

# Table of Contents

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

|   |    |
|---|----|
| 000.LEGAL AUTHORITY.....  | 3  |
| 001.TITLE AND SCOPE.....  | 3  |
| 002.WRITTEN INTERPRETATIONS.....  | 3  |
| 003.ADMINISTRATIVE APPEALS.....   | 3  |
| 004.INCORPORATION BY REFERENCE.....   | 3  |
| 005.OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS.....         | 3  |
| 006.PUBLIC RECORDS ACT COMPLIANCE.....  | 3  |
| 007. -- 009. (RESERVED).....  | 3  |
| 010.DEFINITIONS.....  | 3  |
| 011. -- 029. (RESERVED).....  | 5  |
| 030.GENERAL AND INCIDENTAL POWERS AND DUTIES.....                             | 5  |
| 031. -- 039. (RESERVED).....  | 7  |
| 040.STANDARDIZATION AND RECORDING OF TRAINING RECORDS AND CERTIFICATIONS..... | 7  |
| 041.THE RECORDS SYSTEM.....   | 7  |
| 042.PROCEDURE.....  | 7  |
| 043.FORMS FOR RECORD USE.....   | 7  |
| 044. -- 049. (RESERVED).....  | 7  |
| 050.MINIMUM STANDARDS FOR EMPLOYMENT.....                                     | 7  |
| 051. -- 054. (RESERVED).....  | 9  |
| 055.TRAFFIC RECORD INVESTIGATION.....   | 9  |
| 056.BACKGROUND INVESTIGATION.....   | 9  |
| 057.PHYSICAL - MEDICAL.....   | 10 |
| 058.MENTAL EXAMINATION.....   | 11 |
| 059.APTITUDE.....   | 11 |
| 060.EXCEPTIONS.....   | 11 |
| 061.CODE OF CONDUCT/CODE OF ETHICS.....                                       | 11 |
| 062.PROBATIONARY PERIOD.....  | 11 |
| 063.SPECIAL PROVISIONS.....   | 12 |
| 064. -- 069. (RESERVED).....  | 12 |
| 070.MINIMUM STANDARDS FOR TRAINING.....                                       | 12 |
| 071.BASIC COURSE.....   | 12 |
| 072.EXTENSION OF TIME LIMIT FOR COURSE COMPLETION.....                        | 12 |
| 073.ADVANCED AND SPECIALIZED COURSES.....                                     | 12 |
| 074.WAIVER FOR EQUIVALENT TRAINING - RECIPROCITY.....                         | 13 |
| 075.COLLEGE EDUCATION CREDITS.....  | 13 |
| 076.THE BASIC TRAINING CURRICULUM.....  | 13 |
| 077.FIELD TRAINING.....   | 14 |
| 078.AGREEMENT TO SERVE.....   | 14 |
| 079. -- 089. (RESERVED).....  | 15 |
| 090.CERTIFICATION OF PEACE OFFICERS.....                                      | 15 |
| 091.INTRODUCTION.....   | 15 |
| 092.GENERAL PROVISIONS.....   | 17 |
| 093.LAW ENFORCEMENT EXPERIENCE.....   | 17 |
| 094.EDUCATION AND TRAINING.....   | 17 |
| 095.THE BASIC AND PART-TIME BASIC CERTIFICATE.....                            | 17 |
| 096.HIGHER CERTIFICATION.....   | 18 |
| 097. -- 104. (RESERVED).....  | 20 |

|   |    |
|---|----|
| 105. PROCEDURES .....   | 20 |
| 106. CAREER-LEVEL CERTIFICATION .....   | 20 |
| 107. RESERVE LEVEL I CERTIFICATION REQUIREMENTS .....                                     | 21 |
| 108. NON-CERTIFIED RESERVES .....   | 24 |
| 109. CERTIFIED RESERVE MARINE DEPUTY .....  | 25 |
| 110. DETENTION OFFICER CERTIFICATION .....  | 26 |
| 111. GENERAL PROVISIONS .....   | 27 |
| 112. LAW ENFORCEMENT EXPERIENCE .....   | 27 |
| 113. EDUCATION AND TRAINING .....   | 27 |
| 114. THE LEVEL I CERTIFICATE .....  | 28 |
| 115. HIGHER CERTIFICATION .....   | 28 |
| 116. COMMUNICATIONS SPECIALIST CLASSIFICATION .....                                       | 29 |
| 117. CANINE TEAM CERTIFICATION .....  | 30 |
| 118. PATROL DOGS .....  | 31 |
| 119. TRACKING DOGS .....  | 32 |
| 120. EVIDENCE SEARCH DOGS .....   | 32 |
| 121. DETECTION DOGS .....   | 32 |
| 122. -- 129. (RESERVED) .....   | 35 |
| 130. CERTIFICATION OF INSTRUCTORS .....   | 35 |
| 131. GENERAL PROVISIONS .....   | 35 |
| 132. RECOMMENDED INSTRUCTOR REQUIREMENTS IN POLICE RELATED COURSES .....                  | 35 |
| 133. RECOMMENDED INSTRUCTOR REQUIREMENTS IN GENERAL COURSES .....                         | 36 |
| 134. EXPIRATION AND RENEWAL .....   | 36 |
| 135. PROCEDURE .....  | 36 |
| 136. REIMBURSEMENT FOR INSTRUCTORS .....  | 36 |
| 137. -- 149. (RESERVED) .....   | 36 |
| 150. FORMATION AND CERTIFICATION OF SCHOOLS .....   | 36 |
| 151. GENERAL PROVISIONS .....   | 36 |
| 152. EXAMINATIONS .....   | 37 |
| 153. TYPES OF SCHOOL CERTIFICATION .....  | 37 |
| 154. REQUIREMENTS OF SCHOOLS .....  | 37 |
| 155. THE SCHOOL COORDINATOR .....   | 37 |
| 156. SUMMARY OF STEPS FOR SCHOOL FORMATION .....  | 38 |
| 157. VOCATIONAL LAW ENFORCEMENT PROGRAM CERTIFICATION/<br>RECERTIFICATION STANDARDS ..... | 38 |
| 170. STANDARDS FOR CONDUCT AND BEHAVIOR OF POST BASIC TRAINEES .....                      | 42 |
| 171. SELF-SPONSORED STUDENT PROGRAM SELECTION STANDARDS .....                             | 43 |
| 172. -- 999. (RESERVED) .....   | 43 |

**IDAPA 11  
TITLE 11  
Chapter 01**

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

**000. LEGAL AUTHORITY.**

In accordance with Section 19-5107, Idaho Code, the Peace Officer Standards and Training Council shall promulgate such rules it deems necessary to carry out the provisions of Title 19, Chapter 51, Idaho Code. (7-1-00)T

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 11.11.01, "Rules of the Idaho Peace Officer Standards and Training Council," IDAPA 11, Title 11, Chapter 01. (7-1-00)T

**02. Scope.** These rules constitute the minimum standards of training, education, employment, and certification of peace officers and county detention officers in Idaho. (7-1-00)T

**002. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency has written statements which pertain to the interpretation of the rules of this chapter, or to the documentation of compliance with the rules of this chapter. The document is available for public inspection and copying at cost at the Idaho State Police, Peace Officer Standards and Training Office, 700 South Stratford Drive, Meridian, Idaho. (7-1-00)T

**003. ADMINISTRATIVE APPEALS.**

Rules of procedure in contested cases shall be governed by the Administrative Procedures Act. (Title 67, Chapter 52, Idaho Code). (7-1-00)T

**004. INCORPORATION BY REFERENCE.**

There are no documents that have been incorporated by reference into this rule. (7-1-00)T

**005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS.**

The principal place of business of the Idaho State Police, Peace Officer Standards and Training, is in Meridian, Idaho. The office is located at 700 South Stratford Drive, Meridian, Idaho and is open from 8 a.m. to 5 p.m., except Saturday, Sunday and legal holidays. The mailing address is: Peace Officer Standards and Training Academy, P.O. Box 700, Meridian, Idaho 83680-0700. The telephone of the office is (208) 884-7250. The facsimile number of the office is (208) 884-7295. (7-1-00)T

**006. PUBLIC RECORDS ACT COMPLIANCE.**

The rules contained herein have been promulgated according to the provisions of Title 67, Chapter 52, Idaho Code, and are public records. (7-1-00)T

**007. -- 009. (RESERVED).**

**010. DEFINITIONS.**

**01. Act.** Title 19, Chapter 51, of the Idaho Code. (4-5-00)

**02. Agency.** 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 and the enforcement of penal, traffic or highway laws of this state or any political subdivision. (4-5-00)

**03. Agency Head.** A chief of police of a city, sheriff of a county, or chief administrator of any law enforcement agency of the state of Idaho or any political subdivision thereof who is responsible for the prevention and detection of crime and the enforcement of penal, traffic or highway laws of this state or any political subdivision. (4-5-00)

**04. 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)

**05. County Detention Officer.** An employee in a county jail who is responsible for the safety, care, protection, and monitoring of county jail inmates. (4-5-00)

