Training Various
- \* 1130-1300 hours Lunch Campus Dining Hall
- \* 1300-1800 hours Individual Comps Continued Various
- \* 1800-1900 hours Dinner Campus Dining Hall
- \* 1830-1845 hours Flag Ceremony Campus Flag Pole
- \* 1900-2300 hours Tactical Event TBD
- \* 1900-2300 hours Entertainment by Adams SO TBD
- \* 2300 hours Lights Out

#### Tuesday, July 11

- \* 0645-0700 hours Flag Ceremony Campus Flag Pole
- \* 0700-0800 hours Breakfast Campus Dining Hall
- \* 0800-1200 hours **Team A** – Competitions Mears Hall
- \* 0800-1200 hours **Team B** – In-Service Training TBD
- \* 1130-1300 hours Lunch Campus Dining Hall
- \* 1300-1700 hours **Team B** – Competitions Mears Hall
- \* 1300-1700 hours **Team A** – In-Service Training TBD
- \* 1800-1900 hours Dinner Campus Dining Hall
- \* 1830-1845 hours Flag Ceremony Campus Flag Pole
- \* 1900-2300 hours Tactical Event TBD
- \* 2000-2200 hours CAMPUS GAMES Campus Location
- \* 2300 hours Lights Out

#### Wednesday, July 12

- \* 0645-0700 hours Flag Ceremony Campus Flag Pole
- \* 0700-0800 hours Breakfast Campus Dining Hall
- \* 0800-1200 hours **Team B** – Competitions Mears Hall
- \* 0830-1600 hours **Team A** – In-Service Training TBD
- \* 1130-1300 hours Lunch Campus Dining Hall
- \* 1300-1700 hours **Team A** – Competitions Mears Hall
- \* 1300-1700 hours **Team B** – In-Service Training TBD
- \* 1800-1900 hours Dinner Campus Dining Hall
- \* 1830-1845 hours Flag Ceremony Campus Flag Pole
- \* 1900-2300 hours Campus Wide Event Mears Hall area
- \* 2300 hours Lights Out

#### Thursday, July 13

- \* 0800-1700 hours **Free Day- please enjoy beautiful Gunnison Colorado.**  
**All posts are expected to provide their own breakfast & lunch.**
- \* 1700-1800 hours Dinner Campus Dining Hall
- \* 1800-1930 hours Closing Ceremonies College Center Ballroom
- \* 2000-2330 hours Dance College Center Ballroom
- \* 0000 (Midnight) Lights Out

#### Friday, July 14

- \* 0800-1100 hours Check-Out Mears Hall

**All posts are expected to be off-campus by 1100am**

**DUE DATES/INSTRUCTIONS**

L.E.E.P.A.A.C. is looking forward to making this an educational and fun conference for all attendees. To help smooth the way we have prepared this conference guide that is designed to:

1. Tell you about the program and competitions;
2. Provide all necessary forms, and paperwork. **Caution: Do no write on the forms in this book until you have made photocopies for yourself;**
3. Provide a due date chart and draw your attention to items you might overlook. Each form has information about where to send it and the date it is due.

<u>DATE DUE</u>	<u>WHAT IS DUE</u>	<u>SPECIAL REQUIREMENTS</u>
<b>May 1, 2017</b>	Post Estimate Sheet/ Post Deposit <b>(Page 16)</b>	This is the planning sheet for the conference \$50.00 deposit per person non-refundable  <b><u>E-mail to Deputy Natasha Romero at:</u></b> nromero@arapahoegov.com
<b>June 1, 2017</b>	Post Registration <b>(Page 17)</b>	Completed by the advisor Make one check payable to L.E.E.P.A.A.C. Mail to:  <b>LEEPAAC</b> <b>P.O. Box 3932</b> <b>Englewood, Colorado 80155-3932</b>
<b>June 1, 2017</b>	<b>Tour Permit</b>	Submit to your local council one month before event. <b>NOTE:</b> Available at local LFL office and national permits take one month to process. Don't delay!
<b>June 1, 2017</b>	Final Payment	<b>One check per post please.</b> REMINDER: Fees are not refundable after this date. This policy is necessary because L.E.E.P.A.A.C. has to guarantee the college an attendance level. Want to pay with a Credit Card? We accept those now, just remember you will need to add 2.75% to the total of the transaction. Contact Dep. Romero for assistance with Credit Card Payment.
<b>June 1, 2017</b>	Check in Roster <b>(Page 18)</b>	Completed by the advisor. A block of rooms will be set aside depending on how many deposits and final payments are received from your post. Don't forget that the way you complete the check-in roster is the way the explorers will be housed if possible.
<b>JULY 9, 2017</b>	Health History Form	This form must accompany every explorer and advisor that is participating. This form should be shown <b>at time of check-in.</b>

**2017 COLORADO LAW ENFORCEMENT CONFERENCE POST ESTIMATE FORM**

**Due by May 1, 2017**

In an effort to assist the planning committee with this year's conference, we would like to have an estimate on how many people your post will be sending. We understand that this far in advance you will not know exactly, but please attempt to make it as accurate as possible. As we stated earlier, you are not held to these numbers and your assistance is appreciated.

