



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 3	Curriculum Section and Basic Academy Training Bureau	Origination Date: July 2, 2013
Procedure # 8	Subject: Scenario Development and Execution of Scenarios	
Reference:	IDAPA Rule	N/A
	ISP Policy	N/A
	IPOST Policy	N/A
Commentary:	<p>The integrity of the Idaho Peace Officer Standards and Training’s (POST) academic standards are first, and foremost, the strength of the training mission and effectiveness of the training staff. The POST Council has directed students attending POST, or related POST certified basic training programs, to meet academic standards that meet the minimum training standards required by the POST Council. Excluding firearms, defensive tactics and EVOC training, performance-based standards are designed to demonstrate proficiency in the knowledge a student has obtained during lectures. The standards must be accomplished, satisfactorily, by each student, for each performance outcome or performance objective mandated by the POST Council. In regards to the performance-based training standards instituted, successful completion depends on the structure of scenario practical exercises; the instructions provided to the role players, graders and evaluators; the quality of execution of the scenario practical exercise; and the follow-up scenario debriefing provided to students.</p> <p>The following is effective immediately:</p>	
Policy:	<p>It is the policy of the Idaho Division of Peace Officer Standards and Training (POST) that academy training conducted under the authority of POST will conform to specific standards of style, format, competent information, and content and compliance with good legal, performance, safety and community relations principles.</p>	
Authority and Interpretation	<p>This policy is issued by the Idaho POST Division Administrator and supersedes any previous Scenario Development or other scenario policy issued before June 28, 2013.</p> <p>The POST Division Administrator is the final authority responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the POST Division Administrator for interpretation or determination.</p>	



<p>Purpose:</p>	<p>To set forth standards for the development and execution of practical exercise scenarios by: (1) establishing standards for role players, graders, evaluators; (2) establishing responsibilities for all personnel involved in practical exercise scenarios; and (3) preparing students to meet the demands of public service by demonstrating their knowledge, skills and abilities, and successful completion of minimum standards as established by the Idaho POST Council.</p>
<p>Definitions:</p>	<p>Grader: a grader is an individual who participates at the Idaho POST Academy with the primary responsibility of grading the students' performance and giving appropriate feedback when needed.</p> <p>Role Player: a role player is an individual who participates at the Idaho POST Academy with the primary responsibility of "acting" out scenarios in a secure environment, given to them by an academy staff member and/or whoever is in charge of running scenarios as directed by a POST academy representative.</p> <p>Scenario Coordinator: POST staff member directly responsible for scenario development and the acquisition and maintenance of scenario equipment.</p> <p>Training Coordinator: POST staff member directly responsible for a specific training academy session and the execution of scenarios in the basic academy.</p>
<p>Procedure:</p> <p>R.A.C.I.</p>	<ol style="list-style-type: none"> 1. Scenario Development: <ol style="list-style-type: none"> a. Developing practical exercise scenarios: <ol style="list-style-type: none"> i. Shall be accomplished with the assistance of the POST management, Basic Academy Training Bureau Training Coordinators, subject matter experts, instructors, and Curriculum Section staff. ii. Shall be conducted using the approved POST scenario form. iii. Shall be reviewed by a panel of training staff and found relevant to the training performance objectives, correct in grammar, realism to the officers' duties and responsibilities before final approval. iv. Shall receive final approval by the Basic Academy Training Manager and Curriculum Coordinator or POST Administrator in addition to, or in lieu of, the Curriculum Coordinator. b. Equipment designated for practical scenarios shall be identified and, if not already available, obtained and put into the practical exercise inventory. c. Approved practical exercise scenarios shall be maintained in a secure file on the POST network drive.



- d. Scenarios are executed under the authority of the Academy Training Coordinator responsible for the Academy Session. The Training Coordinator shall use approved, role players, graders, and evaluators to accomplish the execution of scenarios.
- e. The Scenario Coordinator shall assist the Training Coordinator, as outlined or required, in the execution of scenarios.

