

# IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

## 12.29 ORGANIZATIONAL STRUCTURE OF PEACE OFFICER STANDARDS AND TRAINING (POST)

### A. Programs and Facilities

The Idaho State Police (ISP) provides law enforcement services to Idaho including patrol, investigations, forensic, training and support activities. The Peace Officer Standards and Training (POST) division provides training and certification for Idaho's law enforcement officers; dispatchers; felony probation and parole officers; correction officers; juvenile direct care staff, detention and probation officers; and misdemeanor probation officers. POST maintains files on all certified officers, instructors and basic academy programs as the state's trustee for the POST Council.

The Director of the ISP is appointed by the Governor and confirmed by the Senate. The POST Division Administrator is appointed by the Director, with concurrence of the POST Council.

Periodically, changes are made to the division structure and supervisory responsibilities based on experience and evaluation, to effectively and efficiently provide peace officer certification and training services to Idaho's citizens.

Key programs/sections of the POST are: Administration, Basic Training, Certification, Curriculum, Business Operations, In-service training and the Office of Professional Responsibility. POST resides at the ISP headquarters complex in Meridian that includes facilities for the POST Academy and administrative offices. POST also maintains POST Regional Coordinator offices to facilitate agency in-service training activities at the following locations:

- Region 1, Coeur d'Alene;
- Region 2, Meridian;
- Region 3, Jerome;
- Region 4, Pocatello.

### B. Statutory Authority

POST derives its statutory authority from the POST Council, whose establishment and activities are authorized by §19-5101 through 19-5118. Additionally, all POST activities are in compliance with IDAPA 11.11.01.

### C. Succession of Leadership

To ensure continuity of leadership in times of executive absence, whenever the Administrator is unable to respond to agency needs through extended absence or unavailability, the Deputy Administrator assumes full command of POST.

Whenever the Deputy Administrator is unable to respond to agency needs through extended absence or unavailability, the Administrator may assume operational as well as executive command of POS, or may appoint any senior staff member to act as Deputy Administrator.

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In the event that both the Administrator and Deputy Administrator are unable to respond to agency needs through extended absence or unavailability, the Business Operations Specialist assumes operational and executive command of the ISP until an appointment is made by the Director.

### D. Section authorities and responsibilities

Administration: Comprising the offices of the Administrator, Deputy Administrator, OPR Manager and Management Assistant.

1. Administrator:
  - a. Collaborates with city, county, and state law enforcement representatives to ensure Idaho law enforcement professionals model the highest level of integrity and service.
  - b. Develops and presents legislation and administrative rules governing POST operations regarding standards, training, certification, decertification, and ensures compliance.
  - c. Develops division budgets, controls expenditures, and directs strategic planning and evaluation.
  - d. Represents the division in committees and meetings.
  - e. Manages POST professional staff and responds to complaints concerning division services.
  - f. Determines final status on decertification cases.
2. Deputy Administrator:
  - a. Manages POST professional staff.
  - b. Represents POST Division Administrator at department and state level meetings and serves on departmental committees and work groups.
  - c. Serves as liaison with city, county, and state law enforcement representatives.
  - d. Prepares information and testimony to provide to POST Council.
  - e. Assists with development of legislation, procedures, and protocols governing POST operations.
3. Management Assistant
  - a. Prepares agendas and minutes for all POST Council, Hearing Board, and Sub-Committee meetings.
  - b. Provides administrative and management support to the Division Administrator.
  - c. Processes public records requests.
  - d. Serves as point of contact for POST administrative rules.
  - e. Provides administrative support to the OPR Manager. Prepares letters, filings and assembles exhibits for legal process. Schedules decertification hearings.
4. Office of Professional Responsibility (OPR): Comprises the OPR Manager, who reports to the Administrator, and contracted investigators. OPR:
  - a. Serves as point of contact for complaints against officers.
  - b. Monitors agency & criminal/civil proceedings of officer misconduct.
  - c. Initiates and coordinates decertification investigations.
5. Administrative Support Bureau: Comprising the Business Operations Specialist, Finance Specialist, Facilities Coordinator, Grant Coordinator, Information Systems Technician, and Production Studio Technician. The Business Operations Specialist is the unit supervisor and performs as the Administrative Support Bureau Manager and reports to the Administrator.