**06. Crime of Deceit.** Any offense described in Section 18-1301 et seq., Idaho Code, (Bribery), Section 18-1401 et seq. (Burglary), Sections 18-1901 (Fictitious Stock Subscription), 18-1902 (Exhibition of False Papers to Public Officers), 18-1903 (Use of False Name in Prospectus), 18-1904 (Illegal Dividends and Reductions of Capital), 18-1905 (Falsification of Corporate Books), 18-1906 (Fraudulent Reports by Officers), 18-2202(1) (Computer Crime), 18-2302 (False Swearing as to Qualifications as Voter), 18-2304 (Procuring Illegal Votes), 18-2305 (Intimidation, Corruption and Frauds), 18-2306 (Illegal Voting or Interference with Election), 18-2307 (Attempting to Vote When Not Qualified or to Repeat Voting), 18-2309 (Officers Attempting to Change Result), 18-2310 (Forging or Counterfeiting Returns), 18-2311 (Adding to or Subtracting From Votes), 18-2316 (Tampering with Certificates of Nomination or Ballots), 18-2320 (Bribery of Electors), Section 18-2401 et seq. (Theft), Section 18-2601 et seq. (Falsifying Evidence—Offering Forged or Fraudulent Documents in Evidence), Section 18-2701 et seq. (Bribery of Executive Officers), Sections 18-3105 (False Statement by Commission Merchant, Broker, Agent, Factor or Consignee to Principal or Consignor), 18-3106 (Drawing Check Without Funds—Drawing Check With Insufficient Funds—Prima Facie Evidence of Intent—Standing of Person Having Acquired Rights—Probation Conditions), 18-3123 (Forgery of a Financial Transaction Card), 18-3124 (Fraudulent Use of a Financial Transaction Card), 18-3125 (Criminal Possession of Financial Transaction Card and FTC Forgery Devices), 18-3125A (Unauthorized Factoring of Credit Card Sales Drafts), 18-3126 (Misappropriation of Personal Identifying Information), 18-3127 (Receiving or Possessing Fraudulently Obtained Goods or Services), 18-3201 (Officer Stealing, Mutilating or Falsifying Public Records), 18-3202 (Private Person Stealing, Mutilating or Falsifying Public Records), 18-3203 (Offering False or Forged Instrument for Record), 18-3204 (False Certificates or Other Instruments from Officers), 18-3206 (Mutilating Written Instruments), Section 18-3601 et seq. (Forgery), Sections 18-4616 (Defacing Marks on Logs or Lumber), 18-4617 (Stealing Rides on Trains), 18-4621 (Stealing Electric Current—Tampering with Meters), 18-4622 (Stealing Electric Current—Accessories Liable as Principals), 18-4624 (Taken or Converted Merchandise as Theft), 18-4626 (Wilful Concealment of Goods, Wares or Merchandise—Defense for Detention), 18-4630 (Illegal Use of Documents), 18-4701 (Alteration of Bills), 18-4702 (Alteration of Enrolled Copies), 18-4703 (Offering Bribes to Legislators), 18-4704 (Legislators Receiving Bribes), Section 18-5401 et seq. (Perjury), Section 18-6501 et seq. (Robbery), Sections 18-8201 (Money Laundering and Illegal Investment—Penalty—Restitution), 41-293 (Insurance Fraud), 41-294 (Damage to or Destruction of Insured Property), 41-1306 (False Financial Statements), 49-228 (Receiving or Transferring Stolen Vehicles), 49-231 (Farm Implements—Purchasing or Selling When Identifying Number Altered or Defaced a Felony), 49-232 (Fraudulent Removal or Alteration of Numbers Prohibited), 49-518 (Altering or Forging Certificate—Stolen Cars—Destroying or Altering Engine or Decal Number—Use of Fictitious Name—Fraud), or any attempt, conspiracy or solicitation to commit any of the foregoing offenses, or any racketeering offense under Section 18-7801 et seq., Idaho Code, in which any of the foregoing offenses constitutes at least one (1) of the predicate acts, or any other crime defined in the Idaho Code involving any form of theft or including fraudulent intent as an element, or an offense equivalent to any of the foregoing in any other jurisdiction. (7-1-00)T

**07. Field Training.** Training in which an individual receives formal instruction on the job for special and defined purposes. (7-1-93)

**08. Full Time.** Employment of eighty (80) hours or more per month for ninety (90) consecutive calendar days. (7-1-93)

**09. 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)

**10. In-Service Training.** Training designed to refresh or add to an individual's capabilities to do the task to which they are or may be assigned. (7-1-93)

**11. Juvenile Detention Officer.** Any employee of a juvenile detention center which is part of or

administered by the county or any political subdivision thereof and who is responsible for the safety, care, protection, and monitoring of juvenile offenders held in the detention center. (7-1-00)T

**12. Law Enforcement Profession.** As used in agreements authorized 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; or an employee in a county jail who is responsible for the safety, care, protection, and monitoring of county jail inmates. (7-1-93)

**13. Manual.** This book of Rules as adopted by the Idaho Peace Officer Standards and Training Council. (4-5-00)

**14. Part Time.** Employment of less than eighty (80) hours per month for ninety (90) consecutive calendar days. (7-1-93)

**15. Peace Officer.** 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. "Peace officer" also means an employee of a police or law enforcement agency of a federally recognized Indian tribe who has satisfactorily completed the peace officer standards and training academy and has been deputized by a sheriff of a county or a chief of police of a city of the state of Idaho. (4-5-00)

**16. POST.** The Idaho Peace Officer Standards and Training Program. (7-1-93)

**17. Qualified Instructor.** Any person certified by the Idaho POST Council as being competent to teach in a Council approved school. (7-1-93)

**18. Reserve Peace Officer.** An individual assigned by an agency to perform the duties of a peace officer who does not meet the definition of a full- or part-time peace officer. All reserve officers must be under supervision as set forth in these rules. (4-5-00)

**19. 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)

**20. School Director Or Coordinator.** An individual charged with the responsibility of conducting a training school under the provisions of the Act. (7-1-93)

**21. Specification.** A description of a requirement supplementing a section of the Rules. (7-1-93)

**22. Temporary.** Employment of less than ninety (90) consecutive calendar days. (7-1-93)

**23. Trainee.** An officer participating in any POST approved training program. (7-1-00)T

**011. -- 029. (RESERVED).**

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

Besides those enumerated previously (those in 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: (4-5-00)

**01. Certification.** To issue certification to law enforcement officers when they meet the requirements as established by the POST Council. (4-5-00)

**02. Files.** To maintain files on all certified officers, instructors, and schools; and furnish information from files upon request in accordance with the Idaho Public Records Law. (4-5-00)

**03. Records.** To receive and maintain as trustees for the state of Idaho in accordance with the Idaho

State Police and POST retention schedules all physical properties and records which shall come into the possession of the Council by virtue of its existence. (4-5-00)

**04. Committees.** To establish such committees, both permanent and temporary, as may be necessary to more fully carry out the administrative duties of the Council. (4-5-00)

**05. Elect.** Pursuant to Idaho Code, the Council shall elect a Vice-Chairman annually from among its membership. (4-5-00)

**06. Rules.** To adopt and amend rules and procedures consistent with law for the internal management of POST and the operation of a law enforcement training program. (4-5-00)

**07. 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 law enforcement officers in Idaho. (4-5-00)

**08. Study.** To study law enforcement training methods to enable POST to provide current and updated training. (4-5-00)

**09. Consult And Cooperate.** To consult and cooperate with recognized law enforcement agencies or educational institutions concerned with law enforcement training. (4-5-00)

**10. Recommendations.** To make recommendations concerning any matter within its jurisdiction. (4-5-00)

**11. Executive Director.** There shall be established in the Idaho State Police a classified position of Executive Director of the Idaho Peace Officer Standards and Training Council. (4-5-00)

a. The Executive Director will be employed by the Idaho State Police to serve under the direction of the POST Council in carrying out the duties and responsibilities of the Council. (4-5-00)

b. The Executive Director shall have supervision over the employees and other persons necessary in carrying out the functions of POST. (4-5-00)

c. For administrative purposes, the Executive Director and his staff will be governed by the Policies and Rules of the state of Idaho and the Idaho State Police, concerning but not limited to fiscal, purchasing, and personnel matters. (4-5-00)

d. The Executive Director shall be selected by the POST Council subject to approval of the Director of the Idaho State Police from the approved register established by the Idaho Division of Human Resources after competitive testing. (4-5-00)

**12. Examining Board.** 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 Division of Human Resources. (4-5-00)

**13. Compensation.** Except for the Executive Director of the POST Council, the members of the Council receive no compensation from POST for their services, but shall be allowed their actual and necessary expenses incurred in the performance of their functions, as prescribed by law. (4-5-00)

**14. Council Resignations.** Any Council member who ceases to qualify as such shall at once notify the Governor and Chairman in writing. Any Council member who desires to terminate their services shall notify the Governor and Chairman in writing of their intentions. (4-5-00)

**15. Contested Cases.** Rules of Procedure in contested cases shall be governed by the Idaho Administrative Procedures Act. (4-5-00)

**16. Additional Time To Complete POST Training And Certification.** The Council, for good cause and in writing, may grant additional time to complete POST training and certification. Good cause may include, but is not limited to, sickness or physical disability of officer or immediate family member, cancellation of Basic Academy, natural disaster, or reapplication to the Academy after failing or being unable to complete a previous Basic Academy Session. (4-5-00)

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

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

**041. THE RECORDS SYSTEM.**

**01. Training File.** The Idaho Peace Officer Standards and Training Council will maintain a training file on all Idaho law enforcement officers. Officer certifications granted and certified training schools attended by officers will be recorded in these files. (4-5-00)

**02. Notification Of Employment/Termination.** It will be the responsibility of the law enforcement agency 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 of an officer's employment shall also be relayed to the Council within thirty (30) days of such action on an appropriate form designated by the Council. (4-5-00)

**03. Training Record.** A training record listing all certified courses an officer has completed, the hours credit, and other pertinent data will be kept along with the officer's file. (4-5-00)

**04. Other Law Enforcement Personnel.** A file on other law enforcement personnel may be maintained. This file will contain records for other law enforcement persons who successfully complete POST-certified courses. (4-5-00)

**05. Instructors.** Names of certified instructors will be maintained. (4-5-00)

**06. Instructors And Schools.** A list of approved instructors and schools will be maintained. (4-5-00)

**042. PROCEDURE.**

**01. Application.** Each individual officer may apply for certification when they have met the requirements. When they are certified by the Council, this is entered into their file. (Refer to "Certification of Peace Officers".) (4-5-00)

**02. Roster.** School coordinators will furnish to the Council a "Course Attendance Roster" on the appropriate form designated by the Council upon the completion of each certified training school. (Refer to "Formation and Certification of Schools".) (4-5-00)

**043. FORMS FOR RECORD USE.**

All forms used or referred to in this manual are available upon request from: Idaho Peace Officer Standards & Training Council, P.O. Box 700, Meridian, Idaho 83680-0700. (3-20-97)

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

**050. MINIMUM STANDARDS FOR EMPLOYMENT.**

Every peace officer and county detention officer employed by an agency shall meet the following requirements: (7-1-00)T

**01. Citizenship.** Shall be a citizen of the United States. (7-1-00)T

**02. Education Requirements.** (3-20-97)

a. Graduation from high school or having passed the General Educational Development Test indication of high school graduation. The military or veterans equivalent of high school graduation is also acceptable. (7-1-00)T

b. Documentary evidence of satisfaction of this requirement shall be in the form of a high school diploma, high school transcript, GED certificate, or GED test report form. A college transcript indicating the successful completion of a minimum of fifteen (15) academic credits is also acceptable. In unusual circumstances, the Council may accept other documentation, and in such cases the decision of the Council shall be final. (7-1-00)T

**03. Experience Requirements. (3-20-97)**

a. Not less than two (2) years of responsible work experience following high school graduation (or when the applicant would have graduated). (3-20-97)

b. The work experience requirement can be complied with by two (2) years of any combination of military service, gainful employment, education or any other productive activity. (7-1-00)T

