SHERIFFS' EDUCATION & TRAINING STANDARDS COMMISSION

2013 IN-SERVICE TRAINING

Frequently Asked Questions

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SHERIFFS' EDUCATION & TRAINING STANDARDS COMMISSION
IN-SERVICE TRAINING
FREQUENTLY ASKED QUESTIONS
2013

WHAT'S NEW?

Credits vs. Hours

Prior to 2013, the obligation to complete in-service training was measured in hours. Both the Sheriffs' Commission and Criminal Justice Commission recognize when instruction occurs with only a small number of students, that the full number of hours required may not always be needed to fully cover the materials. Therefore, if a lesson plan is developed for a specific number of hours and a person completes the training in less than or more than the recommended hourly increments, the person will receive the number of credits that correspond to the number of hours. (i.e. Legal Update is designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

Testing

Written tests are now required for each block of instruction taught with the exception of "skills-related training," such as firearms, etc. See FAQ number 27.

Instructors

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. See FAQ number 11.

GENERAL INFORMATION

1. What are the In-Service Training requirements for Deputy Sheriffs?

The in-service training requirement for 2013 is 24 credits of mandatory training in the following topical areas:

- Legal Update
- JMST: Don't Press Send
- Firearms (In-Service Firearms Manual will remain in effect)
- Domestic Violence: The Children are Watching

Any remaining credits may be on topics of the Sheriff's choosing.

2. What are the In-Service Training requirements for Detention Officers?

The in-service training requirement for 2013 is 16 credits of mandatory training. The following topical areas are the mandated topics.

- Awareness of Issues Surrounding Returning Military Personnel
- Detention Officer Legal Update
- Inmate Sexual Assaults

Any remaining credits may be on topics of the Sheriff's choosing.

3. What are the In-Service Training requirements for Telecommunicators?

The in-service training requirement for 2013 is 16 credits of mandatory training. The following topical areas are mandated.

- Officer Involved Shooting
- Radio Demeanor and Broadcast Techniques

Any remaining credits may be on topics of the Sheriff's or other agency head's choosing.

4. When will Deputy Sheriffs, Detention Officers and Telecommunicators have to complete their in-service training requirement?

2013 In-Service Training must be completed by December 31, 2013.

5. How does a Deputy Sheriff, Detention Officer and Telecommunicator get his/her training?

The Sheriff/Agency Head is responsible for ensuring that all required deputy sheriffs, detention officers and telecommunicators receive the training.

6. How will Sheriff's Offices document compliance with the in-service training requirements?

By January 15, 2014, agencies will report in-service training to the Sheriffs' Commission staff by filing a report confirming Active or Inactive status during 2013 and indicating who did and did not complete the required training for the year. The agencies will keep a copy of the roster and/or certificates showing attendance at the training for inspection.

7. Why are HazMat, Bloodborne Pathogens and Juvenile Minority Sensitivity Training required by the Commissions for mandatory training?

The Commission **does not** mandate agencies to conduct annual HazMat and Bloodborne Pathogens training. These requirements are made by the Federal Government. The Juvenile Minority Sensitivity Training (JMST) was mandated by the North Carolina General Assembly. If a Sheriff would like instruction in HazMat and Bloodborne Pathogens to be credited toward the Commission-mandated in-service training, please review the instructional requirements stated in this document.

INSTRUCTORS

8. Do all instructors teaching mandated in-service training need to be instructor certified?

Instructors conducting the in-service training program **MUST BE** certified by the Criminal Justice Education & Training Standards Commission or Sheriffs' Standards Commission. The use of guest participants is permitted provided they are subject to the direct on-site supervision of a commission-certified instructor. General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers.

9. Do I have to attend the Instructor Update sessions to teach a block of instruction for in-service training?

No. Instructor updates will be optional for the 2013 materials. The NC Justice Academy will offer instructor updates on the lesson plans developed by its staff.

10. Where can I find a listing of Instructor Update workshops?

Instructor updates are listed in the *NC Justice Academy Training Calendar* and on the NC Justice Academy webpage: http://ncja.ncdoj.gov/Home.aspx

11. Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. The School Director/In-Service Training Coordinator should administer the test to instructors. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider.

