

# Idaho Peace Officer Standards & Training



POST Mission  
Core Services  
Contacting POST  
Statutes, Rules, and Regulations

Agency Guide to POST



## Agency Guide to POST

- POST Mission
- Core Services
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- POST Statutes, Rules and Procedures
- POST Council
- POST Staff
- Programs and Contacts
- Employment
- Office of Professional Responsibility
- Academies
- Challenge
- Certification
- Maintaining Certification
- Miscellaneous

## CONNECTING YOUR AGENCY TO THE TRAINING

The Agency Guide contains helpful information about POST including processes, programs, and forms. The guide also provides answers to common questions posed to the POST Council and its staff.

Included are instructions on how to access relevant state codes, state administrative rules, and POST procedures.

The guide outlines the sections of POST and lists the duties and responsibilities of each section.

The Programs and Contacts table provides information on the various programs available to agencies, instructions for access, and contacts for program issues.

The remainder of the guide is divided by subject and covers the most frequently asked questions and areas of concern for agencies. Applicable sections of IDAPA rule are also listed for each subject.

### If You Are A New Agency Head

As a new agency head, email the Division Administrator with your contact information to notify POST of your appointment. This will allow staff to contact you with the necessary information to access POST programs.

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## POST MISSION

To develop skilled law enforcement professionals who are committed to serving and protecting the people in Idaho.

## WELCOME

We are committed to providing the best possible service and support to our customer agencies throughout the state of Idaho. POST follows the guidance and direction of the Idaho POST Council, with the support and resources of the Idaho State Police.

Our Standards mission is founded on the POST Council's Code of Ethics/Standards of Conduct, ensuring those possessing POST certification adhere to the highest standards of personal and professional conduct.

Our Training mission comprises both basic and continuing education across nine disciplines in our criminal justice system, providing students with challenging and relevant instruction of the highest caliber.

We hope you find the information provided here helpful and easy to navigate.



## CORE SERVICES

- Monitor compliance with Idaho code, current administrative rules, and POST procedures.
- Determine certification eligibility for all law enforcement professionals and issue appropriate level certifications to qualified candidates.
- Develop, monitor, and revise law enforcement training requirements to establish curriculum and testing standards for all law enforcement training programs.
- Provide basic academy training for all law enforcement professionals.
- Coordinate in-service training for certified law enforcement officers.
- Conduct misconduct investigations and refer decertification recommendations to the POST Council.

## CONTACTING POST

Local/Long Distance: (208) 884-7250

Toll Free: (866) 670-7678

FAX: (208) 884-7295

Mail: Idaho Peace Officer Standards & Training  
700 S. Stratford Drive  
Meridian, ID 83642

Staff Directory: <https://post.idaho.gov/contact-us/>

## SCOPE

These rules constitute the minimum standards of training, education, employment, and certification for any discipline certified by the POST Council. IDAPA 11.11.01.001

## AGENCY HEAD

Agency Head. A chief of police of a city, sheriff of a county or chief administrator of a law enforcement agency, as defined herein. IDAPA 11.11.01.010.03

## Title 19, Chapter 51

COUNCIL ESTABLISHED — CHAIRMAN — MEMBERS. There is hereby established in the Idaho State Police the Idaho Peace Officer Standards and Training Council.



## POST STATUTES, RULES, AND PROCEDURES

Idaho Statutes

Title 19, Chapter 51

[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

Laws & Rules, Idaho Statutes

Idaho Administrative Rule

11.11.01

[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

Law & Rules, Administrative Rules, Idaho Administrative code, Police, Idaho Peace Officer Standards & Training Council

Or [https://post.idaho.gov/admin\\_rules/](https://post.idaho.gov/admin_rules/)

POST Policies and Procedures

## POST COUNCIL

Represents law enforcement and organizations within the law enforcement community

Establishes and enforces the training, education, and employment standards of peace officers

Members serve a four-year term, appointed by the Governor

Refer to the POST website for the current members of the POST Council. <https://post.idaho.gov/council/>

## POST STAFF

POST has had seven past directors (now referred to as **Administrators**). Larry Plott was a founding member of POST's staff and served as Executive Director for 23 years.



The first Basic Academy was held in January 1970, with an enrollment of 32 law enforcement officers from around the state.



### EXECUTIVE SECTION

#### Division Administrator

Collaborates with city, county, and state law enforcement representatives to ensure Idaho law enforcement professionals model the highest level of integrity and service.

Develops and presents legislation and administrative rules governing POST operations regarding standards, training, certification, decertification, and ensures compliance.

Develops division budgets, controls expenditures, and directs strategic planning and evaluation.

Represents the division in committees and meetings.

Manages POST professional staff and responds to complaints concerning division services.

Determines final status on decertification cases.

#### Deputy Division Administrator

Manages POST professional staff.

Represents POST Division Administrator at department and state level meetings and serves on departmental committees and work groups.

Serves as liaison with city, county, and state law enforcement representatives.

Prepares information and testimony to provide to POST Council.

Assists with development of legislation, procedures, and protocols governing POST operations.

## POST STAFF

Our overarching goal is to be the best, most respected and innovative POST training and certification program in the country.

## DID YOU KNOW

POST is covered under the Idaho Public Records Act that was established in 1990 and governs access to public documents.



### EXECUTIVE SECTION cont.

#### Management Assistant/Council

Prepares agendas and minutes for all POST Council, Hearing Board, and Sub-Committee meetings.

Assists the Division Administrator.

Schedules decertification hearings.

Processes public records requests.

Serves as point of contact for POST administrative rules.

#### Office of Professional Responsibility (OPR)

Serves as point of contact for complaints against officers.

Monitors agency & criminal/civil proceedings of officer misconduct.

Initiates and coordinates decertification investigations.

### ADMINISTRATIVE SUPPORT SECTION

Manages POST budget.

Manages two-year agreements.

Coordinates facilities reservations/manages POST dormitory.

Oversees contracts.

Manages grants.

Provides IT support.

Produces digital media.

Manages distance learning programs.

## POST STAFF

The POST training academies' curriculum focuses on the foundation of knowledge and practical skills necessary to be a law enforcement or peace officer in the state of Idaho. Successful completion of a POST basic academy or its equivalent is required to be eligible for basic certification.