**04. Character/Criminal Record/Military Record Requirements. (7-1-00)T**

a. The applicant shall be fingerprinted on two (2) copies of the standard FBI Applicant fingerprint form, and a search made of local, state, and national fingerprint files to disclose any criminal record. The original copies of all records check results shall be retained by the POST Council. (7-1-00)T

b. The term "conviction" shall include: (7-1-00)T

i. Any conviction in a federal, tribal, state, county, or municipal court; (7-1-00)T

ii. A voluntary forfeiture of bail, bond, or collateral deposited to secure a defendant's appearance in court as final disposition; (7-1-00)T

iii. The payment of a fine; (7-1-00)T

iv. A plea of guilty, nolo contendere; or (7-1-00)T

v. A finding of guilt regardless of whether the sentence is imposed, suspended, deferred, or withheld; the charge dismissed, or the record expunged. (7-1-00)T

c. The POST Council may take into consideration the commission of any act or offense involving moral turpitude to ensure an applicant is of good moral character and warrants the public trust. The purpose of this requirement is to prohibit persons who engage in dishonest, unprofessional, unethical, or immoral conduct from becoming law enforcement officers, and to protect against acts or conduct which may endanger the safety and welfare of the public. (7-1-00)T

d. A misdemeanor conviction of any federal, state, or local crime may be grounds for rejection of the applicant. (7-1-00)T

i. An applicant shall be rejected who has been convicted of any misdemeanor sex crime, crime of deceit, or drug offense unless the conviction occurred more than five (5) years prior to application and the applicant's agency head files a written request for review with the POST Council. In that case, the POST Council shall review the application and determine whether the individual shall be certifiable as a peace, detention, or juvenile detention officer in the state of Idaho. (7-1-00)T

ii. An applicant shall be rejected who has been convicted of a DUI during the two (2) years immediately preceding application. No waivers shall be granted by the POST Council for DUI convictions within the last two (2) years. If the conviction occurred more than two (2) years prior to application, the applicant may be accepted upon approval of the POST Executive Director provided the applicant's agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval. The Executive Director shall have

the discretion to refer the application to the POST Council. (7-1-00)T

iii. An applicant with any other misdemeanor conviction may be accepted upon approval of the POST Executive Director provided the conviction occurred more than two (2) years prior to application and the applicant's agency head, with knowledge of the facts and circumstances concerning the offense or violation, recommends approval. The Executive Director shall have the discretion to refer the application to the POST Council. If the conviction occurred during the two (2) years immediately preceding application, the POST Council shall review the application and determine whether the individual shall be certifiable as a peace, detention, or juvenile detention officer in the state of Idaho. (7-1-00)T

e. An applicant shall be rejected who has been convicted of any felony crime, the punishment for which could have been imprisonment in a federal or state penal institution. No waivers shall be granted by the POST Council. (7-1-00)T

d. A "dismissal," "bad conduct discharge" (BCD), "dishonorable discharge" (DD), or administrative discharge of other than honorable (OTH) from the military service shall disqualify the applicant. The administrative discharge of "general under honorable conditions" (GEN) may be grounds for rejection. (7-1-00)T

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

**055. TRAFFIC RECORD INVESTIGATION.**

**01. Requirements.** (7-1-93)

a. The applicant shall possess a valid driving license from his state of residence and qualify for an Idaho driver's license. (7-1-00)T

b. An applicant with a record of a driver's license suspension in any jurisdiction, or a driving without privileges conviction or an equivalent conviction in any other jurisdiction, may be accepted upon approval of the POST Executive Director provided the suspension concluded or conviction occurred more than two (2) years prior to application and the applicant's agency head, with knowledge of the facts and circumstances concerning the suspension or conviction, recommends approval. The Executive Director shall have the discretion to refer the application to the POST Council. If the suspension concluded or conviction occurred during the two (2) years immediately preceding application, the POST Council shall review the application and determine whether the individual shall be certifiable as a peace, detention, or juvenile detention officer in the state of Idaho. (7-1-00)T

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 determine whether the individual shall be certifiable as a peace, detention, or juvenile detention officer in the state of Idaho. (7-1-00)T

**02. Procedures.** At a minimum, a check of driving records shall be made of the Motor Vehicle Division, Highway Department, state of Idaho, and the files of the motor vehicle department in the states of the applicant's previous residences. (7-1-00)T

**056. BACKGROUND INVESTIGATION.**

**01. Requirements.** The applicant shall have undergone a comprehensive background investigation, the results of which attest to the fact that the person meets the minimum standards for employment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character. Consideration will be given to any and all law violations, including traffic and fish and game infractions or convictions. (7-1-00)T

**02. Procedures.** (7-1-00)T

a. The applicant shall complete and submit to the appointing law enforcement agency a comprehensive application and personal history statement prior to the start of the background investigation. The

history statement shall contain questions which aid in determining whether the applicant is eligible for certified status as a peace, detention, or juvenile detention officer. The background investigation shall include information provided by personal references, schools, and the last three (3) previous employers, as well as law enforcement agency records in jurisdictions where the applicant has lived or worked. This information shall be recorded and retained by the appointing agency. (7-1-00)T

b. The appointing agency shall conduct a personal interview with the applicant to ascertain personal attributes such as personal appearance, mannerisms, demeanor, attitudes, judgment, maturity, resourcefulness, and ability to communicate. Searching questions shall be asked about: (7-1-00)T

i. Use of intoxicants, narcotics and drugs; (7-1-00)T

ii. Physical, mental, and emotional history; (7-1-00)T

iii. Family problems; (7-1-00)T

iv. Moral outlook and habits; and (7-1-00)T

v. Financial transactions. (7-1-00)T

c. The appointing agency shall have a thorough investigation into the character and reputation of the applicant conducted by an experienced investigator. The applicant's morality, integrity, reputation, honesty, dependability, qualifications, experience, associations, emotional stability, prejudice, and loyalty shall be explored. (7-1-00)T

d. All results of the background investigation shall be considered confidential and processed accordingly. (7-1-00)T

e. The results of the background investigation shall ultimately be evaluated by the agency head and/or the appointing authority to determine whether the applicant is suitable. (7-1-00)T

**057. PHYSICAL - MEDICAL.**

**01. Requirements.** (7-1-93)

a. Hearing. The applicant shall have unaided or aided hearing between zero (0) and twenty-five (25) decibels for each ear at the frequencies of five-hundred (500) Hz, one thousand (1000) Hz, two thousand (2000) Hz, and three thousand (3000) Hz. Waiver to the above may be considered by the Council if accompanied by an audiologist's or ear, nose, and throat physician's certification that the applicant's condition would not jeopardize or impair the applicant's ability to perform the duties of a peace, detention, or juvenile detention officer. (7-1-00)T

b. Vision. (7-1-93)

i. The applicant shall 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 shall be no pathology of the eye; applicant shall possess a minimum seventy percent (70%) proficiency of the Dvorine or equivalent color discrimination test. Waiver to the above may be considered by the Council if accompanied by a vision specialist's certification that the applicant's condition would not jeopardize or impair the applicant's ability to perform the duties of a peace, detention, or juvenile detention officer. (7-1-00)T

ii. The applicant shall have uncorrected vision in each eye of twenty/two hundred (20/200) with the strong eye corrected to twenty/twenty (20/20) and the weaker eye corrected to twenty/sixty (20/60). An applicant who wears contact lenses is exempt from the uncorrected vision of twenty/two hundred (20/200), but shall have the strong eye corrected to twenty/twenty (20/20) and the weaker eye corrected to twenty/sixty (20/60). Waiver to the above may be considered by the Council if accompanied by a vision specialist's certification that the applicant's condition would not jeopardize or impair the applicant's ability to perform the duties of a peace, detention, or juvenile

detention officer. (7-1-00)T

c. **Disease/Condition.** The applicant shall 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 emotional or mental instabilities which may tend to impair efficient performance of duty or which might endanger the lives of others or the life of the officer. Waiver to a physical defect may be considered by the Council upon the applicant's demonstration that the defect does not jeopardize or impair his ability to perform the duties of a peace, detention, or juvenile detention officer. (7-1-00)T

d. **Agency Physical Agility/Fitness Test.** To determine the applicant's physical capability, a physical agility or fitness test based upon the job requirements of the appointing agency shall be administered by the appointing agency to each applicant. (7-1-00)T

**02. Procedures.** (7-1-93)

a. A POST Council-approved medical history form shall be supplied by each applicant to the examining physician. The medical history shall include information on past and present diseases, injuries and operations. (7-1-00)T

b. A medical examination shall be administered by a licensed physician or his designee to determine if the applicant is free from any physical, emotional, or mental condition which might adversely affect the applicant's ability to perform the duties of a peace, detention, or juvenile detention officer. The physician shall record his findings on the appropriate form or letter and shall note thereon, for evaluation by the appointing 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. (7-1-00)T

**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 if the applicant is free from any emotional or mental condition which might adversely affect the applicant's ability to perform the duties of a peace, detention, or juvenile detention officer. (7-1-00)T

**02. Procedure.** During the interview, the examining psychiatrist or psychologist shall evaluate the applicant sufficiently to assess those symptoms of a degree that would impair the effective performance of duty. The results of the examination shall be recorded and that record or a summary of recommendations shall be forwarded to the appointing authority for review. (7-1-00)T

**059. APTITUDE.**

The applicant shall be evaluated on the agency-approved aptitude test to determine if the applicant possesses the aptitude, capacity, and adaptability for absorbing and understanding the training and skills which are essential to the performance of the law enforcement function. (7-1-00)T

**060. EXCEPTIONS.**

The required minimum standards for employment are not applicable to the superintendent of state police or any elected official. (7-1-00)T

**061. CODE OF CONDUCT/CODE OF ETHICS.**

Each applicant shall attest that he has read, understands, and will abide by the Law Enforcement Code of Conduct and the Law Enforcement Code of Ethics as found in Subsection 091.04. (7-1-00)T

**062. PROBATIONARY PERIOD.**

**01. Probation.** Every officer appointed by an agency below the level of agency 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 an agency. (7-1-00)T

**02. Supervisor/Mid-Manager.** Every officer who is promoted or appointed to a supervisory, middle management, or assistant agency head position shall satisfactorily complete a probationary period of not less than six (6) months in that position. (7-1-00)T

**03. Extended.** No peace, detention, or juvenile detention officer who lacks the training qualifications required by the Council shall have his temporary or probationary employment extended beyond one (1) year by renewal of appointment or otherwise. (7-1-00)T