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6. The Administrative Support Bureau:
  - a. Manages POST budget.
  - b. Manages two-year agreements.
  - c. Coordinates facilities reservations/manages POST dormitory.
  - d. Oversees contracts.
  - e. Manages grants.
  - f. Provides IT support.
  - g. Produces digital media.
  - h. Manages distance learning programs.
7. Training Bureau: Comprising the Training Manager, Training Records Specialists, and Training Coordinators. The Training Manager performs functions as the Training Bureau Manager and reports to the Deputy Administrator. The Training Bureau:
  - a. Processes academy applications, and
  - b. Coordinates all POST basic academies
8. Standards and Certifications: Comprises the Certification Technical Records Specialists. Under the supervision of the Deputy Administrator. The Standards and Certifications Section:
  - a. Processes employment/separation forms
  - b. Verifies requirements and issues certifications
  - c. Processes challenge applications
  - d. Processes college and agency academy program applications
  - e. Manages POST Agency Portal program access
9. Curriculum: Comprises the Curriculum Manager and Curriculum Coordinators. The Curriculum Manager reports to the Deputy Administrator. The Curriculum Section:
  - a. Maintains consistent curriculum standards for all Academies
  - b. Develops and reviews curriculum with Subject Matter Experts
  - c. Develops and administers testing for all Academies
10. In-Service Training: Comprises the Regional Training Coordinators and a Regional Training Assistant. Under the supervision of an appointed Lead Coordinator who reports to the Deputy Administrator.
  - a. Serves as POST liaison for agencies in their region
  - b. Conducts college and agency academy program assessments
  - c. Proctors POST testing
  - d. Audits POST certified instructors and approved training classes
  - e. Approves school applications
  - f. Approves instructor certifications
  - g. Plans and coordinates in-service classes
  - h. Reviews and approves training rosters
  - i. Assists with job postings

Attachments:

Individual duties and responsibilities by Bureau/Section-

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## POST Administration

| Title                         | Job Assignment      | Reports To             | Job Duties   |
|-------------------------------|---------------------|------------------------|--|
| Division Administrator        | POST Administration | Director, ISP          | <ul style="list-style-type: none"> <li>• Directs POST staff activities, manages POST professional staff and responds to complaints concerning Division services</li> <li>• Oversees the POST vision, mission and direction as it relates to all disciplines under POST authority</li> <li>• Works with the POST Council to drive the training activities within the Idaho Criminal Justice System as defined by both Idaho Code and Rule</li> <li>• Works with the ISP Director's Office and staff in human resource and other employee issues as well as keeping ISP informed of POST progress</li> <li>• Works with the Idaho Legislature and the Governor's Office on funding issues, as well as, law and rule change needs</li> <li>• Collaborates with city, county and state law enforcement representatives to ensure Idaho law enforcement professionals model the highest level of integrity and service</li> <li>• Develops and presents legislation and administrative rules governing POST operations regarding standards, certification and decertification and ensures compliance</li> <li>• Develops division budgets, control expenditures, and directs strategic planning and evaluation</li> <li>• Represents the division in committees and meetings</li> </ul> |
| Deputy Division Administrator | POST Administration | Division Administrator | <ul style="list-style-type: none"> <li>• Manages staff, assists in coordinating work assignments, and ensures effective communication among division staff and operations;</li> <li>• Recommends and applies regulations/policies to ensure consistency and compliance with governing laws and regulations;</li> <li>• Assists the Division Administrator in preparing information and testimony to be provided to the POST Council and legislative committees;</li> <li>• Analyzes impact of legislation and regulatory changes on Division operations and automated systems;</li> <li>• Serves as Division liaison on departmental committees and work groups;</li> <li>• Serves as Division representative and speaks for the Division Administrator at department and state level meetings and task forces;</li> <li>• Assists in the development and monitoring of department and/or Division strategic planning and evaluation;</li> <li>• Directs implementation, maintenance, and evaluation of assigned operations and programs;</li> </ul>   |

