



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 3	Basic Training Bureau and Curriculum Office	Origination Date: October 7, 2010
Procedure # 2	Subject: Lesson Plan Approval, Review and Revision	
Reference:	IDAPA Rule	11.11.01.075; 11.11.01.077; 11.11.01.079; 11.11.01.097.02; 11.11.01.133; 11.11.01.147; 11.11.01.165; 11.11.01.199a.; 11.11.02.031.02; 11.11.03.031.02; 11.11.04.053; 11.11.04.064
	ISP Policy	N/A
	IPOST Policy	3.2
Commentary:	<p>POST conducts seven basic training academies for Idaho's law enforcement and peace officers. POST has the responsibility for the content of the courses it certifies, but allows for program flexibility within the independent and Vo-Tech training programs. There are numerous audio-visual training materials available to presenters of certified training. In the past POST has not required a review of audio-visual training materials use to aid instruction. POST management has discovered that in many cases, no screening process had been undertaken to review these materials prior being shown to the student. This can lead to student being exposed to audio-visuals which are not consistent with statewide law enforcement practices and philosophies. The result could lead to students taking incorrect action on the job, based on audio-visual training material they viewed in class.</p> <p>This procedure is designed to assist presenters in complying with acceptable industry standards for basic academy training. While these procedures are developed primarily for use by POST-certified instructors presenting POST-certified training, the procedures are recommended in the preparation for any training where audio-visual materials will be used.</p> <p>Use of this procedure should serve to enhance training quality and reduce the potential for civil liability, poor tactical decisions, or offensive material that may be used during the training of basic academy students based on negative stereotyping.</p> <p>The following is effective immediately:</p>	
Policy:	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 regular review for accuracy, content and compliance with good legal, performance, and community relations principles.	



6. An instructor shall not use a lesson plan or training tool unless prior approval has been authorized under this policy. Likewise, no additional information shall be presented to academy students unless it is contained in the lesson plan or training tools.
7. In order to comply with this directive and policy, and to implement the policy of having each lesson plan pre-approved before the course is taught, the following procedures will be followed:
 - a. The instructor will be provided with a current lesson plan and a "Lesson Plan Approval/Review Form". The lesson plan will bear the designation of the current session in which the course will be taught (i.e., Patrol Session 165) and may include copies of some, or all, of the following attachments:
 - i. Practical scenarios
 - ii. Practical exercise assessment sheet
 - iii. PowerPoint presentations
 - iv. Brochures, newspaper articles, etc.
 - v. Handouts
 - vi. Training manual
 - vii. Examination questions
 - b. The Instructor shall review the approved lesson plan and all attachments to ensure that the material is accurate and up to date, especially the Course References and Resources, and the Instructional Methods/Aids.
 - c. If no revisions are recommended, the instructor shall initial and date the lesson plan on the Cover Sheet and complete the Instructor's portion of the Lesson Plan Approval/Review Form, as indicated above. The Instructor shall return the lesson plan and the Lesson Plan Approval/Review Form to the Basic Training Manager, as soon as possible.
 - d. If the Instructor believes revisions are needed to any of the lesson plan materials, the Instructor shall ensure the necessary changes are recommended to the Basic Training Manager on the PART A : Lesson Plan Revision Review section of the Lesson Plan Approval/Review Form before the lesson is taught. Any changes to the lesson plan must be requested in writing using the Lesson Plan Approval/Review Form and approved by both the Training Manager and the Curriculum Office before the course is taught.



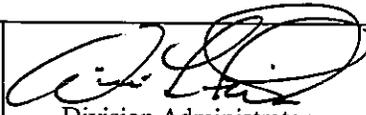
- e. It is important that instructors thoroughly review the lesson plan, and all materials associated with the lesson plan, prior to teaching the course to ensure the lesson plan and all of its content are accurate and up to date.
8. Once a request for revision to the lesson plan has been received, the Curriculum Office shall initial a review of the requested revision(s). Revisions are classified as “Minor Revisions” or “Major Revisions” as follows:
- a. Minor Revisions- Revisions to the lesson plan, PowerPoint presentation, or student resource materials that are brief and primarily for clarification, spelling, . This would also cover the inclusion of new material, visual aids, handouts, etc. that have not been approved by POST, and do not qualify as major curriculum change.
 - b. Major Revisions- significant revisions that warrant a more extensive curriculum review, including but not limited to:
 - i. Requests from subject matter experts that would change hours, course content, performance objectives or test questions.
 - ii. Any revision affecting pre-testing, post-testing or qualification by students.
 - iii. Requests to the POST Council to add, delete, or significantly change a course objective(s).
 - iv. A revision that corrects, adds or eliminates legal materials or references to federal or state law.

The review process needed to approve a requested change will be determined on a case-by-case basis and may include review by POST staff and administration or subject matter experts (SMEs).

An update will be considered approved once initialed and dated by the Academy Training Manager and the Curriculum Office, and the Division Administrator for high liability topics (see #2 above). In the absence of the Basic Training Manager, the Division Administrator or Deputy Division Administrator may initial and date approval of the update. At this time, the Curriculum Office shall update the lesson plan in the system, and the updated lesson plan will become the official lesson plan until such time as a subsequent change is approved.



9. The approved lesson plan will be placed in the permanent session file where it will be retained indefinitely. A copy of the lesson plan and all attachments will be made, stamped as "Teaching Copy" and provided to the instructor(s) for use in the current session. The Instructor shall teach only from the approved "Teaching Copy" and no other.
10. Once the Instructor has completed teaching from the "Teaching Copy" he/she shall check the appropriate block at the lower portion of the Lesson Plan Approval/Review Form indicating whether or not all lesson plan material was instructed to the students; then the Instructor shall sign his/her name in the Instructor Signature block of the form.
11. The "Teaching Copy" and Lesson Plan Approval/Review Form shall be returned to the Curriculum Office by way of the Training Manager. The Instructor shall not leave the Academy until the "Teaching Copy" of the lesson plan is either returned to the Basic Training Manager, Curriculum Office or, if after normal business hours, handed-off to a POST Training Specialist for return to the Curriculum Office.
12. If the instructor desires additional changes to the lesson plan after teaching the class, he/she shall complete amend PART A : Lesson Plan Revision Review section of the Lesson Plan Approval/Review Form and return this to a POST Training Specialist, the Training Manager, or the Curriculum Office.
13. Since each lesson plan must be pre-approved before it is taught, instructors should review the approved lesson plan and any attachments as soon as possible. A time limit for review and submission of the lesson plan may be set by the Curriculum Office. If a deadline is indicated, the lesson plan and review forms must be returned by the designated date.
14. Should an instructor have questions about the above procedures, he/she should contact either the POST Basic Training Manager or the POST Curriculum Office.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	10/7/2010 Date
Revision Dates:			Last Revision:	10/7/2010