**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 shall discriminate as to employment against any persons on the basis of race, creed, color, or sex, as per the U.S. and Idaho Constitutions. (7-1-00)T

**03. Equal Opportunity Employer.** Every agency shall be an equal opportunity employer. (7-1-00)T

**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 (1) 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 the "Application for Certification of School" has been received. (7-1-99)

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

**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 sixty-two (462) hours, with four hundred twenty-two (422) 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. (7-1-99)

**02. Requirements.** (7-1-93)

a. Successful completion of four hundred twenty-two (422) hours of instruction in the following minimum prescribed subject areas at the Basic Training Academy is required:

| Summary                              | Hours      |
|--------------------------------------|------------|
| Human Relations                      | 43         |
| Law                                  | 51         |
| Investigations                       | 99         |
| Police Officer and Patrol Procedures | 154        |
| Health and Fitness                   | 52         |
| Administration/Examinations          | 23         |
| <b>Sub-Total</b>                     | <b>422</b> |
| Field Training Manual                | 40         |
| <b>Total</b>                         | <b>462</b> |

(7-1-99)

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 employing department, or another department if necessary, is required. (7-1-99)

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 010.12 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. (7-1-00)T

**02. Pay Back.** Except as provided below, any peace officer who fails to remain within the law enforcement profession, as defined in Subsection 010.12 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. (7-1-00)T

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 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. (7-1-00)T

c. If the officer resigns from his agency in substitution of being dismissed from said agency for cause, he 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 would have been terminated for cause. (7-1-00)T

**03. Pay Back, Part-Time Basic Certificate.** Any peace officer who is awarded a part-time basic certificate who fails to remain employed within the law enforcement profession in a position approved by the Council for the same amount of hours required in Subsection 078.02, shall be required to pay back to the Council, the full amount of money set forth in the agreement. (3-20-97)

**04. 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. (7-1-99)

**03. Decertification.** The Council may decertify any officer who pleads guilty or is found guilty, regardless of the form of judgment or withheld judgment, of any felony or offense which would be a felony if committed in this state; any misdemeanor; any unlawful use, possession, sale, or delivery of any controlled substance; or who willfully or otherwise falsifies or omits any information to obtain any certified status; or who violates any of the standards of conduct as established by the council's code of conduct, as adopted and amended by the council. (7-1-99)

**04. Law Enforcement Code Of Conduct.** As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. In furtherance of these duties, I hereby adopt and accept the following code of conduct: (7-1-99)

a. I shall conduct myself at all times in a manner that does not damage or have the likely result of

damaging or bringing the public image, integrity, or reputation of my department or myself into discredit or disrepute. (7-1-99)

b. I shall not possess or consume alcoholic beverages on duty or while in uniform on duty or off duty, except as expressly required for the lawful performance of my duties. Nor shall I unlawfully possess, sell, consume, use or assist in the use of any illegal or unauthorized drugs or medications on duty or off duty. (7-1-99)

c. I shall not engage in any illegal or unlawful harassment or intimidation of another, nor shall I permit personal prejudices, political beliefs, animosities, or friendships to influence my decisions. (7-1-99)

d. I shall not lie, give misleading information, or falsify written or verbal communications in official reports or in their actions with another person or organization when it is reasonable to expect that such information may be relied upon because of my position or affiliation with my department. (7-1-99)

e. I shall willfully observe and obey the lawful verbal and written rules, duties, policies, procedures, and practices of my department. I shall also subordinate my personal preferences and work priorities to the lawful verbal and written rules, duties, policies, procedures and practices of my department, as well as to the lawful orders and directives of supervisors and superior command personnel of my department. I shall willfully perform all lawful duties and tasks assigned by supervisory and/or superior-ranked personnel. Direct, tacit, or constructive refusal to do so is insubordination. (7-1-99)

f. I shall obey the constitutional, criminal and civil laws of the city, county, state, and federal government. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. (7-1-99)

**05. Lapse Of Certification.** 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 active law enforcement in Idaho shall retain their POST certification for purposes of compliance with this rule. The person must work at least one hundred twenty (120) hours active law enforcement per year. 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. (7-1-99)

a. A peace 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 patrol certification examination, qualify on the POST firearms course, pass the POST fitness test, and satisfy the probationary period requirement of Section 062. (7-1-99)

b. A peace officer who has been out of full-time law enforcement status for over five (5) years must attend the POST Basic Patrol 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 patrol certification examination, qualify on the POST firearms course, pass the POST fitness test, and satisfy the probationary period requirement of Section 062. (7-1-99)

c. The provisions of Subsections 091.05 and 091.05.a. shall not apply to officers holding a part-time basic certificate who are employed at least one hundred twenty (120) hours per year within the law enforcement profession. (7-1-99)

d. A peace officer who has been out of full-time law enforcement status for over eight (8) years must attend the POST Basic Patrol Academy to be recertified. No waiver of this requirement shall be granted by the Council. (7-1-99)

**06. Forms.** Basic, Part-Time 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. (3-20-97)

**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 full-time commissioned Idaho peace officer employed by a duly constituted law enforcement agency or a professional member of the POST Council staff, except for the part-time Basic certificate or Reserve Level I certificate, for which an eligible applicant must be a part-time commissioned Idaho peace officer employed by a duly constituted law enforcement agency. (7-1-99)

**03. Applications.** All applications for award of the Basic, Part-Time 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. (3-20-97)

**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 Section 050 through Section 063 of this manual, shall be subject to the determination of the Council. (7-1-99)

**094. EDUCATION AND TRAINING.**

**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)

c. Of the required amount of college credits needed for higher levels of certification, no more than one-half (1/2) shall be from credits awarded or purchased from any college or university for attending basic police training. (7-1-00)T

**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 and the part-time basic certificate. (3-20-97)

**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 (6) 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. (3-20-97)

**02. Basic Training.** The applicant shall have completed the Basic Patrol 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 Patrol Training Course, and shall have passed the POST patrol certification examination approved by the Council. The applicant shall be allowed two (2) 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 Patrol Training Academy Course to be certified. (7-1-99)

**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 the officer: (7-1-99)

a. Submits a POST Patrol Certification Challenge Packet to POST Council, which must include copies of transcripts, certificates, diplomas, or other documents that substantiate the officer's training and experience; (7-1-99)

b. Passes the following tests administered by a POST Training Specialist: (7-1-99)

i. The POST patrol certification examination approved by the Council, conducted in the manner set forth in Subsection 095.02; (7-1-99)

ii. The POST Short Course for qualification of firearms; and (7-1-99)

iii. The POST Academy physical fitness test. (7-1-99)

c. Attends and passes an approved course of study in Idaho Law; and (7-1-99)

d. Completes his probationary period, as required by Subsection 095.01. (7-1-99)

**04. Eligibility.** An officer duly employed in a full time capacity by a law enforcement agency shall be eligible for the basic certificate. Officers duly employed in a part time capacity shall be eligible for the part-time basic certificate. (3-20-97)

**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)

c. Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. (7-1-99)

d. The officer must have completed the probationary period required by their department when

making application for Intermediate and Advanced Certifications. (7-1-99)

**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. (7-1-99)

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:

|   |  |           |             |             |             |                           |                      |
|---|--|-----------|-------------|-------------|-------------|---------------------------|----------------------|
| Total 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 Equals Twenty (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                    |

(7-1-99)

**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.<br>A.S.<br>Degree | B.A.<br>B.S.<br>Degree | Masters<br>Degree or<br>PhD |
| Years of Law Enforcement Experience          | 13        | 12        | 11        | 10        | 9         | 8           | 9                      | 6                      | 4                           |

(7-1-99)

**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. Supervisory Certificate.** For purposes herein, the term "first-level supervisory position" means a position above the operational level for which commensurate pay is authorized and which is occupied by an individual who, in the upward chain of command, principally is responsible for the direct supervision of non-supervisory employees of an agency or who is subject to assignment of such responsibilities and most commonly holds the rank of sergeant. A candidate for the Supervisory Certificate shall: (7-1-99)

a. Possess the Intermediate Certificate, Level II Detention Officer Certification, or Level II Communications Specialist Classification. (7-1-99)

b. Have completed one hundred (100) hours of Council-approved supervisory level training, of which fifty (50) hours must have been completed within three (3) years prior to submitting an application for the Supervisory Certificate. (7-1-99)

c. Be presently employed in a first-line supervision or mid-management position within an Idaho law enforcement agency and shall have served satisfactorily in a supervisory position for a minimum of one (1) year prior to application. (7-1-99)

**02. Master Certificate.** For purposes herein, the term "master law enforcement" position means that the incumbent possesses an Advanced POST certification, Level III Detention Officer Certification, or Level III Communications Specialist Classification, and has consciously decided to focus career efforts on line functions such as patrol, investigations, detention/custody functions, or dispatch. An employee possessing this certification is considered a master level patrol/detention/dispatch employee with advanced and/or specialized training. Candidates for this certificate must be below the rank of sergeant. A candidate for this Certificate shall: (7-1-99)

a. Possess the Advanced Certificate, Level III Detention Officer Certification, or Level III Communications Specialist Classification. (7-1-99)

b. Have completed a minimum of fifteen (15) years of law enforcement service in assignments which did not include full-time supervisory, management, or executive positions. (7-1-99)

c. Have accumulated and successfully completed one thousand five hundred (1,500) hours of Council-approved training. (Law enforcement academic credits may apply.) (7-1-99)

**03. Management Certificate.** For purposes herein, the term “middle-management position” means a position between a first-level supervisory position and an executive position and for which commensurate pay is authorized and is occupied by an individual who, in the upward chain of command, principally is responsible for the direct supervision of supervisory employees of an agency and/or command duties and most commonly is the rank of lieutenant or captain. A candidate for the Management Certificate shall: (7-1-99)

a. Occupy a position on a full-time basis wherein the predominance of responsibilities are administrative or managerial in nature. Proof of this fact must be submitted to the POST Council in the form of a job description or other documentation from the hiring authority. (7-1-99)

b. Possess certification from Idaho or other state that has minimum peace officer standards, Detention Officer Certification, Communications Specialist Classification, or a certification of completion from a city, county, state, or federal law enforcement academy. The academy attended must meet or exceed that state’s minimum training standards. (7-1-99)

c. Attend and pass the Idaho POST Academy Law Week within the first year of employment. This section applies to an officer who is uncertified in Idaho and/or certified in another state. This requirement may be waived if applicant has served as a Chief of Police in the state of Idaho for over one (1) year before enactment of these rules. (7-1-99)

d. Comply with Idaho POST Rules 050 through 056 inclusive. (7-1-99)

e. Have completed one hundred (100) hours of Council-approved management-level training, of which fifty (50) hours must have been completed within three (3) years prior to submitting an application for the Management Certificate. (7-1-99)

f. Be presently employed full time and shall have served satisfactorily in a middle management or management position for a period of six (6) months. (7-1-99)

g. A newly appointed Chief of Police must obtain this level of certification within one (1) year of employment within the state of Idaho if qualified under Subsection 106.03.a. (7-1-99)

