



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY
Municipal Police Training Academy

Community College of Rhode Island — Flanagan Campus
 1762 Louisquisset Pike, Lincoln, RI 02865-4585
 Telephone: (401) 722-5808 — Fax: (401) 722-3151



Colonel Steven G. O'Donnell
 Commissioner, Department of Public Safety
 Superintendent, Rhode Island State Police

Sergeant Scott N. Raynes
 Executive Director
 RI Municipal Police Training Academy

GENERAL ORDER				
NUMBER	POLICY NAME		CALEA STANDARD	PAGES
8.101	INSTRUCTOR CERTIFICATION			3
SUBJECT AREA		REFERENCE	DISTRIBUTION	
			ALL	
DATES				
EFFECTIVE	ISSUED	REEVALUATION	PREVIOUSLY ISSUED	
12/2/2013	12/2/2013	AS NEEDED	July 15, 2013	

INSTRUCTOR CERTIFICATION

I. PURPOSE

The purpose of this policy is to define and articulate the Rhode Island Police Officers Commission on Standards and Training Instructor Certification Process, pursuant to 42-28.2- 8.

II. POLICY

All Rhode Island Police Officers Commission on Standards and Training Instructors shall meet certification requirements establish by the RIPOST and administered by the Rhode Island Municipal Police Academy as presented in this policy.

III. DEFINITION

- A. **RIPOST CERTIFIED INSTRUCTOR**: An individual who has been approved by the RIPOST at a specified instructor level to teach-instruct law enforcement programs.
- B. **BASIC LEVEL INSTRUCTOR**: An individual certified to teach law enforcement programs from an Academy prepared outline
- C. **ADVANCED LEVEL INSTRUCTOR**: An individual certified to teach law enforcement programs from an Academy prepared outline, who also possesses the ability to determine course learning objectives, develop lesson plans, coordinate other instructors and utilize results of job task analysis material.

- D. **MASTER LEVEL INSTRUCTOR**: An individual certified to perform Basic and Advance level functions, with the added responsibilities of test development (assessment tool application), supervise instructors and support staff, organize training objectives, assist in developing a budget for specific training programs.
- E. **CERTIFICATION RENEWAL**: RIPOST certified instructors must seek renewal three years from the date of their current level certification award. Only instructors in good standing shall be allowed to seek recertification.
- F. **GOOD STANDING**: RIPOST certified instructor is said to be in “good standing” if the following conditions have been met:
1. RIPOST Certification is current (3 years or less)
 2. RIPOST Certification has not been revoked
 3. All RIPOST required documentation has been placed on file in accordance with RIPOST Instructor documentation filings, at the Academy; Instructor documentation filings shall include the following:
 - i. Instructor application-renewable every three years, signed by applicant’s Chief or appointing authority
 - ii. Current resume/bio, undated when appropriate
 - iii. Copies of all external (outside RIPOST) certifications
 - iv. Copies of all course outlines and materials, dated appropriate to class
 - v. Copies of all course attendees needed for each class taught, *required when taught outside the Basic Recruit Officers Training Program.*

IV. PROCEDURE

- A. The Academy shall recommend to the RIPOST a method to establish certification levels for persons wishing to be law enforcement instructors.
- B. The Academy shall be the record keeper of all instructor training and certification records.
- C. Basic Level Instructor-shall be required to demonstrate the knowledge and ability to conduct instruction from prepared material/*outlines*.
- D. Advanced Level Instructor-shall be required to demonstrate the knowledge and ability to determine course learning objective’s, develop lesson plans, coordinate other instructors and utilize results of a job task analysis or other like studies.
- E. Master Level Instructor- shall be required to demonstrate the ability to develop tests (assessment tools), supervise instructors and support staff, organize training objectives, assist in developing a budget for training programs.

- F. Instructors must show mastery of each instructor level, practicing for not less than one year in each of the previous levels in order to progress in the instructor certification model.
- G. Instructor certification shall be RIPOST valid for a three year period.
- H. Instructors in good standing shall be illegible for renewal of current RIPOST instructor level certification.
- I. Instructors who have lost good standing status or fails to renew RIPOST instructor certification shall be de-certified.
- J. All instructors shall attend a RIPOST certified/approved Instructor Development Program within two years of initial RIPOST certification and prior to initial certification renewal / re-certification.
- K. *The Academy*, with RIPOST approval may establish conditions requiring instructor attendance and completion of training programs beyond the required Instructor Development Program.



By Order Of:

A handwritten signature in blue ink, appearing to read "K D Pinch", is written over the text area.

Karen D. Pinch
Lieutenant Colonel
Commanding Officer
Rhode Island Department of Public Safety