

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.21 CERTIFIED LAW ENFORCEMENT PROGRAMS

A. General

[IDAPA Rule 11.11.01.140](#) allows for POST Council approval of colleges, universities, or individual Idaho law enforcement agencies to conduct training that is equivalent to or exceeds POST basic academy training.

The Idaho POST Academy is accredited by the International Association of Directors of Law Enforcement Standards and Training (IADLEST). It is our mission to ensure that law enforcement programs managed by Idaho POST meet the same minimum standards to which Idaho POST adheres.

B. Requirements to Obtain Law Enforcement Program Approval

1. Any agency, college or university desiring to conduct their own academy shall inform their POST Regional Coordinator.
2. The regional coordinator shall discuss resources needed to operate an academy and provide the requestor with a discipline specific Certification Assessment document to use as a guide to assist in making sure they have all the required resources in place to include:
 - a. Facilities
 - b. Personnel
 - c. Instructors
 - d. Record keeping software
3. The regional coordinator shall conduct an on-site pre-assessment to determine if the program has all necessary resources in place to successfully operate an academy.
4. The requestor shall submit a written proposal to the POST Council via their regional coordinator, who will present the proposal to the POST Council.
 - a. The proposal shall include the reason for the request, a tentative schedule of classes, a facility summary and an intended start date.
 - b. A representative from the requesting program shall appear in person at the POST Council meeting to answer any questions the council may have and/or provide any explanations needed.
 - c. The regional coordinator shall also be present at the POST Council meeting to report the findings of their on-site, pre-assessment visit.
 - d. If approved, the program shall be assessed after they have completed their first class session.

C. Law Enforcement Programs

1. Law enforcement program staff shall submit an “Academy Notification Request” form no later than 60 days prior to the start of an academy to the Regional Coordinator for approval.
2. Law enforcement programs shall submit applications for their students to attend these academies. All applicants shall meet the minimum standards for certification as defined in [IDAPA rule](#)

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11.11.01.050 – 057. All applicants will be checked through the National Decertification Index database.

3. Applicants shall have a complete and cleared application on file at POST before they can be scheduled for testing. POST Regional Coordinators will administer the Certification Exam.
4. A complete list of students scheduled to test shall be sent to POST no later than 15 days prior to the scheduled exam date.
 - a. Documentation shall include an attestation that all students scheduled to take the Certification Exam have passed all demonstrative objectives to include:
 - i. ARCON
 - ii. EVOC
 - iii. Tac Med
 - iv. SFST
 - v. POST PRT sheet
 - vi. POST Firearms Short Course Qualification sheet
5. POST shall be notified of any students who fail or withdraw from the academy.
6. Law enforcement program coordinators are responsible to administer all other written tests such as, but not limited to, weekly tests or quizzes, and conduct demonstrative assessments such as physical readiness tests, firearms tests, defensive tactics tests, EVOC tests and any other tests required to verify student understanding. All instructors utilized to teach shall be POST certified instructors or subject matter experts.
7. All law enforcement certification programs shall instruct currently approved POST Council training objectives.
8. All current POST approved Patrol, Detention, Correction, Felony Probation & Parole and Emergency Communications curriculum to include lesson plans, power point presentations and other related documents are available on the POST website.
9. Applicants shall first pass all demonstrative assessments (if applicable) prior to scheduling the Certification Exam. Regional Coordinators shall verify with program coordinators that these tests have been passed.
 - a. Demonstrative assessments shall be conducted by POST certified instructors who are certified in the relevant discipline and recorded on the most current POST approved forms.
 - b. These forms can be found on the POST website.
10. Written testing shall be completed prior to graduation from a certified law enforcement program.
 - a. All students must pass the Certification Exam to be eligible for certification in the State of Idaho. If the student has a documented emergency and cannot take the Certification Exam on the assigned test day, the student must take the initial Certification Exam within thirty (30) days of the Academy's scheduled graduation date.
 - b. All Basic Academy Certification Exams require a minimum passing score of 75%.