On-line Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

12. If an instructor teaches an in-service topic in a traditional setting, does that instructor have to attend an offering of that topic when delivered by another instructor?

No. The instructor is not required to teach and attend the same block of instruction. However, the instructor must teach **or** attend the entire block of instruction. He/she must be able to provide proof of instruction for this block.

13. Who can teach the Legal Update topic for in-service?

All instructors who teach the in-service training must be Commission-certified instructors. If an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer Certification.

LESSON PLAN INFORMATION

14. Are we required to use the lesson plans written by the North Carolina Justice Academy?

No. The Sheriff or designee may approve a lesson plan developed by another entity, or may develop one on their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Certification Course.

15. Does the Sheriff's Office have to physically keep a lesson plan from such places as a community college or the Justice Academy?

No. When the training is delivered through a community college or the Justice Academy, a certificate or roster is satisfactory.

Yes. **IF** the Sheriff or designee opts to develop and deliver their own lesson plan written by personnel within the agency (using the ISD Model) or uses a lesson plan developed and delivered by an entity other than a community college or the Justice Academy.

16. How long will the training provider have to keep the lesson plans?

The training provider should keep the lesson plan(s) indefinitely (preferably a hard copy in case technology changes).

17. Is the instructor required to provide each student a copy of the student lesson plan/outline when teaching mandated in-service training?

Yes. It is required that instructors provide each student a copy of the student lesson plan during the course delivery.

18. What counts as the annual firearms qualification requirement?

Sheriff's Offices must still follow the 12 NCAC.2100 and In-Service Firearms Qualification Manual.

As before, re-qualification consists of:

- Instruction on Use of Force, Safety and Review of Basic Marksmanship Fundamentals (see Rule .2103)
- Day and Night handgun qualification (including the mandatory use of the flashlight at the five-yard line as specified in BLET night qualification course)
- Day and Night shotgun qualification (for officers who are authorized to carry a shotgun)
- Day and Night combat course
- Day and Night off-duty handgun qualification
- If officers are also authorized to carry rifle, automatic weapons, they must at least have one passing qualification score day or night.

19. What lesson plans will be developed by the NC Justice Academy for 2013?

Sheriff's Offices, Regional Jails, or District Confinement Facilities, or voluntarily reporting Telecommunication Agencies may develop their own lesson plans or use the following lesson plans available through the NC Justice Academy. These agencies can also choose to shorten the NC Justice Academy developed lesson plans and still be compliant provided the academic checklist is updated to reflect that it has been revised, by whom and when and the agency physically keeps the revised copy of the lesson plan. The NC Justice Academy lesson plans are not required to be used. Below are listed the lesson plans that are available through NCJA.

Deputy Sheriffs:

- Legal Update — 4 Credits
- JMST: Don't Press Send — 2 Credits
- Firearms Training and Qualifications — 4 Credits
- Domestic Violence: The Children are Watching — 2 Credits
- Sheriff's/Agency Head Choice:
  - Bloodborne Pathogens — 2 Credits
  - Hazardous Materials — 2 Credits
  - Law Enforcement Intelligence Update — 4 Credits
  - Operating in Low Light Conditions — 2 Credits
  - Responding to Individuals with Mental Illness — 2 Credits
  - Officer Readiness: Below 100 Training — 4 Credits

Detention Officers:

- Inmate Sexual Assaults — 4 Credits

- Awareness of Issues Surrounding Returning Military Personnel 2 Credits
- Detention Officer Legal Update 4 Credits
- Sheriff's/Agency Head Choice:
  - Operating in Low Light Conditions 2 Credits
  - Bloodborne Pathogens 2 Credits
  - Hazardous Materials 2 Credits
  - Managing the Inmate Population 4 Credits

Telecommunicators:

- Officer Involved Shooting 4 Credits
- Radio Demeanor and Broadcast Techniques 4 Credits
- Sheriff's/Agency Head Choice:
  - Bloodborne Pathogens 2 Credits
  - Hazardous Materials 2 Credits
  - Law Enforcement Intelligence Update 4 Credits
  - Coping with Vicarious Trauma 2 Credits
  - Human Trafficking Awareness for Telecommunicators 2 Credits
  - Interacting with Sexual Assault Victims 2 Credits

20. Can a prior year's lesson plan developed by the NC Justice Academy be used for a Topic of Choice?

Yes, agencies may use a prior year's lesson plan under the following conditions:

a) The lesson plans are reviewed for correctness,
b) The academic checklist is updated to reflect that is reviewed, by whom and when,
c) The footer updated to reflect the current training year, and the Sheriff or designee will have to physically keep the revised copy of the lesson plan.

If you are planning on using prior year's lesson plans developed by the North Carolina Justice Academy, please use the following guide:

Topical Lesson Plan	**Instructor Certification Needed**
Legal Update	Commission certified instructors/recommended background in law
Response to Critical Incidents	Commissioned certified instructors/recommended background in ICS and/or tactical operations
Weapons Retention and Disarming Techniques	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Spontaneous Attack Defense	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Handcuffing and Impact Weapons Refresher	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Subject Control Arrest Techniques: Ground Fighting	Commission certified instructors who hold a Subject Control/Arrest Techniques certification

Wellness and Stress Awareness	Commission certified instructors who hold a Physical Fitness Instructor certification
Health and Fitness for Detention Officers	Commission certified instructors who hold a Physical Fitness Instructor certification
Law Enforcement Driver Training – Classroom	Commission certified instructors who hold a Specialized Law Enforcement Driver Training Instructor certification
Law Enforcement Driver Training – Practical Exercise	Commission certified instructors who hold a Specialized Law Enforcement Driver Training Instructor certification
In-service Firearms Training	Commission certified instructors who hold a Specialized Firearms Instructor certification
Rapid Deployment	Commission certified instructors/ recommended to be taught by an instructor who has successfully completed the NCJA "Rapid Deployment Instructor Training Course"
Active Shooter: Practical Refresher	Commission certified instructor who has successfully completed the NCJA "Rapid Deployment Instructor Training Course"
SCAT: Equipment Retention	Commission certified instructors who hold a Subject Control/Arrest Techniques certification

21. How do I get the in-service training materials produced by the Justice Academy?

Training materials may be obtained at cost from the North Carolina Justice Academy. There are three methods to obtain materials:

a) Instructor and student lesson plans, PowerPoint slides, handouts, and DVDs can be purchased from the Academy bookstore. An order form may be obtained via NCJA website: http://ncja.ncdoj.gov/NCJAHome.aspx. These materials will be available on DVD.

b) Lesson plans will be available on the Web. **Video clips cannot be obtained directly from the website.** If you are the Sheriff, his/her designee or an instructor, e-mail:

- Mr. Bill DuBois at bdubois@ncdoj.gov to obtain the access information for the law enforcement in-service lesson plans.

- Mr. Tim Fuss at tfuss@ncdoj.gov to obtain the access information for the detention in-service lesson plans.

- Ms. Susan Gillis at sgillis@ncdoj.gov to obtain the access information for the telecommunicator in-service lesson plans.

c) The NCJA Audiovisual Library will have DVDs for loan. The only cost will be return postage.

Address:
The North Carolina Justice Academy
PO Box 99
105 N. Fayetteville Ave.
Salemburg, NC 28385
Telephone: (910) 525-4151
Bookstore: Ext. 310
AV Library: Ext. 257

DELIVERY ISSUES

22. What are the Commission's criteria for training delivery?

The provider of training will ensure the following criteria are met:

- Training must be documented by roster which includes: student names, date/time of training, instructional topic, credits taught, instructor's name, test results and training provider.
- The training must be taught by a Commission certified instructor.
- Instructors may use the lesson plans prepared by the NC Justice Academy, another entity or develop their own.
- If the topic requires testing, instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NC Justice Academy.
- The training provider should issue a certificate to the officer showing the number of credits or hours completed.
- The training provider (Community College, Justice Academy, or Sheriff's Office) should maintain a copy of the lesson plan(s) indefinitely.