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|             |                                       |                        | <ul style="list-style-type: none"> <li>• Assists with planning, training, certification, and record keeping functions for all criminal justice professionals under POST's purview;</li> <li>• Assists in the development and administration of POST budgets;</li> <li>• Assists with the development of legislation, rules and regulations to govern POST operations, and drafts pertinent internal operating procedures;</li> <li>• Works collaboratively with city, county, state and federal public safety organizations and professionals;</li> <li>• Assists in the development of POST web applications and content to include information sharing, training development and operational processes;</li> <li>• Maintains liaison and good relations with city, county and state law enforcement representatives.</li> </ul>   |
| OPR Manager | Office of Professional Responsibility | Division Administrator | <ul style="list-style-type: none"> <li>• Managing the intake of all allegations made to OPR that may or may not result in a decertification case and maintain the security of decertification investigatory files;</li> <li>• Conducting briefings with the Division Administrator at the initiation of decertification inquiries or investigations;</li> <li>• Assigning decertification investigations to contract investigators;</li> <li>• Coordinating the activities of contract investigators;</li> <li>• Providing guidance to contract investigators;</li> <li>• Reviewing completed decertification cases for compliance with POST IDAPA rules and policy;</li> <li>• Conducting POST investigation briefings with the Division Administrator at the conclusion of decertification investigations, to include making recommendations as to whether decertification action should or should not be taken, and prepare appropriate documentation;</li> <li>• Testifying, as necessary, in decertification hearings;</li> <li>• Overseeing the dissemination of legal documents to attorneys and the subjects of decertification investigations;</li> <li>• Assisting legal counsel in prosecuting decertification actions;</li> <li>• Presenting information about decertification cases to the POST Council;</li> <li>• Communicating with criminal justice agencies, deputy attorney's general, POST Council and contract investigators regarding decertification matters.</li> </ul> |

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| Management Assistant | POST Administration/POST Council | Division Administrator | <ul style="list-style-type: none"> <li>• Provides administrative support to both the POST Council and the Division Administrator in the planning, scheduling and management of Council activities.</li> <li>• Documents all Council, sub-committee and hearing board meetings, including minutes and action items.</li> <li>• Exercises sound judgment and discretion while applying a variety of complex rules, guidelines, policies and procedures as they relate to POST council and POST administrative operations.</li> <li>• Functions with considerable independence and initiative in support of POST and POST Council activities.</li> <li>• Provides guidance and assistance regarding complex program rules and regulations to staff and external customer agencies, staff and officers.</li> <li>• Provides intake, tracking and response to all public records requests directed to POST and in compliance with applicable laws, regulations and policy.</li> <li>• Assists the OPR Manager with decertification legal process, including preparation of final orders, updating POST data records systems for revoked certifications, and entry into the National Decertification Index (NDI).</li> <li>• Maintains and provides oversight of retention for all POST public records requests and meeting minutes of all POST Council business, including quarterly POST Council meetings, sub-committee meetings and Hearing Board meetings.</li> <li>• Special projects as assigned.</li> </ul> |
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### POST In-Service Training Section

| Title                     | Job Assignment            | Reports To           | Job Duties  |
|---------------------------|---------------------------|----------------------|---|
| Training Coordinator<br>3 | Regional Training Manager | Deputy Administrator | <ul style="list-style-type: none"> <li>• First line supervision of 4 regional coordinators and 1 regional assistant</li> <li>• Decision and problem solving regarding POST regional issues</li> <li>• Process time off requests</li> <li>• Schedules and facilitates quarterly regional meetings</li> <li>• Process PDARC transactions</li> <li>• Prepare annual performance evaluations for the individuals supervised</li> <li>• Maintain liaison and provide consultation to city, county, and state agencies, and law enforcement advisory boards and various local civic committees.</li> <li>• Serve as a resource to agencies/personnel in their geographic area to facilitate training, certifications, and career planning.</li> </ul> |

