Idaho Peace Officer Standards and Training
Policies and Operating Procedures

Section # 3	Basic Training Bureau and Curriculum Office	Origination Date: 3 February 2011
Procedure # 3	Subject: Reviewing and Approving Audio-Visual Training Materials	

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:

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.

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.

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.

The following is effective immediately:

Policy:

It is the policy of the Idaho Division of Peace Officer Standards and Training (POST) that all basic academy training programs authorized to be conducted under POST authority or certification shall only utilize approved audio-visual materials specifically related to the subject being taught.

Purpose:	To clearly state the official position of the Idaho Division of Peace Officer Standards and Training (POST) with regard to the use of appropriate audio-visual materials to aid instruction within a specific lesson plan curriculum, and to give direction and assistance to instructors and presenters.
Definitions:	"Audio-visual training material" PowerPoint Presentations, Internet presentations, compact disks (CDs), video tapes, digital tapes, audio tapes, films, slides, pictures or similar media. Does not include classroom hand-out material.
Procedure: R.A.C.I. • Instructors • Curriculum Committee • Curriculum Office Staff • Academy Training Manager	1. Audio-visual training materials are "*training tools*" for purposes of lesson plan development and approval of lesson plans. 2. The use of audio-visual training materials should guide the student to respond appropriately to training scenarios and similar situations on the job. a. Audio-visual materials should eliminate controversy and confusion to students and reduce the occurrence of students over- or under-reacting to scenarios provided during academy training or on the job. b. Instructors should identify, clarify, and discuss any controversial part of audio-visual lesson plan curriculum and any appropriate civil liability issues. c. This does not preclude the use of materials depicting incorrect or inappropriate behavior in order to illustrate a training point; however, such examples should be followed-up by materials showing correct behavior and/or an explanation by the instructor. 3. Audio-visual training materials should be compatible with existing law, law enforcement ethics, and professional training philosophies. 4. Audio-visual materials should be free of bias or stereotyping on the basis of race, gender, national origin, religious belief, political affiliation, disability or sexual orientation. a. It may be necessary to depict stereotypes in order to illustrate a training point, such as in courses identifying: i. sexual harassment; ii. hate crimes; iii. gangs; or iv. other group specific" training.

5. Audio-visual training materials should be free or offensive language or inappropriate humor.
    a. The use of offensive language in audio-visual training materials is anti-ethical to POST core values, but may be utilized under conditions of subsection b., below.
    b. Offensive language should be avoided, but may be necessary to illustrate a training point or to create a realistic training experience.
        i. if offensive language is utilized in audio-visual training materials, its use should be approved by training management, limited, and within the scope of the training point.
    c. Humor that is demeaning to any group or individual should be avoided.
6. Audio-visual training materials must be relevant to the subject matter being taught.
    a. Instructors should be familiar with the audio-visual training material prior to classroom use.
    b. Audio-visual training materials involving issues not within the lesson plan being taught tend to dilute the intended training instruction and waste valuable class time.
    c. Instructors should be familiar with the audio-visual training material prior to classroom use.
7. The content of audio-visual training material should be at the appropriate level for the intended audience.
    a. Consideration should be given to the experience level and classification fo the audience, such as:
        i. Entry-level students vs. advanced personnel
        ii. Sworn vs. non-sworn personnel
8. The review of audio-visual training materials should reflect the perspective of both POST management and subject matter experts involved in the curriculum development process
    a. A written record should be maintained to document audio-visual training materials reviews. For this purpose, POST Form AV-1 shall be used to document review of audio-visual material.

9. Approval of audio-visual training materials:
    a. The instructor or curriculum developer should review the audio-visual training material within the guidelines expressed in Sections 1 through 7 above.
    b. If the instructor, curriculum developer, or curriculum review committee believes the training material is relevant to the specific training topic and useful to student comprehension of training points required by the course performance objectives, the audio-visual training material can be proposed to the Curriculum Office for course adoption.
    c. The Curriculum Office should review the proposed audio-visual training material with the Academy Training Manager.
        i. Review of the audio-visual training material may also be reviewed by members of the curriculum committee for the specific course.
    d. When the audio-visual training materials have received approval of both the Curriculum Office and Academy Training Manager, the audio-visual training materials will be included within the specific lesson plan, (per the IPOST Policy 3.2, Lesson Plan Approval and Review Procedures), for use in the designated training course.
    e. Once audio-visual training material(s) have been approved and included into a lesson plan, the approved audio-visual material use shall not be altered or removed from the required lesson material without going through the appropriate lesson plan approval and review process.

8. Staff having questions about the above procedure should contact the Academy Training Manager or the POST Curriculum Office.

Approving Authority	William L. Flink	Official Authority	Division Administrator	2/3/2011 Date
Revision Dates: 3 February 2011			Last Revision:	