23. Does the delivery site (including firing ranges, SCAT room, etc.) for mandated in-service training have to be accredited by the Commission?

No.

24. Can Haz-Mat and Bloodborne Pathogens be used as a portion of the Department Topic of Choice?

Yes, Specialized Hazardous Materials instructors certified through the Commission are the only instructors permitted to instruct Haz-Mat and any Commission certified instructor is eligible to teach bloodborne pathogens for in-service training. It is recommended that the instructor teaching bloodborne pathogens have some practical experience within this area.

25. Does training at conferences count toward the in-service training requirement?

Yes, provided the training is taught by a Commission-certified instructor or a specialized instructor or a professional lecturer as required by the topic area or is a guest participant as set out in Question #8. The training must also be documented by a roster and students must pass tests as explained in Question #27.

26. Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. The School Director/In-Service Training Coordinator should administer the test to instructors. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider.

On-line Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

27. What are the requirements for testing?

Written tests are now required for each block of instruction taught with the exception of "skills-related training," such as firearms, etc.

Officers attending courses requiring testing must be tested with a certified instructor leading the training. Student's learning should be evaluated and documented through testing questions.

The test must include the following:

a) Written tests are now required for each block of instruction taught with the exception of "skills-related training," such as firearms, etc.
b) All courses requiring testing must have a written test with 5 questions per credit. Courses which are more than 4 hours in length are required to do a MINIMUM of 20 test questions**.** The tests created as part of the lesson plans, written by the NC Justice Academy, may be used or the training provider may create their own test.
c) Scenario based questions are recommended but not required.
d) A minimum score of 70% is required to pass the required test

If a student fails to achieve a passing score on a test, it is up to the Sheriff or Department Head to determine what, if any, remediation is needed. This differs from the Criminal Justice Commission which has set parameters for remediation. If you have individuals that hold deputy sheriff and police officer certifications, then the remediation requirements set out by the Criminal Justice Commission should be followed in order for the police officer certification to remain valid.

28. Will online, computer or video training count toward in-service?

Yes. This training will count toward in-service **if approved in advance by the** Sheriff/Agency Head or designee and the Commission-certified instructor can provide:

- a completed roster,
- ensure that the credit requirements have been met, and
- the officer passed the required tests as explained in #27.

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

Instructors teaching in the online format must comply with the "Online Training Guide" as approved by the Commission. Available at: http://ncja.ncdoj.gov/Commission-Courses/In-Service.aspx

Additionally, the student will receive credit equal to the hours which are designated in the academic checklist, if computer-based training is developed and utilizes all of the written materials, discussion points, exercises, PowerPoint presentations, and videos (where applicable).

29. Does in-service training have to be delivered in days or can smaller increments of training such as roll call training be used?

In-service training can be broken into smaller increments of training if the Commission criteria for training providers are met as outlined in Question #22.

CERTIFICATION ISSUES

30. Who needs to attend the required in-service training?

All deputy sheriffs who are active on or between January 1 and June 30 of 2013 must attend the training.

All detention officers who are active on or between January 1 and June 30, 2013 must attend the training.

All telecommunicators who are under the direct control and supervision of a Sheriff and who are active on or between January 1 and June 30 of 2013 must attend the training.

All telecommunicators who are voluntarily reported to the Division for certification and who are active on or between January 1 and June 30 of 2013 must attend the training.

31. What is the difference between "active" and "inactive"?

Sheriff's Offices and Agency Heads vary widely in their various categories of deputy sheriffs (i.e. auxiliary, active reserves, inactive reserves…). Regardless of the category, whether paid or unpaid:

- A deputy sheriff is considered active if at any time he/she performs any law enforcement function, for even one day in the year.

- A detention officer is considered active if at any time he/she performs any detention function, for even one day in the year.

- A telecommunicator is considered active if at any time he/she performs any telecommunication function, for even one day in the year.

An "inactive" status would be appropriate for someone on whom certification is being held, but is not actually performing any functions.