2. Process for becoming a role player or grader:

a. Initial interview:

- i. Prior to an individual becoming a role player for the Idaho POST Academy, an initial interview must be performed with the specified designee of the Basic Academy Training Bureau. The potential role player must meet with a training coordinator to see if they meet the needs of the Idaho POST Academy.
- ii. Prior to an individual becoming a grader for the Idaho POST Academy, there must be a review of the individual's experience and training by a Basic Academy Training Coordinator. The potential grader should have experience in the topic(s) to be graded and training to support the knowledge and abilities to fairly and competently grade the scenario training.

b. Background check:

- i. Once the role player designee passes the initial interview process, a background check must be performed. The background check will be performed by an academy assistant. An academy assistant will be given a copy of the individual's driver's license or identification card and their social security number, which will be used for the sole purpose of performing a criminal history review.
- ii. Individuals who work for a law enforcement agency will not be required to undergo a background check prior to having a contract drawn up for a role player or grader contract.
- iii. Disqualifying factors for role players or graders: Automatic disqualifying factors will be any type of violent crime, and anyone currently on court ordered probation (unsupervised or supervised). All other items that are listed within an individual's criminal history will be discussed with the Basic Academy Training Manager and/or Division Administrator on a case by case basis.



- iv. Once the criminal history record has been examined and is found without disqualifying factors, the individual may proceed to the contract phase of working as a role player or grader for the Idaho POST Academy
- c. **Contract:** The approved role player or grader must talk to the Basic Academy Training Coordinator in order to establish a contract. Once a contract has been signed by the role player or grader, the contract shall be forwarded to the POST Administrative Support Manager for approval, then forwarded to ISP's Financial Services Office to be signed and finalized. The role player or grader cannot work for POST until the contract has been finalized. There is no set time frame for a contract to be finalized.
 - i. Contracts shall not be signed with individuals who use a business name on the POST contract. The contract is an agreement between each individual person and POST. Business contracts are not permissible.
- d. **Role Players or Graders Without Contracts:** Any individual who arrives at POST to work on scenarios without a current contract shall be asked to leave the POST Academy grounds immediately.
 - i. Exceptions:
 - (1) Law enforcement personnel who provide voluntary services to POST for scenario work as role players or graders.
 - (2) An individual who has signed his/her contract, is pending final contract signatory approval, and who is not being paid for their attendance and may be auditing the scenario process.

3. Responsibilities of the role players:

- a. The responsibility of the role player is to participate in scenarios as directed by either a Training Coordinator or somebody acting on behalf of the Training Coordinator.
- b. Role players shall be provided with a description of the scenario(s) that they will have an acting role to perform. The role player will be responsible to provide responsible services and follow the directions of the acting role.
- c. Role players are required to arrive for POST work "on-time".
- d. If a role player cannot arrive to work "on-time", he/she must contact the POST Training Coordinator immediately. Continual tardiness may result in failure to invite the role player to POST



scenario opportunities.

- e. Role players shall not make derogatory comments about the POST Academy to the students.
- f. When a role player is “Out of Character” during a scenario, they will treat all people with respect. They shall not belittle or disrespect POST staff, other role players, academy students, graders, or civilians who may be on the premise. “Out of Character” derogatory or discriminatory statements shall not be tolerated, and shall be dealt with immediately.
- g. To adhere to the role player expectations as provided on the *Role Player Information Sheet* that has been signed by the role player. (See attachment #1)

4. Responsibilities of the graders:

- a. Graders are assigned to scenarios based upon their experience and training.
- b. Graders are in charge of the scenarios that they have been assigned. Graders will make all final decisions about the scenario when the Training Coordinator or an individual designated to supervise scenarios is not available.
- c. Graders shall grade students fairly, without bias, and provide detailed feedback as needed.
- d. Graders shall review the scenario documentation and:
 - i. Read the scenario documentation and understand the goal of the scenario(s);
 - ii. Ensure the necessary scenario props are available for the scenario.
 - iii. Be responsible for the contents of scenario equipment bags during the scenario, and to make sure the end-of-scenario inventory is completed and inventory sheet is documented when returned to the Scenario Coordinator.
 - iv. Be responsible to understand the tactics POST has taught the students during the Academy that are being evaluated in the scenario.
- e. While POST recognizes graders have vast experience, graders need only give feedback that is in line with the learning outcomes, as provided in each scenario.
- f. While working at the POST Academy, graders shall comply with the Instructor Code of Ethics and treat all people with respect. They shall not belittle or disrespect POST staff, role players,



academy students, other graders, or civilians who may be on the premise.

- g. Derogatory or discriminatory statements shall not be tolerated and shall be dealt with immediately.
- h. A grader who disagrees with a scenario-related item:
 - i. shall not discuss the issue with the students.
 - ii. shall discuss the matter with the Basic Academy Training Manager, Academy Training Coordinator, or Scenario Coordinator for clarification or amendment.
- i. Graders shall not talk about the POST Academy in a derogatory manner to the students.
- j. At the end of the scenario training, graders shall be responsible to gather their props and return them to the Scenario Coordinator or Academy Training Coordinator for inventory and storage.