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|   |                                      |                                  | <ul style="list-style-type: none"> <li>• Respond to inquiries, interpret and explain IDAPA and POST rules and standards.</li> <li>• Review, research, and recommend solutions to remedy sensitive issues/complaints and resolve conflicts.</li> <li>• Meet with criminal justice officials to assess regional in-service training needs.</li> <li>• Review and approve/deny coursework for law enforcement training.</li> <li>• Update or rewrite curriculum.</li> <li>• Arrange for training facilities and schedule in-service training.</li> <li>• Coordinate with in-state and out-of-state instructors and other training providers.</li> <li>• Observe POST certified Instructors and monitor classes for quality control.</li> <li>• Initiate contract arrangements with training providers, approve instructor reimbursements, and issue Certificates of Completion.</li> <li>• Monitor and review college law enforcement programs for compliance with POST standards.</li> <li>• Distribute training announcements and updates.</li> <li>• Instruct classes in area of expertise and administer written, dispatch, firearm qualifications, and physical fitness tests.</li> <li>• Coordinate or conduct background investigations.</li> <li>• Approve and track all in-service law enforcement and related training initiated by agencies or POST.</li> <li>• Oversee regional personnel changes into personnel management computer system and update regional instructor certifications.</li> <li>• Approve instruct expenses.</li> <li>• Approve, enter, and track training hours and payment of tuition fees and costs of training.</li> <li>• Assist in the review, re-write, and development of new POST Standards.</li> <li>• Make presentations before the POST council.</li> <li>• Write articles and prepare reports.</li> <li>• Participate in vocational-technical program reviews.</li> <li>• Changes into personnel management computer systems and update regional instructor certifications.</li> </ul> |
| <p>Training Coordinator<br/>2</p> <p><b>4 Positions</b></p> | <p>Regional Training Coordinator</p> | <p>Regional Training Manager</p> | <ul style="list-style-type: none"> <li>• Maintain liaison and provide consultation to city, county, and state agencies, and law enforcement advisory boards and various local civic committees.</li> <li>• Serve as a resource to agencies/personnel in their geographic area to facilitate training, certifications, and career planning.</li> <li>• Respond to inquiries, interpret and explain IDAPA and POST rules and standards.</li> <li>• Review, research, and recommend solutions to remedy sensitive issues/complaints and resolve conflicts.</li> <li>• Meet with criminal justice officials to assess regional in-service training needs.</li> </ul>   |

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| <p>Technical Records Specialist 2</p> | <p>Regional Training Assistant</p> | <p>Regional Training Manager</p> | <p>This position provides support services to 4 Regional training coordinators including but not limited to :</p> <ul style="list-style-type: none"> <li>• In-service training support setting up classes, securing training materials, coordinating registrations, and roster records.</li> <li>• Officer training data base support through roster data entry, certificate of completion entry and paper roster entry as needed. This position monitors, scans and corrects electronic roster data as necessary. Also provides reports for various agency, officer, and training profiles as requested.</li> <li>• Instructor certification renewal process; every December and June notifies officers of expiring instructor certifications and process and renews the renewal submittals based on compliance with IDAPA rule. Provides the report data for the Certified Instructor listing.</li> </ul>   |



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|  |  |  | <ul style="list-style-type: none"> <li>• Financial Support for POST sponsored in service training to meet State auditing Standards through invoicing and reconciling class training rosters for payment.</li> <li>• Maintains and updates the In-service Training Calendar.</li> <li>• Provides regional support for the advertising of state-wide POST and Agency sponsored in-service training.</li> <li>• Monitors and corrects the JOBS app on the POST web site</li> </ul> |
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### POST Training Bureau