**04. Executive Certificate.** For purposes herein, the term “executive position” means the head of an agency and most commonly is the Chief of Police, Sheriff, Director, or Chief Executive Officer. A candidate for the Executive Certificate shall: (7-1-99)

a. Possess the Advanced or Management Certificates from Idaho or another state which has such certification meeting or exceeding Idaho standards. (7-1-99)

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. (7-1-99)

c. Be presently employed full time as a department head, and shall have served as a department head a minimum of three (3) years with one (1) law enforcement agency in Idaho. (7-1-99)

d. Submit a resume of education and experience and have this resume and credentials reviewed by the POST Council. Should the POST Council determine that the qualifications are inadequate, then the applicant shall be provided with an opportunity to appeal the ruling. (7-1-99)

**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 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 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. (3-20-97)

a. The term supervision is intended to limit the activities of a reserve officer. Each agency should draft its individual department policy in reference to the supervision of its certified reserve officers, and that policy should be kept on file within each department. (3-20-97)

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 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%). (3-20-97)

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 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. (3-20-97)

e. Reserve status notwithstanding, all reserve officers must comply with all POST Rules to be certified as full-time peace officers. (3-20-97)

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 peace 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. A peace 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. (7-1-99)

**03. Curriculum for Reserve Level I Certification.**

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

| Law                                       | Hours |
|---|-------|
| * 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     |

| <b>Law</b>  | <b>Hours</b> |
|---|--------------|
| * 7. Civil Laws and Laws of Arrest                        | 2            |
| * 8. Motor Vehicle Laws                                   | 4            |
| * 9. Liquor Laws  | 1            |
|   | <b>23</b>    |
| <b>Professional Orientation</b>                           |              |
| 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            |

| Law  | Hours       |
|--|-------------|
| 6. Juvenile Procedures                                       | 2           |
| 7. Death, Burglary, and Robbery Investigation                | 2           |
|  | <b>25</b>   |
| <b>Enforcement Skills</b>                                    |             |
| *** 1. Hazardous Materials                                   | 4           |
| *** 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> |

(7-1-99)

**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.

| Minimum Training Requirements                     |           |
|---|-----------|
| i. Qualify on firearms on a POST-approved course. |           |
| 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         |
| <b>Total</b>                                      | <b>25</b> |

(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 CERTIFICATION.**

**01. Certification, Awards, And Decertification.** Certificates and awards may be presented to county detention officers in the same manner as provided in Subsections 091.01 and 091.02. The council may decertify any county detention officer in the same manner as provided in Subsection 091.02.a. (7-1-99)

**02. Lapsed Certificate.** The certification of any county detention officer shall be considered lapsed if the officer does not serve as a county detention officer in Idaho for three (3) consecutive years. Provided, however, that those persons once POST certified who remain in active law enforcement in Idaho shall retain their POST certification for purposes of compliance with this rule. The person must work at least one hundred twenty (120) hours active law enforcement per year. This shall include administrative, patrol, 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 "Legal Issues of Detention" training or POST-approved equivalent 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. (7-1-99)

**03. Recertification - Out Of Full-Time Law Enforcement Three To Five Years.** A county detention 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: (7-1-99)

- a. Attend Idaho POST Academy "Legal Issues of Detention" training or POST-approved equivalent and pass the exam; and (7-1-99)
- b. Pass the POST detention certification examination; and (7-1-99)
- c. Satisfy the probationary period requirement of Section 062. (7-1-99)

**04. Recertification - Out Of Full-Time Law Enforcement Over Five Years.** A county detention officer who has been out of full-time law enforcement status for over five (5) years must attend the POST Basic Detention 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: (7-1-99)

- a. Attend Idaho POST Academy "Legal Issues of Detention" training or POST-approved equivalent and pass the exam; and (7-1-99)
- b. Pass the POST detention certification examination; and (7-1-99)
- c. Satisfy the probationary period requirement of Section 062. (7-1-99)

**05. Recertification - Out Of Full-Time Law Enforcement Over Eight Years.** A county detention officer who has been out of full-time law enforcement status for over eight (8) years must attend the POST Basic Detention Academy to be recertified. No waiver of this requirement shall be granted by the Council. (7-1-99)

**06. Forms.** Level I, Level II, and Level III Detention Officer Certificates are established for the purpose of fostering professionalism, education, and experience necessary to perform adequately the duties of law enforcement. (7-1-99)

**111. GENERAL PROVISIONS.**

**01. Certification.** From and after July 1, 1997, any county detention officer, as defined in Section 19-5101(b), Idaho Code, shall be certified by the Peace Officer Standards and Training Council within one (1) year after first being employed. Current county detention officers, who were employed prior to July 1, 1997, shall comply with the training and certification provisions of this section by July 1, 1999; however, the requirement for successful completion of the POST Basic Detention Academy will be waived if the officer scores a minimum of seventy-five percent (75%) on an examination administered by POST. The officer will be allowed two (2) 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 the officer fails both attempts, he/she must successfully complete the POST Basic Detention Academy to be certified. Detention Officers who currently possess or qualify to possess a Level I, Level II, or Level III classification will convert from classified to certified status according to POST administrative procedures for certifying officers. County Detention Officers who have successfully completed a Detention/Corrections academy prior to July 1, 1997 and who meet all other criteria may be eligible for certification status depending upon verifiable and accurate documentation of such training. This option will close July 1, 1999. (7-1-99)

**02. Employed.** To be eligible for the award of a certificate, each applicant must be a full-time county detention officer employed by a duly constituted Idaho law enforcement agency or a professional member of the POST Council staff. (7-1-99)

**03. Applications.** All applications for award of the Level I, Level II, or Level III Detention Officer Certificates shall be completed on the prescribed form "Application for Certification" as provided by the POST Council. (7-1-99)

**04. 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. (7-1-99)

**05. Minimum Standards.** Each applicant must meet the minimum standards for employment and training as provided in these rules with the exception of height, weight, fitness, and physical disability which will be left to the discretion of the employing agency. (7-1-99)

**06. 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. (7-1-99)

**112. LAW ENFORCEMENT EXPERIENCE.**

Law enforcement experience, as used herein, means actual time served as a peace officer or county detention 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 Section 050 through Section 063 of this manual, shall be subject to the determination of the Council. (7-1-99)

**113. EDUCATION AND TRAINING.**

Education. (7-1-99)

**01. College Hour.** One (1) college or university semester hour or unit shall equal one (1) college credit. (7-1-99)

**02. College Quarter Hour.** One (1) college or university quarter hour or unit shall equal two-thirds (2/3) of one (1) college credit. (7-1-99)

a. Basic, advanced, and specialized courses certified by the Council will be approved. (7-1-99)

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. (7-1-99)

**114. THE LEVEL I CERTIFICATE.**

In addition to the requirements set forth in Section 112 of these Rules the following requirements are necessary for award of the Level I Certificate. (7-1-99)

**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 (6) 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. (7-1-99)

**02. Basic Training.** The applicant shall have completed the POST Basic Detention Academy 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 Detention Academy, and shall have passed the POST detention certification examination approved by the Council. The applicant shall be allowed two (2) 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 Detention Academy to be certified. (7-1-99)

**03. Employed.** Any county detention officer presently employed by a duly constituted Idaho law enforcement agency who has, within the last five (5) years, been employed by another state or the federal government as a detention officer or a student who has satisfactorily completed a Basic Detention Academy equivalent to Idaho's POST Basic Detention Training within the last three (3) years shall be eligible for certification in the state of Idaho without attending the Basic Detention Academy, provided the officer: (7-1-99)

a. Submits a POST Detention Certification Challenge Packet to POST Council, which must include copies of transcripts, certificates, diplomas, or other documents that substantiate the officer's training and experience; (7-1-99)

b. Passes the POST detention certification examination approved by the Council and administered by a POST Training Specialist, conducted in the manner set forth in Subsection 115.02. (7-1-99)

c. Attends and passes the Idaho POST Academy "Legal Issues of Detention" training or POST-approved equivalent; and (7-1-99)

d. Completes his/her probationary period, as required by Subsection 115.01. (7-1-99)

**115. HIGHER CERTIFICATION.**

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

a. In addition to the requirements set forth above for the Level I Certificate, each applicant for the award of a Level II or Level III 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. (7-1-99)

b. Of the minimum college credits required, at least one-half (1/2) must be courses related to law enforcement. (7-1-99)

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 probationary period required by their department when making application for Level II and Level III Certifications. (7-1-99)

**02. Level II Certificate.** In addition to the requirements set forth in Section 112 of these Rules, the following are required for the award of a Level II Certificate: (7-1-99)

- a. The applicant shall possess, or be eligible to possess, a Level I Certificate. (7-1-99)
- 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:

| Total Hours Training Including Detention Academy     | 600 hours  | 800 hours | 1,200 hours | 1,600 hours | Detention Academy         |                   |
|--|--|-----------|-------------|-------------|---------------------------|-------------------|
| One College Credit Equals Twenty (20) Training Hours | The above can either be a combination of College Credits or Training Hours |           |             |             | Academic Associate Degree | Bachelor's Degree |
| Years of Law Enforcement Experience                  | 6  | 5         | 4           | 3           | 3                         | 2                 |

(7-1-99)

**03. Level III Certificate.** In addition to the requirements set forth in Section 112 of these Rules, the following are required for the award of the Level III Certificate: (7-1-99)

- a. The applicant shall possess, or be eligible to possess, a Level II Certificate. (7-1-99)
- b. 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 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.<br>A.S.<br>Degree | B.A.<br>B.S.<br>Degree | Masters<br>Degree<br>or PhD |
| Years of Law Enforcement Experience          | 13        | 12        | 11        | 10        | 9         | 8           | 6                      | 5                      | 4                           |

(7-1-99)

**116. 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. (7-1-99)

**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)

**117. CANINE TEAM CERTIFICATION.**

**01. Legal Authority.** The Idaho Legislature has given the Idaho Peace Officer Standards and Training Council the authority to promulgate these rules in Section 19-5107, Idaho Code. (3-20-97)

