

## **IMPORTANT INFORMATION REGARDING THE SUCCESSFUL SUBMISSION OF THIS DOT APPLICATION PACKET!**

### **READ ALL OF THE ENCLOSED INFORMATION AND FOLLOW THE DIRECTIONS TO REGISTER AN OFFICER FOR THE CLASS.**

Policy 6 and Policy 7 are provided for your review to set forth the requirements for D.A.R.E. Officer selection and training criteria. **These policies are to be kept by your agency and are not to be submitted with your application packet.**

The request for D.A.R.E. training form must be completely filled out with the training component applied for being marked at the top.

The application form must be filled out in its entirety. **Do not forget to include the date of law enforcement certification and A COPY OF THE LAW ENFORCEMENT CERTIFICATE PROVIDED WHEN THE OFFICER WAS CERTIFIED!!** Without this proof of certification your application cannot be processed or approved.

The intergovernmental agreement must be completed if your agency is a new program or starting a program in a new school district. If you are already operating an active D.A.R.E. program please note on the form that an agreement is already in place and include it in the packet.

Please read the attached memorandum for training dates, basic information about the training and address to submit your completed application to.

**DUE TO THE FACT THAT THIS TRAINING IS VERY LOW IN COST AND IN HIGH DEMAND, WE RESPECTFULLY REQUEST THAT YOU ONLY REGISTER AND APPLY FOR THIS TRAINING WITH APPROVAL FROM YOUR AGENCY ADMINISTRATOR. REQUESTS MADE FOR TRAINING WITHOUT THIS APPROVAL WILL NOT BE CONSIDERED. IN THE EVENT YOUR OFFICER CANNOT ATTEND AS THE DATE APPROACHES, PLEASE BE CONSIDERATE AND MAKE IMMEDIATE NOTIFICATION SO THAT ANOTHER AGENCY MAY BE CONTACTED TO UTILIZE THE CLASS OPENING.**

**By following the above guidelines you can help D.A.R.E. Iowa provide high quality and efficient training to all attendees. Thanks for your cooperation and assistance in this endeavor.**

## MEMORANDUM

**TO:** LAW ENFORCEMENT ADMINISTRATORS/OFFICERS  
**FROM:** DAN BROWN, D.A.R.E. IOWA STATE COORDINATOR  
**DATE:** June 10, 2011  
**SUBJECT:** D.A.R.E. OFFICER TRAINING

D.A.R.E. Iowa is pleased to announce that D.A.R.E. Officer Training will be hosted by the Midwest Counter Drug Training Center at Camp Dodge and conducted by the Iowa Training Team. *There will also be recertification available for officers whose certification has expired, or they have not gotten the new elementary curriculum training. Officers wishing to add middle school (junior high) certification to their qualifications can do so as well. SEE ON SECOND PAGE FOR DATES AND DETAILS FOR THESE OPTIONS!!!*

D.A.R.E. Officer Training (DOT) is scheduled for September 19 through September 30, 2011. This training is an intense, comprehensive and a rewarding experience. Class space is reserved on a first come, first serve basis, so please submit your application as soon as possible. Class size is limited to 24 participants. Enclosed are the following six documents:

- **D.A.R.E. Officers – Requirement and Selection** (Policy #6) – Read this policy very carefully. Only full-time law enforcement officers with a minimum of two years experience (or with approved waiver if less than two years) are allowed to become certified D.A.R.E. Officers. There is no exception to the policy established by the D.A.R.E. Regional Training Center Advisory Board.
- **D.A.R.E. Officer Training (DOT) – Certification Requirements** (Policy #7) – Read this policy very carefully. Supervisors should be aware that all D.A.R.E. Officer candidates would be required to adhere to this policy.
- **Intergovernmental Agreement** – An Intergovernmental Agreement must be executed between the school superintendent and the law enforcement agency. This Intergovernmental Agreement must be submitted by all *new* D.A.R.E. law enforcement agencies. (Agencies with an existing D.A.R.E. Program need not submit a new intergovernmental agreement, but should fill it out to show that one is already in place and have it signed by the agency administrator.) The signed Intergovernmental Agreement should be returned along with the application for D.A.R.E. Officer Training.

- **Request for D.A.R.E. Training** – The Request for D.A.R.E. Training must be completed and signed by the D.A.R.E. Officer candidate and the agency head.
- **Application for D.A.R.E. Officer Training** – All information on the application must be completed by the D.A.R.E. Officer candidate. The D.A.R.E. Officer candidate and the agency head must then sign the application. Failure to complete all the sections will disqualify the candidate and the candidate will automatically forfeit his/her priority for the training.
- **Inter/Intra Regional Training Request or Waiver Request** – **If an officer needs a waiver from the two-year street experience requirement or any other policy waiver, the waiver request needs to be submitted for review and approval. If an officer is attending from outside of Iowa, the inter/intra regional request form must be submitted to your state training coordinator for approval and then submitted with the packet.** This single form may be used for either request.