32. What constitutes a "law enforcement," "detention," and "telecommunication" function?

A law enforcement function is any duty related to, or arising from, the person's authority as a law enforcement officer.

A detention function is any duty related to, or arising from, the person's authority as a detention officer.

A telecommunication function is any duty related to, or arising from, the person's authority as a telecommunicator.

33. How should the Sheriff's Office/Agency Head document who is "active" vs. "inactive"?

The Sheriff's Office/Agency Head must indicate this status when a person is initially appointed, and can change a person's status from active to inactive, or vice versa, by using a Change of Status Form.

34. If a deputy sheriff qualified with his/her firearm each year, does that mean he/she is active and must complete the remaining in-service training requirements?

No. Several Sheriff's Offices may have inactive deputy sheriffs who continue to maintain their firearms-carrying status. Merely qualifying annually with their firearm(s) does not change such a deputy sheriff's status to "active."

35. Can an active deputy still be placed in an "unauthorized to carry" status?

Yes. That deputy does not need to complete the firearms qualification until such time as he/she is being changed to Authorized to Carry and the Division has received a copy of the qualification record. However, the deputy sheriff must still receive a total of 24 credits of in-service training which meets the Commission's criteria.

36. What about individuals who hold multiple certifications under the Sheriffs' Commission?

Many individuals hold certification not only as deputy sheriffs, but as detention officer, and telecommunicators as well. If an employee holds multiple certifications within the same office/agency, the Sheriff/Agency Head or designee shall decide which is the person's primary certification and will be required to take the mandated training for that certification. If an individual holds multiple and active certifications with more than one agency under the Sheriffs' Commission that individual is required to take all of the mandated training for those certifications.

37. What about the deputy sheriffs who also HOLD DUAL CERTIFICATION under the Criminal Justice Education & Training Standards Commission as police officers?

The Sheriffs' Commission's in-service training requirement differs from the Criminal Justice Education & Training Standards Commission in that specific credits per topical area are not mandated. This requirement allows each Sheriff to exercise some discretion in the number of credits his/her deputies need in each topical area. However, the topic areas are identical. Therefore, an individual who completes the in-service training as prescribed by the Criminal Justice Commission will also meet the Sheriffs' Commission's in-service training criteria. If such a deputy sheriff/police officer completes in-service training where the credits do not comply with the Criminal Justice Commission's rules, his/her police officer certification may be suspended under that Commission. Therefore, it is recommended that such deputy sheriffs/police officers comply with the in-service training requirement as set out under the Criminal Justice Commission in order to maintain certification under both Commissions.

38. Can an officer miss any of the training?

Unless the person holds multiple certifications as explained in #36, all individuals who are active on or between January 1 and June 30 of 2013 must attend 100% of the training by the end of 2013.

39. What happens if an active deputy sheriff, detention officer, or telecommunicator has an extended illness, suffers an accident, or is called up for active military duty?

The Sheriffs' Commission has authorized the Commission staff to grant temporary waivers to those who fail to complete the in-service training topics due to extended illness, accident, military service, or other extenuating and unforeseeable circumstances. Such officers should be placed in an "inactive" status by the agency submitting a Change in Status Form (F-9) to the Division. Before the inactive officer may return to active duty, he/she must complete the required in-service training, and documentation of this training must be submitted to the Division **WITH** a Change in Status Form reflecting his/her move back to active status.

40. What if an active deputy sheriff, detention officer, or telecommunicator is not granted a temporary waiver and fails to complete his/her in-service training in 2013?

Upon notification from a sheriff/agency head that a deputy sheriff, detention officer, or telecommunicator who has been active on or between January 1 and June 30 of 2013**,** has failed to meet the requirements for in-service training, the individual's certification shall be suspended.

41. Can the Sheriff's office move that non-compliant deputy sheriff, detention officer, or telecommunicator to an "inactive" status to avoid suspension?

Yes. However, as with firearms, the person must make-up in-service training before returning to active status. If a person returns to active status in 2013, he/she must complete the 2012 in-service training and the Division must receive documentation of that completion before he/she can be changed back to an "active" status.

