

# IDAHO POST 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 Coordinator. Acceptance will be based on such variables as region, background, recommendations, etc.

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 or an approved equivalent.

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

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

Region 1      Mark Gidney  
[mark.gidney@post.idaho.gov](mailto:mark.gidney@post.idaho.gov)  
615 W. Wilbur Ave, Suit A  
Coeur d'Alene, ID 83815  
(208) 209-8696

Region 3      John Lamm  
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218 West Yakima  
Jerome, ID 83338  
(208) 324-6049

Region 2      Jeff Sklar  
[jeff.sklar@post.idaho.gov](mailto:jeff.sklar@post.idaho.gov)  
700 S. Stratford Drive  
Meridian, ID 83642  
(208) 884-7252  
  
Ronda Wallace  
[ronda.wallace@post.idaho.gov](mailto:ronda.wallace@post.idaho.gov)  
700 S. Stratford Drive  
Meridian, ID 83642  
(208) 576-0521

Region 4      Matthew Bloodgood  
[matt.bloodgood@post.idaho.gov](mailto:matt.bloodgood@post.idaho.gov)  
5255 S. 5th Ave.  
Pocatello, ID 83204  
(208) 239-9870

## To Complete POST Instructor Certification:

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



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2. After the completed packet has been submitted, you must contact your POST Regional Training Coordinator to set up a time for the Training Coordinator to evaluate a class you are instructing. Teaching evaluations will not be done unless a completed packet has been submitted.
3. 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 Development Refresher Course.
4. After you are evaluated for compliance with POST standards for certification as an instructor, the POST Regional Training Coordinator will attach their comments and recommendation to your Certified Instructor Packet and forward it to the POST Division Administrator.
5. The POST Division Administrator will review the POST Regional Training Coordinator's evaluation and recommendation, and upon approval, issue the POST Instructor Certification.
6. 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 Coordinator.

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 in-person Idaho POST Instructor Development Refresher Course. Refresher courses will be held annually. A tuition fee may be associated with this training. Upon completion of the refresher course, the instructor will need to reapply for instructor certification.

Regional Coordinators have the authority to waive an instructor's attendance in the refresher course. The waiver request will be evaluated on a case-by-case basis, taking into consideration the reasons the instructor's certification was made inactive.

When a POST certified instructor has been terminated from employment or has resigned in lieu of termination for reasons that do not warrant a decertification investigation that instructor's certifications will be shown as "inactive". If they are hired by another Idaho law enforcement agency in a certifiable position, their instructor certifications will be returned to active status.

If a POST certified instructor is under decertification investigation, their instructor certification will be suspended for up to one year or until the investigation has been closed. If the instructor is decertified as a result of the investigation, their instructor certification will be revoked by the Council.

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 ongoing records of classes taught could result in instructor liability issues.



# Peace Officer Standards and Training Certified Instructor Packet



## I. PERSONAL HISTORY

Legal First Name	Full Middle Name	Last Name
Post ID Number:	Birth Date: (mm/dd/yyyy)	
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

Do you now possess, or have you previously possessed an Idaho POST Professional Certification? \_\_\_ Yes \_\_\_ No

Certification type: \_\_\_\_\_

Have you ever been decertified? \_\_\_ Yes \_\_\_ No

## III. ATTESTATION OF INSTRUCTOR ELIGIBILITY

I hereby attest that to the best of my knowledge the information on this form is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I have reviewed the instructor packet and recommend the applicant for instructor certification.

\_\_\_\_\_  
Printed Name of Agency Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head

**\*Must be a wet signature**



# 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 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 professionalism in conversation and in interactions with students, with other instructors, and with POST Staff.

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

*\*Must be a wet signature*

\_\_\_\_\_  
Date