Lodging, tuition and class materials are covered free of cost. The only cost to your agency will be transportation and meals. Lodging is also provided over the weekend as attendees are encouraged to remain on site so that they may complete any assignments that are due at the beginning of week 2. Lodging is also provided the Sunday night (Sept. 18) prior to the start of the class. There will be an orientation meeting Sunday night at 5:00pm to discuss some items of interest prior to class start the next morning.

Those who are attending the recertification for elementary training would attend classes Sept. 19-21 and lodging would be available for the Sunday night (Sept. 18) prior to commencement of the training. Those attending the middle school training would be required to be in class Sept. 21-22 and lodging would be available the Tuesday night (Sept. 20) before the start of the training. In the event an officer will be attending both of these sessions, they must finish all 4 days to recertify and add-on middle school certification. Class size is limited to 5 officers for recertification and 5 officers for middle school training. **Only the request for training form and application form need to be completed for recertification or middle school training. Please include your original certification date on the application form!**

Candidates will receive further information about the training once they have been selected to attend the training. I am looking forward to your agency's participation in this D.A.R.E. Officer Training. If you have any questions, please call me at (319) 415-2237.

Applications will not be accepted by fax machine. Please return the applications as soon as possible to:

Dan Brown, State Coordinator/Program Administrator  
D.A.R.E. Iowa  
5219 Marius Dr.  
Cedar Falls, IA 50613

Professionally yours,

A handwritten signature in black ink that reads "Lt. D.E. Brown". The signature is written in a cursive style with a large, stylized "D" and "E".



**Date:** April 3, 2010

**Policy:** 6

**SUBJECT**

**D.A.R.E. OFFICER - REQUIREMENTS AND SELECTION**

**PURPOSE**

The purpose of this policy is to provide guidance to agencies desiring to select potential D.A.R.E. officer candidates.

**POLICY**

This policy will ensure all candidates applying to receive D.A.R.E. Officer Training (DOT) meet the minimum qualifications for selection as a D.A.R.E. officer. Final acceptance of candidates for D.A.R.E. Officer Training (DOT) will be made by D.A.R.E. Iowa.

**DIRECTIVE**

1. Certain prerequisites must be met before an individual can be considered to receive D.A.R.E. Officer Training (DOT).
2. The requirements from D.A.R.E. America mandate the individual:
  - a. be a certified, uniformed peace officer;
  - b. be a full-time employee;
  - c. have a minimum of two years experience as a certified peace officer working the streets; or
  - d. been granted a written waiver from D.A.R.E. Iowa and the D.A.R.E. America Regional Program Coordinator.
3. A candidate must meet the minimum standards for peace officer status in the State of Iowa and must fulfill the requirements established by the Iowa Law Enforcement Academy.
4. A candidate must submit an application, signed intergovernmental participation agreement and a photocopy of the peace officer training certificate to be considered for D.A.R.E. Officer Training (DOT).

5. Before an agency selects an officer to attend the DOT school, it is recommended additional considerations be given to the following:
  - a. Does the candidate desire to teach children?
  - b. Does the candidate have a sincere desire to work with children, feel comfortable with them, and is friendly toward them?
  - c. Does the candidate have good oral and written communication skills?
  - d. One who refrains from sexual, racial, stereo typing or inappropriate and insensitive remarks.
  - e. Appearance before an oral panel comprised of at least one educator and one law enforcement officer (preferably a D.A.R.E. officer) may be required to:
    - 1) Evaluate the individual's experience in making public presentations.
    - 2) Assess the individual's presentation capabilities (usually done by having the individual make a short presentation before the panel).
    - 3) How much research and practice has the individual done to properly prepare himself/herself?
    - 4) Determine the candidate's sincere desire.
      - a) Is the officer just wanting to get off the street?
      - b) Is the officer really wanting to help reduce drug abuse among young people?
      - c) Does the officer see this as an opportunity to get recognition and/or a quick promotion?
      - d) What does the candidate know about the D.A.R.E. program?
      - e) Does the officer possess good organizational skills?
6. A candidate should project a professional image and have personal habits that are consistent with the role of a D.A.R.E. officer.
7. Agencies may wish to consider additional requirements, such as:
  - a. Education beyond high school diploma.
  - b. Minimal sick leave usage.
  - c. Ethnicity to match the diversity of the community and the schools.
  - d. Bilingual capabilities.



**Date:** April 3, 2010

**Policy:** 7

## **SUBJECT**

### **D.A.R.E. OFFICER TRAINING (DOT) - CERTIFICATION REQUIREMENTS**

## **PURPOSE**

The purpose of this policy is to establish minimum training requirements of an officer to instruct the D.A.R.E. curriculum.

## **POLICY**

The success of the D.A.R.E. program depends largely on the training of D.A.R.E. officers. A carefully designed, comprehensive training course has been developed to prepare officers to deliver the curriculum. The successful completion of this training is required to authorize an officer to deliver the curriculum to students in the elementary school classroom.

