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**IDAPA 11  
TITLE 11  
Chapter 01**

**11.11.01 - RULES OF THE IDAHO PEACE OFFICER  
STANDARDS AND TRAINING COUNCIL**

**000. -- 003. (RESERVED).**

**004. DEFINITIONS.**

01. POST. The Idaho Peace Officer Standards and Training Program. (7-1-93)
02. Department Head. A chief of police, sheriff, or chief administrator of any law enforcement agency of the state or any political subdivision thereof who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic, or highway laws of this state or any political subdivision. (7-1-93)
03. Trainee. A peace officer participating in any POST approved training program for which reimbursement may or may not be granted. (7-1-93)
04. Department. A law enforcement agency which is a part of, or administered by, the state or any political subdivision thereof, and which is responsible for the prevention and detection of crime or the enforcement of penal, traffic and highway laws of the State. (7-1-93)
05. School Director or Coordinator. An individual charged with the responsibility of conducting a training school under the provisions of the ACT. (7-1-93)
06. School. Any school, college, university, academy, or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors and facilities, or any training session as certified by POST. (7-1-93)
07. High School. A school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accreditation body, or a school accredited as a high school by the State University of the state in which the school is located. (7-1-93)
08. The "Act". Title 19, Chapter 51, of the Idaho Code. (7-1-93)
09. Reimbursement. The money allocated to departments meeting the requirements of the Act. (7-1-93)
10. Specification. A description of a requirement supplementing a section of the Rules. (7-1-93)
11. Lateral Entry. Employment of an officer at any rank by a department, based upon special qualifications without following the usual selection process established by the jurisdiction for lowest officer position. (7-1-93)
12. Certificate. A document issued to peace officer training schools and individuals qualifying under the rules set by the Council. (7-1-93)
13. Basic Recruit School or Academy or Basic Training Course. The minimum basic peace officer training academy program of the Idaho Peace Officer Standards and Training Council. (7-1-93)
14. Qualified Instructor. Any person certified by the Idaho POST Council as being competent to teach in a Council approved school. (7-1-93)
15. In-Service Training. Training designed to refresh or add to an individual's capabilities to do the task to which he is assigned. (7-1-93)

16. Field Training. Training in which an individual recruit receives formal instruction on the job for special and defined purposes. (7-1-93)
17. The "Manual". This book of Rules as adopted by the Idaho Peace Officer Standards and Training Council. (7-1-93)
18. Full Time. Employment of eighty (80) hours or more per month for ninety (90) consecutive calendar days. (7-1-93)
19. Temporary or Part Time. Employment of less than eighty (80) hours per month for ninety (90) consecutive calendar days. (7-1-93)
20. Normal Hearing. Hearing which varies from zero to twenty-five (0-25) decibels. Waivers to this may be considered by the POST Council. (7-1-93)
21. College Credit. A unit of work towards a baccalaureate or vocational degree accepted by a college or university of higher education accredited by the Northwest Association of Schools and Colleges, or other equivalent accrediting agency. (7-1-93)
22. Peace Officer. Per Section 19-5101(d), Idaho Code, any employee of a police or law enforcement agency which is a part of or administered by the state or any political subdivision thereof and whose duties include and primarily consist of the prevention and detection of crime and the enforcement of penal, traffic, or highway laws of this state or any political subdivision. (7-1-93)
23. Law Enforcement Profession. As used in agreements entered into pursuant to Section 19-5112, Idaho Code, means a peace officer whose duties include and primarily consist of the prevention and detection of crime and the enforcement of penal, traffic, or highway laws of this state or any political subdivision. (7-1-93)

**005. -- 010. (RESERVED).**

**011. SEVERABILITY.**

Each Rule and every part of each Rule is independent and the holding of any Rule or any part thereof to be unconstitutional, void or ineffective for any cause does not affect the validity or constitutionality of any other Rule or part thereof, unless the remaining portion is rendered meaningless or ineffectual. (7-1-93)

**012. -- 029. (RESERVED).**

**030. GENERAL AND INCIDENTAL POWERS AND DUTIES.**

Besides those enumerated previously (those in the Title 19, Chapter 51, Idaho Code), the duties of the Council shall be to do and perform all other acts and things required by law or which may be necessary to the full discharge of the duties of said Council, and shall include, but not be limited to the following: (7-1-93)

01. Certification. To issue certification to law enforcement officers when they meet the requirements as established by the POST Council in the Policies and Procedures Manual. (7-1-93)
02. File. To receive and file for record copies of merit rules of local ordinances passed by local governmental agencies who thereby elect to participate in the training program and recruitment procedure. (7-1-93)
03. Maintain. To maintain files and transcripts on all certified peace officers, instructors and schools, and furnish information from files upon request of the officer or employing law enforcement agencies. (7-1-93)
04. Receive and Maintain. To receive and maintain as trustees for the state of Idaho all physical properties and records which shall come into the possession of the Council by virtue of its existence. (7-1-93)
05. Establish. To establish such committees, both permanent and temporary, as may be necessary to more fully carry out the administrative duties of the Council. (7-1-93)

06. To Elect. To elect its officer consisting of a Vice-Chairman annually from among its membership. (7-1-93)
07. Rules. To adopt and amend rules consistent with law for its internal management and procedure (7-1-93)
08. Assist. Upon request, to assist departments and directors of training in administration and training problems encountered in complying with the various aspects of the Act as well as the ultimate objective of the Act, i.e., raising the level of competence of peace officers in Idaho. (7-1-93)
09. Study. To make a continuous study of peace officer training methods and consult with and accept the cooperation of any recognized local, state or federal law enforcement agency or educational institution. (7-1-93)
10. Consult and Cooperate. To consult and cooperate with other departments and agencies of the state concerned with peace officer training. (7-1-93)
11. Jurisdiction. To make recommendations concerning any matter within its jurisdiction concerning the Act. (7-1-93)
12. Rules. To adopt permanent rules and procedures for operation of a full-time and part-time peace officer training program. (3-20-97)
13. Director. There shall be established in the Department of Law Enforcement a classified position of Executive Director of the Idaho Peace Officer Standards and Training Council. (3-20-97)
  - a. An Executive Director will be employed by the Department of Law Enforcement to serve under the direction of the POST Council in carrying out the duties and responsibilities of the Council. (7-1-93)
  - b. The Executive Director shall have supervision over as many classified employees as the Council shall deem necessary in carrying out its function. (7-1-93)
  - c. For administrative purposes, the Executive Director and his/her staff will be governed by the Policies and Rules of the State of Idaho, and the Department of Law Enforcement, concerning but not limited to fiscal, purchasing and personnel matters. (7-1-93)
  - d. The Executive Director shall be selected by the POST Council from among the top five (5) applicants (or the approved certification) on the register established by the Idaho Personnel Commission after competitive testing. (7-1-93)
14. Chairman. The Chairman of the POST Council will recommend one Chief or Sheriff who is a member of the POST Council to serve on the examining board set up by the Idaho Personnel Commission. (7-1-93)
15. Council. Except for the Executive Director of the POST Council, the members of the Council receive no compensation for their services but shall be allowed their actual and necessary expenses incurred in the performance of their functions, as prescribed by law. (7-1-93)
16. Resignations and Replacements. (7-1-93)
  - a. Any Council member who ceases to qualify as such, shall at once notify the Governor and Chairman in writing. (7-1-93)
  - b. Any Council member who desires to terminate their services shall notify the Governor and Chairman in writing of their intentions. (7-1-93)
17. Rules of Procedure in Contested Cases. (7-1-93)
  - a. Rules of Procedure in contested cases shall be governed by the Administrative Procedures Act.

