IDAHO PEACE OFFICER STANDARDS & TRAINING
PROCEDURE

12.18 CURRICULUM

A. General

The Peace Officer Standards and Training (POST) Council has delegated the authority to the POST Administrator to conduct and/or certify basic training academies for Idaho's nine peace officer disciplines:

- Patrol officers;
- County detention officers;
- Emergency communications officers;
- Adult misdemeanor probation officers;
- Juvenile Corrections (IDJC) direct care staff;
- Juvenile detention officers; and
- Juvenile probation officers.

Idaho POST, as the certifying agency for all law enforcement officers in the state, is responsible for the quality of content and method of delivery of all POST Basic Academy Curricula. The Curriculum Department ensures training is consistent with existing law, statewide law enforcement and detention practices, and sound educational principles. POST Basic Academy Curricula materials are subject to POST Council approval, review, and revisions.

B. Definitions

"Curriculum" means the aggregate of objectives, lesson plans, PowerPoints and other audiovisual materials, and test questions used to deliver and assess approved training in the POST basic academy.

C. Developing Curriculum

1. The Curriculum Department is responsible for the development, dissemination, and maintenance of the standards for curriculum.
    a. The learning objectives are written using Blooms Taxonomy Standards and reflect current law enforcement practices.
    b. The lesson plan utilizes the T-Bar Lesson Plan format unless using standardized curriculum (e.g. Use of Force, ARCON, EVOC, TacMed).
    c. The PowerPoint presentation utilizes the POST standards templates for uniformity, consistency, and professionalism.
    d. The test questions are developed following standards that focus on concise and unambiguous wording based on information derived from the Academy objectives and contained in the lesson plan and PowerPoint.
2. Curriculum analysis includes several steps.

    a. Three levels of the Kirkpatrick model of training evaluation are used.
   - i. For Level 1, participants evaluate the class and instructor.
   - ii. For Level 2, participants take a certification exam.
   - iii. For Level 3, a follow-up survey of graduates and their administrators is conducted 6 months after graduation.

    b. Analysis of the first three levels of the Kirkpatrick model of training evaluation is conducted annually to inform curriculum updates.

    c. An extensive review of the curriculum is conducted on a five-year rotating basis. Based on subject matter expert input a curriculum update plan is developed.

    d. A compilation of proposed courses, hours, and objectives are created reflecting input from the subject matter experts and must be approved by POST Council.

3. The Curriculum Department acts as Instructional Designers for the curriculum development process using the courses, hours, and objectives developed through the curriculum analysis process.

    a. The curriculum content is written by contracted and volunteer Subject Matter Experts (SMEs) in the Criminal Justice field. The Curriculum Department establishes curriculum development expectations and provides appropriate documents to the SMEs including standard POST lesson plan, PowerPoint, and test question templates.

    b. Throughout the curriculum development process, the Curriculum Department sets deadlines, documents the progress, provides updates to management, and provides support with the process.

    c. Developed curriculum is submitted to and reviewed by the Curriculum Department to ensure inclusion of all required content, use of POST standards, consistency between all submitted documents, and assurance of correct spelling and grammar. When appropriate, curriculum is validated by additional SMEs to assure correct content.

    d. The test questions submitted will be assessed using POST standards. When needed, test questions will be revised and additional questions may be written.

    e. All curriculum analysis and development documents are archived using an electronic file, segregated by academy discipline and session, and automatically backed up nightly. Access is restricted to POST Administration, Curriculum Department, and IT.