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A student who does not pass the Certification Exam is allowed (one) 1 retake attempt to pass the exam. If the student fails both attempts or fails to retake the Certification Exam within six (6) months after the Academy's scheduled graduation date, the student cannot be certified.

- d. At the completion of basic training, the law enforcement program shall submit a transcript for each student who completed the training. Transcripts shall include the following at a minimum:
 - i. Student's name and POST ID#
 - ii. Student's employing agency
 - iii. Number of hours completed
 - iv. Academy graduation date
 - v. Students final grade as a percent (must be 75% or higher)
- e. The law enforcement program shall submit an electronic roster of all instructor hours to POST within 30 days of completion of the academy session.
- f. Students who are employed with an Idaho law enforcement agency and have successfully completed all certification requirements shall have one (1) year from the date of hire to become certified. ([IDAPA rule 11.11.01.057.08a](#))
- g. Students not employed with an Idaho law enforcement agency and who have successfully completed all certification requirements shall have three (3) years from graduating from a POST certified equivalent program to become certified. ([IDAPA rule 11.11.01.057.08c](#)).
- h. The certified law enforcement program is responsible for maintaining all files and documents associated with each academy session.

D. Main Facility

1. Staffing Recommendations

- a. Recommended staffing for an agency to be able to conduct a POST Basic Academy is at least six (6) full-time agency personnel.
- b. Two (2) academy coordinators are recommended solely for the coordination of academy classes, scheduling instructors and facilities, and student needs.
- c. One (1) position should be dedicated to administrative duties.
- d. Two (2) positions should be dedicated to coordinating agency in service training needs.
- e. One (1) additional position should be dedicated to cover academy or in service coordinator vacations and sick days.

2. Classroom ([IDAPA 11.11.01.146.01](#))

- a. Classrooms used for the purposes of academy operations shall be of adequate size for the number of students and appropriately designed and lit to facilitate adult learning.
- b. Academy classrooms are configured for seating that shall allow for reasonable egress/movement. Seating comfort shall be reasonable for the training periods scheduled.
- c. Academy classrooms shall be designed so that all students have unobstructed views from the instructor, media screens, etc.

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- d. The noise level of the classroom shall be controlled so students can hear the instruction and are not distracted.
- e. Classroom temperature (heating and cooling) shall be maintained at a comfortable level.
- f. Floors shall be kept free of tripping hazards.
- g. Instructional aides such as computers, dry erase boards, projectors, screens, videos, or other electronics media shall be available.

3. Mat Room for Defensive Tactics

- a. The law enforcement program shall have a mat room to conduct defensive tactics training or the ability to create one.
- b. The mat room shall be able to accommodate the maximum number of students in the class.
- c. Striking pads, and/or striking bags and/or striking dummies shall be available for use during DT training.
- d. The law enforcement program shall have a written safety plan for defensive tactics.

4. Firearms/Weapons & Ammo Storage

- a. All firearms/weapons and ammunition shall be stored within a secure armory. The armory room/building shall be alarmed with a surveillance system.
- b. Firearms shall be stored and locked within a serviceable safe.
- c. Ammunition shall be stored away from sources of extreme heat, open flame, and/or other combustible materials.
- d. The armory area shall be kept in an orderly manner, and all serial numbers shall be recorded and accounted for.

5. Physical Readiness Testing

- a. The law enforcement program shall have year-round access to facilities (indoors, if necessary, for inclement weather) to conduct the POST Physical Readiness Test for the specific discipline of the academy.
- b. To conduct the running portions of the POST Physical Readiness Test, the law enforcement program shall use a school running track, indoor running facility or a secure running area. Public streets may not be used.
- c. Running distances shall be verified for compliance with POST standards.

E. Safety

1. Emergency Preparedness

- a. The law enforcement program shall have a published emergency/fire/disaster plan and have an evacuation plan for the main academy facility as well as every satellite facility available.
- b. The law enforcement program shall have a safety plan for defensive tactics, physical readiness testing, emergency vehicle operations and firearms.
- c. It is recommended that reliable communication devices be immediately accessible in case of an emergency.