### STANDARDS & CERTIFICATION SECTION

- Processes employment/separation forms
- Verifies requirements and issues certifications
- Processes challenge applications
- Processes college and agency academy program applications
- Manages POST Agency Portal program

### CURRICULUM SECTION

- Maintains consistent curriculum standards for all Academies
- Develops and reviews curriculum with Subject Matter Experts
- Develops Certification Exams

### TRAINING SECTION

- Processes academy applications
- Coordinates POST academies

### REGIONAL COORDINATORS SECTION

- Serves as POST liaison for agencies in their region
- Conducts college and agency academy program assessments
- Proctors POST testing
- Audits POST certified instructors and approved training classes
- Approves school applications
- Approves instructor certifications
- Plans and coordinates in-service classes
- Reviews and approves training rosters
- Assists with job postings







<b>PROGRAM</b>	<b>LOCATION</b>	<b>CONTACTS</b>	<b>ACCESS</b>	<b>COMMENTS</b>
<b>ACADEMY CALENDAR</b>	POST Website, Quick Links, Academy Calendar	<b>Academy Manager</b>	All	Lists academies scheduled for the current year
<b>ACTIVE INSTRUCTOR LIST</b>	POST Website, Quick Links, Agency Portal	<b>Regional Coordinator Assistant</b>	All	Lists certified instructors by type, updated every six months
<b>AGENCY PORTAL</b>	POST Website, Quick Links, Agency Portal	<b>Certification Section</b>	Agency Head or designee	Allows agency to initiate, submit and view academy and challenge application packets and employment forms
<b>AUTOMATED ATTENDANCE/TRAINING ROSTERS</b>	POST Website, Quick Links, MTRS, or Agency Portal	<b>Regional Coordinators</b>	Anyone with full MTRS access.  Coordinators can give access as a roster author only.	Hours are updated 24 hours after roster is approved by coordinator.  See: Video tutorial on the quick links list on the POST Website Homepage.
<b>CURRICULUM</b>	In the Server File Manager can access on POST Website, Training Tab, Instructor Log-In	<b>Curriculum Section</b>	Certified Instructors  Agency Heads	Access using POST ID or email address if no POST ID





PROGRAM	LOCATION	CONTACTS	ACCESS	COMMENTS
<b>E LEARNING</b>	POST Website, Quick Links, e Learning Portal	<b>For account request or access questions, use “contact us” link</b>	Active employees of an agency	Register using POST ID, then create user ID and password.
<b>FACILITIES REQUEST</b>	POST Website, Quick Links, Facilities Request; or Administration Tab, Facilities	<b>Facilities Manager</b>	Agencies	
<b>FORMS</b>	POST Website, Quick Links, Forms	<b>Admin &amp; Customer support</b>	Agencies	
<b>IN-SERVICE TRAINING CALENDAR</b>	POST Website, Quick Links, In-Service Training Calendar	<b>Regional Coordinators and Assistant</b>	Agencies	
<b>INSTRUCTOR CLAIM REIMBURSEMENT</b>	POST Website, Quick Links, Claim for Reimbursement	<b>Facilities Manager</b>	Instructors	
<b>JOB POSTING PAGE</b>	POST Website, Quick Links, Job Postings  (The Agency Password is located under the Agency Portal)	<b>Regional Coordinators and Assistant</b>	Agency Head or designee	Agencies post their own job announcements, but jobs do not appear on the website until they are approved by POST. There is a tutorial link.



PROGRAM	LOCATION	CONTACTS	ACCESS	COMMENTS
<b>Mandatory Training Reporting System (MTRS)</b>	POST Website, Quick Links, MTRS	<b>For access -            Regional            Coordinators</b>	Agency Head designates through their Regional Coordinator	System created to track continuation training for certified Communications, Patrol, Detention, Level I Reserve and Marine Reserve.  An officer's cycle starts on January 1 after the officer becomes certified.
<b>RECORDS REQUESTS</b>	POST Website, Administration Tab, Public Records Requests	<b>POST Council            Management            Assistant</b>	Agencies	Can request information and documents per ID Public Records Statutes
<b>TRAINING RECORDS</b>	POST Website, Quick Links, Agency Portal	<b>For technical            problems –            IT            Coordinator</b>	Agency Head or designee	Gives agencies the ability to view/print officer employment, certifications and training reports

**WHEN YOU CHOOSE  
 LAW ENFORCEMENT  
 YOU LOSE THE RIGHT  
 TO BE UNFIT**

## DID YOU KNOW ?

"Law enforcement" means any and all activities pertaining to crime prevention or reduction and law enforcement, including police, courts, prosecution, corrections, probation, rehabilitation, and juvenile delinquency.

### IDAPA 11.11.01.003.03

#### DOCUMENTATION-COPIES 03. Notice of Employment/ Termination.

The names of all officers hired must be submitted to the Council within 15 days of employment. The termination of an officer's employment must also be relayed to the Council within 15 days of such action on an appropriate form designated by the Council.



## EMPLOYMENT

<https://post.idaho.gov/admin rules/>

### Initial Employment Forms

POST monitors the employment history of all law enforcement officers in certifiable positions throughout the state of Idaho.

Initial employment forms are submitted through your POST Agency Portal.

Early in the background process, submit fingerprint cards to the [Bureau of Criminal Identification](#) to ensure results are available when initial employment forms are submitted. The date the fingerprint results were received is necessary to submit initial employment forms. (Colleges and universities will need to submit fingerprint cards to POST for processing before the initial employment forms can be processed.)

Initial employment forms may be submitted with a future date of hire. This allows additional time to complete and process applications for training.

Ensure that your employee's full legal name, SSN, and date of birth are entered accurately. The employee's **POST ID is created** from this information and is utilized throughout the officer's career.

If your employee does not have prior law enforcement experience, it is necessary for them to attend a basic training academy. (See Academy Section)

## DID YOU KNOW ?

"Peace officer" means any employee of a police or law enforcement agency which is a part of or administered by the state or any political subdivision thereof and whose duties include and primarily consist of the prevention and detection of crime and the enforcement of penal, traffic or highway laws of this state or any political subdivision.

### IDAPA 11.11.01.003.03

#### DOCUMENTATION-COPIES

**03. Notice of Employment/ Termination.** The names of all officers hired must be submitted to the Council within fifteen (15) days of employment. The termination of an officer's employment must also be relayed to the Council within fifteen (15) days of such action on an appropriate form designated by the Council.

