

# IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

## 12.12 ADVANCE APPROVAL OF IN-SERVICE TRAINING

### A. General

[IDAPA 11.11.01.133.02](#) requires all third-party in-service training organizations to be pre-approved. The Council may produce a list of organizations which may be exempt from this process. To be eligible for an exemption from the pre-approval process, the organization must have a reputation for providing quality training, be well established organizations within the law enforcement training community or offered through a regionally accredited college or university.

If an organization does not meet that criterion, the training must be approved in advance. Once the organization has been approved, and the organization teaches at least one class each calendar year, for three years, they can be moved to the POST-approved list.

### B. Definitions

“Asynchronous learning” is an instructional design and delivery methodology that allows students to access content or participate in learning outside of the classroom and at their convenience, or independent of the instructor. Considered an alternative to live, or synchronous delivery of content, it is also referred to as eLearning, on-demand, or self-paced learning. Asynchronous learning is approved by POST on a case-by-case basis.

“Host agency” is an Idaho law enforcement agency which will be responsible for submitting the completed training roster after the in-service training has been completed. The training roster will be submitted through the electronic roster submission system as established by POST, unless otherwise determined by a Regional Training Coordinator. Host agencies are responsible for maintaining a training file for all training classes, which will consist of the original roster, lesson plans, PowerPoints, handouts, and any other relevant training material.

“IADLEST” is the International Association of Directors of Law Enforcement Standards and Training.

“Lesson plan” is a document which details the structure and format of the course of instruction to be provided. A lesson plan, at a minimum, should have a list of objectives, method(s) of instruction, and if necessary, a mechanism for testing. The lesson plan should be readable and comprehensive. The lesson plan should have a demonstrable relationship between the objectives and teaching materials. Therefore, any organization submitting an incomplete lesson plan will not be given POST approval. For example, a PowerPoint presentation is not considered a lesson plan, although it is part of the classroom teaching materials.

“Mandatory Training Reporting System (MTRS)” is a training recording system for in-service training that does not meet POST certified training requirements. Training reported via MTRS cannot be used for advanced POST certifications but may be used to meet the 40-hour biennial training requirements.

“Out of State Training” is training conducted outside of the state of Idaho.

“Regionally accredited” is a college or university which is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges, Higher Learning Commission,

## IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

Middle States Commission on Higher Education, New England Commission of Higher Education, Northwest Commission on Colleges and Universities, Southern Association of Colleges, and Schools Commission on Colleges, or the WASC Senior College and University Commission.

“Remote learning” occurs when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology (email, discussion boards, video conference, audio bridge) so that no physical presence in the classroom is required. Remote learning can occur synchronously or asynchronously (see asynchronous definition above). Also referred to as *Distance Education*, *Virtual Instruction*, or *Remote Training*.

“Synchronous learning” is a form of online learning that occurs when learners and instructors are interacting in real-time, typically through delivery platforms, remote labs, distance learning technologies such as video conferencing and chat, or collaboration and social learning technologies.

“Third-party training organization” is any organization, vendor, or individual, who is not in whole, or in part, of an Idaho Law Enforcement profession ([IDAPA rule 11.11.01.010.43](#) defines Law Enforcement Profession), and who provides law enforcement related in-service training. The organization may be part of the federal government, a law enforcement or criminal justice agency from another state, a regionally accredited college or university, a not-for-profit organization, private company, or an individual who does not have a current Idaho POST Instructor Certification.

“Well established” as it is used in the context of this policy, is an organization who is firmly established, with a history of providing quality training regionally or throughout the United States. It may also apply to an organization which has provided training in Idaho consistent within the parameters set forth in [IDAPA Rule 11.11.01.133.02.a](#).

### C. In-State, In-Service Training Provided by a Third-Party Training Organization:

1. At least thirty (30) days prior to an in-service training session, the host agency will submit the following documents to a Regional Training Coordinator to be considered for approval:
  - a. A course outline.
  - b. A description of the subject material and the time devoted to each subject area.
  - c. A description of the law enforcement personnel to be instructed.
  - d. A résumé on each instructor, unless the instructor is Idaho POST certified or approved.
2. A lesson plan and all presentation and handout materials used in the course.
3. The course must be at least four (4) hours in length to be considered for approval.
4. Comply with any other provision required by POST.

### D. POST Approved Third-party Training Organizations

1. POST will maintain a list of organizations which have been vetted by IADLEST, have complied with the advance approval process and have provided instruction in Idaho at least once in each of the three preceding years; or meets the following criteria:
  - a. An organization within the federal government of the United States. This does not include subcontractors, or other similar organizations that are not direct subdivisions of the federal government, unless they meet the requirements set forth in Section C. Military organizations

## IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

would be included if they have a direct law enforcement relationship with civilian law enforcement (For example, Redstone Arsenal).

- b. A state equivalent of a peace officer standards and training criminal justice agency.
  - c. A regionally accredited college or university.
  - d. National or regional law enforcement organizations who have a direct training or policy development function.
  - e. Comply with any other provision required by POST.
2. POST retains the right to add, or remove, any organization from the POST approved list for any reason, at any time.
  3. Idaho law enforcement agencies will need to contact their Regional Training Coordinator to inquire if a specific organization has been approved.

### E. Remote Learning

1. Remote learning may be approved if the training course meets the following criteria;
  - a. The training vendor must be a pre-approved third-party training organization, or otherwise POST approved.
  - b. The training must be delivered synchronously, or
  - c. The training may be delivered asynchronously, or in a combination of synchronous and asynchronous delivery, if pre-approved by a POST Regional Training Coordinator.
  - d. A roster must be submitted within 30 days of the completion of training.
  - e. A permanently available web link, summary of course content, or course table of contents must be added in the comments section of the roster.

### F. Out of State Training

1. Out of state training may be approved for POST training credit if the training course meets the following criteria:
  - a. The training was approved by the state's equivalent of POST, where the training occurred; or
  - b. The training course was approved by IADLEST or
  - c. Is a POST pre-approved vendor and
  - d. Is submitted within (30) days of the completion of the course and
  - e. The trainee provides POST with the location, hours of the training, and a course syllabus or certificate of completion.
2. The training may be submitted via a roster. If more than one student from the same agency attends the training course, they may be listed on the same roster. The course syllabus or table of contents must be included in the comments section of the roster.
3. It is the responsibility of the student, or person submitting a roster, to determine if the course meets POST Out of State Training requirements. If the training does not meet the above requirements, then the training may be entered into MTRS.