2. Facilities Signage

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- a. If the law enforcement program facility is under video surveillance, signs shall be posted protecting against unauthorized entry.
- b. All exits and ways of travel shall be free of obstructions.
- c. When training is conducted in outdoor areas open to the public, enough signs shall be available and posted with warnings of “**Police Training In Progress**”.

3. First Aid Equipment

- a. One properly maintained first aid kit and an AED shall be located at the main law enforcement program facility site as well as a first aid kit and AED that is available to be transported to each training location to include the defensive tactics room, EVOC/ drivers training track, physical fitness training location and the firearms range. The firearms range first aid kit shall contain gunshot wound/trauma equipment such as chest seals and tourniquets.
- b. All law enforcement program staff and instructors shall be properly trained on the use of first aid equipment and AED's.
- c. Law enforcement program staff and instructors shall also have been trained to use biohazard equipment and have supplies on site to handle any biohazards.

F. Administration

1. A law enforcement program shall have an advisory committee comprised of the POST Division Administrator or his designee and criminal justice executives or their designees from several agencies' representative of the region the program serves as per [IDAPA rule 11.11.01.142 \(01 & 02\)](#).
2. Administrative/Course File ([IDAPA 11.11.01.143.01](#))
 - a. The law enforcement program shall maintain a permanent digital course file for each academy session. The file shall be well organized and searchable so that items are easy to locate. It is also acceptable to keep a record supplemental hard copy file for each course while it is in session. The course file shall contain ONLY files and information pertinent to each specific course session. The course file shall contain the following documentation:
 - i. A roster of students attending the session (this can include a photo roster).
 - ii. All attendance records for each student (these may be maintained in the individual student file).
 - iii. A schedule of classes to include the name of the instructor, the date of the class, and the time of the class.
 - iv. All law enforcement related curriculum used for the session to include objectives, current lesson plans, PowerPoint presentation, all student handouts, or other digital media. ([IDAPA 11.11.01.146.01 & 02](#))
 - v. All scenarios used during each session.
 - vi. Copies of written tests with answers
 - vii. Copy of the final academy evaluation (Exit Survey). A copy must be sent to POST for review.

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- viii. Copy of the post-graduation survey or other assessment method. (This shall be utilized to assess the effectiveness of applicability of the curriculum on an ongoing basis.) ([IDAPA 11.11.01.145](#))
3. Student Training File ([IDAPA 11.11.01.143.02](#))
- a. The records mentioned below shall be computerized and maintained in a secure database while the student is attending the academy.
 - b. The file shall be well organized and searchable so that items are easy to locate. It is also acceptable to keep a record supplemental hard copy file for each student, if, it is secure in a lockable storage area.
 - c. These files shall be permanently retained by the law enforcement program at the conclusion of the academy.
 - d. The law enforcement program shall maintain a student training file for each student in the academy. The student training file shall contain the following:
 - Proper documentation showing that each student meets the minimum standards for POST certification, with the exception of age. (Attestation from the program) ([IDAPA 11.11.01.147.01](#))
 - Copies of forms signed by the student to include:
 - Law Enforcement Code of Conduct
 - Acknowledgement of integrity policy
 - Acknowledgement of student conduct,
 - Acknowledgement of social contact between staff, instructors and students
 - Acknowledgement of disciplinary procedure
 - Acknowledgement of student complaints policy
 - Attendance, discipline, and/or counseling records for each student (may be kept on a secure computer)
 - Student complaints and outcomes if applicable
 - Student test scores (these may be maintained in the course file).
 - Sufficient records documenting whether the student has successfully completed all POST performance objectives. ([IDAPA 11.11.01.143.02](#))
 - Copies of each student's Practical Evaluations to include:
 - POST Physical Readiness Test (PRT) signed by a POST certified fitness instructor (if applicable)
 - POST Handgun Qualification Short Course signed by a POST certified Firearms Instructor (if applicable)
 - POST Drivers Training Rating Sheet for the POST Emergency Vehicle Operation Course (EVOC) or Basic Vehicle Operation Course. (if applicable)
 - POST Defensive Tactics Competency Test Form (if applicable)
 - Basic Tactical Medical Training Program Practical Exercise (if applicable)
 - NTSA SFST Competency Test (if applicable)

All of the above practical evaluations MUST have passing scores and/or demonstrate competency.