| Title  | Job Assignment               | Reports To              | Job Duties   |
|--|------------------------------|-------------------------|--|
| Training Manager                                 | Training Bureau Manager      | Division Administrator  | <ul style="list-style-type: none"> <li>• Lead Training Staff in developing and implementing training in the most professional manner possible.</li> <li>• Provide a work environment that is supportive and rewarding; instill and reinforce personal and professional excellence for the Training Staff.</li> <li>• Provide resources to staff to allow them to do the best job possible.</li> <li>• Ensure that the Training Staff works effectively with other POST teams to ensure coordination and advance all disciplines.</li> <li>• Improve professional relationships with stakeholders via outreach and coordination.</li> <li>• Ensure that new academies are continually modified or refined and that changes are implemented as needed.</li> <li>• Train new staff as vacancies develop.</li> <li>• Monitors instructor performance in-person and via student evaluations.</li> </ul> |
| Training Coordinator 1<br><br><b>6 Positions</b> | Academy Training Coordinator | Training Bureau Manager | <ul style="list-style-type: none"> <li>• Develops, implements, and coordinates multiple academies.</li> <li>• Works with other POST teams in refining academy curriculum.</li> <li>• Uses the Integration System to plan academy schedules, invite instructors, and request academy facilities.</li> <li>• Instructs classes in area of expertise.</li> <li>• Supervises day-to-day activities of students.</li> <li>• Evaluates all phases of basic academy students and prepares written documentation of student performance.</li> <li>• Assists in conducting scenarios.</li> <li>• Monitors instructor performance in-person and via student evaluations.</li> </ul>  |
| Technical Records Specialist 1                   | Training Records Specialist  | Training Bureau Manager | <ul style="list-style-type: none"> <li>• Processes Academy applications including completion of waivers as needed.</li> <li>• Maintains liaison with outside agencies regarding applications.</li> <li>• Emails acceptance letters to students and administrators and mails academy completion transcripts to agencies.</li> <li>• Takes photographs and prints badges/ID cards.</li> </ul>  |

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|                                       |                                    |                                | <ul style="list-style-type: none"> <li>• Transfers ID photographs to permanent record in Skills Manager for assigned academies.</li> <li>• Scans documents as necessary.</li> <li>• Helps academy students with various questions, makes copies as needed, and locate training coordinators as needed.</li> <li>• Assists with PRT testing as needed for any academy.</li> <li>• Prints out a photo roster of academy students for POST coordinators and staff for assigned academies.</li> <li>• Completes all aspects of academy graduation for assigned academies and assists with other academy graduations.</li> <li>• Receives and completes various tasks assignments from training staff related to training academy needs.</li> <li>• Greets each person entering the academy building, determines nature of business or assistance needed, directs to appropriate location or person for assistance.</li> </ul>   |
| <p>Technical Records Specialist 1</p> | <p>Training Records Specialist</p> | <p>Training Bureau Manager</p> | <ul style="list-style-type: none"> <li>• Manages the POST vehicle fleet.</li> <li>• Processes Academy applications including completion of waivers as needed.</li> <li>• Maintains liaison with outside agencies regarding applications.</li> <li>• Emails acceptance letters to students and administrators and mails academy completion transcripts to agencies.</li> <li>• Takes photographs and prints badges/ID cards.</li> <li>• Transfers ID photographs to permanent record in Skills Manager for assigned academies.</li> <li>• Scans documents as necessary.</li> <li>• Helps academy students with various questions, makes copies as needed, and locate training coordinators as needed.</li> <li>• Assists with PRT testing as needed for any academy.</li> <li>• Prints out a photo roster of academy students for POST coordinators and staff for assigned academies.</li> <li>• Completes all aspects of academy graduation for assigned academies and assists with other academy graduations.</li> <li>• Receives and completes various tasks assignments from training staff related to training academy needs.</li> <li>• Greets each person entering the academy building, determines nature of business or assistance needed, directs to appropriate location or person for assistance.</li> </ul> |

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## POST Curriculum Section

| Title   | Job Assignment     | Reports To           | Job Duties  |
|---|--------------------|----------------------|---|
| Curriculum Manager                            | Curriculum Manager | Deputy Administrator | <ul style="list-style-type: none"> <li>• Monitor and assure all academy training programs meet IDAPA and industry standards</li> <li>• Provide assistance and coordinate curriculum and instruction issues with the POST academy training manager, training coordinators, instructors, and others</li> <li>• Coordinate with training coordinators and instructors to identify objectives, and develop and review lesson plans for training curriculum</li> <li>• Develop, recommend, and coordinate curriculum updates with POST staff and POST Council curriculum subcommittee</li> <li>• Analyze and evaluate curriculum in regards to IDAPA regulations and Job Task Analysis (JTA) findings</li> <li>• Develop strategies for future training needs</li> </ul> |
| Training Specialist<br><br><b>2 Positions</b> | Curricula/Testing  | Curriculum Manager   | <ul style="list-style-type: none"> <li>• Oversee academy curriculum development</li> <li>• Develop training course objectives</li> <li>• Review curriculum for content, consistency, and accuracy</li> <li>• Maintain and create exams for each academy discipline</li> <li>• Review test questions for accuracy</li> <li>• Assist with public records request in regards to curriculum</li> </ul>  |

