

SPECIFICATION S-16

S-16

TITLE: CERTIFICATION OF INSTRUCTORS

The following requirements are intended to assure the Commission that instructors in approved law enforcement training meet minimal qualifications as to training and experience as authorized in Section 1016 of the Regulations. The actual evaluation and selection of instructors will remain the responsibility of the School Director (or Coordinator) that is ultimately responsible for the quality of the instruction provided.

TYPES OF CERTIFICATION

For purposes of certification of instructors, all approved law enforcement training will be designated as follows:

PROFESSIONAL – Professional subjects will be those subjects which are clearly law enforcement in nature.

REQUIREMENTS

1. LAW ENFORCEMENT EXPERIENCE

- (a) A minimum of three years of law enforcement experience is required for personnel instructing law enforcement subjects.
- (b) The Commission may grant an individual with specialized skills or knowledge the authority to teach professional courses when the individual lacks law enforcement experience and the Commission believes the best interests of law enforcement will be served.

2. EDUCATION

The minimum education background as recognized by the Commission will be required for personnel instructing law enforcement subjects. (See 1002(3) (f) and Specification S-4)

3. **TRAINING**

- (a) New applicants for instructor certification must have completed an Instructor Development Training Course consisting of a minimum of 32 hours of Commission approved classroom instruction or the equivalent including, but not limited to, the following topics:

Communications
Psychology of Learning
Techniques of Instruction
Use of Instructional Aids
Preparing and Using Lesson Plans
Evaluation of Training
Preparing and Administering Tests
Teaching Resources
Planning for Instruction and Learning
Trainee Motivation and Counseling
Practical Exercises in the Application of Instructional Principles Presented in the Course

- (b) An Instructor's Certificate may be issued without completion of the required Instructor Development Course if an individual has documented expertise in the area of instruction. Documented expertise may include the completion of specialized and advanced education or training, acceptance as expert by court, association or society or other recognizing body, and/or experience in the subject area. The Commission retains the right to accept or reject submitted documentation as evidence of expertise. Any certificate issued shall only entitle the individual to teach the subject(s) specified in Commission approved courses.
- (c) **FIREARMS** – Firearms training is a professional subject, therefore, a Firearm Instructor Certificate will be issued only to those officers who have successfully met Requirements 1, 2, & 3 of this specification and have successfully completed a Firearms Instructor Course approved by the Commission.
- (d) **GENERAL** – General subjects will be those subjects which are clearly **NOT** law enforcement in nature, i.e., Criminal Law, Human Relations, Management subjects, etc.

REQUIREMENTS

1. At least three years of experience in the subject area to be instructed.
2. Recommendation of school director.
3. A Baccalaureate Degree with a major or concentration of courses in the discipline or an area to be taught or as required by the Commission; or
4. An associate degree with course work in the discipline or area to be taught or as required by the Commission and three (3) years' experience in a Criminal Justice occupation or a related occupation; or
5. The equivalent of 3 and 4 above as determined by the Commission.
6. Usual formalities of certification may be waived by the Commission for those teaching general subjects.

CERTIFICATION OF INSTRUCTORS

1. Applications for instructor certification, both professional and general, will be made on Commission Form F-8, Application for Instructor Certification. Once a person has been certified as an instructor and has a Form F-8 on file with the Commission, Form F-8 need not to be completed and filed a second time except to report changes or requests for certification to instruct in additional subject areas.