

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.21 LAW ENFORCEMENT CERTIFICATION PROGRAMS & RESERVE ACADEMIES

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.

B. Definitions

“Demonstrative Assessment” means a student assessment process requiring the student to physically demonstrate mastery of a skill or skills.

C. Requirements for Law Enforcement Certification Program Approval

The following process is required of every law enforcement organization who wishes to become a POST certified Law Enforcement Certification Program.

1. Any agency desiring to conduct their own academy must inform their POST Regional Coordinator.
2. The regional coordinator will discuss resources needed to execute an academy and provide the agency with a discipline specific Certification Assessment document to use as a guide to assist the agency 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 will then conduct an on-site pre-assessment to determine if the agency has all necessary resources in place to conduct and successfully execute an academy.
4. The agency must submit a written proposal to the POST Council via their regional coordinator, who will present the proposal to the POST Council.
 - a. The proposal must include the reason for the request, a tentative schedule of classes, a facility summary, and an intended start date.
 - b. An agency representative must 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 will also be present at the POST Council meeting to report the findings of their on-site, pre-assessment visit.

D. Colleges, Universities, or Idaho Law Enforcement Agencies

1. These entities are required to submit applications for their students to attend these programs. All applicants must meet the minimum standards for certification as defined in IDAPA rule 11.11.01.050 – 057.

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2. Applicants must have a complete and cleared application on file at POST before they can be scheduled for testing.
3. POST Regional Coordinators will administer the Certification Exam(s).
 - a. Academy coordinators of these programs should schedule testing dates as soon as possible with POST regional coordinators.
4. Law enforcement certification 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 must be POST certified instructors or subject matter experts.
5. All law enforcement certification programs are required to instruct currently approved POST Council training objectives.
6. All current POST approved Patrol, Detention, Correction and Emergency Communications curriculum to include lesson plans, power point presentations and other related documents are available on the POST website.
7. Applicants must first pass all demonstrative assessments (if applicable) before being allowed to take the certification exam. Regional Coordinators will verify with program coordinators that these tests have been passed.
 - a. Demonstrative assessments must be conducted by POST certified instructors who are certified in the relevant discipline and recorded on the most current POST approved forms which can be found on the POST website.
8. Written testing must be completed prior to graduation from a law enforcement certification program.
 - a. All students must take and 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 and retake (if necessary) within six (6) months of the Academy's scheduled graduation date.
 - b. All Basic Academy Certification Exams require a minimum passing score of 75%.
 - c. Any student who does not pass the Certification Exam, will be allowed (one) 1 retake attempt to pass the Certification 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 the training, the college, university, or agency must submit a transcript for each student who completed the training. Transcripts must 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)

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- e. Students who have successfully completed all certification requirements will have three (3) years from graduating to become certified. (IDAPA rule 11.11.01.057.08c).
- f. The hosting entity of a POST basic academy program is responsible for maintaining all files and documents associated with each academy session.
- g. Refer to POST Procedure [12.16 Written and Demonstrative Assessments](#) for more information on testing procedures.

E. Agency Run Reserve Academies

Idaho law enforcement agencies may use Reserve Peace Officers per IDAPA Rule 11.11.01.081. Reserve Academies will not be held at the “POST” Academy campus in Meridian. Reserve Academies will be left to agencies to run and coordinate. POST regional coordinators will be responsible for approving and overseeing reserve academies in their respective regions.

- 2. The sponsoring/hosting agency will apply for Certification of School a minimum of 30 days prior to the start of the training. A daily schedule of all training with instructors listed and a list of applicants by name and agency must accompany the application.
 - a. The POST Reserve Application Checklist must accompany the Application for Certification of School. This form can be found on the POST website and MUST be signed by the agency head of the hosting agency.
- 3. All applicants must have cleared packets prior to starting the training. If an applicant’s packet has not been cleared, they cannot start the training and must wait until their packet is cleared and will need to attend a different academy.
- 4. The application for certification of school must be approved by the regional coordinator prior to the start of the training.
 - a. All paperwork must be submitted at the same time for approval.
 - b. A start date must be determined, and all training must be completed within one (1) year of the start date.
- 5. POST Regional Coordinators will administer the Certification Exam.
 - a. Academy coordinators of these programs should schedule testing dates as soon as possible with POST regional coordinators.
- 6. Reserve academy 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 firearms tests, defensive tactics tests, EVOC tests and any other tests required to verify student understanding. All instructors utilized to teach must be POST certified instructors or subject matter experts.
- 7. Applicants must first pass all demonstrative assessments before being allowed to take the certification exam. Regional Coordinators will verify with program coordinators that these tests have been passed.
 - a. Demonstrative assessments must be conducted by POST certified instructors who are certified in the relevant discipline and recorded on the most current POST approved forms which can be found on the POST website.

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8. Current POST approved Reserve curriculum to include lesson plans, power point presentations and other related documents are available on the POST website.
9. A minimum passing score of 75% is required on the Reserve Challenge Exam. If the applicant fails the exam, they will be allowed one (1) additional attempt to pass it. If the applicant fails both attempts or fails to retake the Reserve Challenge Certification Exam within six (6) months after the first attempt, the applicant cannot be certified and must attend the Basic Reserve Officer Academy.
10. At the completion of the training, the sponsoring/hosting agency will submit a transcript for each student who completed the training. Transcripts must include the following at a minimum:
 - a. Student's name and POST ID#
 - b. Student's employing agency
 - c. Number of hours completed
 - d. Academy graduation date
 - e. Students final grade as a percent (must be 75% or higher)
11. The hosting/sponsoring agency of a POST basic reserve academy program is responsible for maintaining all files and documents associated with each academy session.

F. Periodic Assessment by POST

POST may conduct scheduled and unscheduled visits to assess adherence to POST standards per IDAPA rule 11.11.01.141.04