(Title 67, Chapter 52 of the Idaho Code). (7-1-93)

18. Reasons for Granting Additional Time to Complete POST Training. (7-1-93)

a. Sickness or physical disability of officer or immediate family member. (7-1-93)

b. Cancellation of Basic Academy due to small number of applicants. (7-1-93)

c. Natural disaster. (7-1-93)

d. Reapplication to the Academy after failing or being unable to complete a previous Basic Academy Session. (7-1-93)

e. For cause and in writing pursuant to Section 19-5109(c), Idaho Code. (7-1-93)

**031. -- 039. (RESERVED).**

**040. STANDARDIZATION AND RECORDING OF TRAINING RECORDS AND CERTIFICATIONS.**

**041. THE RECORDS SYSTEM.**

01. Record. The Idaho Peace Officer Standards and Training Council will maintain a training record file on all Idaho Peace Officers. Officer certifications granted, and certified training schools attended by officers will be recorded in these records. A transcript of these training records may be used by the officer for any certification or employment needed. (7-1-93)

02. Notification. It will be the responsibility of the law enforcement agency department head to notify the Council of all presently employed officers. The names of all officers hired after submission of the original list shall be submitted to the Council within thirty (30) days of employment. The termination or resignation of an officer shall also be relayed to the Council on an appropriate form designated by the Council. (7-1-93)

03. Transcript. A transcript listing all certified courses an officer has completed, the hours credited and other pertinent data will be kept along with the officer's records. A copy of this transcript will be available upon the officer's request and will be furnished to law enforcement units when applicants apply for appointment as a peace officer in any part of this or another state. (7-1-93)

04. Records. All records of officer certification - basic, part-time basic, intermediate, supervisory, advanced, master, management, or executive - will also be kept in this file and on the transcript. (3-20-93)

05. File. A file on non-peace officer personnel will be maintained. This file will contain records for non-sworn persons who successfully complete certain certified courses. (7-1-93)

06. Names. Names of instructors certified or to be certified will be kept in the files. They will be filed in the master files, a cross reference file and in a file by course topic. (7-1-93)

07. List. A list of approved instructors and schools will be maintained by the Executive Director. (7-1-93)

**042. PROCEDURE.**

01. Application. Each individual officer applies for certification when they feel that they have met the training standards. When they are certified by the Council, this is entered into their file and on their transcript. (Refer to Section 091 to Section 112 - "Certification of Peace Officers.") (7-1-93)

02. Roster. School coordinators will furnish to the Council a "Police School Attendance Roster" on the appropriate form designated by the Council upon the completion of each certified training school. This information is then recorded on the officer's record and transcript and the class roster filed with the file on the school. (Refer to

Section 151 to Section 155, "Formation and Certification of Schools." (7-1-93)

**043. FORMS FOR RECORD USE.**

01. Forms. All forms used or referred to in this manual are available upon request from: Idaho Peace Officer Standards & Training Council, 6115 Clinton Street, Boise, Idaho 83704. (7-1-93)

**044. -- 049. (RESERVED).**

**050. TRAFFIC RECORD INVESTIGATION.**

01. Requirements. (7-1-93)

a. The applicant must possess a valid driving license from his/her state of residence. (2-8-95)

b. Where the applicant's traffic record discloses a record of suspension, DWS or DUI conviction or withheld judgment during the five (5) years immediately preceding application, the POST Council shall review the application and shall determine whether the individual shall be certifiable as a peace officer of the state of Idaho. (2-8-95)

c. Where the applicant's traffic record discloses the commission of five (5) or more moving traffic offenses during the three (3) years immediately preceding application, the POST Council shall review the application and shall determine whether the individual shall be certifiable as a peace officer of the state of Idaho. (2-8-95)

02. Procedures. A check of driving records must be made of the Motor Vehicle Division, Highway Department, state of Idaho, and a check must be made of the files of the motor vehicle department in states of the, applicant's previous residences. (7-1-93)

**051. -- 054. (RESERVED).**

**055. TRAFFIC RECORD INVESTIGATION.**

01. Requirements. (7-1-93)

a. The applicant must possess a valid driving license from his/her state of residence. (2-8-95)

b. Where the applicant's traffic record discloses a record of suspension, DWS or DUI conviction or withheld judgment during the five (5) years immediately preceding application, the POST Council shall review the application and shall determine whether the individual shall be certifiable as a peace officer of the state of Idaho. (2-8-95)

c. Where the applicant's traffic record discloses the commission of five (5) or more moving traffic offenses during the three (3) years immediately preceding application, the POST Council shall review the application and shall determine whether the individual shall be certifiable as a peace officer of the state of Idaho. (2-8-95)

02. Procedures. A check of driving records must be made of the Motor Vehicle Division, Highway Department, state of Idaho, and a check must be made of the files of the motor vehicle department in states of the, applicant's previous residences. (7-1-93)

**056. CHARACTER AND REPUTATION.**

01. Requirements. (7-1-93)

a. Good moral character must be determined by a favorable report following a comprehensive background investigation covering school and employment records, home environment, personal traits and integrity, consideration will be given to any and all law violations, including traffic and conservation law convictions as indicating a lack of good character. (7-1-93)

- b. An oral interview by the employing department to determine such things as the applicant's appearance, demeanor, attitudes and ability to communicate. (7-1-93)
02. Recommended Procedures. (7-1-93)
- a. The applicant shall be required to complete and submit to the employing law enforcement agency a comprehensive application and personal history form at least comparable to that used by the Idaho Personnel Commission. (7-1-93)
- b. Conduct a personal interview with the applicant, using the application form for interview questions, to ascertain personal attributes not listed on the application. Ask searching questions about use of intoxicants, narcotics and drugs; physical, mental, and emotional history; family problems; moral outlook and habits; financial transactions, etc. Scrutinize applicant's personal appearance, mannerisms, judgment, maturity and resourcefulness. (7-1-93)
- c. A thorough investigation into the character and reputation of the applicant should be conducted by an experienced investigator. The applicant's morality, integrity, reputation, honesty, dependability, qualifications, experience, associations, emotional stability, prejudice, loyalty, etc., should be explored. (7-1-93)
- d. The investigation must resolve all doubts. Recommended sources of investigation may include the following: (7-1-93)
- i. Verify birth and/or naturalization records to determine age and citizenship; (7-1-93)
- ii. Review military records and verify discharge, if applicable; (7-1-93)
- iii. Check local police files; (7-1-93)
- iv. Check police files in all cities where the applicant has lived or worked; (7-1-93)
- v. Interview teachers and fellow students; (7-1-93)
- vi. Check previous employers to determine work habits, attendance, etc.; (7-1-93)
- vii. Verify marital status and interview spouse to determine the attitude towards law enforcement occupational aspirations; (7-1-93)
- viii. Interview past and present landlords, neighbors, references, and social acquaintances to determine applicant's character, abilities and reputation in the community; (7-1-93)
- ix. Spouse and close relatives should be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligation as a peace officer; (7-1-93)
- x. Check credit bureau files in all places of residence or employment; (7-1-93)
- xi. If the applicant lives, or has lived in a distant community, a letter should be sent to the local law enforcement agency requesting that an investigation be conducted in that locality; (7-1-93)
- xii. Any other course of information which previous contacts show to be important; and (7-1-93)
- xiii. The final step in the field investigation should be an interview with the applicant's present employer following permission from the applicant. (7-1-93)
- e. All results of the background investigation should be considered confidential and processed accordingly. (7-1-93)



f. The results of the personal history investigation should ultimately be evaluated by the department head and/or the hiring authority to determine whether the applicant is suitable. All doubts in personnel suitability matters should be resolved in favor of the department. (7-1-93)

**057. PHYSICAL - MEDICAL.**

01. Requirements. (7-1-93)

a. Height and Weight. Weight should be in proportion to height. Underweight and overweight candidates may be put on notice to correct this defect to retain candidacy. A chart approved by the Council indicating acceptable height and weight ranges will be furnished to the applicant and his department, to be completed by a licensed physician as part of the application process. If the applicant's weight is excessive, a skin fold measurement test will be required to determine body fat percentage. Male applicants whose body fat exceeds twenty-four (24) percent and female applicants whose body fat exceeds thirty (30) must correct this problem before entering the Academy. (7-1-93)

b. Hearing. Applicants must have unaided or aided binaural hearing with a Speech Reception Threshold (hearing loss for speech) that does not exceed twenty-five (25) db, in each ear, at the three (3) middle speaking frequencies of five-hundred (500) Hz, one thousand (1000) Hz and two thousand (2000) Hz (or an average in both ears of no greater than twenty-five (25) db for the same frequencies: five hundred (500), one thousand (1000), and two thousand (2000)). Waiver to the above may be considered by the Council if accompanied by a hearing specialist's certification, that the applicant's hearing is corrected to zero to twenty-five (0-25). (12-1-95)T

c. Vision. (7-1-93)

i. Applicant must possess normal binocular coordination; depth of proficiency of a minimum of one (1) minute of arc at twenty (20) feet; peripheral vision shall be binocularly two hundred (200) degrees laterally with sixty (60) degrees upward and seventy (70) degrees downward. There must be no pathology of the eye; applicant must possess a minimum seventy (70) degrees proficiency of the Dvorine or equivalent color discrimination test. Exceptions may be made by the Council. (7-1-93)

ii. Applicants must have uncorrected vision in each eye of 20-200 with the strong eye corrected to 20-20 and the weaker eye corrected to 20/60. Applicants who wear contact lenses are exempt from the uncorrected vision of 20-200, but must have the strong eye corrected to 20-20 and the weaker eye to 20-60). Exceptions may be made by the Council. (7-1-93)

d. Medical. The applicant must be free from any impediments of the senses; physically sound, well developed physically and in possession of his extremities; free from any physical defects, chronic or organic diseases, organic or functional conditions, or mental instabilities which may tend to impair efficient performance of duty which might endanger the lives of others or the life of the officer if lacking these qualities. (7-1-93)

e. Physical Agility and Fitness Test. (7-1-93)

i. A physical agility and/or fitness test to determine the applicant's physical capability may be administered by the employing department to each applicant. (7-1-93)

ii. POST Council shall provide suggested fitness and agility tests to the departments upon request. (7-1-93)