Per IDAPA Rule 11.11.01.131.03



#### EMPLOYMENT Cont.

If your employee has prior law enforcement experience in their current discipline and is Idaho POST certified, verify that the certifications are valid and not lapsed, suspended, or revoked.

If your employee has prior Idaho law enforcement experience in their current discipline and is **not certified in Idaho**, verify academy completion and time of service in the discipline. Your employee may require an extension of time to obtain certification. Officers must obtain certification within 12 months of beginning employment in their discipline. (Emergency communications officers must obtain certification within 18 months.)

If your employee has prior law enforcement experience in their current discipline from another state or a federal government position, check to see if your employee is eligible to challenge a basic training academy. An agency may choose to allow an applicant to challenge or attend a basic academy to meet the training requirement to obtain certification. (See Academy and Challenge Sections.)

#### Separation/Change Employment Forms

POST monitors and records the employment history of all law enforcement officers in certifiable positions throughout the State of Idaho. Separation/Change Employment forms are submitted through your POST Agency Portal.

Use Separation/Change Employment forms to update records of an officer's change in discipline, employment, name, and/or address.

When an officer is on **military active duty**, update his status by submitting a Separation/Change Employment form. This will hold his time to obtain continuing training for maintaining certification. When the officer returns from military active duty, submit another Separation/Change Employment form.

Updates with Action Types such as terminated, dismissed, or annotating a **code of ethics/standards of conduct** violation, will be referred to the **OPR** section for review.

## OPR

The OPR may initiate investigations to determine officer misconduct upon receipt of credible allegations. A Separation/Change in Status form submitted by your agency (you) is considered “credible.”

- [www.legislature.idaho.gov/statutesrules/idstat/](http://www.legislature.idaho.gov/statutesrules/idstat/)
- <https://post.idaho.gov/adminrules/>
- <https://post.idaho.gov/post-procedures/>



### OFFICE OF PROFESSIONAL RESPONSIBILITY (OPR)

When an Idaho POST certified peace officer separates from an agency for any reason (resignation, termination, or retirement), you are asked on the Separation/Change in Status form, “Are you aware of any conduct by the employee that violates the POST Council’s Code of Ethics/Standards of Conduct in IDAPA 11.11.01.057.07 or is listed in IDAPA 11.11.01.110?”

You are required to answer this question to the best of your knowledge or understanding. **You do not “recommend”** decertification. Whether to decertify an officer or not will be determined by an investigation and the POST Council.

Upon receipt of information of misconduct by a certified peace officer, the **OPR Manager will contact you** or your representative to determine the allegations of misconduct.

The POST Division Administrator will be briefed and approve an Investigation Order.

OPR will send you, via email/.pdf, a notification letter and subpoena, seeking copies of all internal affairs, criminal reports, and termination or resignation documentation produced as a result of the officer’s misconduct. This subpoena is duly authorized by statute (Idaho Code § 19-5113) requiring you to prepare and hold requested documentation/materials. You are given 10 days to comply with the subpoena. (For circumstances beyond your control, extensions to this timeline may be requested.)

NOTE: All OPR investigative activity is held in abeyance pending all criminal and/or civil/administrative investigative activity. This means, the OPR may not initiate an investigation or will stop all investigative activity pending the outcome of criminal or judicial activities surrounding the officer’s actions that caused the allegations of misconduct. All investigative activity will also stop pending the outcome of any law suits filed in connection with the officer’s dismissal (Wrongful Termination Suit etc...)

Upon receipt of the information requested from your agency and/or other sources, the OPR will conduct a thorough investigation (in accordance with POST Investigation Procedures; 12.25, 12.26, 12.27) to determine if the officer should be decertified.

Whether the officer is decertified or not, you will be notified of the action.

## OFFICE OF PROFESSIONAL RESPONSIBILITY (OPR) Cont.

### OPR

The POST Professional Responsibility Portal provides POST Council standards for Idaho law enforcement officers. It also contains a variety of items and issues of interest to preserve the integrity and public trust expected from Idaho's law enforcement community.

<https://post.idaho.gov/opr/>

### Decertification Proceedings

(IDAPA 11.11.01.112)

If the Division Administrator determines that the allegations of misconduct by an officer are cause for decertification, the officer shall be provided with notice and an opportunity to respond before a decision regarding decertification is made.

### Integrity Bulletin

The OPR is responsible for writing the POST *Integrity Bulletin (IB)*, a training tool used by Idaho law enforcement agencies to educate and caution peace officers of pitfalls and dangers in their profession. The bulletin is produced on a quarterly basis. The most current edition of the IB can be found on the POST website at <https://post.idaho.gov/>. Older editions of the IB are located on the OPR page. We encourage you to read and have your employees read these each quarter.





## POST ACADEMIES

### ACADEMIES

*Applications must be received and cleared by POST no later than 30 days prior to the academy start date. Any application received after the academy roster is closed will be reviewed for the next available academy session.*

For an officer to attend an academy, the agency must submit a session application to POST through the POST Agency Portal.

A tutorial is available for the application process on the POST website. <https://post.idaho.gov/tutorials/>

The agency sends a link for the session application to the applicant through the POST Agency Portal.

The applicant completes the session application, providing documents verifying U.S. citizenship, education, etc. The applicant then submits the application back to the agency.

The **agency reviews the session application to assure it is complete** and accurate and provides any additional required documents before submitting the session application to POST for processing.

POST reviews the session application to verify the applicant meets all IDAPA Rule minimum standards. POST academy staff will return the session application to the POST Agency Portal if corrections are required. When all IDAPA Rule minimum standards are met, the application is cleared. The applicant and agency will be notified of the applicant's acceptance into the next available session.

The acceptance email outlines all of the important information the student and agency need to know prior to the start of the academy.