**Post#:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

We will be sending approximately:

**Male advisors:** \_\_\_\_\_

**Female advisors:** \_\_\_\_\_

**Male explorers:** \_\_\_\_\_

**Female explorers:** \_\_\_\_\_

Please **mail** and/or **e-mail** this form to:  
[nromero@arapahogov.com](mailto:nromero@arapahogov.com)

**LEEPAAC  
P.O. Box 3932  
Englewood, Colorado 80155-3932**

**2017 COLORADO LAW ENFORCEMENT CONFERENCE POST REGISTRATION FORM**

**Due by: June 1, 2017**

July 9 through July 14, 2017  
Western State Colorado University  
Gunnison Colorado 81231

**Please print or type this form.**  
**Post registration and Final Payment MUST reach the below address by June 1, 2017**  
**ALL name changes and cancellations MUST be received by June 1, 2017**  
**NO REFUNDS after June 1, 2017**

Make all checks payable to:  
L.E.E.P.A.A.C.  
P.O. Box 3932  
Englewood, CO 80155-3932

1. Chartered Organization

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Please reserve space for Post # \_\_\_\_\_ at the Regional Explorer Conference as follows:

Male advisors \_\_\_\_\_ Male explorers \_\_\_\_\_

Female advisors \_\_\_\_\_ Female explorers \_\_\_\_\_

3. Please reserve space in the New Advisor Seminar for \_\_\_\_\_ advisors from this post.

Number of explorers competing in the shoot competition from your post \_\_\_\_\_

**(Each explorer competing in the shoot competition should complete an entry form)**

4. Send confirmation for this post to:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**A phone number is necessary in case problems arise with the registration.**

Note: Coed posts must supply coed leadership 21 years old or older who will attend the conference and be responsible for the explorers.

If this is a problem for your agency, please contact Deputy Natasha Romero at:  
nromero@arapahoegov.com



**ROOM ASSIGNMENT REQUESTS**

Participants will be housed in rooms as listed **if possible.**

**Due by July 1, 2017**

Please **mail** this form with the rest of your paperwork:

**L.E.E.P.A.A.C.  
P.O. Box 3932  
Englewood, CO 80155-3932**

<u>TYPE</u>	<u>NAME</u>	<u>TYPE</u>	<u>NAME</u>
1 _____	_____	2 _____	_____
1 _____	_____	2 _____	_____
*****			
3 _____	_____	4 _____	_____
3 _____	_____	4 _____	_____
*****			
5 _____	_____	6 _____	_____
5 _____	_____	6 _____	_____
*****			
7 _____	_____	8 _____	_____
7 _____	_____	8 _____	_____
*****			
9 _____	_____	10 _____	_____
9 _____	_____	10 _____	_____

**PLEASE FEEL FREE TO MAKE ADDITIONAL COPIES OF THIS SHEET AS NEEDED.**

**Working Advisor Job Assignment Wish List**

Advisor Name	Special Skills	Preferred Role (circle preference)	Preferred Assignment (list up to 3 in order of preference)
		Judge / Role-Player Judge / Role-Player Judge / Role-Player	_____ _____ _____
		Judge / Role-Player Judge / Role-Player Judge / Role-Player	_____ _____ _____
		Judge / Role-Player Judge / Role-Player Judge / Role-Player	_____ _____ _____
		Judge / Role-Player Judge / Role-Player Judge / Role-Player	_____ _____ _____
		Judge / Role-Player Judge / Role-Player Judge / Role-Player	_____ _____ _____

## EMERGENCY MANAGEMENT

*All persons attending conference are required to be familiar with the Emergency Management Plans outlined on this page. Safety and security is the responsibility of **all** persons attending conference.*

### **PHONE NUMBERS:**

Emergency:	911
LEEPAAC Security 24-hour Number:	970-689-6597
Conference Field Medical Care/Front Range EMS	303-204-4307
Western State Campus Safety/Security:	303-256-9500 (not staffed 24 hours)

### **MUSTER AREAS:**

<b>On-Campus:</b>	<b>Dining Hall unless directed other wise</b>
<b>Off-Campus:</b>	<b>Gunnison County Courthouse</b>
<b>Weather Shelter:</b>	<b>The LEEPAAC Dorm</b>

Upon arrival at a Muster Area, all explorers and advisors should gather by Post. The ranking advisor (or explorer) from each post should take attendance to ensure that all members are present and report to any LEEPAAC Board Member on site (or any advisor if no Board Member is present).

The LEEPAAC Chair or another member of the LEEPAAC Board at the muster area shall serve as the incident commander. The incident commander shall provide instruction for all personnel and notify the appropriate agencies staff for the situation, including (as necessary) police, fire, emergency medical, Conference Medical, Conference Security, Campus Safety, Campus Administration, LEEPAAC Board of Directors, and Learning for Life.