02. Procedures. (7-1-93)

a. A medical history form will be supplied by each applicant to the examining physician. The medical history will include information on past and present diseases, injuries and operations. (7-1-93)

b. A medical examination must be administered by a licensed physician or surgeon to determine if the applicant is free from any physical, emotional or mental condition which might adversely affect the performance of

duty as a peace officer. The physician shall record his findings on the appropriate form or letter and shall note thereon, for evaluation by the hiring authority, any past or present physical defects, diseases, injuries, operations or conditions of an abnormal or unusual nature, or indications of mental or emotional instability. (7-1-93)

**058. MENTAL EXAMINATION.**

01. Requirement. Where a question of emotional stability or disorder is indicated by the physician's report, or the background investigation, a thorough evaluation shall be made by a licensed psychiatrist or clinical psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of the applicant's duties as a peace officer. (7-1-93)

02. Procedure. During the interview, the examining psychiatrist or psychologist will evaluate the candidate sufficiently to eliminate those symptoms of a degree that would impair the effective performance of duty. The results of the examination will be recorded and that record or a summary of recommendations will be forwarded to the hiring authority for review. (7-1-93)

**059. APTITUDE**

01. Requirement. The applicant must possess the aptitude, capacity and adaptability for absorbing and understanding the training and skills which are essential to the performance of the law enforcement function. (7-1-93)

02. Procedure. All applicants shall submit to a testing through a civil service or personnel commission, and if no such service exists in a community, a test such as that available from the state personnel commission may be used to determine the applicant's aptitude for professional law enforcement. A passing score by personnel or civil service commission must be obtained by the applicant. (7-1-93)

**060. EXCEPTIONS.**

01. The required minimum standards for employment are not applicable to the superintendent of state police or any elected official. (7-1-93)

02. Persons qualified for law enforcement service in scientific and technical fields may be employed for service in that field even though they do not meet the prior requirements subject to the approval of the Council. (7-1-93)

**061. CODE OF ETHICS.**

Each applicant shall attest that he/she subscribes to the Law Enforcement Code of Ethics as found in this Manual. (7-1-93)

**062. PROBATIONARY PERIOD.**

01. Probation. Every officer employed by a department below the level of department head shall satisfactorily complete a probationary period of not less than six (6) months. This requirement shall also apply to officers who transfer laterally into a department. (7-1-93)

02. Six Months. Every officer who is promoted or appointed to a supervisory, middle management, or assistant department head position shall satisfactorily complete a probationary period of not less than six (6) months in that position. (7-1-93)

03. Extended. No peace officer who lacks the training qualifications required by the Council may have his temporary or probationary employment extended beyond one year by renewal of appointment or otherwise. (7-1-93)

**063. SPECIAL PROVISIONS.**

01. Minimum Standards. It is emphasized that these are minimum standards for employment. Higher

standards are recommended whenever the availability of qualified applicants meets the demand. (7-1-93)

02. No Discrimination. No agency will discriminate as to employment against any persons regardless of race, creed, color, or sex, as per U.S. Civil Rights Act or Idaho Civil Rights Act. (7-1-93)

03. Equal Opportunity Employer. All agencies must be an equal opportunity employer. (7-1-93)

**064. -- 069. (RESERVED).**

**070. MINIMUM STANDARDS FOR TRAINING.**

**071. BASIC COURSE.**

Each and every officer must successfully complete the POST Basic Training Academy Course, including the field training portion, within twelve (12) months from the date of their employment as a regularly employed officer. This time period includes probationary time. (7-1-93)

01. Attendance. Attendance shall be required of each trainee at all classes in the Basic Training Academy. A trainee who is absent for more than one day of the academy session shall make up such course content. (7-1-93)

02. Basic Training. A trainee must successfully complete the Basic Training Course within six (6) months of the date they enroll in such course. In a case of delay of more than six (6) months, the entire course must be repeated. (7-1-93)

03. Field Training. The field training portion must be completed to be eligible for certification. (7-1-93)

**072. EXTENSION OF TIME LIMIT FOR COURSE COMPLETION.**

The Council may grant an extension of a time limit for completion of the Basic Training Course or any other course required in these rules upon presentation of evidence by a department that an officer was unable to complete the required course within the time limit prescribed due to illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. (7-1-93)

**073. ADVANCED AND SPECIALIZED COURSES.**

01. Optional. Optional advanced courses include, but are not limited to: (7-1-93)
- a. Supervisory Course. (7-1-93)
    - i. For officers promoted, appointed, or transferred to a supervisory position within a department. (7-1-93)
    - ii. Open for expansion. (7-1-93)
  - b. Middle Management Course. (7-1-93)
    - i. For officers promoted, appointed, or transferred to a middle management position within a department. (7-1-93)
  - c. Executive Development Course. (7-1-93)
    - i. For department heads and assistant department heads. (7-1-93)
    - ii. Open for expansion. (7-1-93)
  - d. Advanced Officers Course. (7-1-93)

- i. Intended as a refresher for officers below the first level supervisory position. (7-1-93)
- ii. Open for expansion. (7-1-93)

02. Credit Hours. The amount of certified credit hours granted for advanced and specialized schools shall be decided by the Council after "Application for Certification of School" has been received. (7-1-93)

**074. WAIVER FOR EQUIVALENT TRAINING - RECIPROCIITY.**

01. Waiver. The Council may waive the completion of any course required by the Council upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training. (7-1-93)

a. Training received in states with laws governing or regulating police training must, if subject to such review, have been approved or certified in the state in which the training was received. (7-1-93)

b. The Council may elect to prescribe as a condition of certification supplementary or remedial training necessary to equate previous training with current standards of Idaho laws. (7-1-93)

02. Agreements. The Council is authorized to enter into standing reciprocity, compacts or agreements with those states which by law regulate and supervise the quality of peace officer training and which require a minimum of three hundred (300) hours of training in the basic or recruit training course. (7-1-93)

**075. COLLEGE EDUCATION CREDITS.**

01. College. Credit for pre-service college education will not be accepted in lieu of the Basic Training Academy course described in this chapter. Vocational educational training programs that have been previously approved by the Council may be accepted as equivalent training in lieu of the POST Basic Training Academy course provided the vo-tech students successfully graduate from the course, pass the certification exam, and complete forty (40) hours of supervised field training in the employing department. (7-1-93)

02. Academy. Successful completion of the Idaho Law Enforcement Academy (prior basic recruit training sessions by the FBI) may be accepted as equivalency training in lieu of the Basic Training Academy by the Council. (7-1-93)

03. Other. The Council may prescribe as a condition of substitution of either vocational education training or Idaho Law Enforcement Academy, supplementary or remedial training necessary to equate such previous training with current standards. (7-1-93)

**076. THE BASIC TRAINING CURRICULUM.**

01. Amount. The amount of training for which certification may be granted in the Basic Training Course shall be a total of four hundred thirty (430) hours, with three hundred ninety (390) hours received at the training academy and forty (40) hours received in field training in the officer's department or another department prior to or subsequent to attendance at the Basic Training Academy. (7-1-93)

02. Requirements. (7-1-93)

a. Successful completion of three hundred ninety (390) hours of instruction in the following minimum prescribed subject areas at the Basic Training Academy is required:

Summary	Hours
Professional Orientation	10
Human Relations	20

Summary	Hours
Criminal Law	52
Criminal Investigations	97
Police Procedures	52
Patrol Procedures	20
Practical Problems	8
Enforcement Skills	32
Firearms Proficiency	36
First Aid	24
Physical Wellness	18
Administrative Matters	20
Sub-Total	390
Field Training Manual	40
Total	430

(7-1-93)

ii. It is emphasized that the established basic training is only a minimum and that additional instruction far beyond the basic course is necessary if the proper training of an officer, as required by the profession, is to be accomplished. (7-1-93)

b. Successful completion of forty (40) hours of supervised field training in the employment department, or another department if necessary, is required. (7-1-93)

c. Retention on a permanent basis, of Council forms notifying of course completion and completion of supervised field training is required. (7-1-93)

03. Procedure. (7-1-93)

a. Trainees should be enrolled in the Basic Training Academy in sufficient time to permit completion of the course and the supervised field training during the twelve (12) month period following employment. (7-1-93)

b. The Council shall issue a certificate of completion of the Basic Training Course to each peace officer who successfully completes the Basic Training Academy Course as certified by the Council. (7-1-93)

**077. FIELD TRAINING.**

Field Training should be conducted in accordance with the procedures as outlined in the Field Training Manual under Procedures for Police Recruits. (7-1-93)

**078. AGREEMENT TO SERVE.**

01. Agreement. Pursuant to Section 19-5112, Idaho Code, any peace officer attending such schools or programs or directly or indirectly receiving the aid authorized by Section 19-5109, Idaho Code, shall execute an agreement whereby said officer promises to remain within the law enforcement profession, as defined in Subsection 004.23 on a full time basis, in the state of Idaho in a position approved by the Council for two (2) years following graduation from the POST Academy. (7-1-93)

02. Pay Back. Except as provided below, any peace officer who fails to remain within the law

enforcement profession, as defined in Subsection 004.23 on a full time basis, in the state of Idaho in a position approved by the Council for two (2) years following graduation from the POST Academy, shall be required to pay back to the Council, the full amount of money set forth in the agreement. For the purposes of this rule, an officer who has not worked four thousand one hundred sixty (4,160) or more hours during the two (2) years following graduation from the POST Academy will be deemed to have failed to remain within the law enforcement profession, on a full time basis, for two (2) years following graduation from the POST Academy. (7-1-93)

a. If the officer remains within the law enforcement profession in excess of twelve (12) months but less than twenty-four (24) months and the officer's work within the law enforcement profession during that period averaged at least one hundred sixty (160) hours per month, the amount owed to the Council under Subsection 078.02 shall be prorated monthly and shall be reduced proportionately for each month from the date of graduation in which the officer was employed within the law enforcement profession for at least one hundred sixty (160) hours per month. (7-1-93)

b. If the officer was terminated for cause by the employing agency, he/she shall not owe the Council the amount set forth in the agreement. The agency must provide the Council a letter stating that the officer was terminated for cause. (7-1-93)

c. If the officer resigns from his/her agency in substitution of being dismissed from said agency for cause, he/she shall not owe the Council the amount set forth in the agreement. The agency must provide the Council a letter stating that if the officer would not have resigned, he/she would have been terminated for cause. (7-1-93)

03. Position. The Council shall approve or disapprove positions on a case by case basis, after affording officers the opportunity to present information as to the duties, nature and scope of the position. (7-1-93)

**079. -- 089. (RESERVED).**

**090. CERTIFICATION OF PEACE OFFICERS.**

**091. INTRODUCTION.**

01. Certificates and Awards. Certificates and awards may be presented by the Council for the purpose of recognizing or raising the level of competence of law enforcement and to foster cooperation among the Council, agencies, groups, organizations, jurisdictions, and individuals. (3-20-97)

02. Property. Certificates and awards remain the property of the Council and are only valid as long as the officer is commissioned as an Idaho peace officer. The Council shall have the power to cancel, recall, or revoke any certificate or award upon reasonable cause as determined by the Council. (7-1-93)

a. The Council may revoke the certification of any peace officer after written notice and hearing, based upon a finding that the officer falsified any information required to obtain certification or has been, or should have been, discharged for reasonable cause from employment as a peace officer. (7-1-93)

b. The certification of any peace officer shall be considered lapsed if the officer does not serve as a peace officer in Idaho for three (3) consecutive years. Provided, however, that those persons once POST certified who remain in full-time, active law enforcement in Idaho shall retain their POST certification for purposes of compliance with this rule. This shall include administrative, jail, or civil division duty assignments in law enforcement agencies as defined in Section 19-5101(d), Idaho Code. Provided further that those persons once POST certified in Idaho who remain in full-time, active law enforcement outside the state of Idaho, without a break in full-time law enforcement, and who successfully complete Idaho POST Academy Law Week may petition the Executive Director for recertification. The Executive Director shall have the discretion to grant or deny the petition or may refer the petition to the Council. (7-1-96)

c. An officer who has been out of full-time law enforcement status from three (3) to five (5) years and who wants to be recertified must meet the following POST requirements: attend an approved course of study in Idaho law and pass the POST Idaho law exam, pass the POST certification examination, qualify on the POST firearms course, pass the POST fitness test, and satisfy the probationary period requirement of Section 062. (3-20-97)

d. An officer who has been out of full-time law enforcement status for over five (5) years must attend the POST Basic Academy to be recertified. The Council may waive this requirement on a showing of good cause by the officer supported by clear and convincing evidence that during a substantial part of the preceding five (5) years, the officer was engaged in an occupation requiring law enforcement training, skill, and experience. Upon receiving a waiver, the officer must meet the following POST requirements: attend an approved course of study in Idaho law and pass the POST Idaho law exam, pass the POST certification examination, qualify on the POST firearms course, pass the POST fitness test, and satisfy the probationary period requirement of Section 062. (7-1-93)

e. An officer who has been out of full-time enforcement status for over eight years must attend the POST Basic Academy to be recertified. No waiver of this requirement shall be granted by the Council (7-1-9)

03. Forms. Basic, Intermediate, Supervisory, Advanced, Master, Management, and Executive Certificates are established for the purpose of fostering professionalism, education, and experience necessary to perform adequately the duties of law enforcement. (7-1-93)

#### **092. GENERAL PROVISIONS.**

01. Certification. From and after January 1, 1974, any peace officer, as defined in Section 19-5101(d), Idaho Code, except those peace officers whose primary duties involve motor vehicle parking and animal control pursuant to city or county ordinances, shall be certified by the Peace Officer Standards and Training Council within one (1) year after first being employed. (7-1-93)

02. Employed. To be eligible for the award of a certificate, each applicant must be a commissioned Idaho peace officer employed by a duly constituted law enforcement agency or a professional member of the POST Council staff. (7-1-93)

03. Applications. All applications for award of the Basic, Intermediate, Supervisory, Advanced, Master, Management, or Executive Certificates shall be completed on the prescribed form "Application for Certification" as provided by the POST Council. (7-1-93)

04. Minimum Standards. Each applicant must meet the minimum standards for employment and training as provided in these rules. (7-1-93)

05. Other. The superintendent of State Police or any elected official, although specifically excluded by law from meeting the requirements set by the Council, may be certified if they so desire, providing they meet the minimum requirements for certification as prescribed in these rules. (7-1-93)

#### **093. LAW ENFORCEMENT EXPERIENCE.**

Law enforcement experience, as used herein, means actual time served as a commissioned law enforcement officer with a duly constituted law enforcement agency. The acceptability of time served as a law enforcement officer in a jurisdiction other than the state of Idaho, or in a jurisdiction which does not comply with the minimum standards for employment as set forth in Sections 051 through Section 063 of this manual, shall be subject to the determination of the Council. (7-1-93)

#### **094. EDUCATION AND TRAINING.**

Education. (7-1-93)

01. College Hour. One (1) college or university semester hour or unit shall equal one (1) college credit. (7-1-93)

02. College Quarter Hour. One (1) college or university quarter hour or unit shall equal two-thirds (2/3) of one (1) college credit. (7-1-93)

a. Basic, advanced and specialized courses certified by the Council will be approved. (7-1-93)

b. When college credit is awarded for law enforcement related subjects, it may be counted for either

training or college credit, whichever is to the advantage of the applicant. (7-1-93)

