

# IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

## 12.05 CONTRACTS AND AGREEMENTS

### A. General

This procedure supplements ISP procedure [02.16 Contracts and Agreements](#), governing POST's specific practices for initiating and routing contracts and other agreements.

### B. Required Background Investigations (See [ISP Procedure 02.22 Facility Access and Security](#))

1. Initial background investigations are required for all contractors making initial application to perform services as instructors, graders, or role players for the POST academy, or as investigators for the POST Office of Professional Responsibility (OPR). This requirement may be waived if the contractor holds a current and valid POST certification and is currently employed by a law enforcement agency.
2. Initial background investigations are required for any person performing any other contracted services at the ISP/POST campus while unescorted by POST or ISP personnel.
3. Retired law enforcement professionals making initial application to perform services as instructors, graders, or role players for the POST academy must provide a copy of the retirement credential issued by the agency from which they retired.
4. Automatic disqualifying factors include any type of violent or felony crime and current court-ordered probation (unsupervised or supervised) for any crime. Other disqualifying factors may be applied to any contract by the reviewing authority.
5. After the initial background investigation is completed, the contractor will be approved for campus access and issued an access card from ISP enabling campus access for one year. All campus access will be terminated if for any reason the contract is terminated before the year has elapsed.
6. Subsequent annual background investigations are required for all contractors to renew campus access each year. The renewal background investigations are initiated automatically. This requirement may be waived if the contractor holds a current and valid POST certification and is currently employed by a law enforcement agency. Fingerprint results and photographs from the initial background investigation are good for five years. They do not need to be re-submitted as long as there has been no termination of access, and it has been less than five years since the initial background investigation.
7. Background investigations for all role players, graders, and instructors will be coordinated with ISP by the POST Training Manager/designee.
8. Background investigations for all POST OPR Investigators will be coordinated with ISP by the POST OPR Manager.
9. Background investigations for all other requirements will be coordinated with ISP by the POST Business Operations Specialist.
10. Required background investigations must be complete and campus access must be approved prior to sending contract information to the POST contract manager.

### C. Processing Contracts – Instructors, Role Players, and Graders

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1. For role players, graders, and instructors, the Training Manager/designee provides the contract manager with necessary information and approval in writing to initiate the contract (see POST SOP for Role Player Contracts):
  - a. For instructors and graders, the information sent to the Contract Manager must include the training disciplines and any high liability training subjects the contractor will be used for.
  - b. The Contract Manager confirms a contractable person file exists for the contractor in Academy Integration. If such file does not exist, the Contract Manager creates one.
  - c. The Contract Manager creates the appropriate contract from data relating to the contractor's certifications and other pertinent information; and
  - d. emails a PDF copy of the contract to the contractor with instructions to sign and return.
2. Signed contracts are returned to the POST contract manager who records them and forwards contracts to the POST Business Operations Specialist (BOS).
3. The POST BOS:
  - a. reviews each contract ensuring it is complete, accurate and within budget;
  - b. verifies the contractor is not currently employed in any capacity with the State of Idaho; and
  - c. approves the contract and forwards it to the ISP Financial Services Office (FSO) for assignment of the fiscal year contract number and authorized signature pursuant to [ISP procedure 02.16 Contracts and Agreements](#).
4. FSO:
  - a. assigns the fiscal year contract number;
  - b. obtains the ISP authority's signature; and
  - c. returns a pdf copy of the fully executed contract to the POST BOS and POST Contract Manager.
5. The Contract Manager:
  - a. retains a file copy of the contract;
  - b. emails a copy of the fully executed contract to the contractor, with CC to the Training Manger
  - c. forwards a copy of the contract to POST TRS1 to scan into the contractor's electronic file; and
  - d. updates Academy Integration to reflect the contract number and contractor's status as eligible for use.

### D. Processing Contracts – OPR Investigators

1. For OPR investigator contracts, the OPR Manager provides the BOS with the necessary information.
2. The BOS creates the appropriate contract and emails a PDF copy to the contractor.
3. The signed contract is returned from the contractor to the BOS.
4. The BOS forwards the contract to FSO, where it is assigned a contract number and routed for the approving authority's signature.
5. FSO returns a pdf copy of the fully executed contract to the BOS, who then forwards a copy to the contractor and the OPR Manager.