## POST ACADEMIES

The academies offered at the POST facilities in Meridian include:

- ◆ Adult Detention
- ◆ Adult Misdemeanor Probation
- ◆ Correction
- ◆ Emergency Communications
- ◆ Felony Probation and Parole
- ◆ Juvenile Detention
- ◆ Juvenile Probation
- ◆ Patrol

[www.legislature.idaho.gov/  
statutesrules/idstat/](http://www.legislature.idaho.gov/statutesrules/idstat/)

<https://post.idaho.gov/admin/rules/>

### ACADEMIES Cont.

#### Pre-academy

Actions needed prior to the academy include:

##### 1. Pre-academy eLearning

Pre-academy **eLearning courses must be completed** prior to the academy for **Emergency Communications, Juvenile Detention, Juvenile Probation, and Patrol.**

Instructions for **creating an account** for the eLearning Portal are available in the eLearning Portal section of this Guidebook.

An eLearning completion letter signed by the employee and agency must be submitted at the academy orientation.

##### 2. POST Rules/Regulations

The signed acknowledgement form verifying the rules/regulations in the Academy Student Handbook have been read is submitted at the academy orientation.

##### 3. Clothing

Students must submit their clothing sizes to POST (PT gear and/or uniform polo) for Adult Detention, Adult Misdemeanor Probation, Emergency Communications, Juvenile Detention, Juvenile Probation, and Patrol. Agencies will be billed directly by the vendor for PT clothing and uniform polo shirts if such clothing is required for the Academy.

## ACADEMIES Cont.

### Orientation

Orientation is conducted on the first day of all academies. Students must wear either their agency issued primary duty uniform or business casual attire to the orientation.

For academies that require the **Physical Readiness Test**, students must bring good running shoes, shorts, sweats, t-shirt/sweatshirt to the orientation.

### Two-year agreement

(IDAPA 11.11.01.060), (IC 19-5112)

Students attending a Correction, Detention, Emergency Communications, Felony Probation and Parole, or Patrol academy will sign a two-year agreement on the first day of the academy per statute.

*The two-year agreement is between the student and POST. The agency has no authority to relieve the student of any obligations that arise from the terms of the two-year agreement.*

The two-year agreement includes the terms and the amount due if the officer fails to complete the required two years of certified law enforcement employment in the state of Idaho after graduation.

If the time of employment from graduation date to separation date is less than the two years full-time (or 4,160 hours of service creditable to retirement eligibility), the repayment portion of the agreement is invoked. Amounts due may be pro-rated if the officer remained employed for 12 months or more.

### Testing

Students are required to maintain an academic average of 75% in order to successfully complete their basic academy training. If a student fails to achieve a 75% academic average, they will not be permitted to take their Certification Exam and will be dis-enrolled from the academy at that time. Firearms, EVOC, and Defensive Tactics are practical skills tests and may require a higher minimum passing score and/or are pass/fail.

If a student fails the Certification Exam, they must retake the Certification Exam within six months after the academy graduation date.

If the student fails both the initial and retake attempts or fails to retake the Certification Exam within the six months, the student can not be certified and must repeat the training. The Certification Exam will be administered once they have successfully completed the academy.



## ACADEMIES Cont.

### Dis-enrollment/Dismissal Procedure

“**Dis-enrollment**” occurs when a student leaves an academy prior to the academy’s completion. Reasons for dis-enrollment include:

- Voluntarily departing from or leaving an academy prior to its completion
- A personal emergency such as injury or illness that exceeds 16 hours of academy time
- Academic or skills-based test failure

“**Dismissal**” is the expulsion of a student from an academy for violation(s) of POST student regulations or other inappropriate behavior.

### Injury/Illness

When a student is injured during an academy, the agency is notified of the student’s condition and whether the student can continue in the academy. While academy training coordinators make every effort to assist the student to complete the academy, the student may not miss more than 16 hours of scheduled instruction time.

### Conduct

Students are expected to conduct themselves within the ethical and moral standards the law enforcement profession demands. Students must not discredit the profession, academy, or their agency through their behavior.

### Graduation

Graduation is held on Friday of the final week of an academy. The student receives a graduation packet containing the original certificate of graduation and academy transcript. Also included in the packet are copies of the document of understanding and two-year agreement. Copies are also provided to the graduate’s agency.

#### IDAPA 11.11.01.058 STANDARDS OF CONDUCT FOR BASIC TRAINING ACADEMY STUDENTS.

1. ...All students shall conduct themselves in a manner which will bring credit to the law enforcement profession. Student behavior must reflect courtesy, consideration and respect for others.
2. **Prohibited Conduct.** Any conduct detrimental to the efficiency or discipline of the academy, whether or not stated in the instructions, is prohibited and can be cause for disciplinary action or expulsion. A student’s agency head will be informed of any such infraction.

For dis-enrollment or dismissal, the student’s employing agency is notified and POST records are updated to reflect the student’s status.



## ACADEMIES Cont.

<https://post.idaho.gov/college-programs/>

### College Law Enforcement Programs

There are four colleges/universities offering a POST approved Law Enforcement Program. These programs can be taken in lieu of attending the POST academy. An applicant must meet the college/university requirements for admission and POST minimum standards for certification and employment.

All college program applications are submitted as New College LE Program Challenge Applications. Applications for currently employed law enforcement officers are submitted by the employing agency. All other applications are submitted by the College program staff.

The applicant completes the application providing documents verifying U.S. citizenship, education, etc. then submits the application back to the initiating entity. The agency/college reviews the application to assure it is complete and accurate and provides additional documents before submitting it to POST. POST reviews the application and verifies the applicant meets all IDAPA rule minimum standards.

Once the application is cleared, the applicant and agency/college will be notified of the applicant's acceptance into the upcoming academy. Students/officers must have a complete and cleared application on file at POST before they can be scheduled for testing.

College students who complete the program have three years to be hired by a duly recognized Idaho agency to utilize their basic law enforcement training for officer basic certification.

### Agency-Run Academies

Agency-run academies are in-house academies certified by POST to meet the basic training requirement for certification.

Applications are initiated by the employing agency through the POST Agency Portal as a New Offsite Academy Application for the officer's discipline.

The applicant completes the application providing documents verifying U.S. citizenship, education, etc. then submits the application to their agency. The agency reviews the application to ensure it is complete and accurate and provides additionally required documents before submitting it to POST. POST reviews the application and verifies the applicant meets all IDAPA Rule minimum standards.

Once the application is cleared, the applicant and agency will be notified of the applicant's acceptance into the upcoming academy.