## POST Administrative Support Bureau Staff

| Title                          | Job Assignment                           | Reports To                     | Job Duties   |
|--------------------------------|--|--------------------------------|--|
| Business Operations Specialist | Administrative Support Manager           | Division Administrator         | <ul style="list-style-type: none"> <li>• Manage and monitor annual budget</li> <li>• Oversee day-to-day POST budget and expenditures</li> <li>• Financial support services, including: financial reporting, revenue/expenditure tracking and analysis, funding projections, budget development, grant administration</li> <li>• Coordinate administrative functions such as facilities, motor pool, leases, etc.</li> <li>• Monitor/Manage Contracts</li> <li>• Assist with evaluation, recommendations, and plans to improve business processes</li> <li>• Supervise Administrative Support Bureau staff</li> </ul> |
| Financial Specialist           | Two-Year Agreement Coordinator, Finances | Business Operations Specialist | <ul style="list-style-type: none"> <li>• Manage POST Two Year Agreement Accounts</li> <li>• Process and monitor accounts receivable and accounts payable</li> <li>• Manage Interagency billing</li> <li>• Process and monitor credit/debit card and electronic check receipts</li> <li>• Reconcile POST Suspense account</li> <li>• Process journal entries, G/L account adjustments</li> </ul>  |

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|                                 |   |                                | <ul style="list-style-type: none"> <li>• Process adjustments/corrections to customer and vendor accounts</li> <li>• Grant financial reporting and monitoring</li> <li>• Research and develop grant opportunities</li> <li>• Monitor and update POST fixed asset and equipment inventory</li> </ul>  |
| Technical Records Specialist II | Dormitory Manager, Facility and Contracts Coordinator | Business Operations Specialist | <ul style="list-style-type: none"> <li>• Manage dormitory room scheduling, maintenance, cleaning, laundry, and supply inventory</li> <li>• Create billing invoices for dormitory and facility use</li> <li>• Create, renew, and manage instructor, grader, and role player contracts</li> <li>• Update Academy Integration system for contractors and facilities</li> <li>• Audit instructor/grader/role player claims for reimbursement</li> <li>• Schedule all POST facilities for POST, ISP, and outside agencies.</li> <li>• Work with POST Training Manager to develop the annual calendar of POST academies.</li> <li>• Manage facility calendars and create reports as needed</li> </ul> |
| Associate Trainer, part-time    | Grants Training Coordinator                           | Business Operations Specialist | <ul style="list-style-type: none"> <li>• Research, write and submit new and/or continuation grant applications as approved by the POST Administration.</li> <li>• Plan, coordinate, and administer all POST in-service training funded by Federal grants</li> <li>• Ensure grant funded training is readily available to all Idaho law enforcement agencies, particularly those officers serving rural Idaho</li> <li>• Maintain grant records and submit required reports to Planning, Grants, and Research (PG&amp;R)</li> <li>• Assist POST staff and/or management with additional duties as needed.</li> </ul>   |
| IT Systems Coordinator          | POST IT Systems Manager                               | Business Operations Specialist | <ul style="list-style-type: none"> <li>• First line IT support for POST</li> <li>• Support all computer equipment for POST staff and classrooms</li> <li>• System administrator for all POST applications and POST website</li> <li>• Support outside agencies using POST computer applications</li> <li>• Work with outside vendors to keep applications running and up-to-date</li> <li>• POST liaison with ISP IT Department, work with IT to ensure POST is in compliance with ISP IT policies and procedures.</li> <li>• Install and maintain new computers for staff, classrooms, and computer lab</li> <li>• Supervise the POST Digital Media Producer</li> </ul>                        |
| Television Specialist           | POST Digital Media Producer                           | IT Systems Coordinator         | <ul style="list-style-type: none"> <li>• Produce training videos and programs</li> <li>• Pre-production (planning, scheduling, script writing)</li> <li>• Production (directing, photography, lighting, sound design)</li> <li>• Post-production (video editing, graphic design, motion graphic design)</li> <li>• Record training scenarios</li> <li>• Document in-class events with photo/video for later reference</li> <li>• Record full classes for broadcasting or future use</li> </ul>  |

