

TITLE 79 - LAW ENFORCEMENT - POLICE STANDARDS ADVISORY COUNCIL

CHAPTER 16 - CERTIFICATION OF LAW ENFORCEMENT ACADEMIES

001 Purpose - To prescribe procedures governing the certification of law enforcement training academies

002 Scope - Applicable to the Council, Academies, and Director

003 Reference - State Statutes; 81-1401(7), 81-1403(8), 81-1404(5)

004 General - The Council is responsible to review and certify State-training academies on an annual basis. To accomplish this, the Council shall have the Director annually review and inspect the operations of each academy in the State and provide a report and recommendation regarding certification to the Council.

005 Agency Training Only Agency Employees

005.01 The agency head shall appoint an employee as the Academy Director. The Academy Director shall serve as the point of contact with the Center and Director or designee and should be the individual responsible for managing the academy and be knowledgeable of academy operations.

005.02 The Director or designee shall arrange dates for inspection with the academy directors and provide fifteen days notice of the annual inspection to allow for the preparation of documents and reports.

005.03 The Director or representative(s) shall conduct unannounced on-site inspections of the academy while basic training is in progress during each basic training session. These sessions may be audio recorded or videotaped for future review. The Director or representative(s) shall inform the specific academy director of the audio or video recording of any training session prior to attending the training. The academy director will provide the Director or representative(s) copies of the lesson plans being taught during the time of the inspection to review in context with the

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classes being taught. The Director may require additional inspections if deficiencies are identified during the inspections.

005.04 The Director shall inspect and/or review the following elements during the annual inspection to ensure compliance with State Statutes and administrative rules and regulations.

005.04A The rules and regulations governing the academy

005.04B The certification-training schedule

005.04C The curriculum of the academy

005.04D The instructional staff of the academy

005.04E The facilities of the academy

005.04F The academy standards and sites for conducting physical skills testing

005.04G Samples of test question banks

005.04H Samples of lesson plans

005.04I Other operations and or documents relevant to basic certification training.

005.05 The Director will prepare a report to be placed on the Council agenda regarding certification of each academy. The Director will mail a copy of his/her report and recommendation to each academy director and agency administrator at least fourteen days prior to Council action.

006 Academies training students not employed by the academy agency.

006.01 The agency head shall appoint an employee as the Academy Director. The Academy Director shall serve as the point of contact with the Center and Director or designee and should be the individual responsible for managing the academy.

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006.02 The Director shall arrange dates for an annual inspection with the academy directors and provide fifteen days notice of the inspection to allow for the preparation of documents and reports.

006.03 The Director or representative(s) shall conduct unannounced on-site inspections of the academy while basic training is in progress during each basic training session. These sessions may be audio recorded or videotaped for future review. The academy director will provide the Director or representative(s) copies of the lesson plans being taught during the time of the inspection to review in context with the classes being taught. The Director may require additional inspections if deficiencies are identified during the inspections.

006.04 The Director or representative(s) shall monitor the comprehensive practical testing as defined in Chapter 5 at the academy to ensure that testing standards are being followed.

006.05 The Director shall inspect and/or review all of the academy elements listed above in accordance with this chapter during the annual inspection. In addition, the Director shall ensure the academy's basic certification training program is the same as the State curriculum and training program of the NLETC in the following areas:

006.05A All class topics in the State curriculum are being taught under the same titles in the academy curriculum in each course are being provided at the Center. Practical application hours shall be adequate to conduct all scenario based and skills development training as provided in the State curriculum.

006.05B All learning and performance objectives in the State curriculum are being taught in each class topic and are readily identified in lesson plans.

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006.05C All learning objectives, performance objectives and comprehensive practicals tested in the State curriculum provided at the NLETC are tested in the academy under the same standards set forth in Title 79, Chapter 5.

006.05D The academy has test banks for each course that provide for test construction from multiple questions over each learning objective.

006.05E The academy has documentation demonstrating learning objectives are linked to test questions.

006.05F The academy keep records on each student documenting academic and skills performance in addition to any incidents of violation of standards or rules.

006.05G The academy has rules and regulations that govern student academic performance and discipline that are consistent with the rules and regulations governing students at the NLETC.

006.05H The academy has formalized procedures to notify the NLETC Director or representative of all unacceptable non-employee student performance, academic and discipline within two days of such an event.

006.05I The academy has identified all instructors who will teach at the academy and has submitted instructor certification applications for each instructor.

006.06 Any agency seeking to establish a new academy, either only for their employees or for persons outside of their agency, shall submit an application to the Director with documentation of all elements listed in Section 005.03 of this rule. The application shall be received by the Director not less than one hundred and eighty, 180, days prior to the proposed starting date of academy training. The Director or designee shall review the submitted application and conduct on-site inspections to ensure that the standards are being met and the academy has adequate facilities and skills areas for training. The Director shall submit a recommendation to the

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Council at least ninety, 90, days prior to the proposed starting date of academy training.

006.07 The sponsoring agency shall pay an initial fee of one thousand dollars, \$1,000, to the Center for the assessment of the academy. An agency that does not conduct basic training sessions for a period of more than two calendar years shall be required to resubmit an initial application and pay the fee of one thousand dollars for reassessment by the Director.

006.08 The Director will prepare a report to be placed on the Council agenda with his/her recommendation for certification of each academy. The Director will mail a copy of his/her report and recommendation to each academy director and agency administrator at least fourteen days prior to Council action.

006.09 Council certification of training academies shall be for the calendar year.

006.10 An academy that does not receive Council certification shall not be authorized to conduct basic certification training or issue diplomas until receiving certification.

006.11 Academies receiving certification to train students who are not employees of the agency shall be required to submit to the Council in writing a request to conduct a basic training session that includes:

006.11A the number of non-employee students requested for enrollment,

006.11B the tuition being requested from each student, and

006.11C all other costs being charged to the student for training.

006.12 The request must be submitted to the Council a minimum of (90) ninety-days prior to the proposed start of the basic session.

006.13 The Council shall determine the number of non-employee students to be admitted to the academy and set the tuition rate per

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student. The Council shall use the Center's tuition rate in determining the reasonableness of the academy's requested tuition.

Effective Date: June 26, 2005