Officers must have a complete and cleared application on file at POST before they can be scheduled for testing. Certification applications will appear in the POST Agency Portal once an officer completes the academy requirements. (see Basic Certifications section)



## CHALLENGE

### Challenging a Basic Academy

Challenging a basic academy is an option for **officers with prior law enforcement experience** in their current discipline who are not certified in Idaho and for those officers that meet the requirements for reinstatement of lapsed Idaho certifications.

<https://post.idaho.gov/admin/rules/>

<https://post.idaho.gov/post-procedures/>

Applications to challenge a basic academy are submitted through the POST Agency Portal.

The challenge application is **initiated by the agency and sent to the applicant**. The applicant completes the application providing documents verifying U.S. citizenship, education, etc. and documents confirming employment history, basic training and POST certified training from the state(s) where the applicant was previously employed, trained and/or certified, then submits the application to their agency.

The agency reviews the application to ensure it is complete and accurate and provides additionally required documents before submitting it to POST for processing.

POST reviews the application and verifies the applicant's eligibility for challenging the basic academy. When the application is cleared, the applicant will be scheduled for testing with a POST Regional Coordinator.

When the applicant successfully completes testing, the applicant will be eligible for basic certification and may apply for all qualifying higher levels of certification. The applicant must have completed **six consecutive months of probation from the date of hire** in their certifying discipline with that agency; FTO is optional for previously certified officers.

If the applicant is unsuccessful and fails the exam, they will be allowed **one** additional attempt to pass. If the applicant fails both attempts or fails to retake the exam(s) within **six** months after the first attempt, the applicant cannot be certified and must complete the training at a later date.



### Lapse of Certification

Certifications are made inactive when an officer leaves a POST certifiable position.

Challenging for a basic academy is an option for officers who have not served in full-time law enforcement between three to five years since their last date of employment in the relevant discipline.

An officer who has not served in full-time law enforcement for over five years, but less than eight years, must attend a basic academy to be eligible for POST recertification. The agency head may apply for a waiver from the POST Council for attendance to the basic academy if the officer was engaged in employment utilizing law enforcement training and skills.

Certifications are reactivated if an officer transfers back into or is rehired by an Idaho agency in the relevant discipline within three years from the date last employed in that discipline.

An officer who has not served in full-time law enforcement for over eight years must attend a basic academy to be recertified.



## CERTIFICATION

### Applying for Certification

The applicant must meet the standards and comply with IDAPA Rule 11.11.01.050-057 to be eligible for certification.

<https://post.idaho.gov/admin/rules/>

<https://post.idaho.gov/post-procedures/>

### Discipline Certifications

### Basic Certifications

Certification applications will appear in the POST Agency Portal when an officer completes the academy/training requirements.

Before submitting the certification application, the agency verifies that the officer has:

1. Completed six months' probation from the date of hire in the certifying discipline
2. Continued to meet IDAPA minimum standards and discloses any new criminal history
3. If applicable, completed field training and uploaded the FTO completion form
4. If applicable, uploaded an official college transcript verifying completion of a college program or academy transcript for an agency basic academy
5. If applicable, uploaded proof that a tribal officer is deputized with an Idaho police department or county sheriff's office (See POST Procedure 12.22).



## CERTIFICATION Cont.

### Higher Certifications

Applications for POST higher levels of certification are **submitted on a paper application** to POST. Paper applications are found under Forms on the POST website.

Detention, Emergency Communications, and Patrol are eligible for Intermediate, Advanced, and Master Certifications. Juvenile Detention and Juvenile Probation are eligible for Intermediate Certification.

The **agency will verify** that the officer has met the requirements for years of law enforcement experience, POST approved training hours, and college credits. Submit copies of official college transcripts, if necessary.

Law enforcement experience requirements by discipline:

**Patrol & Detention Certification:** Law enforcement experience is actual time served as a full-time patrol and/or detention officer.

- **Military Credit:** An officer who has served in the active military as a full time military law enforcement officer can request law enforcement time and training hours. See the military credit form on the POST website for instructions and the POST credit that will be given.
- **Tribal police law enforcement experience:** Once an officer receives basic certification, all tribal law enforcement time can be used for higher certifications.

**Emergency Communications Certification:** Law enforcement experience is actual time served as a full-time communications officer with a duly constituted law enforcement or PSAP agency.

**Juvenile Certification:** Juvenile justice experience is actual time served as a full-time juvenile corrections, juvenile detention, and/or juvenile probation officer.

The agency will verify the officer has met **requirements for time served** in the relevant position, possess required certifications, provided an appropriate job description, and has obtained necessary POST approved training hours.

Training Hours Qualifying Course Levels:

Supervisor – 600+

Management – 700+

Executive – 800



## CERTIFICATION Cont.

### Juvenile Detention Part-Time Certifications

Part-Time certificates are only issued when an officer attends the Part-Time Basic Juvenile Detention Academy training. Applications for certification are submitted through the POST Agency Portal.

### Marine Deputy Certifications

A Marine Deputy who is currently a full-time certified peace officer in Idaho only needs to complete the Marine Deputy academy. **No Marine Deputy certification will be issued.**



The following applies to a Marine Deputy without prior law enforcement experience or with out-of-state peace officer certification. **Note:** *A Marine Deputy with out-of-state peace officer certification must have served as a full-time certified peace officer in another jurisdiction within the three years immediately preceding application.*

Applications are initiated by the employing agency through the POST Agency Portal as a New Challenge Application for the officer's discipline.

The applicant completes the application providing documents verifying U.S. citizenship, education, etc. then submits the application to their agency.

The agency reviews the application to ensure it is complete and accurate and provides additionally required documents before submitting it to POST. POST reviews the application and verifies the applicant meets all IDAPA Rule minimum standards.

Once the application is cleared, the applicant and agency will be notified of the applicant's eligibility to attend a Marine Deputy academy.

The student must successfully complete the Marine Deputy academy and pass the Marine Deputy Certification exam. Certification will be completed through the POST Agency Portal.

"Peace officer" also means an employee of a police or law enforcement agency of a federally recognized Indian tribe who has satisfactorily completed the peace officer standards and training academy and has been deputized by a sheriff of a county or a chief of police of a city of the state of Idaho.





## CERTIFICATION Cont.

### Reserve Peace Officer Certifications

A Reserve Peace Officer without prior peace officer certification:

Applications are initiated by the employing agency through the POST Agency Portal as a Offsite Academy Application for the officer's discipline.

