

IDAHO PEACE OFFICER STANDARDS AND TRAINING

CURRICULUM CHANGE REQUEST FORM

Curriculum Change Process:

The process described herein *only* applies to Idaho POST Basic Training Academies. The rules governing in-service classes submitted to POST for training credit are found in IDAPA 11.11.01.250 – 285 and are not subject to this process.

The term 'curriculum' encompass all materials needed to successfully instruct the specific course. Curriculum materials include but are not limited to; Lesson Plans, PowerPoints and other media, Objectives, Test Questions, Handouts and any additional course content.

Requested changes should enhance the current training in some way and be applicable to all Law Enforcement personnel in the specific discipline.

To have a potential change considered fill out the Curriculum Change Request Form below. A Curriculum Coordinator will be in contact with the requestor for clarification and to discuss the appropriateness of the update.

The 'Reason for the Change' section of the Curriculum Change Request Form must be completed with a clear and concise justification for the change. Any documents that support and/or justify the proposed change should be included as attachments to the Curriculum Change Request Form.

Major Changes such as those to objectives, class titles, or addition or deletion of classes from the Academy will need to be reviewed by the discipline's Training Coordinator and/or Committee *before* submitting the Curriculum Change Form to POST. Please have the approving Coordinator or Committee member fill out page (3) of the Curriculum Change Form and include it with your submission of the Curriculum Change Form.

Submit the Curriculum Change Request Form and any supporting documents to the POST Curriculum Department:

Audrey McKay (Curriculum Manager): Patrol, Adult Detention, Juvenile Detention, Juvenile Corrections, Juvenile Probation, Reserve and Marine

E-mail: audrey.mckay@post.idaho.gov

Susan Brushey (Curriculum Coordinator): Misdemeanor Probation, Felony Probation and Parole, Adult Correction and Emergency Communication Officer

E-mail: susan.brushey@post.idaho.gov

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For any proposed changes to POST Academy class materials, to include but not limited to; PowerPoint presentation, lesson plan, objectives, class content, or handouts, the following form needs to be filled out and submitted via e-mail to the POST Curriculum Department.

The request will be reviewed by the Curriculum Department. A Curriculum Coordinator will contact you within a week of receiving the request to discuss the details of moving forward with proposed changes.

Major changes such as those to Objectives, Class Title, content that may change test questions or removing/adding a class may need to be submitted to POST Council and approved before implementation.

Academy and Class Title: _____

Name of Requestor: _____ Date of Request: _____

Request for Change to be Effective by: _____

Please indicate the preferred method for contact:

E-mail: _____ Phone: _____

Explain the desired changes for this course:

Explain the reason for the change:

IDAHO PEACE OFFICER STANDARDS AND TRAINING CURRICULUM CHANGE REQUEST PRE-APPROVAL FORM

Academy and Class Title: _____

Name of Approving Training Coordinator or Committee Member: _____

Job Title or Name of Committee: _____

Signature: _____ Date: _____