All explorers, advisors and other staff shall remain at the Muster Area until given alternative instructions or released by the on-site incident commander.

### **FIRE ALARMS & BUILDING EVACUATIONS:**

In the event that any building is evacuated due to a fire-alarm or another reason, all persons shall immediately evacuate the building and report to the Dining Hall/Student Center Robert E. Taylor Gate.

### **CAMPUS EVACUATIONS:**

In the event that the campus is evacuated, each post will be expected to muster for evacuation and account for all members of their post before departing campus.

### **WEATHER INCIDENT:**

In the event the inclement weather creates a danger to outdoor activities, the advisors overseeing the activity, or a LEEPAAC Board Member may call for a delay or cancelation of the activity. If that occurs, all advisors and explorers **WILL IMMEDIATELY** secure from the activity and seek shelter in a substantial structure located nearby or in the LEEPAAC dormitory.

### **CONFERENCE SECURITY:**

Campus and Conference Security is everyone's responsibility. While we will be sharing campus space with students and other campus users, please be aware of who is around you. All explorers and advisors should make themselves aware of what other groups are using the dorms, other buildings and parking areas and watch for people who do not appear to belong or whose behavior is suspicious. While we encourage all explorers to be polite to everyone, please watch to see who is following you into buildings. If they look like they don't belong, ask them who they are before you let them follow you in. Explorers who observe any suspicious persons or activity should report to a sworn advisor immediately.

**Western State College of Colorado: Standards of Conduct**

All conference guests and youth campers are welcome at Western State College. Each individual is allowed as much freedom in the exercise of his/her rights and responsibilities as is consistent with the rights and well-being of the campus community and all conference and camp guests. Western State College is an institution of higher education with studying students, working personnel, and resident students and staff. To maintain respect for all concerned, the College reserves the right to enforce the following rules and standards of conduct required of all conference and camp guests.

**College Community and Property:** College students, personnel, and property shall be treated with care and respect. Conference and camp activities shall be conducted in a manner that minimizes interference with College classes and business and campus apartment residents.

**Activities:** Event activities will take place in appropriate designated areas. Outdoor activities will be conducted on the practice fields north of the gymnasium. Frisbees and ball events shall be played on designated grass areas. Water games shall be played on the Crimson Field. Skate boards and inline skates are permitted on permissible concrete only. Shaving cream for games and paintball guns are not permitted in dormitories.

**Noise Levels:** Noise will be limited to appropriate time and place. Music played outdoors shall be kept at a volume that does not interfere with campus residents and College classes and administrative offices.

**Furniture and Fixtures:** Removal of any room furniture or fixtures, such as screens, shades, blinds, etc., is prohibited.

**Vehicles:** Absolutely NO vehicles shall be permitted on campus sidewalks, lawns, playing fields, and landscaped grounds.

**Drugs:** Possession, use, or distribution of illegal drugs, on or off campus, is strictly prohibited.

**Alcohol:** The possession or use of any alcoholic beverage anywhere on the campus or at any activity sponsored by the College is prohibited.

**Smoking:** Cigarette smoking is permitted outside buildings only.

**Fire Arms/Weapons:** Fire arms and weapons are not permitted on the campus for any reason.

**Fireworks or Explosives:** The possession or use of fireworks or explosives of any kind is prohibited on the campus.

**Vandalism:** Willful defacing, damaging, or destroying any College or personal property is prohibited. Water balloons, water guns, shaving cream (other than for its intended purpose), skateboards and roller blades are prohibited inside buildings.

**Theft:** Taking, possessing, or using College or personal property without permission of the owner is prohibited.

**Profanity:** Flagrant use of abusive, profane, or obscene language is prohibited.

**Assault:** Causing or threatening to cause physical or psychological harm to another individual is prohibited.

**Hazing:** All shall acknowledge the infinite worth and right to dignity of all individuals. Hazing, harassing, horseplay involving force against an unwilling person, and any form of contrived humiliation are prohibited.

**Fire Alarms:** EVERYONE SHALL IMMEDIATELY EXIT ANY BUILDING AT THE SOUND OF ITS FIRE ALARM.

**Supervision of Youth:** Youth Conferees and campers, generally of minority age, shall be monitored at all times by adequate adult supervision while using College facilities. The Conferee staff of youth groups are directly responsible for their youth participants and as such shall at all times (day / night) accompany their participants.

Any Conferee who conducts him/herself in a manner that is inappropriate, by Western State College's standards of respect and responsibility, shall be subject to appropriate disciplinary action including dismissal from the conference or camp, and sent home at parent's or sponsoring organization's expense. Any misbehavior will be immediately followed by a letter of explanation to the home administrator (pastor, principal, president, etc.) of the sponsoring organization, and the parent.