**095. THE BASIC AND PART-TIME BASIC CERTIFICATE.**

In addition to the requirements set forth in Section 092 of these Rules the following requirements are necessary for award of the basic certificate. (7-1-93)

01. Probation. The applicant must have completed at least six (6) months satisfactory probationary period (may include basic training academy time). Probationary period may be extended by the agency which could delay certification until the probationary period is satisfactorily completed. This six months' time must be continuous with the department the officer is employed with when applying for certification. Probationary period may not extend over one (1) year for certification purposes. (7-1-93)

02. Basic Training. The applicant shall have completed the Basic Training Course as recommended by the Council in Section 071 or be a graduate of a law enforcement vo-tech program, the curriculum of which has been approved by the Council as being equivalent to the POST Basic Training Course, and shall have passed the POST certification examination approved by the Council. The applicant shall be allowed two attempts to pass the examination. The attempts must be no less than thirty (30) days apart and no more than six (6) months apart. If an officer fails both attempts, he/she must successfully complete the POST Basic Training Academy Course to be certified. (7-1-93)

03. Employed. Any peace officer presently employed by a duly constituted Idaho law enforcement agency who has within the last five (5) years, been certified or commissioned by another state or the federal government as a peace officer or a student who has satisfactorily completed a Basic Police Academy equivalent to Idaho Post Basic Training within the last three (3) years shall be eligible for certification in the state of Idaho without attending the Basic Academy, provided they comply with Subsection 095.03.a. through 095.03.e. (1-1-96)T

a. Provided the officer submits a POST Certification Challenge Packet, passes the POST certification examination approved by the Council, qualifies with his/her firearms on the POST Short Course, and passes the POST fitness test. These qualifications must be administered by a POST Training Specialist. (7-1-93)

b. Completes a six (6) month probationary period with one (1) Idaho law enforcement agency and meets other requirements set forth by the Council. In addition to the above requirements, the said officer shall attend and pass an approved course of study in Idaho Law. (7-1-93)

c. An officer is allowed two attempts to pass the POST certification examination. The attempts must be no less than thirty (30) days apart and no more than six (6) months apart. If an officer fails both attempts, he/she must successfully complete the POST Basic Training Academy Course to be certified. (7-1-93)

d. Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. (7-1-93)

e. The officer must have completed the required probationary period required by their department when making application for higher certification. (7-1-93)

**096. HIGHER CERTIFICATION**

01. General Provisions. (7-1-93)

a. In addition to the requirements set forth above for the Basic Certificate, each applicant for the award of an Intermediate, Supervisory, Advanced, Master, Management, or Executive Certificate shall have completed the designated education and training, combined with the prescribed law enforcement experience, or shall hold the college degree designated, combined with the prescribed law enforcement experience. (7-1-93)

b. Of the minimum college credits required, at least one-half (1/2) must be courses related to law enforcement. (7-1-93)

02. Intermediate Certificate. In addition to the requirements set forth in Section 092 of these Rules, the



following are required for the award of an Intermediate Certificate: (7-1-93)

- a. The applicant shall possess, or be eligible to possess, a Basic, Certificate. (7-1-93)
- b. The applicant shall have acquired the following combinations of college credits and/or training hours, combined with the prescribed years of law enforcement experience:

Hours Training Including POST Basic Course	600 hours	800 hours	1,200 hours	1,600 hours	1,800 hours	POST Basic Course	
One College Credit Baccalaureate Equals 20 Classroom Hours	The above can either be a combination of College Credits or Training Hours					Academic Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience	8	7	6	5	4	4	2

(7-1-93)

03. Advanced Certificate. (7-1-93)

a. In addition to the requirements set forth in Section 092 of these rules, the following are required for the award of the Advanced Certificate: (7-1-93)

- i. The applicant shall possess, or be eligible to possess, an Intermediate Certificate. (7-1-93)
- ii. The applicant shall have acquired the following combination of college credit and training combined with the prescribed years of law enforcement experience, or the college degree designated from an accredited university, combined with the prescribed years of law enforcement experience, and a graduate from the POST Basic Academy. Graduation from the ten-week Drug Enforcement Administration School in Washington or the FBI National Academy will be accepted in lieu of the fifteen (15) college credits required for the Advanced Certificate with thirteen (13) years experience.

Minimum Training Including Post Basic Course	500 hours	600 hours	700 hours	800 hours	900 hours	1,200 hours	POST Basic Course		
College Credits	15	20	30	40	45	60	A.A., A.S. Dgr.	B.A. B.S. Dgr.	PhD or Masters Dgr.
Years of Law Enforcement Experience	13	12	11	10	9	8	9	6	4

(7-1-93)

04. Other Law-Enforcement Related Agencies. (7-1-93)

a. After three (3) years, officers who have been certified and who have transferred from full-time peace officer duties to other law enforcement duties and agencies, may keep their certification active for two (2) additional years provided they attend at least twenty-four (24) hours of refresher courses per year up to and including the fifth year for a total of forty-eight (48) hours. The forty-eight (48) hour requirement could be attained by attending the Idaho Law Week at the Basic Academy. (7-1-93)

b. While an officer is employed in a position termed "other law enforcement related duties or agency," they may receive up to and including twenty percent (20%) experience time for each year in that position and the POST Council may accord up to fifty percent (50%) credit towards POST Certification for hours spent in accepted

training while in that position.

(7-1-93)

**097. -- 104. (RESERVED).**

**105. PROCEDURES.**

01. Applications. All applications for an award of the Basic, Intermediate, Supervisory, Advanced, Master, Management, or Executive Certificate shall be completed by the officer/applicant on the POST Council form "Application for Certification."  
(7-1-93)

02. Submission. The Application for Certification form must be submitted by the officer/applicant to his/her department head who shall attach a recommendation and forward the application to the Council. Certificates will be issued to the department head for award to the applicant.  
(7-1-93)

03. Discharged. Whenever an officer is discharged from a department for cause, or resigns and is not eligible for rehire, or terminates employment, the department shall forward to the Council within thirty (30) days, this information and his/her full name and date of birth on a POST Council "Personnel Action" form.  
(7-1-93)

**106. CAREER-LEVEL CERTIFICATION.**

01. Executive Certificate. For purposes herein, the term "executive position" means the head of an agency and most commonly is the Chief of Police, Sheriff, or Director. A candidate for the Executive Certificate shall.  
(2-8-95)

a. Possess the Advanced or Management Certificates from Idaho or another state which has such certification meeting or exceeding Idaho standards.  
(7-1-93)

b. Have satisfactorily completed one hundred (100) hours of Council approved executive-level training, of which fifty (50) hours must have been completed within three (3) years prior to application for Executive Certificate.  
(7-1-93)

c. Be presently employed full time as an agency head, and shall have served as an agency head a minimum of three (3) years with one (1) law enforcement agency in Idaho.  
(2-8-95)

d. Submit a resume of education and experience and have his/her resume and credentials reviewed by the POST Council. If the POST Council determine that the qualifications are inadequate, then the applicant shall be provided with an opportunity to appeal the ruling.  
(2-8-95)

e. Mid-managers who are not commonly known as agency heads may apply for an executive certificate provided they have graduated from the Intermountain Command College or an equivalent college and meet all other requirements.  
(2-8-95)

**107. RESERVE LEVEL I CERTIFICATION REQUIREMENTS.**

01. Selection Standards. Same as full-time officer regarding citizenship, education, two (2) years work experience, no criminal record, hearing, vision, traffic, and character check. Height, weight, fitness, and physical disability will be left to the discretion of the employing agency.  
(7-1-93)