The applicant completes the application providing documents verifying U.S. citizenship, education, etc. then submits the application to their agency.

The agency reviews the application to assure it is complete and accurate and provides any additionally required documents before submitting it to POST for processing.

POST reviews the application and verifies the applicant meets all IDAPA Rule minimum standards.

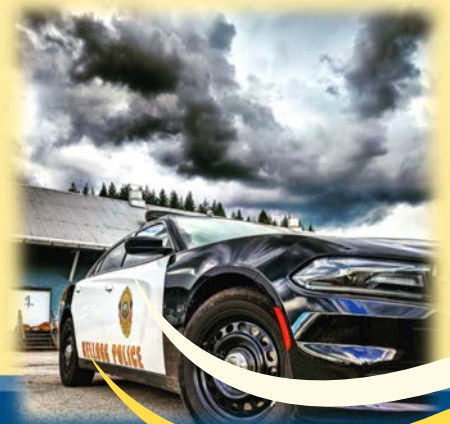
Officers with current Idaho Patrol certifications are not required to obtain a Reserve Peace Officer certification to work in a reserve position.

Once the application is cleared, the applicant and agency will be notified of the applicant's eligibility to attend a Reserve Peace Officer academy.

Certification applications will appear in the POST Agency Portal once an officer completes the academy/training requirements.

A Reserve Peace Officer with prior peace officer certification

A Reserve Peace Officer who meets the IDAPA Rule requirements may have the opportunity to challenge the Reserve Peace Officer academy. See *Challenging a Basic Academy* under the *Challenge* section.



## CERTIFICATION Cont.

### Instructor Certifications

Applications for POST Instructor Certification are submitted on a **paper application** to the local POST Regional Coordinator.

### Instructor Types:

Certified General Topics Instructor: provides instruction/training in law enforcement topics that the POST Council has not considered to be high liability such as community policing, ethics, human relations, report writing, etc. These certifications are not subject to a renewal process and do not have an expiration date.

### Applicant Requirements

All Applicants for General Topics Instructor status must meet the requirements listed per IDAPA Rule 11.11.01.122.

If the LE experience is out-of-state, the applicant must provide a copy of their previous POST or agency training record which shows a hire date and a separation date. Out-of-state instructor development classes will be vetted by the curriculum department to ensure the content meets the goals and objectives of the Idaho POST Instructor Development Curriculum.

Applicants must submit an application form signed by the agency head to the POST Regional Coordinator to schedule a date for classroom observation. Once approved by the POST Regional Coordinator and the POST Division Administrator or designee, a general topics instructor certification will be issued.

High Liability Instructor Endorsement: This endorsement is required to instruct any topic deemed high liability by the POST Council. Instructors must possess or have previously possessed (retired Idaho Law Enforcement officers) an Idaho POST certification. Endorsements are valid for a specific period and a renewal process is required before expiration.

All Applicants for High Liability endorsement status must meet the following requirements per IDAPA Rule 11.11.01.123.

- Have a current General Topics Instructor certification (or pending application)
- Complete a POST or equivalent high liability discipline instructor course
- Show the ability and proficiency to provide instruction in law enforcement specific subjects



## CERTIFICATION Cont.

### Instructor Certifications Cont.

Applicants must submit a completed application form signed by the agency head to the POST Regional Coordinator and schedule a date for classroom instructor observation.

Once approved by the POST Regional Coordinator and the POST Division Administrator or designee, an instructor endorsement will be issued by POST.

High liability endorsements are issued on either a one year (firearms disciplines) or two year basis with all endorsements expiring June 30 of the appropriate year.

### Endorsement renewal process

POST will send notices of expiration to instructors with high liability endorsements approximately 60 days prior to the expiration date. These letters contain the instructions for renewal.

The renewal notices for each instructor are sent to the agency head or the agency training department with a request the notices be forwarded to the instructor.

Renewal documents must be postmarked or received by POST no later than the expiration date. Any endorsements not renewed by the expiration date will be considered expired and will be returned.

Instructors that have allowed endorsements to expire may contact their Regional Coordinator regarding the possibility of a reinstatement.

### Canine Certification

#### Canine Team Certification

A canine team must meet the requirements outlined in IDAPA Rule and be POST certified to perform law enforcement duties. POST Canine Certification is valid for 15 months and the canine team must be evaluated prior to their certification expiration date to maintain certification.

Areas of certification offered by the POST Council:

#### Canine Evaluator Certification

A canine evaluator must meet the requirements in IDAPA Rule to evaluate police canine teams. Certificates can be issued in the areas of Patrol and Detection.

Certification is retained by evaluating a minimum of four canine teams every two years in the discipline in which they are certified to evaluate.



- \* **Patrol**
- \* **Tracking/Trailing**
- \* **Evidence Search**
- \* **Controlled Substance Detection**
- \* **Explosive Detection**



## CERTIFICATION Cont.

### Maintaining Certification

<https://post.idaho.gov/admin/rules/>

### In-service Training

In-service training is available to expand an officer's law enforcement education opportunities. POST Regional Coordinators provide and approve training courses for officers to receive the training hours required to maintain POST certification.

An In-Service Training Calendar is available through the POST website Quick Links listing state-wide training opportunities approved by POST. <https://post.idaho.gov/events/>

POST Regional Coordinators are available in each region to assist agencies and officers with training opportunities. <https://post.idaho.gov/in-service/>

POST training credit will be granted for in-service training under the following conditions:

- training was provided by at least one POST certified instructor;
- training was at least 30 minutes in length;
- training roster was submitted for approval no later than 30 days after the last date of training

In-service training provided by an organization or vendor must be pre-approved a minimum of 30 days in advance to be eligible for POST credit. Contact your POST Regional Coordinator to learn more about this process.

Any training received outside of Idaho MAY be approved for POST training credit if:

- training was approved by either the hosting state's POST or equivalent agency or IADLEST (International Association of Directors of Law Enforcement Standards and Training) AND
- the trainee provides a syllabus or table of contents AND a certificate of completion with the dates of the training, hours of training, and the location where the training occurred
- training roster was submitted for approval no later than 30 days after the last date of training.



## CERTIFICATION Cont.

### Mandatory Training Requirement

Mandatory Training Requirement System (**MTRS**) is used to track training to meet the certification continuing training requirement for Adult Detention, Emergency Communications, Patrol, and Reserve disciplines as outlined in IDAPA Rule.