42. If a person's certification is suspended for failing to comply with the 2013 in-service training requirements, can certification be reinstated?

In order to have that suspension lifted, the person must submit evidence to the Commission staff that he/she has completed all of the in-service training topics as specified in the rules within one year of the date of suspension. Make-up training can be done one-on-one with a certified instructor.

43. If a reinstatement is granted based upon completion of the 2012 in-service training requirements in the year 2013, does this training also satisfy the 2013 calendar year training requirements?

No. The person must also complete the 2013 in-service training requirements prior to December 31, 2013.

44. If a person completes their basic training requirement in 2013, can some of the topical areas in basic training course count toward the mandated in-service training?

No.

45. When will a newly appointed person need to complete in-service training?

If a new person is sworn or appointed in January 1, 2013-June 30, 2013 and is active on or between January 1 and June 30 of 2013, he/she must comply with the in-service training requirement for 2013. If the new person is sworn or appointed **on or after** July 1, 2013, he/she must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

46. When will a transferring person need to complete in-service training?

A person who is sworn or appointed in an active status on or between January 1, and June 30, 2013, must comply with the in-service training requirement for 2013. If the transferring person had no prior active service with a criminal justice agency or sheriff's office and is sworn or appointed **on or after** July 1, 2013, he/she is not obligated to complete the 2013 in-service training. Persons applying in 2013 to receive deputy certification who have prior service as a local or state law enforcement officer between January and June of a prior year and who failed to complete the in-service training for that year, must complete the in-service training program prescribed for the year immediately preceding the year in which the officer is being activated as a deputy.

47. What if a previously inactive person is moved to an active status sometime during 2013?

As of January 1, 2013, if a person returns to active status and was under obligation to have completed in-service training for a prior year and failed to do so, the person can be made active **ONLY AFTER** completing the in-service training required for the year directly proceeding the year in which the person wishes to become active.

If the person is returned to active status January 1, 2013-June 30, 2013 and is active on or between January 1 and June 30 of 2013**,** he/she must comply with the in-service training requirement for 2013. If he/she is changed to active status **on or after** July 1, 2013, he/she must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

IN-SERVICE TRAINING COORDINATOR

48. Can an instructor teaching in-service training get credit for such instruction towards maintaining his/her instructor certification?

Yes. Instructor evaluation can be done by either having a similarly certified instructor evaluate the performance of the instructor or a Commission-recognized School Director or Commission-recognized In-Service Training Coordinator may perform an instructor evaluation.

In addition, if a Sheriff's Office chooses to conduct its own in-service training, then the Sheriff **must** also appoint an "In-Service Training Coordinator" who meets the following criteria:

- Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.
- Hold General Instructor certification.
- Have successfully participated in the "Coordinating In-Service Training" course presented by the NC Justice Academy for the purpose of familiarization with trainee and instructor evaluation.

The Sheriff shall submit an application for such appointment to the Division for approval of this designation.

49. What are the responsibilities of an In-service Training Coordinator?

An In-service Training Coordinator shall:

- Administer the delivery of the course curriculum.
- Select and schedule instructors.
- Ensure that each instructor utilizes a lesson plan previously approved by the Sheriff or his/her designee.
- Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- Maintain records of all in-service training received by the agency's deputies to include, at a minimum:
  - a) Course title
  - b) Delivery credits of course
  - c) Course delivery dates
  - d) Names and addresses of instructors utilized for each topic
  - e) A roster of enrolled trainees documenting class attendance.
  - f) Test results from in-service training.

50. How do I apply to be an in-service training coordinator?

The individual who has been selected by his/her Sheriff must complete an Application for In-service Training Coordinator form and submit the form to the Sheriffs' Standards Division for approval.

51. Does the in-service training coordinator have to attend the "Coordinating In-Service" course on an annual basis to stay current?

No. There is no additional required training for the in-service training coordinator.

52. If my agency has an In-service Training Coordinator, who may attend our in-service training?

The in-service training will be primarily for the In-service Training Coordinator's agency. With approval from the Sheriff /Agency Head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.