

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.28 CONTINUING CERTIFICATION THROUGH TRAINING

A. General

IDAPA rule [11.11.01.131.01](#) requires all certified reserve and peace officers to satisfactorily complete 40 hours of continued training related to law enforcement every 2 years in order to maintain certification. This training must include a combined minimum twenty-four (24) hours of continuing law enforcement training in the following topics:

- a. Firearms: Eight (8) hours and an annual proficiency test (qualification);
- b. Arrest Techniques/Defensive Tactics (ARCON): Eight (8) hours;
- c. Emergency Vehicle Operation: Four (4) hours;
- d. Legal Update(s): Four (4) hours.

IDAPA rule [11.11.01.131.02](#) requires county detention officers to satisfactorily complete 40 hours of continued training related to law enforcement every 2 years in order to maintain certification.

IDAPA rule [11.11.01.131.03](#) requires emergency communications officers appointed by a Public Safety Answering Point (PSAP) agency to satisfactorily complete 40 hours of continued training related to public safety emergency communications every 2 years in order to maintain certification.

Peace Officer Standards and Training (POST)-certified training is not specifically required; however, training that is not POST-certified is not reflected on the officer's POST training record.

IDAPA rule [11.11.01.131.04](#) provides that the 2-year mandatory training requirement is held in abeyance during an officer's active-duty military service, recommencing upon the officer's return to active duty with his appointing agency.

IDAPA rule [11.11.01.132.04](#) requires the POST Council (council) to notify officers and agencies of noncompliance.

B. Definitions

"Continuing training cycle" means each 24-month period beginning January 1 and ending December 31, following the date the officer was initially certified.

"Mandatory Training Report System" (MTRS) means a web-based training reporting program maintained on the POST website. Authorized users enter information regarding any new training received, which may be counted to meet the 40 hours in a 2-year period requirement. Certifications and standards (CS) staff track officer compliance through MTRS reports.

"Officer", for the purposes of this procedure, means any Idaho certified reserve, peace, detention, or emergency communications officer.

"Training" means any POST-approved training reflected in an officer's POST training profile or approved agency training recorded in the officer's agency records and entered into MTRS.

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

C. Mandatory Training Standards

To maintain peace officer certification as listed in IDAPA [11.11.01.131.01](#), the following applies:

1. **(8-hour) Firearms Training**—There must be a live fire training component and separately, an annual firearms qualification. At least 4-hours of the total must be spent on the range participating in live fire training. The remaining 4-hours can be simulator or classroom training.
2. **(8-hour) Arrest Techniques/Defensive Tactics Training**—This can be anything within the ARCON (or the training program your agency has adopted) curriculum to include handcuffing, weapons retention, reactive impact weapons, pressure points, choke escapes, ground control, kicks & strikes, takedowns, etc. While it need not necessarily involve grappling or ground fighting, POST does recommend that you are familiar with the basic concepts of ground fighting. Simply observing training does not meet this standard.
3. **(4-hour) EVOC Training**—This can be anything pertaining to EVOC training. It can be something as simple as a back-up course, pursuit driving, PIT, Easy Drift or SKID car training. A maximum of two hours of training may be conducted on a simulator or in the classroom. Practical training must occur in an emergency vehicle. An agency vehicle is to be used for practical driver training, preferably the officer's assigned vehicle. Use of ATV's, UTV's or snowmobiles is not acceptable to meet this standard.
4. **(4-hour) Legal Update**—This is not to be confused with Use of Force Training. The purpose of this requirement is to ensure officers are receiving actual legal updates from the prosecutor's office, or qualified person every year.
5. The above topics comprise the required **mandatory 24-hours**. To satisfy the IDAPA 40-hour requirement, the **remaining 16-hours** can be anything LEO related. In summary:
 - a. If you hold an Idaho Peace Officer certification there are no exceptions or exemptions. Every officer/deputy must meet the above standard every 24 months to maintain active certification.
 - b. Observing and not participating is not acceptable to meet the standard. You must be an active participant in the training. Watching videos and reading books will not be allowed or accepted.
 - c. Firearms or driving simulators are acceptable for a portion (not to exceed 50%) of the required hours.
 - d. Classroom lecture alone DOES NOT meet the requirement for Firearms, Defensive Tactics or EVOC. Only 50% of the required training can be dedicated to classroom lecture.
 - e. The 40-hours of training does not have to be POST certified. However, agencies are responsible for all training documentation and retention.