### E. Processing Contracts – Curriculum Development

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1. POST may contract for writing and/or revising curriculum materials for POST basic academies or in-service training courses, to include but not limited to, online course content, lesson plans, PowerPoints, student handouts, objectives, test questions, and practical exercises/scenarios (referred to as “curriculum work”). Other circumstances MUST have pre-approval by the POST Division Administrator, POST Finance and the Curriculum Manager.
2. A contract specific to the project curriculum work must be completed prior to commencement of work. POST may refuse payment for any work conducted without a valid contract in place. Annual instructor/grader contracts do not include curriculum work and will not stand in place of curriculum contracts.
2. Curriculum work is usually solicited by the POST Curriculum Department.
3. Curriculum work requested or initiated by anyone other than a member of the POST Curriculum Department staff must be approved by the POST Curriculum Manager or their designee prior to execution of a contract and commencement of work and must meet the following criteria:
  - a. time to complete project must be greater than two (2) hours
  - b. update must be proven to be necessary and adhere to POST standards and LE best practices
4. Work to be compensated under a curriculum contract must be performed outside of the contractor’s primary employment hours. Other circumstances must have pre-approval of the POST Division Administrator, POST Finance and the Curriculum Manager.
5. Contractors performing curriculum work must be certified as an Idaho POST instructor. POST High Liability Endorsements may be required as determined by the POST Curriculum Department.
6. The POST Curriculum Manager may approve a contractor who is not an Idaho POST certified instructor if they meet the following requirements:
  - a. has been previously certified as a law enforcement officer or certified instructor retired within 5 years of contract or;
  - b. deemed a Subject Matter Expert (SME) in a specific and specialized field, by either the POST Curriculum or POST In-Service Training Department.
7. Information for initiating a curriculum development contract is submitted to the POST BOS by the POST Curriculum Manager.
8. The POST BOS completes the contracting process outlined in section D.2 – D.4 above.
9. FSO returns a pdf copy of the fully executed contract to the BOS, who then forwards a copy to the POST Curriculum Manger.
10. The Curriculum Manager sends a copy of the signed contact back to the contractor and assigns related work.

### F. Contract Renewal – Instructors, Graders, Role Players, and OPR Investigators

1. Contracts for Instructors, Graders, Role Players, and OPR Investigators may be automatically renewed annually.
2. In January of each year contract templates are reviewed and updated as necessary. They are then submitted to the ISP Deputy Attorney General for final review and approval.

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3. Near the end of each fiscal year the contract manager reviews files of previous instructors, graders, and role players.
4. The Contract Manager:
  - a. performs a claim reimbursement search to identify instructors, graders, and role players who have submitted claims within the current fiscal year; and
  - b. contracts of those submitting claims are automatically renewed, with the exception of individuals who separated from their employment with outside law enforcement agencies under undesirable circumstances during the fiscal year, or any individuals designated by the training manager as non-renewal.
5. The Contract Manager reviews the status of those who have not submitted claims within the fiscal year, and those who failed to return a completed contract:
  - a. Contractors with specialized skills in subjects that were not taught in the previous year may be automatically renewed.
  - b. Contractors for whom the training manager/designee requests renewal may be renewed.
  - c. Contracts are not renewed for contractors who have not submitted a claim for reimbursement during the current fiscal year, or do not meet “a” or “b” above.
6. The BOS obtains a list of OPR investigators for contract renewal from the OPR Manager.
7. The contracting process from section D.6.a.- D.6.d above is repeated.
8. Contracts are monitored by the BOS to stay within the current fiscal year budget.

### G. Other Agreements for Services or Goods

1. POST enters into a variety of agreements such as MOUs, facility use agreements, and equipment use agreements, which are not subject to the full process outlined in sections B. – E. of this procedure.
2. POST contracts for equipment, supplies, or services not specified above are governed by ISP procedure 02.16, Contracts and Agreements.
3. POST student two-year agreements are governed by POST procedure [12.14. POST Two-Year Agreements.](#)