4. After development of a basic academy curriculum the content will be "Pilot" tested. Data collected from pilot programs will be used to determine if any additional changes need to be made before new content is made available to Law Enforcement across the state of Idaho.

    a. Definition: "Pilot" Program: A small scale implementation of new curriculum, used to prove the viability of the material by generating data to support validity and identify points of potential revision.

    b. All new curriculum must be submitted and approved through the POST Curriculum Department. The POST Curriculum Department will submit a draft of proposed changes to a discipline committee when appropriate, the POST Council Training Sub Committee, and POST Council. With preliminary approval new content implementation will be limited to (1) one POST academy session.

    c. Curriculum staff will work closely with Training Coordinators and instructors to ensure proper implementation.

    d. Curriculum staff will observe the majority of a Pilot Program to collect data on effectiveness of material, student reactions, and learning outcomes.

    e. Upon completion of the Pilot Program, curriculum staff will debrief with training coordinators and POST instructors to analyze data collected. The analysis will include a comprehensive review of student reaction surveys and certification exam results.

    f. Curriculum staff will use the analysis to create a recommendation for statewide implementation, to include any recommended changes, a timeline for completion and an estimated date for full implementation.

    g. All Pilot Program assessment materials will be scanned and archived.

5. Statewide curriculum implementation begins with submission to a discipline committee when appropriate, the POST Training Subcommittee, and POST Council for approval of courses and objectives.

    a. Law enforcement personnel are informed of the completed review process and availability of curriculum material on the POST Instructor Portal, POST Student Portal, and the Academy File and Instructor File on the internal POST network.

    b. The curriculum is closely monitored, and necessary updates are made as needed through frequent contact with Training Coordinator(s) and SMEs regarding the academy.

        i. The Instructor is responsible to teach to the approved lesson plan.

        ii. The Instructor's class may be monitored to review progress to meet POST objectives.

6. The curriculum content is assessed through written examinations, scenarios, and in-class demonstrations. Test questions are reviewed for validity. Surveys are conducted including instructor evaluations, student opinion of training prior to and after graduation, and agency opinion of student training effectiveness.

7. The curriculum modality is based on adult learning theory and includes active learning, problem solving and problem-based learning, adult learning styles, and follows Blooms Taxonomy standards in the cognitive, affective, and psychomotor domains.

D. The curriculum for each Academy is updated on a five-year rotation following the schedule in Attachment 1.

E. POST archives documents for each Academy session as applicable. The list of these documents is found in Attachment 2.

1. The archived documents are populated by Curriculum Coordinators and Training Coordinators.
2. Access to the archived documents is restricted to Administration, Curriculum Coordinators, IT, and Training Coordinators.
3. The archived documents are retained forever and never destroyed.
4. The archived documents are released via a public records request.

IDAHO PEACE OFFICER STANDARDS & TRAINING
PROCEDURE

Attachment 1

	2022	**2023**	**2024**	**2025**
Job Task Analysis	Emergency Communication Officer	Patrol Detention		
Curriculum Development		Emergency Communication	Patrol Detention	
Curriculum Implementation			Emergency Communication	Patrol Detention
Curriculum Use and Evaluation				Emergency Communication

	2026	**2027**	**2028**	**2029**
Job Task Analysis		Emergency Communication	Patrol Detention	
Curriculum Development			Emergency Communication	Patrol Detention
Curriculum Implementation				Emergency Communication
Curriculum Use and Evaluation	Patrol Detention Emergency Communication	Patrol Detention		

Attachment 2

POST archives the following documents for each Academy session

Master Curriculum Folder (located on the T drive in the academy folder)
- Academy hours
- Class Folders
- Lesson Plan
- PowerPoint
- Videos
- Objective book
- Student handouts
- Student handout book

Integration Academy Session
- Academy class schedule
- Student roster
- Coordinator log

Document Manager Scanned Academy Archive

Academy Files
- ARCON itinerary
- Exams
- Firearms scores
- Photo roster
- PRT/Agility test results

Officer Files
- Academy application
- Student acceptance letter
- Code of Ethics/Decertification
- E-Learning letter
- Acknowledgment of Health (Covid forms)
- Reports
- Scenario grade sheets
- Two-year agreements, signed
- Document of understanding
- Graduation Certificate

- Academy transcripts

Orientation Forms
- Registration
- Pre-existing injury
- ADA (new as of 04/2021)
- Student handbook
- Harassment policy
- Computer policy

Safety Rules
- DT
- EVOC
- PT
- Range
- TacMed

Physical Testing
- DT competency
- EVOC evaluation
- Handgun performance
- TacMed evaluation