D. Certifications and Standards Section Duties

1. The CS section:
 - a. On September 1, runs officer compliance reports by region, listing officers currently non-compliant for the cycle ending December 31 of that year;
 - b. provides the reports to regional coordinators;
 - c. sends non-compliance letters, including notification of the appeal process and deadlines to appeal, to both non-compliant officers and their agency heads by September 15;
 - d. creates letters of non-compliance for officers in military deployment status;

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

- e. scans copies of letters into the officers' electronic files; and
2. Additionally, the CS section:
 - a. repeats the process (1.a.-c.) on December 1, including an additional copy of the letter to the non-compliant officer's county prosecuting attorney,
 - b. runs an officer compliance report on January 1 of the following year,
 - c. suspends non-compliant officers' certifications. If the non-compliant officer holds an instructor certification, that instructor certification is made inactive.
 - d. sends suspension letters to non-compliant officers and their agency heads by certified mail, and to the officers' county prosecuting attorneys.
3. Once suspended and compliance has been documented,
 - a. the officer must reapply for certification by submitting a completed Application for Certification-Officers; the application is found under the POST website Forms.
 - b. once the application is approved, the CS section:
 - a. prepares a letter for the Administrator's signature informing the officer of the reinstated certification,
 - b. mails it to the officer with copies to the employing agency head, and the officer's local prosecuting attorney; and
 - c. the officer's record continues to reflect the period of time during which certification was suspended.

E. Regional Coordinator Duties

1. Tracks noncompliant officers and any reasons for the noncompliance, in their respective regions.
2. Contacts officers' employing agency heads or training officers to verify the officer's training requirement compliance status.
3. May, prior to the November 30 extension request deadline, extend the time period for compliance for good cause (such as sickness or disability of the officer or an immediate family member, or natural disaster) when requested in writing by the employing agency.
4. If granted an extension, the agency and the officer will be notified that the officer's next training cycle will be shortened by the length of the extension
5. When noncompliance is verified in January, the Regional Coordinator:
 - a. enters a note in the officer's MTRS training file documenting the reason for noncompliance and any proposed action plan;
 - b. adjusts the length of the affected training cycle in MTRS in accordance with proposed action plans; and
 - c. confirms compliance with the action plan through communication with the agency head or training officer.
6. When the officer's record within MTRS indicates compliance, the regional training coordinator:
 - a. updates the notes in the officer's MTRS record,
 - b. scans any supporting documents into the officer's permanent POST file; and
 - c. notifies the CS section that the officer is now compliant.

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

7. For officers non-compliant after either January 1 or the end date of any extended training cycle, the Regional Training Coordinator:
 - a. communicates with agency heads or training officers about the noncompliance; and
 - b. notifies the officer, and agency head or training officer that a letter of suspension of certification will be issued by the administrator.

F. Separation and Rehire with Suspended Certification

1. If an officer separates with suspended certification and is rehired by an Idaho law enforcement agency, the officer will have to complete the challenge process to be reissued certification.

G. Appeal to the Council

1. The first noncompliance letter informs the officer and the agency head of the process and November 30 deadline for appeal.
2. Three weeks prior to the December council meeting, the CS runs a compliance report for inclusion on the council agenda.
3. The council management assistant (MA) schedules the Division Administrator (Administrator) on the December council meeting agenda for a briefing regarding non-compliant officers.