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- Copies of each student's scenario grade sheets documenting their performance
- Copies of each student's transcripts indicating completion of the academy

4. Instructor files ([IDAPA 11.11.01.143.03](#))

- All instructors teaching at any certified law enforcement program shall be POST certified or subject matter experts.
- The law enforcement program shall maintain a file for each instructor.
- Periodic and random monitoring of instructors shall be conducted and documented. ([IDAPA 11.11.01.146.01](#))
- General topics instructor files, legal instructor files and applicable high liability instructor files (FA, ARCON, EVOC, ALERRT) shall be reviewed by the assessment team. Each file shall contain the following:
 - Proof that the instructor is/was POST certified/SME at the time of instruction.
 - A copy of the instructor's Curriculum Vitae, which supports their knowledge, skills and abilities in the assigned area(s) of instruction.
 - Copies of student instructor evaluations from the past year (these may be maintained in the course file).
 - Proof of the appropriate high liability endorsement if applicable
 - Copies of random and periodic monitoring if applicable

5. Administrative Hours are hours set aside within academy sessions where students are required to be present but are not being tested on the information given. These topics do not require a lesson plan.

- Visits from administrators
- Time set aside for testing
- Certification/decertification issues
- Academy orientation
- Equipment Cleaning/Turn in
- Graduation practice/prep
- Uniform inspections

G. Written Directives & Procedures

1. Established Quality Control Methods

- The law enforcement program shall have a written directive establishing a method to ensure POST objectives have been covered.
- The law enforcement program shall also have a written directive or procedure in place for reviewing commonly missed test questions on tests administered by instructors.
- The law enforcement program shall have a documented appeal process if a student disagrees with disciplinary actions taken by the academy director or is dismissed from the academy.

2. Code of conduct/code of ethics/social contact policy ([IDAPA 11.11.01.147.01 & .02](#))

- The law enforcement program shall have written directives regarding student and instructor integrity, conduct, discipline, and social contact while attending or instructing at an academy.

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- b. Upon entry into the law enforcement program, students shall review all above policies and sign an acknowledgment.
- c. The Law Enforcement Code of Conduct shall also be reviewed and signed.
- d. Instructors shall review all above policies and sign an acknowledgment, annually.
- e. Copies of all above acknowledgements shall be placed into the respective student file/instructor file.

3. Complaint policy ([IDAPA 11.11.01.146.04](#))

- a. The law enforcement program shall have a written procedure for students to file complaints.
- b. Upon entry into the law enforcement program, the procedure for filing a complaint shall be reviewed with the students and a signed acknowledgement obtained from each student. The procedure shall include the process for following up on the complaint and the process of informing the students of the outcome of their complaint.

4. Disciplinary policy

- a. Students are expected to conduct themselves within the ethical and moral standards the law enforcement profession demands. Students shall not discredit the profession, academy, or their agency through their behavior.
- b. If a student fails to conduct themselves in a professional manner or violates any program rules, it may result in disciplinary action.
- c. Students shall notify staff if they are aware of a violation.
- d. If a student fails to report a violation, it may also result in disciplinary action.
- e. Disciplinary action may include verbal or written warnings, formal counseling, and/or dismissal from the academy.
- f. Procedures for student discipline shall include due process and appeal notifications for actions resulting in serious consequences for the student, such as dismissal.
- g. Law enforcement program procedures for student discipline are multiple-step due process; upon determination of a violation, the law enforcement program employee that detected the violation may not be the employee that determines the discipline.
- h. If dismissal from the academy is warranted, the program shall have an appeal process.
- i. The law enforcement program shall have a documented appeal process if a student disagrees with disciplinary actions taken by the academy director or is dismissed from the academy.