02. Minimum Training Requirements. All reserve and part-time officers desiring POST certification must complete and pass the POST Council approved Reserve Academy core curriculum consisting of one hundred sixty (160) hours within the first year of employment as a reserve or part-time officer. Part of the one hundred sixty (160) hour core curriculum may be taught by uncertified instructors provided the high liability classes as identified by POST are taught by POST-certified instructors and the trainees pass a final examination approved and administered by POST, and they must be under supervision of a full-time peace officer.  
(7-1-93)

a. The term supervision is intended to limit the activities of a reserve or part-time officer. Each agency should draft its individual department policy in reference to the supervision of its certified reserve or part-time

officers, and that policy should be kept on file within each department. (7-1-93)

b. At the completion of the one hundred sixty (160) hour core curriculum, the reserve officer will be given two (2) opportunities to pass the final exam with a seventy-five percent (75%) or better to become certified. The second test can be taken not less than thirty (30) days nor more than six (6) months after the first exam. If the reserve officer fails the second attempt also, he/she must complete the Reserve Academy again. (7-1-93)

c. Documented reserve training will be accepted for credit upon the department head's certification that the reserve officer has met the minimum one hundred sixty (160) hour core curriculum. The reserve or part-time officer must pass an exam administered by POST. The applicant shall be allowed two (2) attempts to pass the exam. The attempts must be no less than thirty (30) days apart and no more than six (6) months apart. A passing score is seventy-five percent (75%). (7-1-93)

d. A reserve officer's certification is effective only during those periods when he/she is formally assigned by the employing agency to perform the duties of a peace officer. Each part-time or reserve officer must work one hundred twenty (120) hours annually in a law enforcement capacity to retain their certification. Said documentation must be retained by said department. (7-1-93)

e. Reserve status notwithstanding, all reserve or part-time officers must comply with all POST Rules to be certified as full-time peace officers. (7-1-93)

f. A certified peace officer who has been out of full-time law enforcement status for three (3) years may apply for Level I Reserve Certification without testing provided he/she makes application prior to the three (3) year expiration date since employed full-time, and is endorsed by a department head. A certified officer who has been out over three (3) years and wants to be a Level I Reserve must pass the Reserve Certification Exam and meet the other requirements set forth in these rules. An officer certified in another state who desires to be a Level I Reserve must provide proof of certification, pass a basic course in Idaho Law authorized by the POST Academy, fill out all necessary paperwork, and pass the Reserve Certification Exam. A certified peace officer who has been out of full-time law enforcement status for a period exceeding three (3) years must complete the Minimum Training Requirements listed in Subsection 107.02. (7-1-96)

**03. Curriculum for Reserve Level I Certification. (7-1-93)**

- \* -- Must be taught by a Prosecutor.
- \*\* -- Must be taught by a Judge.
- \*\*\* -- Must be taught by a POST-certified Instructor.

<b>Law</b>	<b>Hours</b>
* 1. Probable Cause and Laws of Arrest	4
* 2. Constitutional Laws and Interviewing	2
* 3. Search and Seizure Laws	6
* 4. Warrantless Arrest	1
* 5. Laws of Evidence	1
* 6. Criminal Law Procedure	2
* 7. Civil Laws and Laws of Arrest	2
* 8. Motor Vehicle Laws	4
* 9. Liquor Laws	1
	<b>23</b>
<b>Professional Orientation</b>	

Law	Hours
1. Ethics, Public Relations and the Role in the Community	2
2. Officer-Violator Relations	2
	<b>4</b>
<b>Police Procedures</b>	
1. Radio Procedures	2
2. Jail Procedures, Booking, and Fingerprinting	2
3. Reporting Writing and Note Taking	8
** 4. Court Room Testimony	2
*** 5. Searching Suspects and Handling of Prisoners	3
6. Building Search	5
*** 7. Emergency Vehicle Operation	8
	<b>30</b>
<b>Patrol Procedures</b>	
1. Introduction to Modern Law Enforcement	1
2. Family Disturbances	2
3. Crimes Against Persons	2
4. Crimes Against Property	2
*** 5. Traffic Stops, Routine and Felony, Classroom	4
	<b>11</b>
<b>Practical Problems</b>	
1. Mock Crime Scenes	2
*** 2. Traffic Stops, Routine and Felony, Field	8
	<b>10</b>
<b>Investigations</b>	
*** 1. DUI	6
2. Auto Theft, R.V. Theft	1
3. Accident Investigation	8
4. Preservation of Evidence	2
5. Narcotics.	4
6. Juvenile Procedures	2
7. Death, Burglary, and Robbery Investigation	2
	<b>25</b>
<b>Enforcement Skills</b>	
*** 1. Hazardous Materials	4

Law	Hours
*** 2. Weapon Retention	6
*** 3. Defensive Tactics	8
	<b>18</b>
<b>Firearms Proficiency</b>	
*** 1. Firearms Training, Classroom	6
*** 2. Firearms Training, Range	18
*** 3. Firearms Qualification.	8
*** 4. Use of Deadly Force, Legal Aspects	2
	<b>34</b>
<b>Administrative Matters</b>	
1. Registration - Explanation of Schedule	1
2. Written Exam, Course Evaluations	4
	<b>5</b>
<b>Total Number of POST-Certified Instructor Class Hours</b>	
	<b>97</b>
<b>Total Number of Training Hours</b>	
	<b>160</b>
<b>Optional Classes</b>	
*** 1. PR-24 Training & Certification	12
*** 2. Intoximeter 3000	8
3. Boating Laws.	1
4. Boat Theft.	1
5. Crime Scene Sketching.	1.5
6. Use of Informants.	2
7. Crime Prevention.	2
<b>Total Number of Optional Training Hours</b>	
	<b>27.5</b>

(7-1-93)

**108. NON-CERTIFIED RESERVES.**

01. Minimum. Below are the minimum guidelines for Level II and III non-certified reserves. Departments are in no way limited to these total hours of training; these are merely suggestions and the Council would encourage all agencies to get maximum training hours for Level II. When an officer has completed the minimum hours, POST will issue a Course Completion Certificate. (7-1-93)

- 02. Non-Certified Level II Reserve Officer Training. (7-1-93)
  - a. Deployment. Works under the direction of a certified full-time peace officer. (7-1-93)
  - b. Minimum Training Requirements. (7-1-93)
  - i. Qualify on firearms on a POST-approved course. (7-1-93)

ii.	Public & Community Relations	2	
iii.	Report Writing, Notebook & Note Taking	4	
iv.	Laws of Arrest/Search & Seizure	8	
v.	Courtroom Demeanor	2	
vi.	Use of Deadly Force & Firearms	6	
vii.	Narcotics Identification	2	
viii.	Jail Procedures	1	
		<u>25</u>	
			(7-1-93)
c.	Selection Requirements.		(7-1-93)
i.	Discretion of Department Head.		(7-1-93)
03.	Non-Certified Level III Reserve Officer Training.		(7-1-93)
a.	Deployment. Limited to temporary extraordinary situations that do not require general law enforcement powers, e.g., jeep posse, mounted posse, parades, etc.		(7-1-93)
b.	Selection Requirements. Discretion of Department Head.		(7-1-93)

**109. CERTIFIED RESERVE MARINE DEPUTY.**

01. Reserve Marine Deputy. There is hereby created a category of reserve officers known as "Reserve Marine Deputy." Reserve Marine Deputies may be appointed by the sheriff of a county for the purpose of enforcing the provisions of Title 67, Chapter 70, Idaho Code, and city and county ordinances pertaining to watercraft and waterways. (7-1-93)

02. Certification. Reserve Marine Deputies shall be eligible for certification upon completion of the following training: (7-1-93)

a. At least eighty (80) hours of instruction in Boating Law and Boat Handling from a POST certified marine deputy instructor; and (7-1-93)

b. At least forty (40) hours of instruction in general criminal law, twenty (20) hours of instruction in handling of firearms, and twenty (20) hours of on the job training. This training must be obtained either from qualified individuals in the Reserve Marine Deputy's own department or from a POST certified instructor. (7-1-93)

03. Curricula. The curricula for these courses shall be established by the POST Council. Any person with two (2) or more years of marine deputy experience obtained prior to the effective date of these rules may be certified without taking the Boating Law and Boat Handling Course upon demonstrating expertise in the areas covered by that course to the satisfaction of a POST certified instructor. (7-1-93)

04. Selection Standards. Same as full-time officer regarding citizenship, education, no criminal record, hearing, vision, traffic, and character check. Height, weight, fitness, and physical disability will be left to the discretion of the employing agency. (7-1-93)

**110. DETENTION OFFICER CLASSIFICATION.**

01. Applicants. Applicants for Detention Officer Classification must meet the same selection standards as are set up for full-time peace officers regarding citizenship, education, two (2) years work experience, no criminal record, hearing, vision, traffic, and character check. Height, weight, fitness, and physical disability will be left to the discretion of the employing agency. Detention Officer Classification is not statutorily mandated, but is voluntary. The recognized Detention Academy is Idaho Department of Correction Academy. (7-1-93)

a. Peace officer experience shall count toward experience as a detention officer at the rate of one (1) year equals three (3) months. (7-1-93)

b. Non-detention related training hours shall count toward detention officer classification at half credit. (7-1-93)

