

CODE OF PROCEDURE

JIM WILLIS LAW ENFORCEMENT CAREER COMMITTEE

Approved Special D.E.C. December 2025

SECTION 1. In the interest of an effective organization and control of American Legion activities, The Law Enforcement Career Committee has developed this Code of Procedure in accordance with the Department Americanism Commission. This Code of Procedure will formulate and guide the Law Enforcement Career Committee in support of the Americanism Commission and The Department of Oregon.

SECTION 2. The committee shall consist of five (5) members; the Chair and four (4) other members. The Department Commander should appoint these members.

SECTION 3. The committee shall meet at the discretion of the Committee or Commission Chair. The Committee Chair shall provide a written report to the Commission Chair 45 days prior to the D.E.C. and the annual Department Convention.

SECTION 4. The Committee shall annually prepare and present a proposed budget to the Commission Chair for Finance Commission review prior to the annual Convention.

SECTION 5. The Committee Chair shall act as the liaison to the Oregon State Police and the Bureau of Public Safety.

SECTION 6. The Committee shall meet as required to select the annual attendees to the annual Law Officer Enforcement Career Camp. The Committee shall also meet as required to coordinate with the Oregon State Police and Bureau of Public Safety to establish dates of the course and curriculum.

SECTION 7. Every Staff member **must** complete a background check (Committee members and Counselors over the age of 18 prior to the session end date). The Committee will provide a roster (including email addresses) to the Department Administrator of those individuals who require said background check. This background check must be completed prior to the start of the annual session. Failure to submit or successfully complete said background check will result in that individual being denied participation in the State program.