**02. Title And Scope.** These rules are intended to set minimum standards of performance for the certification of Idaho police canine teams. Nothing in these rules is intended to limit the use of canine teams employed by other states or federal agencies for law enforcement purposes, or the use of volunteer canine teams in which the handler is not an Idaho peace or detention officer. (3-30-01)

**03. Definitions.** (3-20-97)

a. **Canine Team.** A specific person and a specific canine controlled by that person in the capacity of handler, formally assigned by the appointing agency to work together in the performance of law enforcement duties. (7-1-01)T

b. **Evaluator.** An Idaho POST-certified peace or detention officer or a corrections officer with three (3) years of canine handler experience and three hundred ninety (390) hours of accredited canine training who has been recommended to the Council by the Idaho Police Canine Association and subsequently approved as an Idaho POST-certified instructor of canine subjects for the purpose of testing and certifying canine teams. (3-30-01)

c. **Pace.** A distance measuring two (2) feet. (3-30-01)

**04. Certification.** (3-30-01)

a. A canine team must be certified in order to perform their duties. (3-30-01)

b. The canine handler must be an Idaho POST-certified peace or detention officer to be eligible for certification under these rules. (3-30-01)

c. In evaluating the proficiency of the canine teams, the evaluators shall use the standards promulgated by the Idaho Police Canine Association and approved by the POST Council for that particular skill category. Performance shall be rated on a pass/fail basis. The evaluator shall have the discretion to discontinue the testing if excessive time has been spent without results. A POST Training Specialist, or his designee, must be present for all canine certification testing. (3-30-01)

d. The Council shall certify a canine team which successfully demonstrates the handler’s ability to control the canine, under the scrutiny of a canine evaluator, in addition to proficiency in one (1) or more of the following areas: (3-30-01)

i. Patrol; (3-30-01)

- ii. Tracking; (3-30-01)
- iii. Evidence search; (3-30-01)
- iv. Controlled substance detection; or (3-30-01)
- v. Explosive substance detection. (3-30-01)

**05. Expiration Of Certification.** Each certification issued pursuant to these rules shall remain valid for fifteen (15) months. A canine team must be evaluated prior to their certification expiration date to maintain their certification. If the canine team fails any portion of an evaluation, they must be re-evaluated for the failed area. A canine team certification shall lapse if the specific handler and canine, as originally paired at the time of certification, cease to perform canine team functions together. (7-1-00)T

**06. Appeal.** Any handler who believes there have been improper procedures applied in implementing the standards may file an appeal with the Idaho Peace Officer Standards and Training Academy in writing. This appeal must be filed within thirty (30) days of the testing date. (3-30-01)

## **118. PATROL DOGS.**

### **01. Patrol Dog Certification Test.** (3-30-01)

- a. The skills required for certification of a patrol dog team are: (3-30-01)
  - i. Suspect search; (3-30-01)
  - ii. Apprehension; (3-30-01)
  - iii. Handler protection; and (3-30-01)
  - iv. Obedience-agility. (3-30-01)
- b. The patrol dog evaluation shall be concluded within twenty-four (24) hours. This is to establish that the dog's mental and physical endurance is sufficient to withstand the rigors of active service. (3-30-01)

### **02. Performance Objectives.** (3-20-97)

a. **Suspect Search.** Under direction and reasonable control, the canine must demonstrate the ability to detect and alert the handler to a hidden person in a structure or building and locate a person in an outdoor open area. The handler shall inform the evaluator of the manner in which the canine alerts prior to the exercise beginning. In a structure or building of at least one thousand five hundred (1,500) square feet with multiple rooms and hiding places, the dog must demonstrate the ability to locate a hidden person and alert the handler. In an outdoor area at least one (1) acre in size with multiple hiding locations, the dog must demonstrate the ability to locate a hidden person and alert the handler. (3-30-01)

#### **b. Apprehension.** (3-30-01)

i. **Apprehension without Contact.** While off leash and under direction of the handler, the dog must demonstrate the ability to pursue a person acting as a suspect without any physical contact. The police service dog team shall begin the exercise off leash from a predesignated starting point. While the handler controls the dog, the evaluator shall signal the "suspect" to visually present himself at a reasonable distance of at least thirty (30) yards from the canine team. The handler shall verbally challenge the "suspect" to stop. The "suspect" shall ignore the order and continue to flee. The handler shall then release the dog in pursuit of the "suspect" and tactically follow the dog, keeping the dog and "suspect" in full view. The "suspect" shall stop fleeing and stand still. As predetermined by the handler, the dog shall either return to the handler or stay and guard the "suspect". During this exercise, the dog shall not make physical contact with the "suspect". (3-30-01)

ii. **Apprehension with Contact.** While under control of the handler and with the dog off-leash, the dog must demonstrate the ability to pursue and apprehend a “suspect” with physical contact. The police service dog team shall begin the exercise off leash from a predesignated starting point. While the handler controls the dog, the evaluator shall signal the “suspect” to visually present himself at a reasonable distance of at least thirty (30) yards from the canine team. The handler shall verbally challenge the “suspect” to stop. The “suspect” shall ignore the order and continue to flee. The handler shall then release the dog in pursuit of the “suspect” and tactically follow the dog, keeping the dog and “suspect” in full view. The “suspect” shall continue to flee. The handler shall send the dog to physically apprehend the “suspect” and the dog shall hold the “suspect” until called off (verbal only) by the handler. (3-30-01)

c. **Handler Protection.** The dog must demonstrate the ability to defend the handler without command during a physical attack on the handler by a “suspect”. On verbal command from the handler, the dog must cease physical apprehension of the assailant. Upon the dog releasing the “suspect,” the dog shall assume a guard position while the handler takes control and conducts a “pat down” of the “suspect”. (3-30-01)

d. **Obedience-Agility.** The handler must demonstrate the ability to control the canine during an obedience performance test. Testing shall be conducted using reasonable distractions that may be encountered during the performance of law enforcement duties. (3-30-01)

i. **Heeling.** The canine team must demonstrate the ability to perform basic routine left, right, and about turns, both slow and quick pace, on and off leash. Testing shall consist of two (2) right turns, two (2) left turns, two (2) about turns, and two (2) stop/sits, both on and off leash. (3-30-01)

ii. **Down in Motion.** With the team moving forward, the handler shall “down” the dog on the evaluator’s command and continue to move forward until the handler reaches a designated point (at least thirty (30) paces away). At the evaluator’s command, the handler shall recall the dog to the “heel” position by means of voice and/or hand commands. (3-30-01)

iii. **Down from a Distance.** With the dog in a stand or a sit-stay position, the handler shall face the dog from a location at least thirty (30) paces away, wait for the evaluator’s signal, then “down” the dog by the means of voice and/or hand signals. After the dog has remained down for five (5) minutes, the handler shall return to the dog and release him from the down. (3-30-01)

iv. **Obstacle (at least thirty-six (36) inches high).** From the heel position, and at least two (2) paces in front, the handler shall command the dog to jump the obstacle and to stay in a sit, stand, or down position on the other side of the obstacle. The handler shall inform the evaluator prior to the jump what position the dog will assume. The handler shall then proceed to the dog and command the dog to heel to complete the exercise. (3-30-01)

v. **Gunfire Sureness Test (off-lead).** The handler shall heel his canine onto the test field. After approximately twenty (20) paces, the handler shall stop, place his dog in a down or sit, draw a pistol and fire two (2) shots (blanks only). The canine may show interest, but no uncontrollable aggression toward the handler or persons in the area. (3-30-01)

**119. TRACKING DOGS.**

The dog must demonstrate the ability to follow the steps of a person along a track that is four hundred (400) to six hundred (600) paces in length, having two (2) ninety (90) degree turns and aged a minimum of thirty (30) minutes. A cross-track shall be placed at some point along the third leg as a diversion. The dog shall not be diverted from the original track. (3-30-01)

**120. EVIDENCE SEARCH DOGS.**

The dog must demonstrate the ability to locate two (2) well-scented, small items that the evaluator has hidden within an eight hundred (800) square yard area. The dog must be out of sight when the items are placed. The handler shall direct the dog to search systematically. The dog must demonstrate the ability to indicate the location of these items as it encounters them. (3-30-01)

**121. DETECTION DOGS.**

- 01. Detection Dog Certification Test.** (3-30-01)
- a. Detection dog teams must demonstrate the ability to detect substances in buildings (residential and commercial), vehicles (private and commercial), luggage and packages, and exterior open areas. During testing, substances shall be hidden by the evaluator, outside the knowledge of the handler. The canine shall start the search at a point determined by the handler. (3-30-01)
- i. Buildings. The building search shall consist of an area designated by the evaluator that may vary in size, location, or environment, but shall consist of at least three (3) rooms. Substances shall be hidden high and low. (3-30-01)
- ii. Vehicles. The vehicle search shall consist of at least three (3) vehicles which may vary in size, location, or environment. The search shall include the interior and exterior of the vehicles. Substances may be hidden inside or on the outside of the vehicle. (3-30-01)
- iii. Luggage and packages. This search shall consist of at least six (6) pieces of luggage and/or packages of different sizes and/or shapes. These pieces may vary in location or environment. (3-30-01)
- iv. Exterior open areas. The exterior search shall consist of an area in open air that may vary in size, location, or environment, and may include buried substance. (3-30-01)
- b. Control. Each handler must demonstrate the ability to control their canine. This shall include “sit,” “stay,” “heel,” and “come” commands. (3-30-01)
- 02. Test Criteria.** The handler shall be evaluated in the following areas: (3-30-01)
- a. Control of the dog. (3-20-97)
- b. Recognition of the behavioral changes in the dog. (3-20-97)
- c. Search patterns, to include: (3-20-97)
- i. Presentation of the areas to be searched. (3-20-97)
- ii. Manipulation of the environments. (3-20-97)
- iii. Body language which includes negative behavior in the dog (false response, failure to work to the course, etc.) and timeliness of positive and/or negative reinforcement. (3-20-97)
- 03. Substances.** (3-20-97)
- a. The types and amounts of substance in each search shall be at the discretion of the evaluator. Substances shall be set in place at least thirty (30) minutes prior to each test. (3-30-01)
- b. Articles containing human scent may be placed in each test area. (7-1-99)
- c. The handler shall be notified if a dangerous substance being detected by the dog can be accessed by the dog. (3-30-01)
- d. No explosive or controlled substance other than marijuana shall be hidden in a location readily accessible to the canine. (3-30-01)
- e. Controlled substances shall consist of, but not be limited to, four (4) main areas: (3-30-01)
- i. Marijuana and hashish (two (2) grams or greater). (3-20-97)
- ii. Cocaine (hydrochloride) (two (2) grams or greater). (3-20-97)