The officer's first cycle starts the January after the certification date and runs for two years.  
The requirement is 40 hours every two years.

The training can be a combination of POST certified training and agency training. College classes are also acceptable.

The training period will be frozen for officers who are on active military duty. Remember to process change in status forms when the officer is deployed and returns from active duty.

The agency head authorizes who can enter training in MTRS. See programs and contacts section of this guidebook.

Records must be maintained for any agency training and **an official college transcript** must be on record at the agency for any college classes used to fulfill the requirement.

POST sends the first **notice of non-compliance** by September 15 of the second year of the cycle. This notification offers information on requesting extensions if there is good cause for an officer not able to complete the training.

If a notification is received for **an officer no longer assigned to the agency**, or if an officer has been reassigned to a **non-certified position**, submit a Separation/Change Employment form through the POST Agency Portal.

The second notice is sent out in the first week of December. The POST Council gives approval for certification **suspensions** at the December POST Council for any officers still non-compliant as of December 31. If an officer is not in compliance by December 31 of a two-year training cycle, his certification **shall be suspended beginning January 1** of the following calendar year, unless an extension of time, not to exceed six months, is granted by POST.

When an officer, **whose certifications are suspended**, becomes compliant, the agency notifies the POST Regional Coordinator and supplies documentation to support compliance. The POST Regional Coordinator adjusts the officer's cycle and notifies the certification section to reinstate the certifications. A letter will be sent to the agency when the process is complete.



## MISCELLANEOUS

### Claims for Reimbursement

#### – POST Contract Instructors

POST utilizes subject matter experts to provide curriculum development, instruction, grading, and scenario role playing services for basic academies and POST sponsored in-service training. POST enters into contracts with individuals for these services and pays an hourly rate and some travel expenses.

[www.legislature.idaho.gov/statutesrules/idstat/](http://www.legislature.idaho.gov/statutesrules/idstat/)

<https://post.idaho.gov/admin/rules/>

In order to be eligible for these reimbursements, individuals must:

- have a current contract with POST;
- provide services on their own time (not otherwise compensated by their agency); &
- have received a request to participate from POST.

For services at any POST basic training academy, claims for reimbursement are submitted electronically through the POST website, using the Claim for Reimbursement quick link. A **video tutorial guide for this process is available on the POST website** and academy training coordinators can be contacted for assistance.

Instructor claims for POST sponsored in-service classes must be submitted using an Instructor Claim for Reimbursement form. This is a paper form. This form can be found on the POST website, Forms quick link, Instructor Certification section.

### eLearning Portal

The eLearning Portal is POST's online training portal and contains pre-academy classes, challenge courses, communications online academy training, in-service training, and informational videos. To access the eLearning Portal, go to the POST website and click on the eLearning Portal quick link. Once the account is set up, users will log in using the newly-generated user name and password to sign in to the eLearning Portal.

First time users will need their POST ID number to set up an account. There is an instructional video for setting up the account on the main screen.

The POST Course catalog lists available courses. To register for a course, click on the course to open the course details. Click on the course name at the bottom of the box and then click register. An email is generated to the user verifying registration. It may take up to one hour for the course to become available.

Courses can only be taken one time for credit. Courses for credit are uploaded to the POST training records on the Tuesday following completion of the course. A certificate of completion can be printed when the course is complete.



## MISCELLANEOUS Cont.

### Facility Requests

Use of the facilities can be requested through the Facilities Coordinator <https://post.idaho.gov/facilities/>

Students residing more than 30 miles from the campus can request to stay in the dormitory during their POST basic academy training. Students will receive detailed information when they are accepted into an academy. In-Service course attendees may request the use of the dormitory and are issued a room on a space-available basis.



### Job Postings

Idaho law enforcement agencies can submit job posting information for review by POST staff before being posted to the website. A tutorial is available on the POST website to guide you through the process. Job postings can be viewed on the POST website by accessing the Job Postings in the quick links.

### Records Request

POST complies with the Idaho Public Records Act, Title 74, Chapter 1 of Idaho Code regarding release of information and records that are exempt from disclosure.

Idaho Statutes 19-5109, 19-5117 and 19-5519 also allow for officer files to be made available to any law enforcement agency upon request when a person applies for employment at the requesting law enforcement agency.

Fully describe the record(s) you are requesting, using relevant dates, location, names or date of birth, etc., to assist POST in responding to your request. Be sure to include contact information.

POST will respond to this request within three business days. Business days are Monday – Friday 8:00 am to 5:00 pm. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. The records custodian will contact you if an extension is needed to fulfill the request.

To request records, go to the POST website and click on the Administration Tab, then Public Records Request. You will be directed to the Idaho Public Records Center for the Idaho State Police. You may submit your request [here](#).