5. Disciplinary actions:

- a. Any disciplinary action will be handled immediately.
- b. The Basic Academy Training Manager shall be informed of the incident prior to imposition of discipline.
- c. Disciplinary actions on a role player or grader will be handled on a case by case basis.
- d. Once POST determines disciplinary action is required, the investigation will be accomplished by the Academy Training Coordinator.

6. Academy Training Coordinator Responsibilities:

- a. The Academy Training Coordinator has the overall responsibility to ensure that the scenarios are being executed properly.
- b. The Academy Training Coordinator shall be responsible to inform the Scenario Coordinator regarding scheduled dates for scenario training, the type of scenario to be trained on, the number of students to be trained.
- c. The Academy Training Coordinator is responsible to ensure that role players and graders are briefed prior to any scenarios. Briefings can be conducted by Academy Training Coordinator or Scenario Coordinator; however, the Academy Training Coordinator shall be responsible for the outcome of the briefing.
- d. The Academy Training Coordinator will ensure that all facilities required for scenarios have been scheduled with the Facilities Manager.



- e. The Academy Training Coordinator shall be responsible for the collection of grade sheets from the graders.
- f. After scenarios have concluded, it is the responsibility of the Academy Training Coordinator to assist the Scenario Coordinator in gathering up all of the scenario equipment and return the equipment to its proper location no later than one-day after the scenario exercise(s).
- g. The Academy Training Coordinator and/or the Scenario Coordinator shall debrief the actors and graders. Incidents or deficiencies in scenario training shall be documented in the Academy Training Coordinator's daily log.
- h. The Academy Training Coordinator with the assistance of the Scenario Coordinator share the responsibilities to monitor the scenario training, and ensure that scenario training is being conducted safely and that the students are staying on schedule.
- i. The Academy Training Coordinator / Scenario Coordinator will be responsible to make sure scenarios are conducted in a "safe" environment. This will include, but is not limited to, the following:
 - i. Searches shall be conducted prior to the beginning of practical scenario training. The following searches shall be conducted to ensure that no live weapons/ammunition, evidence, or sharp objects are available or taken into the practical scenario exercise(s) area.
 - (a) Contract Evaluators and Graders shall search each other to ensure that no live weapons/ammunition, evidence, or sharp objects are available or taken into the practical scenario exercise(s) area.
 - (b) Contract Evaluators and Graders shall verbally question each role player and use an electronic wand to search and ensure that no role player possess live weapons/ammunition, evidence, or sharp objects that could be taken into the practical scenario exercise(s) area.
 - (c) Contract Evaluators and Graders shall search the practical scenario training area to ensure that no live weapons/ammunition, evidence, or sharp objects are available or present in the practical scenario exercise(s) area.
 - (d) Students shall search fellow students to ensure that no live weapons/ammunition, evidence, or sharp objects are available or taken into the practical



scenario exercise(s) area.

- (e) Students shall search any vehicle that is to be used in practical scenario training to ensure that no live weapons/ammunition, evidence, or sharp objects are available or taken into the practical scenario exercise(s) area.
 - (f) If anyone leaves the practical scenario training area for any reason (to go to a classroom, to have meals, to go to a restroom, etc.), they will be searched upon returning to the practical scenario training area.
- ii. Searches may include questions of the person to be searched about the possession of any weapon or contraband or sharp objects; pat-down searches; and searches by electronic wand. Individuals free of any item(s) of concern shall be provided with and wear a colored leg/anklet-band for identification and acknowledgement of being searched and free of prohibited items.
 - iii. The Academy Training Coordinator shall send an e-mail to “DL ISP Meridian” to inform staff that there is academy scenario training being conducted on the ISP/POST facility; to ask for their patience and assistance; and to avoid interrupting scenario training.
 - iv. First aid kits shall be available during scenario training and the training coordinators and scenario personnel shall be aware of the location of first aid kits.
 - v. At all times, roll players “Out of Character” and graders must wear appropriate colored vest designating them as “Out of Play” and not part of the active scenario.
 - vi. Appropriate safety gear shall be “in place” or issued for each scenario.
 - vii. Simunition weapons and FX ammunition or Airsoft weapons and ammunition shall not be used in any scenario without appropriate safety gear being used by the students, scenario role players, graders, and evaluators.
 - 1. face masks;
 - 2. neck protectors;
 - 3. groin protectors;
 - 4. protective vests; and



5. chest, arm and/or leg protection, if available.

