



# Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # <b>5</b>	Regional Coordinators	Origination Date: October 6, 2011
Procedure # <b>2</b>	Subject: Instructor Applicant Packet Approval Process	
Reference:	Idaho Code	19-51099(e)
	IDAPA Rule	11.1101.250.01, 02, 03, and 04
	ISP Policy	N/A
	IPOST Policy	5.1
Commentary:	<p>POST is responsible for providing competent instruction to law enforcement officers and dispatchers under the authority of the Peace Officer Standards and Training Council. The primary factor in producing competent instruction is developing quality teachers to instruct the lesson to be taught to others. This policy endeavors to set forth the minimum standards for the certification of POST instructors, and to insure that instructor certification applications are properly managed by POST and the POST Council.</p> <p>The following is effective immediately:</p>	
Policy:	<p>It is the policy of Idaho Peace Officer Standards and Training (POST) that applicants for POST instructor certification shall submit to an application process, documenting their qualifications and then demonstrating their ability to hold POST instructor certification through under the authority of the POST Council.</p>	
Purpose:	<p>To clearly state to law enforcement officers, dispatchers and other persons, the process for applying for and achieving POST instructor certification.</p>	
Definitions:	<p>None.</p>	
Procedure:	<ol style="list-style-type: none"> <li>1. Peace officers and members of law enforcement agencies who complete an approved POST instructor development course and demonstrate expertise in criminal justice subjects may submit an application for POST instructor certification.</li> </ol>	
R.A.C.I.	<ol style="list-style-type: none"> <li>2. Application may be obtained from the POST web site at: <a href="http://www.idaho-post.org">www.idaho-post.org</a>, from POST Headquarters or a POST Regional Office.</li> </ol>	
1. Regional Training Coord.	<ol style="list-style-type: none"> <li>3. The application shall be accompanied by required information, to include:               <ol style="list-style-type: none"> <li>a. A completed POST Instructor Application Form, signed by the applicant and his agency administrator;</li> </ol> </li> </ol>	



- b. Three letters of recommending the applicant for Instructor Certification;
  - c. Resume demonstrating experience and education pertinent to topic to be taught;
  - d. Copies of certificates of completion demonstrating instructor development course completion, if requested by the POST Regional Coordinator;
  - e. Lesson plan for topic to be certified:
    - i. as developed by the instructor; or
    - ii. a company lesson plan if the applicant is to instruct on a product (e.g., Taser, Lifelock, ALS, DefTec, ASP, etc.)
      - 1. if the company lesson plan is on file at POST, the front page and table of contents should be attached to the application; or
    - iii. if the applicant is to be certified to instruct in a POST basic academy topic, the POST lesson plan cover page should be attached to the application;
  - f. A signed Instructor Code of Ethics form.
4. Completed instructor certification application shall be submitted to a POST Regional Training Coordinator.
  5. The Regional Training Coordinator will review all items in #3 above for completeness.
  6. If the applicant is a non-certified person, the Regional Training Coordinator will conduct a cursory background investigation on the applicant to insure that the applicant meets the minimum character standards a POST instructor. (Criminal history needs to be checked minimally).
  7. If the instructor application packet is complete and approved by the Regional Training Coordinator, the applicant will arrange for the Regional Training Coordinator (or his/her designee) to observe the applicant teaching a class as an assessment or evaluation of the applicants ability to teach others and teach from a lesson plan.
    - a. After the instructor has been evaluated and approved by the Regional Training Coordinator, the Regional Training Coordinator shall attach and complete a POST Form Form I-8 Instructor Certification Request, Staff Review Form, to the instructor application packet.



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8. The instructor application packet will be submitted to the POST Administrator for review and approval.
  - a. If the application is approved, the instructor will receive Instructor Certification from POST.
  - b. If the application is not approved, the applicant will be contacted by the Regional Training Coordinator for additional information and re-submission to POST..
9. Approved instructor applicants shall be presented to the POST Council for approval at the next available POST Council meeting.

Approving Authority	POST Council	Chairman Blair Olsen	 Council Chairman	 Date
Operational Authority	POST Staff	Division Administrator	 Division Administrator	 Date
Revision Dates:				Last Revision:



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