- iii. Heroin and opiate derivatives (two (2) grams or greater). (3-20-97)
- iv. Methamphetamine (two (2) grams or greater). (3-30-01)
- f. It is not required that a narcotic detection dog be trained in all four (4) common fields of controlled substances. However, if the dog is not trained in all four (4) substances, it shall be noted on the evaluation form and in the dog's training records what substances the dog is proficient in detecting. (3-30-01)
- g. Explosive substances shall consist of, but not be limited to, twelve (12) areas: (3-30-01)
  - i. C-4 explosive (two (2) grams or greater). (3-30-01)
  - ii. Pyrodex (two (2) grams or greater). (3-30-01)
  - iii. Ammonium nitrate (two (2) grams or greater). (3-30-01)
  - iv. Detonating cord (two (2) grams or greater). (3-30-01)
  - v. Time fuse (two (2) grams or greater). (3-30-01)
  - vi. Nitro methane (two (2) grams or greater). (3-30-01)
  - vii. TNT pentex (two (2) grams or greater). (3-30-01)
  - viii. Nitro glycerin dynamite (two (2) grams or greater). (3-30-01)
  - ix. Non nitro glycerin dynamite (two (2) grams or greater). (3-30-01)
  - x. Sodium chlorate (two (2) grams or greater). (3-30-01)
  - xi. Potassium chlorate (two (2) grams or greater). (3-30-01)
  - xii. Gun powder (two (2) grams or greater). (3-30-01)
- h. It is not required that an explosives detection dog be trained in all twelve (12) common fields of explosive substances. However, if the dog is not trained in all twelve (12) substances, it shall be noted on the evaluation form and in the dog's training records what substances the dog is proficient in detecting. (3-30-01)
- 04. Testing Procedure.** (3-20-97)
  - a. Prior to the start of the testing, the handler shall give the evaluator the following information: (3-30-01)
    - i. The type of alert (passive or aggressive). (3-20-97)
    - ii. The type of reward (ball, food, towel, praise, etc.). (3-20-97)
    - iii. The type of substance(s) the dog is trained to detect (dogs shall be evaluated only on the substances with which they have been trained). (3-30-01)
    - iv. Whether the dog is cross-trained (patrol/drugs/bombs/etc.) (3-20-97)
  - b. The evaluator shall signal the start and finish of each test and shall allow reasonable time for the team to cover the area and indicate the location of the substance. The evaluator shall have the discretion to discontinue the search if excessive time has been spent on the search without results. Prior to terminating the search the evaluator may give the team the opportunity to note any changes in behavior and research that specific area.

(3-30-01)

c. The handler shall verbally indicate to the evaluator that he has a positive alert from his dog and believes that the substance has been found. The handler shall indicate the location of the substance to the evaluator.

(3-30-01)

**122. -- 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 (1) 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 Certification.** 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. VOCATIONAL LAW ENFORCEMENT PROGRAM CERTIFICATION/RECERTIFICATION STANDARDS.**

**01. Purpose.** The purpose of this policy is to verify that the entity seeking vocational law enforcement certification/recertification is in compliance with all standards established by the Department of Education for such programs and by POST for the operation of a basic course. A program seeking certification must first be approved by the Peace Officer Standards and Training Council prior to beginning the certification process. Entities seeking certification and previously certified vocational law enforcement programs are subject to scheduled and unscheduled visits by field training specialists and other members of the Peace Officer Standards and Training Council in which adherence to certification standards will be evaluated. Vocational law enforcement program certification is valid for two (2) years and expires on June 30th of the second year after the program was certified. In order to maintain certified status a vocational law enforcement program must successfully complete the recertification process prior to the expiration date. (7-1-99)

- 02. Process.** (7-1-99)

a. The POST Regional Training Specialist will provide guidance and assistance to the prospective vocational law enforcement program by identifying the requirements for certification, and providing an estimate of what needs to be accomplished prior to formally requesting vocational law enforcement program certification status. (7-1-99)

b. A staff member of Peace Officer Standards and Training will establish a mutually agreeable date for an on-site inspection with the program coordinator and conduct the on-site assessment for vocational law enforcement program certification. (7-1-99)

c. A vocational law enforcement program which has been certified is subject to scheduled and unscheduled visits by the field training specialist and other members of the Peace Officer Standards and Training Council to check items required for continued certification. (7-1-99)

d. If at any time it is determined that the certified vocational law enforcement program does not meet one (1) or more certification standards, the program will be given a reasonable amount of time to correct the situation, not to exceed sixty (60) days, unless an extension is granted by the POST Council certification committee. The program coordinator will receive written notification of the standards which have not been met and the date when a reassessment will be conducted. (7-1-99)

e. A staff member of Peace Officer Standards and Training will conduct the reassessment. If one (1) or more of the standards still have not been met, the Administrator or Board Chairman of the vocational law enforcement program will be notified in writing that upon reassessment the standard has not been met. The program will have a maximum of sixty (60) days to comply with all certification standards, unless an extension is granted by the POST Council certification committee. (7-1-99)

f. A staff member of Peace Officer Standards and Training will conduct the second reassessment. If the program is still not in compliance with all certification standards at the time of the second reassessment, the matter will be referred to the POST Council Certification Committee. The committee will review the findings of the second reassessment in which the program was not in compliance with all certification standards and make a recommendation to the POST Council. (7-1-99)

g. The POST Council will review the recommendation of the POST Council Certification Committee, giving both the vocational law enforcement program and the POST Council Certification Committee an opportunity to make a verbal presentation, and, based upon all pertinent information, recommend appropriate action. (7-1-99)

h. Certification is valid for two (2) years from the date of certification. Vocational law enforcement program certification expires on June 30th of the second year after the program was certified. In order to maintain certification status, a program must successfully complete a recertification process prior to the expiration of the original certification. The recertification will extend the expiration date for two (2) years. (7-1-99)

**03. Definitions.** (7-1-99)

a. Vocational Law Enforcement Program. A college/university vocational law enforcement program certified by the Idaho Department of Education with a curriculum based on POST performance objectives for basic training. The curriculum must include the minimum instruction in each topic as described in the POST Rules. (7-1-99)

b. Program Coordinator. An individual designated by the college/university who is responsible for the conduct and operation of training conducted by the vocational law enforcement program. (7-1-99)

c. Vocational Law Enforcement Program Facility. A facility in which training programs are conducted. It houses classrooms and offices for instructors and staff. Other facilities such as a firing range, driver training track, multipurpose training areas, library and satellite locations are considered to be part of such facility but need not be located at the same site. (7-1-99)

d. Satellite Facility. A facility, located away from the certified vocational law enforcement program

facility, which the certified program uses to conduct forty (40) hours or more of mandated training per year. This definition specifically excludes firing ranges, driver training sites and physical fitness or arrest techniques sites which may be located away from the certified program facility. (7-1-99)

e. Temporary Training Facility. A facility, located away from the certified vocational law enforcement program facility, which the certified program uses to conduct less than forty (40) hours of mandated training per year. This definition specifically excludes firing ranges, driver training sites and physical fitness or arrest techniques sites which may be located away from the certified program facility. (7-1-99)

f. POST Council Certification Committee. The POST Council Certification Committee reviews the certification and recertification standards and recommends changes as necessary to the POST Council. This committee also reviews the circumstances and facts surrounding the non-compliance with certification standards by any certified vocational law enforcement program in order to make a recommendation to POST Council. This committee is composed of five (5) members selected by the POST Council Chairman. (7-1-99)

g. Directive. A written statement of policy procedure or rule/regulation addressing certification standards, and made available for inspection and guidance in the operation of the program. (7-1-99)

**04. Administration.** (7-1-99)

a. A vocational law enforcement program shall have an advisory board or committee composed of criminal justice executives of several area agencies/organizations, including the POST Executive Director or his designee. (7-1-99)

b. Vocational law enforcement programs shall maintain a training record/file on each student attending the program. This file shall include records pertaining to that student while attending that program sufficient to document that all performance objectives have been successfully completed. (7-1-99)

c. Vocational law enforcement programs shall maintain an administrative file that pertains to each class it conducts. This file shall include curriculum/schedule, attendance records, discipline records, counseling records, test-answer sheets, and course evaluation or summary. This file may be combined with the training record/file on each student file specified above at the discretion of the program. (7-1-99)

d. Vocational law enforcement programs shall have a policy on the minimum and maximum number of students in classes. (7-1-99)

i. Mandated training will not be conducted for classes of less than six (6) students nor more than thirty-five (35). (7-1-99)

ii. Exceptions to this standard may be granted by the POST Training Specialist in the region where the vocational law enforcement program is located. A written request shall be submitted to the POST Training Specialist and shall specify the reasons why an exception is necessary. The POST Training Specialist shall evaluate the request to determine if sufficient cause exists to grant an exception. If an exception is granted, the POST Training Specialist will document the exception in writing to the program coordinator and forward a copy to the Executive Director of Peace Officer Standards and Training. (7-1-99)

e. Vocational law enforcement programs shall comply with all administrative procedures set forth in applicable rules promulgated by the POST Council. (7-1-99)

f. Vocational law enforcement programs shall comply with all requirements of the Idaho Department of Education and the individual institution. (7-1-99)

g. Vocational law enforcement programs shall have a policy for post-graduation evaluation of entry-level training. (7-1-99)

i. Shall occur from six (6) months to one (1) year after leaving the program. (7-1-99)