### Training Records

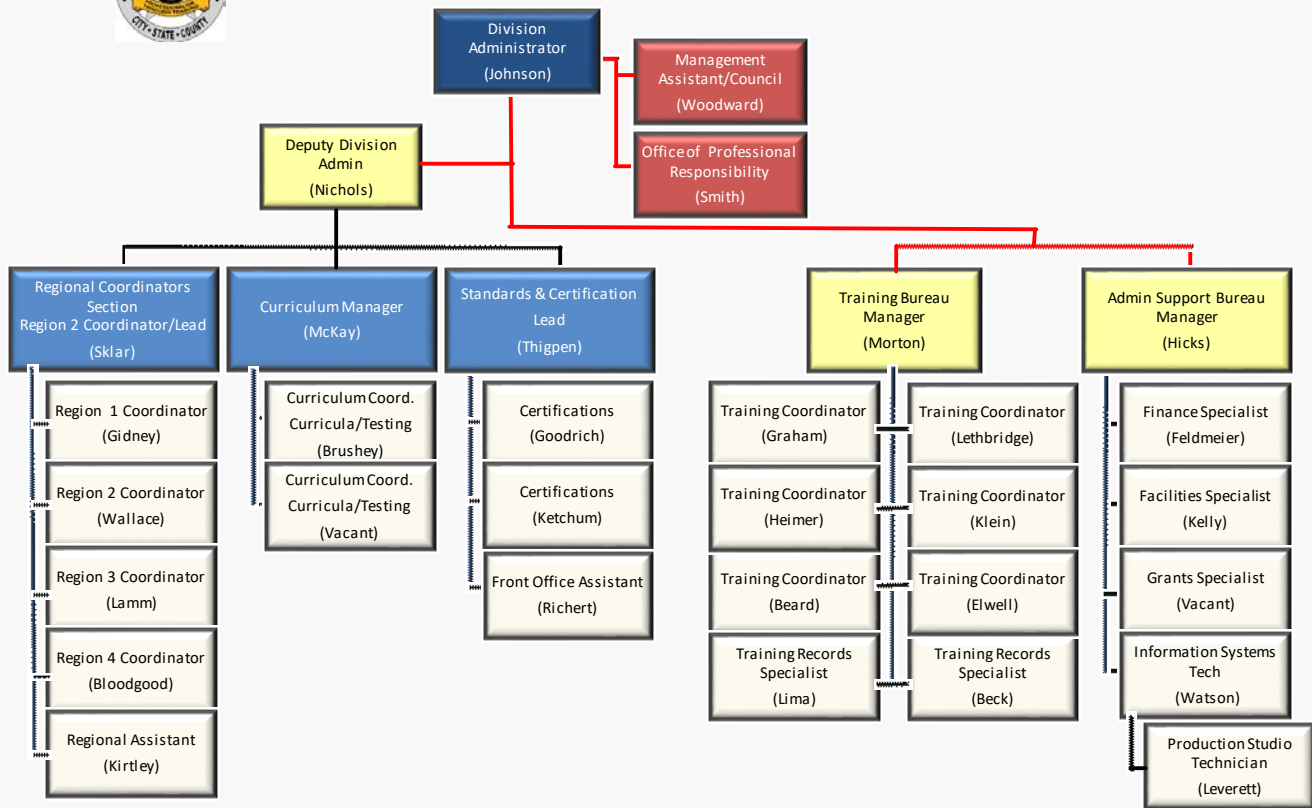
The POST Training Records System allows the agency to view their

current officers' information regarding employment, certifications, POST training and instructed hours. This information can be downloaded and printed.

Agency personnel with proper credentials can access the POST Training Records System through the POST Agency Portal.



## PEACE OFFICER STANDARDS AND TRAINING



Agency Guide to POST

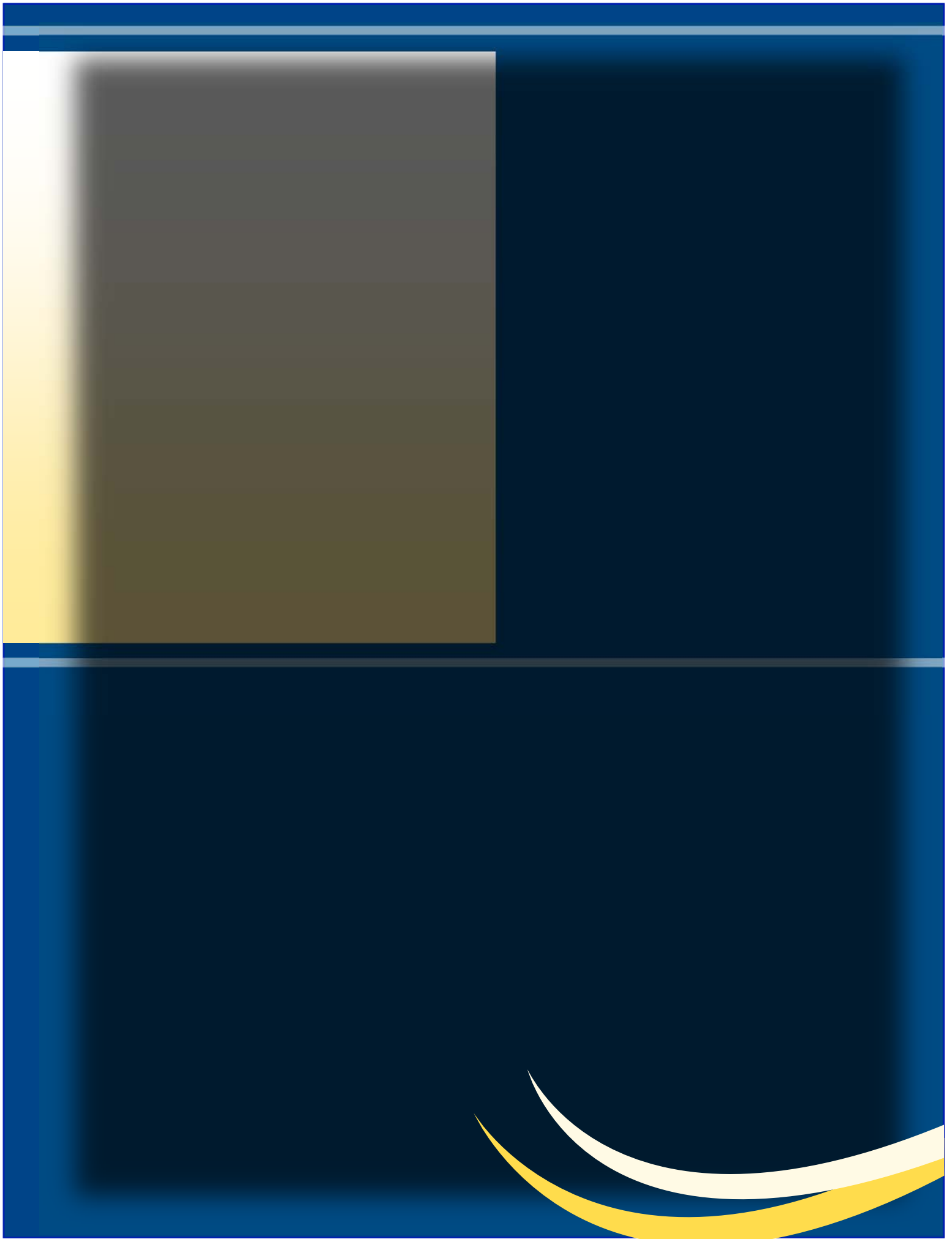
## POST SUPPORT

700 South Stratford Drive  
Meridian, Idaho 83642

(208) 884-7250

<https://post.idaho.gov/tutorials/>





# Idaho Peace Officer Standards & Training



Agency Guide to POST