



CERTIFIED INSTRUCTOR PACKET



PEACE OFFICER STANDARDS AND TRAINING CERTIFIED INSTRUCTOR PACKET

Peace Officer Standards and Training would like to commend you for your interest in becoming a POST Certified Instructor. Enclosed in this packet, you will find the documents needed to apply for certification as an Instructor of Law Enforcement Subjects.

Your application will be closely reviewed by a POST Regional Training Specialist. Acceptance will be based on such variables as region, background, recommendations, etc.

In order to be considered for certification to instruct law enforcement subjects, you must meet the following criteria:

- 1) A minimum of three (3) years of law enforcement experience
- 2) Possess a current or previous Idaho POST professional certification
- 3) If you are a new applicant for instructor certification, you are required to complete the Idaho POST Instructor Development Course.

Once you have met the requirements above, complete the attached application packet.

Email or mail the **COMPLETED** packet to your POST Regional Training Specialist.

Region 1 Mark Gidney
mark.gidney@post.idaho.gov
615 W. Wilbur Avenue, Suite A
Coeur d'Alene, ID 83815
(208) 209-8696

Region 2 Jil Nichols
jil.nichols@post.idaho.gov
700 S. Stratford Drive
Meridian, ID 83642
(208) 884-7252

Region 3 John Lamm
john.lamm@post.idaho.gov
218 West Yakima
Jerome, ID 83338
(208) 324-6049

Region 4 Matthew Bloodgood
 matt.bloodgood@post.idaho.gov
 2055 Garrett Way, Suite 5
 Pocatello, ID 83201
 (208) 237-1505

To Complete POST Instructor Certification:

Once received by the POST Regional Training Specialist, your packet will be reviewed for completeness.

1. After the completed packet has been submitted, you must contact your POST Regional Training Specialist to set up a time for the Training Specialist to evaluate a class you are instructing. Teaching evaluations will not be done unless a completed packet has been submitted.
2. If you fail to arrange for and complete an evaluation within one (1) calendar year of completion of the Instructor Development Course, you may be required to complete a POST Instructor Orientation Course.
3. After you are evaluated for compliance with POST standards for certification as an instructor, the POST Regional Training Specialist will attach their comments and recommendation to your Certified Instructor Packet and forward it to the POST Division Administrator.
4. The POST Division Administrator will review the POST Regional Training Specialist's evaluation and recommendation, and upon approval, issue the POST Instructor Certification.
5. Until notified officially, you may only observe or co-instruct courses which generate records for POST credit. You may only act as a lead instructor as part of the evaluation process conducted by a POST Regional Training Specialist.

Once you have attained POST Certified Instructor status, your certification for all subjects **NOT** requiring a High Liability Endorsement, will be valid indefinitely, provided you remain in good standing and comply with all POST requirements for refresher training.

Instructors who fail to instruct for a period of two (2) years will be deemed inactive and may not instruct as a POST instructor. Instructors will be considered inactive if there is no record of instruction for a period of two (2) years listed on their **official POST training record**. Inactive instructors must complete the Idaho POST Instructor Orientation Course. The POST Division Administrator will then re-issue the instructor certification.

POST strongly advises as best practice that you to set up your own personal file to house all information pertaining to your instructor status. This information should include but is not limited to lesson plans, your current resume and rosters on classes you have taught. Failure to maintain current and on going records of classes taught could result in instructor liability issues.



IDAHO PEACE OFFICER STANDARDS AND TRAINING APPLICATION FOR INSTRUCTOR CERTIFICATION

I. PERSONAL HISTORY					
Legal First Name		Full Middle Name		Last Name	
Post Identification Number:		Birth Date: (mm/dd/yyyy)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Agency:			Agency Address:		
Instructor Development Course Completion Date:			Contact Phone Number:		
Email:					
II. LAW ENFORCEMENT HISTORY (Last Five Years)					
From	To	Description of Work	Name of Employer		
<p>Do you now possess or have you previously possessed an Idaho POST Professional Certification? ___ Yes ___ No</p> <p>Certification type: _____</p> <p>Have you ever been decertified? ___ Yes ___ No</p>					
III. ATTESTATION OF INSTRUCTOR ELIGIBILITY					
<p>I hereby attest that to the best of my knowledge the information on this form is true and correct.</p>					
Signature of Applicant				Date	
<p>I have reviewed the instructor packet and recommend the applicant for instructor certification.</p>					
Signature of Agency Head				Date	



PEACE OFFICER STANDARDS AND TRAINING INSTRUCTOR CODE OF CONDUCT AND ETHICS

PRINT NAME _____ POST ID _____

AGENCY _____

As an instructor teaching for POST, I understand and agree to the following:

POST Instructor Mission Statement:

To provide the citizens of Idaho with a law enforcement officer who is ethical, physically and psychologically competent, well-educated, professionally trained, career-oriented, motivated, and sensitive to the needs of the public.

Professional Conduct:

As a POST certified instructor, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice. I recognize the privilege of maintaining POST instructor certification and/or being allowed to teach in POST certified training programs is a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the POST Council Code of Ethics, and Instructor Code of Conduct and Ethics. In support and implementation of these duties, I hereby adopt and accept the following code of conduct:

- a. I shall conduct myself at all times in a manner that does not damage or have the likely result of damaging or bringing the public image, integrity, or reputation of POST, POST Staff, fellow instructors or their instruction, or my agency or myself into discredit or disrepute, or of harming students' physical or mental well-being.
- b. As a representative of law enforcement agencies or law enforcement related professions, I will conduct myself in a manner that will bring credit to the profession. My standards of behavior will reflect good taste, courtesy, consideration and respect for the rights and privileges of fellow instructors and of trainees, the Academy or other facilities throughout the State.
- c. I understand that dishonesty, untruthfulness, profanity, promoting personal business interests, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, safety or discipline of the Academy or other facilities, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action up to and including revoking my instructor certification.
- d. I will conduct classes to the best of my ability to prevent injury or unnecessary harm.
- e. I will conduct classes in which my behavior is respectful of diversity and does not include horseplay, or sexual harassment.
- f. I will not give away specific test questions and their answers.
- g. I will dress appropriately and to POST Standards which include: Classroom attire of a law enforcement uniform, or business dress, or POST issued shirts and nice slacks; and Field Training attire of POST issued shirts and nice slacks, along with appropriate weather and safety gear as applicable.
- h. I will respect and ensure student respect and care of POST equipment and property as well as non-POST equipment and property used during the course of training and instruction.
- i. I will model effective use of force in conversation and in interactions with students, with other instructors, and with POST Staff.

Required Documentation for School or Course Approval:

As outlined in IDAPA 11.11.01.284, I have submitted to POST, the required documentation or will teach the POST approved basic lesson plan. Alternatively, I will maintain a lesson plan permanently on file with my agency. I will instruct to this POST Council approved material. In the event that significant content changes are made I will re-submit the required items for approval or update the lesson plan permanently on file with my agency.

I understand that it is a privilege to instruct for POST and that my failure to adhere to the above or to maintain my POST Instructor Certification can be cause for my certification and/or my opportunities to instruct to be revoked or suspended. My instruction at or for POST or other agencies shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

Instructor Signature

Date