- ii. Shall assess the job-relatedness of entry-level training. (7-1-99)
- 05. Facility.** (7-1-99)
  - a. A vocational law enforcement program shall have scheduled access to a firing range which shall include: (7-1-99)
    - i. Shotgun/tear gas capabilities; (7-1-99)
    - ii. Adequate facilities for courses prescribed by POST Council; and (7-1-99)
    - iii. Adequate storage facility for ammunition at the vocational law enforcement program or range. Facility should have posted signs in accordance with law and should be protected from illegal entry and fire. (7-1-99)
  - b. Ranges shall have at least five (5) firing points if used for basic training. (7-1-99)
  - c. Vocational law enforcement programs shall be adequately equipped with first-aid equipment. (7-1-99)
- 06. Instruction.** (7-1-99)
  - a. All instructors must be POST-certified instructors and/or meet the minimum standards established by POST Council within a school calendar year. (7-1-99)
  - b. The vocational law enforcement program shall establish quality control methods for ensuring adequate instruction, to include: (7-1-99)
    - i. Written student evaluations of instructors; and (7-1-99)
    - ii. Lesson plans for all training courses required to be on file at the vocational law enforcement program. (7-1-99)
      - (1) Review of curricula and lesson plans to ensure they are in compliance with POST Council requirements. (7-1-99)
      - (2) Lesson plans shall be updated on an annual basis. (7-1-99)
    - iii. Periodic and random monitoring of instruction provided to ensure that: (7-1-99)
      - (1) Lesson plans are being used; (7-1-99)
      - (2) Appropriate audio-visual aids are available and used properly; (7-1-99)
      - (3) The instructor is holding student attention; (7-1-99)
      - (4) The instructor is in control of the students; (7-1-99)
      - (5) The instructor is addressing the objectives; and (7-1-99)
      - (6) Classroom conditions such as lighting, noise levels and temperature are acceptable. (7-1-99)
    - iv. Appropriate action is taken to follow up on any student complaints regarding instructors or the training process. (7-1-99)
    - v. Results of testing are analyzed and evaluated. (7-1-99)

c. The vocational law enforcement program shall maintain an up-to-date copy of the POST Rules Manual provided by Peace Officer Standards and Training. (7-1-99)

d. The vocational law enforcement program shall comply with all instruction standards established by POST. (7-1-99)

**07. Satellite Facility.** (7-1-99)

a. A satellite facility is a facility, located away from the certified vocational law enforcement program facility, which the certified program uses to conduct more than forty (40) hours of mandated training per year. This definition specifically excludes firing ranges, driver training sites, and physical fitness or arrest techniques sites which may be located away from the certified program facility. (7-1-99)

i. All satellite facilities where mandated training is conducted must meet the standards in the facilities portion of this policy. (7-1-99)

ii. Satellite facilities must be approved by POST as meeting the standards for facilities before any credit can be awarded for mandated training which is conducted in such a facility. (7-1-99)

**08. Conduct And Behavior.** (7-1-99)

a. Any vocational law enforcement student not meeting the POST minimum standards for employment will not be given the final test. (7-1-99)

b. The vocational law enforcement program shall have a policy on integrity. This should include dishonesty, untruthfulness, or discourtesy to include acts of academic dishonesty and plagiarism. This policy must be reviewed with all vocational law enforcement students upon entry into the program. (7-1-99)

c. The vocational law enforcement program shall have a policy on social contact between staff, instructors, and students. Associations with vocational school staff must be professional in nature at all times. Students should be expressly prohibited from having social contact, either on or off campus, with any vocational staff or instructor(s) at the vocational law enforcement program. (7-1-99)

d. Other standards for conduct and behavior that shall be addressed by the vocational law enforcement program shall include: (7-1-99)

i. Disrupting class; (7-1-99)

ii. Misconduct; (7-1-99)

iii. Truthfulness; (7-1-99)

iv. Courtesy; (7-1-99)

v. Bigotry; (7-1-99)

vi. Sexual harassment; (7-1-99)

vii. Regard for the safety of others; and (7-1-99)

viii. Sleeping in class. (7-1-99)

**158. -- 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. SELF-SPONSORED STUDENT PROGRAM SELECTION STANDARDS.**

**01. Requirement.** Every Self-Sponsored Student shall meet the minimum standards for employment (Sections 050 through 063) of this manual. (3-20-97)

**02. Procedures.** (3-20-97)

a. The applicant shall be required to complete and submit to the POST Council a comprehensive application and personal history packet, along with two (2) sets of fingerprints on FBI applicant fingerprint cards. A non-refundable application fee is required and must accompany the application. (3-20-97)

b. In order to determine the applicant's suitability as a Self-Sponsored Student, the POST Council shall conduct a thorough criminal and personal history background investigation. The fingerprint cards shall be submitted to the Bureau of Criminal Identification, which shall use one (1) set to conduct a statewide search, and shall forward the other set to the FBI for a national criminal history record check. All results of the background investigation will be considered confidential and processed accordingly. (3-20-97)

c. The applicant must also successfully complete a polygraph, psychological evaluation, physical agility test, and a Police Officer Selection written examination approved by POST Council. (3-20-97)

**172. -- 999. (RESERVED).**

# Subject Index

**A**  
Additional Time To Complete POST  
Training And Certification 7  
Administration 40  
Advanced And Specialized  
Courses 12  
Advanced Certificate 19  
Advanced Classification 30  
Agreement To Serve 14  
Application 7  
Applications 20  
Aptitude 11  
Assist 6

**B**  
Background Investigation, Peace,  
Detention, Or Juvenile Detention  
Officer 9  
Basic Course 12

**C**  
Canine Team Certification 30  
Career-Level Certification 20  
Certificates And Awards 15  
Certification 5  
Certification Of Instructors 35  
Certification Of Peace Officers 15  
Certification, Any Peace Officer 17  
Certification, Awards, And  
Decertification 26  
Certification, Instructor Certification  
Application 38  
Certification, Reserve Marine  
Deputies 25  
Certified Reserve Marine Deputy 25  
Character/Criminal Record/Military  
Record Requirements 8  
Citizenship 7  
Code Of Conduct/Code Of Ethics, Law  
Enforcement 11  
College Credit 3  
College Education Credits 13  
Communications Specialist  
Classification 29  
Compensation 6  
Conduct And Behavior 42  
Consult And Cooperate 6  
Contested Cases 6  
Continuing Certification 37  
Council Resignations 6  
County Detention Officer 4  
Credit Hours 13  
Curricula 25

Curriculum For Reserve Level I  
Certification 22

**D**  
Decertification 15  
Definitions, Canine Team 30  
Definitions, IDAPA 11.11.01 3  
Definitions, Vocational Law  
Enforcement Program 39  
Detection Dogs, Requirements 32  
Detention Officer Certification 26  
Develop Rules Of School 38  
Discharged 20

**E**  
Education And Training, Detention  
Officer 27  
Education And Training, Police  
Officers 17  
Education Requirements 7  
Equal Opportunity Employer 12  
Evidence Search Dogs 32  
Examinations 37  
Examining Board 6  
Exceptions 11  
Executive Certificate 21  
Executive Director 6  
Experience Requirements 8  
Expiration And Renewal 36  
Expiration Of Certification 31  
Extended, Probation 12  
Extension Of Time Limit For Course  
Completion 12

**F**  
Facility 41  
Field Training, Procedures For Police  
Recruits 14  
File 5  
Formation And Certification Of  
Schools 36  
Forms For Record Use 7  
Forms, Level I, II And III Detention  
Officers 26

**G**  
General And Incidental Powers And  
Duties 5  
General Provisions, Certification Of  
Instructors 35  
General Provisions, Detention  
Officer 27  
General Provisions, Peace Officer  
Standards And Training 36

General Provisions, Police Officers 17

**H**  
Higher Certification, Basic  
Certificate 18  
Higher Certification, Level I  
Certificate 28

**I**  
Instruction 41  
Intermediate Certificate 19  
Introduction 15

**L**  
Lapse Of Certification 16  
Lapsed Certificate 26  
Law Enforcement Code Of  
Conduct 15  
Law Enforcement Experience, Actual  
Time Served As A Commissioned  
Law Enforcement Officer 17  
Law Enforcement Experience, Actual  
Time Served As A Peace Officer Or  
County Detention Officer 27  
Law Enforcement Experience,  
Instructor In Police Related  
Courses 35  
Level I Classification 29  
Level II Certificate 28  
Level II Classification 29  
Level III Certificate 29  
Level III Classification 29

**M**  
Management Certificate 21  
Master Certificate 20  
Meals And Lodging 36  
Mental Examination 11  
Minimum Standards 12  
Minimum Standards For  
Employment 7  
Minimum Standards For Training 12  
Minimum Training Requirements 22

**N**  
No Discrimination 12  
Non-Certified Level II Reserve Officer  
Training 25  
Non-Certified Level III Reserve Officer  
Training 25  
Non-Certified Reserves 24  
Notification Of Employment/  
Termination 7

**O**

Optional 12  
Other Law-Enforcement Related  
Agencies 19

**P**

POST 5  
Patrol Dog Certification Test 31  
Patrol Dogs 31  
Pay Back, Part-Time Basic  
Certificate 15  
Peace Officer 5  
Performance Objectives 31  
Physical - Medical 10  
Position 15  
Probation, Basic And Part-Time  
Certificate 18  
Probation, Level I Certificate 28  
Probation, Not Less Than Six  
Months 11  
Probationary Period 11  
Procedure 7  
Procedure, Instructional  
Certificate 36  
Procedures, Application For  
Certificate 20  
Procedures, Background Investigation,  
Peace, Detention, Or Juvenile  
Detention Officer 9  
Property 15

**R**

Recertification - Out Of Full Time Law  
Enforcement Over Eight Years 26  
Recertification - Out Of Full Time Law  
Enforcement Over Five Years 26  
Recertification - Out Of Full Time Law  
Enforcement Three To Five  
Years 26  
Recommendations 6  
Recommended Instructor Requirements  
In General Courses 36  
Recommended Instructor Requirements  
In Police Related Courses 35  
Record 38  
Reimbursement For Instructors 36  
Requirements Of Schools 37  
Reserve Level I Certification  
Requirements 21  
Reserve Marine Deputy 25  
Reserve Peace Officer 5  
Roster 7  
Rules 6

**S**

Satellite Facility 42  
Select Facilities 38  
Select Instructors 38  
Select School Coordinator 38  
Selection Standards, Certified Reserve  
Marine Deputy 26  
Selection Standards, Level I  
Certification 21  
Self-Sponsored Student Program  
Selection Standards 43  
Special Certification Or  
Exceptions 35  
Special Provisions 12  
Standardization And Recording Of  
Training Records And  
Certifications 7  
Standards For Conduct And Behavior  
Of Post Basic Trainees 42  
Study 6  
Substances 33  
Summary Of Steps For School  
Formation 38  
Supervisory Certificate 20

**T**

Temporary Certification 37  
Test Criteria 33  
Testing Procedure 34  
The Basic And Part-Time Basic  
Certificate 17  
The Basic Training Curriculum 13  
The Level I Certificate 28  
The Records System 7  
The School Coordinator 37  
Tracking Dogs 32  
Traffic Record Investigation 9  
Trainee 5  
Training File 7  
Training Record 7  
Training Schools 36  
Types Of School Certification 37

**V**

Vocational Law Enforcement Program  
Certification/Recertification  
Standards 38

**W**

Waiver For Equivalent Training -  
Reciprocity 13