

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.

“Satellite academy” is an academy training program approved by POST council but located and conducted away from the main POST campus in Meridian, Idaho.

C. 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.
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 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.
6. 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.

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7. Written testing must be completed prior to graduation from a law enforcement certification program.
 - a. The Patrol Challenge Certification Exam consists of two exams. Both exams must be taken on the same day with a 15 minute break given between each exam. A minimum passing score of 75% is required for **both** the Exam 1 and Exam 2.
 - b. If the applicant fails either or both exams, they will be allowed one (1) additional attempt to pass the Patrol Challenge Certification Exam they failed. If the applicant fails both attempts or fails to retake the Patrol Challenge Certification Exam(s) within six (6) months after the first attempt, the applicant cannot be certified and must attend the Basic Patrol Academy.
 - c. The Detention Challenge Exam consists of 1 exam. A minimum passing score of 75% is required. 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 Detention Challenge Certification Exam within six (6) months after the first attempt, the applicant cannot be certified and must attend the Basic Detention Academy.
 - d. The Correction Challenge Exam consists of 1 exam. A minimum passing score of 75% is required. 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 Correction Challenge Certification Exam within six (6) months after the first attempt, the applicant cannot be certified and must attend the Basic Correction Academy.
 - e. The Emergency Communications Challenge Exam consists of 1 exam. A minimum passing score of 75% is required. 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 Emergency Communication Challenge Certifications Exam within six (6) months after the first attempt, the applicant cannot be certified and must attend the Basic Emergency Communications Officer Academy.
 - f. All certification testing must be completed within 6 months of the scheduled graduation date.
 - g. 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)
 - h. 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).
 - i. The hosting entity of a POST basic academy program is responsible for maintaining all files and documents associated with each academy session.

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8. Refer to POST Procedure 12.16 Written and Demonstrative Assessments for more information on testing procedures.

D. 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.

1. The sponsoring/hosting agency will submit an Application 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.
2. 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.
3. 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. All training must be completed within one (1) year of the start date.
4. 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.
5. 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.
6. 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.
7. Current POST approved Reserve curriculum to include lesson plans, power point presentations and other related documents are available on the POST website.

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8. The Reserve Challenge Exam consists of 1 exam. A minimum passing score of 75% is required. 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.
9. 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. Student's final grade as a percent (must be 75% or higher)
10. The hosting/sponsoring agency of a POST basic reserve academy program is responsible for maintaining all files and documents associated with each academy session.

E. 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