H. Satellite Facilities

All satellite facilities used by certified law enforcement programs must be approved by POST staff. The law enforcement program shall have a published disaster plan for each satellite facility. The disaster plan shall be provided to all students and instructors, and the evacuation plan shall be posted for each satellite facility.

1. EVOC/Driver Training Track

- a. The law enforcement program shall have a facility large enough to accommodate the full basic EVOC Course. The following equipment is required for the EVOC course:
 - i. Adequate traffic cones and lane delineators

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- ii. A skid avoidance training system (the law enforcement program shall have an instructor who is trained in the use and maintenance of whatever skid avoidance training system they are utilizing)

- b. The law enforcement program shall have a written safety plan for the EVOC training site.

2. Firearms Range

- a. Firearms ranges used for law enforcement programs shall have the following:

- i. A range of adequate size that can accommodate shooters safely.
- ii. An adequate backstop
- iii. The ability to accommodate firing from 25 yards and 50 yards.
- iv. The ability to accommodate barricaded shooting.
- v. The ability for targets to be free standing (i.e. stands, hung from wires, etc.)
- vi. Visible markings to indicate the 50-, 25-, 15-, 7-, and 3-yard lines

- b. While on the range, students shall wear a billed hat, eye and ear protection and a ballistic vest.

- c. Student's weapon shall be unloaded prior to entering the firearms range.

- d. The law enforcement program shall have a written safety plan for the firearms range.

- e. Reliable telephone or radio communications shall be immediately accessible at the range site.

I. Initial Program Certification

- a. Initial law enforcement program assessments shall be conducted by a minimum of two Regional Training Coordinators.

- b. New law enforcement programs shall be assessed after they have completed their first academy session.

- i. If they pass this initial assessment, the law enforcement program shall be certified for a period of two (2) years.
- ii. If they do not pass this initial assessment, the law enforcement program shall be given 90 days to correct any deficiencies.
- iii. If the law enforcement program passes after the 90-day reassessment, they shall be certified for a period of two (2) years.
- iv. If the law enforcement program fails to correct the deficiencies after 90 days, a detailed report shall be sent to the POST Division Administrator for review.
- v. The POST Division Administrator may suspend the program for an additional 90 days, subject to POST Council approval or direct specific corrective action and/or oversight. If the POST Council approves the suspension, the law enforcement program may not operate an academy while corrective measures are implemented. At the end of the 90 days, the program shall be reassessed for compliance.
- vi. If compliant, the program is authorized to run their next scheduled academy but shall be assessed again after the session has concluded.
- vii. If the law enforcement program passes this reassessment, it shall be certified for a period of two (2) years.

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- viii. If the law enforcement program does not pass this assessment the POST Division Administrator shall recommend to the POST Council that the program's certification be revoked.

J. Program Certification Renewal

- a. Academies that have successfully passed their initial assessment shall be certified for a period of two (2) years.
- b. POST shall provide the program coordinator with no less than two (2) weeks' notice prior to the assessment date and will notify the program coordinator of the results.
- c. 2-year post assessments shall be conducted by a minimum of two Regional Training Coordinators.
 - i. If they pass this assessment, the program shall be certified for another two (2) year period.
 - ii. If they do not pass this assessment, the program shall be given 90 days to correct any deficiencies.
 - iii. If the program passes after the 90-day reassessment, they shall be certified for a period of two (2) years.
 - iv. If the program has failed to correct the deficiencies after 90 days, a detailed report shall be sent to the POST Division Administrator for review.
 - v. The POST Division Administrator may suspend the law enforcement program, subject to POST Council approval, and direct specific corrective action and/or oversight. If the POST Council approves the suspension, the law enforcement program may not operate an academy while corrective measures are implemented. At the end of the POST Council approved suspension, the law enforcement program shall be reassessed for compliance.
 - vi. If compliant, the law enforcement program shall be allowed to run their next scheduled academy but will be assessed again after the session has ended.
 - vii. If the law enforcement program successfully passes this assessment, it shall be certified for a period of two (2) years.
 - viii. If the law enforcement program does not pass this assessment, the POST Division Administrator shall recommend to the POST Council that the program's certification be revoked.