02. Basic Classification. The applicant must have at least thirty (30) days experience as a detention officer or one (1) year of experience as a full-time peace officer. They shall have completed forty (40) hours OJT as approved or equivalent and forty (40) hours with an FTO at the current facility to be documented by the facility director. (7-1-93)

03. Level I Classification. The applicant must have at least one (1) year of experience as a detention officer and shall have completed a minimum of three hundred fifty (350) hours of POST-approved training which must include the Detention Academy. (7-1-93)

04. Eligible. Any detention officer presently employed by a duly constituted Idaho law enforcement agency who has previously served as a detention officer in another state shall be eligible for detention officer classification in the state of Idaho without attending the Detention Academy, provided the officer is a graduate of an accredited detention officer academy in the state in which he/she is from. The applicant must pass the Idaho Detention Academy comprehensive examination within one (1) year of being employed in the state of Idaho. He/she will be allowed two (2) attempts to pass the exam. The attempts must be no less than thirty (30) days apart and no more than six (6) months apart. If an officer fails both attempts, he/she must successfully complete the Detention Academy Course to be classified. (7-1-93)

05. Employed. Any detention officer presently employed by a duly constituted Idaho law enforcement agency who has previously been certified as a peace officer in another state, and who has a minimum of one (1) year of experience as a detention officer in that state, shall be eligible for detention officer classification in the state of Idaho without attending the Detention Academy, provided the officer has completed a minimum of three hundred fifty (350) hours detention-related training or the equivalency at the converted rate. However, at least one-half (1/2) of the three hundred fifty (350) training hours must be in approved detention-related subjects. The applicant must pass the Idaho Detention Academy comprehensive examination. Two (2) attempts will be allowed in the same manner as described in Subsection 110.03 above. (7-1-93)

#### **111. HIGHER CLASSIFICATION.**

01. General Provisions. (7-1-93)

a. In addition to the requirements set forth above for Detention Officer Classification Level I, each applicant for the award of a Level II or Level III Classification shall have completed the designated education and training, combined with the prescribed detention officer experience, or shall hold the college degree designated, combined with the prescribed detention officer experience. (7-1-93)

b. Of the minimum college credits required, at least one-half (1/2) must be courses related to law enforcement, corrections, and/or behavioral sciences. (7-1-93)

c. Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. (7-1-93)

d. The officer must have completed the required probationary period required by their department when making application for Level II and Level III Classifications. (7-1-93)

02. Level II Classification. (7-1-93)

a. The applicant shall possess, or be eligible to possess, a Level I Classification. (7-1-93)

b. The applicant shall have acquired the following combinations of college credits and/or training hours, combined with the prescribed years of detention officer experience:

Total Hours Training Including Detention Academy	600 hours	800 hours	1,200 hours	1,600 hours	Detention Academy	
One College Credit Equals Twenty Training Hours	The above can either be a combination of College Credits or Training Hours				Academic Associate Degree	Bachelor's Degree
Years of Detention Officer Experience	6	5	4	3	3	2

(7-1-93)

03. Level III Classification. (7-1-93)

a. The applicant shall possess, or be eligible to possess a Level II Classification. (7-1-93)

b. The applicant shall have acquired the following combination of college credit and training combined with the prescribed years of Detention Officer experience, or a college degree designated from an accredited university, combined with the prescribed years of experience, and a graduate from the Detention Academy.

Minimum Training Including Detention Academy	500 hours	600 hours	700 hours	800 hours	900 hours	1,200 hours	Detention Academy		
College credits	10	20	30	40	50	60	A.A., A.S. Dgr.	B.A., B.S. Dgr.	PhD or Masters Dgr
Years of Detention Officer Experience	13	12	11	10	9	8	6	5	4

(7-1-93)

**112. COMMUNICATIONS SPECIALIST CLASSIFICATION.**

01. Applicants. Applicants for Communications Specialist Classification must be employed full-time in a communications position, have a high school diploma or equivalent on file at the POST Academy, and have two (2) sets of fingerprints on file at the Idaho Bureau of Criminal Identification. Communications Specialist Classification is not statutorily mandated, but is voluntary. Non-communications-related training shall count toward communications specialist classification at one-quarter (1/4) of its face value. (7-1-93)

02. Level I Classification. The applicant must have at least one (1) year of full-time experience as a communications specialist and shall have completed a minimum of forty (40) hours of POST Council approved communications-related training, which must include the ILETS Classification Level I certificate. (7-1-93)

03. Level II Classification. The applicant must have at least three (3) years of full-time experience as a communications specialist and shall have completed a minimum of eighty (80) hours of training, forty (40) of which must meet Level I requirements. (7-1-93)

04. Level III Classification. The applicant must have at least six (6) years of full-time experience as a communications specialist and shall have completed a minimum of one hundred twenty (120) hours of training, forty



(40) of which must meet Level I requirements. (7-1-93)

05. Advanced Classification. For purposes herein, the term "advanced communications" position means that the incumbent possesses a Level III Communications Specialist Classification and has consciously decided to focus career efforts on public safety communications. A candidate for this classification shall. (7-1-93)

- a. Possess a Level III Communications Specialist Classification. (7-1-93)
- b. Have a minimum of ten (10) years full-time experience in public safety communications. (7-1-93)
- c. Have accumulated and successfully completed five hundred (500) hours of POST Council-approved communications-related training. (7-1-93)
- d. Have successfully completed both the Basic and Advanced Communications Academies. (7-1-93)

**113. -- 129. (RESERVED).**

**130. CERTIFICATION OF INSTRUCTORS.**

**131. GENERAL PROVISIONS.**

01. Certification. The Council shall certify instructors deemed qualified to teach in one (1) or more of the prescribed training courses. Certification will be in accordance with Section 132 and Section 133 of these Rules. The names of certified instructors shall be published and distributed periodically by the Council. (7-1-93)

02. Minimum. Instructors will be certified on the basis of minimum qualifications in the areas of education, training and experience. Such certification can never be expected to insure good instruction and it shall therefore be the continuing responsibility of school directors to see that instructors are assigned only topics which they are qualified to teach and are supervised on a regular basis to insure that instructional excellence is maintained. (7-1-93)

03. Revocation. Instructor certification may be revoked by the Council whenever an instructor is deemed to be unqualified to continue teaching. Review of instructor certification may be initiated upon the request of a department head, school director, or other reliable source. Such review may also be initiated by the Council in the absence of external requests or complaints. (7-1-93)

04. Special Certification or Exceptions. (7-1-93)

a. Judges, attorneys, educators, doctors, federal officials, state officials, and other non-police personnel should be utilized when their talents are needed. The usual formalities may be waived by the Council and the Council may certify such instructors or the course they teach upon recommendation of the School Coordinator. (7-1-93)

b. Instructor applicants who do not meet the recommended minimum requirements, but who have taught at a training school pursuant to these rules may be eligible for instructor certification upon recommendation of the school director. (7-1-93)

05. Limited Control. It is the intent of the Council to exercise only limited control in the area of certification of instructors. The following recommendations are intended to assure the Council that instructors in approved peace officer training schools meet minimal qualifications as to training and experience. The actual evaluation and selection of instructors will remain the responsibility of the school director, who is ultimately responsible for the quality of the instruction provided. (7-1-93)

**132. RECOMMENDED INSTRUCTOR REQUIREMENTS IN POLICE RELATED COURSES.**

01. Law Enforcement Experience. A minimum of three (3) years of law enforcement experience for personnel instructing law enforcement subjects. (7-1-93)

02. Education. A minimum of high school graduation or the equivalent as recognized by the Council for personnel instructing law enforcement subjects. (7-1-93)

03. Training. All new applicants for instructor certification shall be required to have completed an Instructors Training Course approved by the Council. This requirement may be waived in exceptional cases reflecting outstanding education, experience, or achievement. Waiver of instructor training requirements will be authorized by the Council under unusual circumstances upon written application by a school director. (7-1-93)

**133. RECOMMENDED INSTRUCTOR REQUIREMENTS IN GENERAL COURSES.**

Personnel instructing general subjects such as criminal law, human relations, and management topics, may be certified on the basis of the following minimum recommended qualifications: (7-1-93)