7. Responsibilities of the Scenario Coordinator The Scenario Coordinator shall be responsible for:

- a. Developing practical exercise and written exercise training scenarios for the various basic training academy programs
- b. Ensure that all the scenarios are properly written and maintained in a secure file on the POST network drive, and in hardcopy available for review by POST staff.
- c. Maintaining all props and equipment dealing with scenarios
- d. The Scenario Coordinator will prepare the necessary scenario equipment to be used for specific practical scenario training.
- e. Scheduling: The Scenario Coordinator has the responsibility to contact and acquire a sufficient number of role players and graders to, effectively and successfully, participate in the academy scenarios. The Scenario Coordinator shall not use an outside manpower resource to invite role players or graders.
- f. The Scenario Training Coordinator shall be responsible for issuing scenario training equipment to the scenario evaluator or grader.
- g. The Scenario Training Coordinator may assist the Academy Training Coordinator to ensure that role players and graders are briefed prior to any scenarios.
- h. After scenarios have concluded, it is the responsibility of the Scenario Coordinator in gathering up all of the scenario equipment and returning the equipment to its proper location.
- i. The Scenario Coordinator and/or Academy Training Coordinator shall debrief the actors and graders.
- j. The Scenario Coordinator shall assist the Academy Training Coordinator and share the responsibilities to monitor the scenario training, and ensure that scenario training is being conducted safely and that the students are staying on schedule.
- k. The Scenario Coordinator / Academy Training Coordinator will be responsible to make sure scenarios are conducted in a "safe" environment as described in Section 6.i. above.
- l. The Scenario Training Coordinator shall be responsible to conduct a student briefing regarding safety and exercise parameters. Should the Scenario Training Coordinator be unavailable, the student briefing will be the responsibility of the Academy Training Coordinator.



- m. The Scenario Training Coordinator shall be responsible for scenario equipment clean up.
 - i. Inspects scenario equipment to ensure it is in usable and safe condition for continued use.
 - ii. Responsible for regular decontamination of scenario equipment.
- n. The Scenario Training Coordinator shall attend debriefing with students, graders, assistant graders and actors.
- o. The Scenario Training Coordinator shall report any problems/ issues with scenario scripts, props, graders, actors to the Academy Training Manager and Curriculum Coordinator.
- p. Identify additional equipment or props that would be cost-effective and useful to enhance scenario training.
- q. Will be responsible for other scenario-related duties as assigned.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	7/2/13 Date
Revision Date:			Last Revision:	





Role Player Information Sheet

- ❖ What we do
 - Train all LE
 - Run scenarios to prep students for their job
 - Try to make them as realistic as we can for this environment
- ❖ What they'll be doing
 - Role player for the scenarios
 - Can be a variety of different roles depending on the discipline
 - There are times that they will be required to wear our costumes/clothing for the roles we need them to assume
 - We try our best to ensure no physical contact/use of force with role players (but cannot guarantee it)
 - They will more than likely get restrained and/or searched during scenarios
 - POST does not carry medical insurance for role players and role players are not covered under worker's compensation
 -
- ❖ Hours
 - Anywhere from 0530-2200
 - Inconsistent, not steady
 - Confirm only for the things that work for their schedule
- ❖ Pay
 - \$12.50 per hour
 - Paychecks can take anywhere from 2 weeks to 45 days to be processed
 - Meals are NOT included or provided by POST
- ❖ Expectations
 - Be here when confirmed and on time
 - Call immediately if something comes up
 - We count on those that are confirmed, running late or no showing (without our knowledge) puts us in a bind
 - Be flexible as a role player, come expecting anything
 - Dress very casual, but appropriately covered
 - Their conduct/actions could disqualify them from being a role player with POST

❖ Background Check

- We run criminal background checks
 - Felony conviction(s) will be an automatic disqualifier.
 - Misdemeanor conviction(s) will be looked at on a case by case basis.

❖ Documentation/Needed Information

- Photo copy of DL
- SS#
- Current mailing address
- Email address

❖ After cleared

- Once background is cleared a contract will be drawn up
- Will contact them when the contract and other paperwork is ready to be signed
- Can be utilized a few days after the contract is submitted

I acknowledge that all the above information has been explained to me and any questions that I had have been answered. I acknowledge and understand that Idaho POST reserves the right to conduct a background check for contractual purposes at any time they deem necessary.

Print Name

Signature

Date

Witness Signature

Date