



INSTRUCTOR CERTIFICATION PACKET



PEACE OFFICER STANDARDS AND TRAINING INSTRUCTOR PACKET

Peace Officer Standards and Training would like to commend you for your interest in becoming a POST Certified Instructor. Enclosed in this packet, you will find the documents needed to apply for a certification.

Your application will be closely reviewed by a Regional Coordinator. Acceptance will be based on such variables as need, region, background, recommendations, etc.

- 1) In order to be considered for **certification to instruct law enforcement subjects**, you must meet the following criteria:
 - a) A minimum of three (3) years of law enforcement experience for personnel instructing law enforcement subjects.
 - b) A minimum of high school graduation or the equivalent as recognized by the Council for personnel instructing law enforcement subjects.
 - c) All new applicants for instructor certification will be required to have completed a POST approved Instructor Development Course. The POST Council may waive the requirement in exceptional cases reflecting outstanding education, experience, or achievement; or under unusual circumstances upon written application by a school director.
- 2) Personnel **instructing general subjects pertinent to law enforcement** such as criminal law, human relations, and management topics, may be certified on the basis of the following minimum recommended qualifications:
 - a) At least three (3) years of experience in the subject area to be instructed.
 - b) At least a baccalaureate degree in a related field.
 - c) Recommendation of a POST Regional Coordinator.

Once you have met the requirements, complete the following to apply for instructor certification:

- 1) Application for POST Instructor Certification signed by Agency Head.
- 2) Resume of schools attended in preparation to instruct in the subject you selected and include education, training and any documented special expertise.
- 3) Three (3) letters of recommendation
- 4) Lesson Plan to include visual aids, equipment needed, handouts and test question with answers unless lesson plan is already on file at POST.

5) Mail the packet to your POST Regional Coordinator.

Region 1 John Parmann
615 W. Wilbur Avenue, Suite A
Coeur d'Alene, ID 83815
(208) 209-8696

Region 2 Larry McGhee
700 S. Stratford Drive
Meridian, ID 83642
(208) 884-7252

Region 3 Matthew Bloodgood
2055 Garrett Way, Suite 5
Pocatello, ID 83201
(208) 237-1505

6) If you are applying for initial certification, contact a POST Regional Coordinator to arrange an instructor teaching evaluation. (not required for certification in additional titles)

When your instructor packet is complete, the POST Regional Coordinator will submit the packet to the POST Division Administrator for review and approval. Your approved instructor certificate(s) will be mailed to your agency.

Once you have attained POST Certified status, your certification for all titles except firearms will be valid for a period of two (2) years. Firearms instructor certification is only good for one (1) year. To renew your certification, send in a teaching log (enclosed in this packet) indicating that you have instructed at least one class in the last 24-month period. Include an updated lesson plan if any changes have been made. Firearms instructors requesting renewal need to also qualify with a POST certified firearms instructor on the particular firearm certification being renewed. Send the firearms qualification score sheet with your renewal. Conducted Energy Device instructors must show proof of successful completion of the manufacturer's recertification requirements for each Conducted Energy Device they are POST certified to instruct.

POST encourages you to set up your own personal file to house all information pertaining to your instructor status including information and rosters on classes you have taught.



IDAHO PEACE OFFICER STANDARDS AND TRAINING APPLICATION FOR POST CERTIFIED INSTRUCTOR

I. PERSONAL HISTORY

Legal First Name	Full Middle Name	Last Name
Social Security Number	Birth Date: (mm/dd/yyyy)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Agency:		
Agency Address: (address/city/state/zip)		Home Phone: Work Phone:
Email:		
Are you a certified law enforcement officer? <input type="checkbox"/> Yes <input type="checkbox"/> No State: _____		
How many total years of law enforcement experience do you have? _____		

II. EMPLOYMENT HISTORY

Identify your full time work experience. (Use additional sheet if needed.)

From	To	Description of Work	Name of Employer

III. EDUCATIONAL BACKGROUND

High School Diploma or GED Yes No **Date Received :** _____ **Location:** _____

College Degree Yes No **If yes, list below**

Name of College	Field of Study	Degrees Attained, Hours Attended

IV. SUBJECTS FOR INSTRUCTOR CERTIFICATION

(attach separate sheet(s) as necessary)

Subject	Lesson Plans For POST Lesson Plan, attach table of contents or objectives page For Lesson Plan Approved By Regional Coordinator, attach lesson plan, visual aids, equipment needed, handouts and test questions with answers	
	<input type="checkbox"/> POST Lesson Plan	<input type="checkbox"/> Submitted In-Service Lesson Plan
	<input type="checkbox"/> POST Lesson Plan	<input type="checkbox"/> Submitted In-Service Lesson Plan
	<input type="checkbox"/> POST Lesson Plan	<input type="checkbox"/> Submitted In-Service Lesson Plan
	<input type="checkbox"/> POST Lesson Plan	<input type="checkbox"/> Submitted In-Service Lesson Plan

V. INSTRUCTOR COURSES COMPLETED

(attach certificates)

Subject	Date(s) Attended (mm/dd/yyyy to mm/dd/yyyy)
1. Instructor Development	
2.	
3.	
4.	

I hereby attest that to the best of my knowledge the information on this form is true and correct.

Signature of Applicant

Date

I have reviewed the instructor packet and recommend the applicant for instructor certification.

Signature of Agency Head

Date



PEACE OFFICER STANDARDS AND TRAINING INSTRUCTOR CODE OF CONDUCT AND ETHICS

PRINT NAME _____ SSN _____

AGENCY _____

As an instructor teaching for POST, I understand and agree to the following:

POST Instructor Mission Statement:

To provide the citizens of Idaho with a law enforcement officer who is: ethical, physically and psychologically competent, well-educated, professionally trained, career-oriented, motivated, and sensitive to the needs of the public.

Professional Conduct:

As a POST certified instructor, 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 privilege of maintaining POST instructor certification and/or being allowed to teach in POST certified training programs is a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the POST Council Code of Ethics, and Instructor Code of Conduct and Ethics. In support and implementation of these duties, I hereby adopt and accept the following code of conduct:

- 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 POST, POST Staff, fellow instructors or their instruction, or my agency or myself into discredit or disrepute, or of harming students' physical or mental well-being.
- b. As a representative of law enforcement agencies or law enforcement related professions, I will conduct myself in a manner that will bring credit to the profession. My standards of behavior will reflect good taste, courtesy, consideration and respect for the rights and privileges of fellow instructors and of trainees, the Academy or other facilities throughout the State.
- c. I understand that dishonesty, untruthfulness, profanity, promoting personal business interests, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, safety or discipline of the Academy or other facilities, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action up to and including revoking my instructor certification.
- d. I will conduct classes to the best of my ability to prevent injury or unnecessary harm.
- e. I will conduct classes in which my behavior is respectful of diversity and does not include horseplay, or sexual harassment.
- f. I will not give away specific test questions and their answers.
- g. I will dress appropriately and to POST Standards which include: Classroom attire of a law enforcement uniform, or business dress, or POST issued shirts and nice slacks; and Field Training attire of POST issued shirts and nice slacks, along with appropriate weather and safety gear as applicable.
- h. I will respect and ensure student respect and care of POST equipment and property as well as non-POST equipment and property used during the course of training and instruction.
- i. I will model effective use of force in conversation and in interactions with students, with other instructors, and with POST Staff.