01. Experience. At least three (3) years of experience in the subject area to be instructed. (7-1-93)

02. Education. At least a baccalaureate degree in a related field. (7-1-93)

03. Recommendation. Recommendation of a school director. (7-1-93)

**134. EXPIRATION AND RENEWAL.**

Instructional certification will be issued for a period of twenty-four (24) months. At the end of the twenty-four (24) month period, certification will be automatically renewed if the instructor's performance still meets the qualifications and they have instructed at least one (1) class in the last twenty-four (24) month period. (7-1-93)

**135. PROCEDURE.**

01. Applications. Applications for instructional certification will be made to POST. Applicants for instructor certification will be endorsed by a school director where applicable and by the applicant's department head. Once an application has been submitted to the Council and the instructor is certified, this process need not be repeated unless certification has been revoked. (7-1-93)

02. Evaluation. Upon receiving the Instructor Certification Application, the Council will make its evaluation from the standpoint of background, education, achievement, teaching experience and qualifications. The Council will rely heavily on the endorsement of the school coordinator or department head as to the effectiveness of the applicant's ability to communicate. (7-1-93)

03. Form. Certification of instructors by the Council will be in the form of a letter so stating to the school coordinator, certifying the school and instructors as requested by the school coordinator. Notification will also be made to the applicant advising him/her of their certification and a wallet size card will be issued every two (2) years. (7-1-93)

04. No Credit. No credit will be given to any officer for any course that is taught with one or more instructors who have not been certified by the POST Council; however, credit will be given to any officer for any course that is taught by an instructor seeking instructor certification pursuant to POST policy. (7-1-93)

**136. REIMBURSEMENT FOR INSTRUCTORS.**

01. Reimbursement. Reimbursement to instructors for travel, lodging and meals for certified schools may be granted by the Council. If reimbursement is granted for travel, lodging and meal expenses, the reimbursement shall not exceed allowances currently authorized for employees of the state of Idaho for official business. (7-1-93)

02. Meals And Lodging. Where meals and lodging are provided by the school, the allowed costs for instructors shall be based upon the charge for meals and lodging made by the school. This shall not include meals and lodging incurred in travel to and from the school. (7-1-93)

**137. -- 149. (RESERVED).**

**150. FORMATION AND CERTIFICATION OF SCHOOLS.**

**151. GENERAL PROVISIONS.**

01. Certify. The Council shall certify instructors deemed adequate to effectively teach one or more of the courses prescribed in Section 071 through Section 077, "Minimum Standards for Training." The identity of each school so certified shall be published and distributed periodically by the Council. (7-1-93)

02. Training Schools. Certification of training schools will be made on the basis of the information contained in the "Application for Certification of School." A school inspection may be conducted by the Council or its representative as part of the certification procedure. (7-1-93)

03. Letter. Certification of a school by the Council will consist of a letter from the Council indicating the classroom hours approved for credit. (7-1-93)

04. Attendance. Generally, when so requested by the school coordinator, certificates of attendance will be issued by the Council to those attending schools with thirty-five (35) course hours or more of classroom instruction. (7-1-93)

05. Revocation. Certification may be revoked by action of the Council whenever a school is deemed inadequate. In such event, the sponsoring agency of said school and the head of each department whose trainees participate in the school shall be notified by the Council. The school may be recertified by the Council when it deems the deficiencies have been corrected. (7-1-93)

06. Appeal. In the event that certification is denied, appeal may be made directly to the Council. (7-1-93)

07. No Credit. No officer will receive credit for any training course completed which has not been certified by the Council. Records and transcripts will be kept for each officer on all certified training courses he completes. (7-1-93)

**152. EXAMINATIONS.**

Written examinations may be required of each trainee in each course certified by the Council with thirty-five (35) hours or more classroom instruction. (7-1-93)

**153. TYPES OF SCHOOL CERTIFICATION.**

Two types of school certification may be issued: (7-1-93)

01. Temporary. Temporary certification may be made for schools offering law enforcement training courses on a one (1) time or infrequent basis. Temporary certification shall be for a specific course and shall be issued for a definite period of time not to exceed one (1) year. (7-1-93)

02. Continuing Certification. Continuing certification shall be granted for schools offering law enforcement training on an annual basis. (7-1-93)

**154. REQUIREMENTS OF SCHOOLS.**

Applications for certification of schools must be approved in writing in advance of school presentation, with the exception of schools sponsored and conducted by the POST Council, which are hereby deemed certified. Applications for certification of schools must be received by the Executive Director of POST not less than one (1) week in advance of the starting date of the school and shall be accompanied by: an outline and course description of the subject material being offered and the time period to be devoted to each subject area. A schedule of classes, instructor certification forms (when applicable) and a statement about the law enforcement personnel to whom it will be directed must also be included. In the event the Executive Director of POST has a question as to whether or not credit should be given to the school after a POST evaluation of the school has been completed, the Executive Director shall bring it before the POST Council at their next meeting for approval or disapproval of the school. (7-1-93)

**155. THE SCHOOL COORDINATOR.**

01. Selection. A school coordinator must be selected to handle the procedures of a school. (7-1-93)
02. Duties. Duties of the school coordinator. (7-1-93)
  - a. The school coordinator shall assume the responsibility of the overall supervision of the school, including, if applicable: (7-1-93)
    - i. The preparation and grading of examinations; (7-1-93)
    - ii. Rating of classroom notebooks; (7-1-93)
    - iii. Arranging for qualified instructors; (7-1-93)
    - iv. Providing for food and lodging for trainees where appropriate; (7-1-93)
    - v. Arranging for adequate facilities such as classrooms, gymnasium, safe firearms ranges, etc.; and (7-1-93)
    - v. The conduct and discipline of the trainees. (7-1-93)
  - b. The school coordinator shall make final determinations as to whether a trainee has successfully passed all reasonable standards and requirements of the course of training. The training coordinator shall also have the authority to dismiss from the school any trainee prior to the completion of the course if, in the training coordinator's opinion, the trainee is unable or unwilling to successfully complete the prescribed course of training. Immediately upon such dismissal action, the school coordinator shall submit a written report to the Council and the trainee's department head with a detailed explanation of the action. (7-1-93)
  - c. The school coordinator shall maintain complete records on each trainee and upon successful completion of the training, submit a "Record of Training Attendance" to each attending officer. A copy of the "Police School Attendance Roster" shall be forwarded to the Council for transcript and file purposes within seven (7) days after completion of the school. (7-1-93)

**156. SUMMARY OF STEPS FOR SCHOOL FORMATION.**

01. Select School Coordinator. (7-1-93)
02. Select Facilities. (7-1-93)
03. Develop Rules of School. (7-1-93)
04. Select Instructors. (7-1-93)
05. Certification. Apply for certification on "Application for School Certification" form one (1) week prior to starting date. Include course outline and description; the time period to be devoted to each subject area; a statement about the law enforcement personnel to whom the school is directed; and "Instructor Certification Application" when applicable. (7-1-93)
06. Record. Forward "Record of Training Attendance" to the officer who attended and "Police School Attendance Roster" to the Council within seven (7) days after school completion. (7-1-93)

**157. -- 169. (RESERVED).**

**170. STANDARDS FOR CONDUCT AND BEHAVIOR OF POST BASIC TRAINEES.**

01. Objective. To state in general terms and standards of conduct required of POST Basic trainees;

designate the authority for establishing specific requirements of attendees; and make reference to the specific requirements and their acceptance by attendees. (7-1-93)

02. Policy Statement. (7-1-93)

a. As representatives of law enforcement agencies, all trainees are expected to conduct themselves in a manner which will bring credit to the profession. Standards of behavior must reflect good taste, courtesy, consideration and respect for the rights and privileges of fellow trainees and the Idaho Police Academy faculty and community. (7-1-93)

b. Dishonesty, untruthfulness, or discourtesy must not be tolerated. Any conduct detrimental to the conduct, efficiency or discipline of the academy, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the academy. (7-1-93)

c. For any infraction of the rules, while attending the Academy, the trainee's chief, sheriff, or department head will be made aware of such infraction. (7-1-93)

d. The POST Council shall determine the specific requirements relating to residency, equipment and supplies, and conduct while at the academy. These requirements will accompany the letter of acceptance to the applicant's agency. (7-1-93)

e. Registration at the academy by the attendee shall constitute acceptance by such attendee of the specific requirements and of the general standards stated above. (7-1-93)

**171. -- 999. (RESERVED).**