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|  |  |  | <ul style="list-style-type: none"> <li>• Take photographs for public viewing, the POST website, social media, and on-campus displays.</li> <li>• Maintain the distance learning library of on-line training for pre-academy and in-service training</li> <li>• Set up and operate video equipment and/or sounds systems for special events on campus</li> <li>• Set up and operate broadcast of POST Council meetings<br/>General computer management as it relates to digital training content (video archiving, presentation media, and file management)</li> </ul> |
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### POST Standards and Certification Section

| Title  | Job Assignment                 | Reports To                     | Job Duties  |
|--|--------------------------------|--------------------------------|---|
| Technical Records Specialist II                    | Certifications Specialist/Lead | Deputy Administrator           | <ul style="list-style-type: none"> <li>• Process and manage applications for basic certification for Peace Officers, Detention Officers, Emergency Communications Officers</li> <li>• Process and manage applications for higher levels of certification, including Intermediate, Advanced, Supervisor, Master, and Management levels for Peace Officers, Detention Officers, and Emergency Communication Officers, Executive level for Peace Officers</li> <li>• Process and manage challenge applications for Patrol, Detention, and Emergency Communications</li> <li>• Process and manage Emergency Communications Online Academy Applications</li> <li>• Process military credit applications</li> <li>• State Statute &amp; IDAPA Rule: Interpret, apply, and assist in rewrite</li> <li>• POST's Agency Portal liaison for agencies navigating the POST Integration system</li> <li>• POST's Agency Portal rewrite liaison to ISP/IT</li> <li>• Customer service support for agencies, POST students, instructors, and visitors</li> <li>• Provide back-up assistance to POST Facilities Coordinator</li> <li>• Monitor, review, and report overdue certifications</li> <li>• Monitor and report officers in non-compliance with required continuation of training. Process suspensions and reinstatements of certifications as appropriate</li> </ul> |
| Technical Records Specialist II<br><br>2 Positions | Certifications Specialist      | Lead Certifications Specialist | <ul style="list-style-type: none"> <li>• Process and manage packets for college law enforcement programs (ISU, CWI, CSI, and NIC).</li> <li>• Process and manage packets for offsite law enforcement programs for Patrol, Detention, Emergency Communications, Reserve, and Marine academies</li> <li>• Process and manage certifications for POST instructors, K9 teams and K9 evaluators</li> <li>• Maintain officer files, scan and file documents</li> <li>• Process and distribute incoming mail</li> </ul>  |

## IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

|                                |  |                                |   |
|--------------------------------|--|--------------------------------|---|
|                                |  |                                | <ul style="list-style-type: none"> <li>• State Statute &amp; IDAPA Rule: Interpret, apply, and assist in rewrite</li> <li>• Maintain MTRS users (Mandatory Training Records System)</li> <li>• Customer service support for agencies, POST students, instructors, and visitors</li> <li>• Backup for processing and clearing challenge packets for Correction Officers and Correction Officer certifications</li> <li>• Backup for processing and clearing challenge packets for Emergency Communications Officers</li> <li>• Backup for reception desk duties (phones, fingerprints, certification logs)</li> </ul>  |
| Technical Records Specialist I | Administrative Reception, Records Processing | Lead Certifications Specialist | <ul style="list-style-type: none"> <li>• Provide front-line customer service in person and on the telephone and refers customers to appropriate office of staff</li> <li>• Greet and direct POST academy students/instructors</li> <li>• Process notices of employment/separations/transfers</li> <li>• Scan applications for certifications, training rosters, training certificates, POST Council correspondence and minutes, public records, decertification, and instructor certifications</li> <li>• Purchase and manage office supplies for Building #3 and update POST telephone list</li> <li>• Liaison for copier/office machine support, servicing, and supplies</li> <li>• Maintain file plan/record storage in collaboration with State Archive</li> <li>• Submit for work orders for maintenance issues in building #3 and #8</li> </ul> |