## **DIRECTIVE**

1. The D.A.R.E. Officer Training (DOT) shall consist of a minimum of 80 hours of instruction which is consistent with the current national model.
2. The D.A.R.E. Officer Training (DOT) course is considered the primary duty assignment for attendees. Therefore, strict attendance, academic requirements, dress code, and conduct code will be enforced throughout the course of training.
3. While in attendance, participants will be under the functional supervision of the Training Facilitator. Any serious problems will be reported immediately to the concerned officer's law enforcement agency.
4. DOT schools will be conducted by D.A.R.E. Mentors who have successfully completed the DOT course and the 40-hour Mentor Officer Training (MOT) course. The Mentor must have successfully completed the shadowing time and be certified by D.A.R.E. America.
5. Upon the approval of the Training Facilitator, specialized instructors (who are non-D.A.R.E. certified) may teach blocks of instruction in which they possess expertise (i.e. classroom management, current drug trends, etc.) during the DOT course.

6. Only those individuals who meet the minimum course requirements and successfully complete the DOT course will be certificated. Officers will not be certificated if they miss more than 10 percent of the total course hours. Mandatory attendance at certain blocks of instruction may be required by the Training Facilitator on the advice of the Educational Advisor and with the approval of the State Coordinator.
7. In no instance shall an officer be authorized to deliver the D.A.R.E. curriculum in Iowa without having first been certificated by a recognized D.A.R.E. training center.
8. The DOT course is recognized by the Iowa Law Enforcement Academy as viable law enforcement training.



## INTERGOVERNMENTAL AGREEMENT

### D.A.R.E. Program

(Please Print or Type)

We the undersigned agree, if selected to participate in the Drug Abuse Resistance Education (D.A.R.E.) Program, to the following:

As law enforcement administrator, I agree to make my law enforcement officer available to instruct the D.A.R.E. curriculum in the school district named within this application. I will (barring emergencies) attempt to limit the officer's absence from the D.A.R.E. classroom on his/her designated day(s) of instruction. In return, D.A.R.E. Iowa will provide 80 classroom hours of certified D.A.R.E. officer training and technical assistance to the participating agency.

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

As school superintendent, I agree to provide classroom space and allot one period a week to the targeted class for delivery of the D.A.R.E. Program. I understand a teacher must be present in the classroom while the law enforcement officer presents the D.A.R.E. curriculum. The classroom teacher will assist, if necessary, in the collection of assigned homework and will make bulletin board space available within the classroom.

Name \_\_\_\_\_ Title \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this intergovernmental agreement with the application for D.A.R.E. officer training.

**TYPE OF TRAINING REQUESTED**

\_\_\_\_\_ D.A.R.E Officer Training \_\_\_\_\_ Jr High Training \_\_\_\_\_ Sr. High Training

\_\_\_\_\_ Mentor Officer Training \_\_\_\_\_ Parent Training \_\_\_\_\_ Recertification Training

**DATE OF COURSE** \_\_\_\_\_ **LOCATION OF COURSE** \_\_\_\_\_  
\_\_\_\_\_

1. I am attending the D.A.R.E. Officer Training seminar because:

\_\_\_\_\_ I have requested to attend

\_\_\_\_\_ I have been ordered to attend

\_\_\_\_\_ I am to evaluate the potential use of this program for my agency

\_\_\_\_\_ I am not certain

2. Please describe how you were selected (appointment, competitive selection process?)

3. My knowledge of D.A.R.E. :

\_\_\_\_\_ I know very little about the program

\_\_\_\_\_ I have some knowledge about the program

\_\_\_\_\_ I have a good understanding of the program

4. Please state your reasons for wanting to be a D.A.R.E. Officer:

5. How many schools/classes will you be teaching during the next semester?

6 . Please indicate what you hope to receive during this training?

**AUTHORIZATION**

Agency Head's Signature: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**D.A.R.E. America  
Inter/Intra Regional  
Request for Training or Policy Waiver**

**AGENCY/APPLICANT INFORMATION (Please type or print clearly)**

Requesting Agency:		Date:
Mailing Address (Street, City, State, Zip):		
Agency Contact Person:	Phone Number:	Fax Number:
Applicant's Name:	Email Address:	
Type of Training Requested: <input type="checkbox"/> DOT <input type="checkbox"/> MOT <input type="checkbox"/> JR. HIGH <input type="checkbox"/> SR. HIGH <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER		
Location of Training Center Providing Training:	Dates of Training:	
<b>Number of Years as Full Time Certified Peace Officer:</b>	Number of D.A.R.E. Elementary Semesters Taught:	Number of D.A.R.E. Elementary Classes Taught:
Justification for Requested Training:		
Justification for Requested Policy Waiver:		
Authorized Agency Representative Signature:		Date:

**REQUESTING AGENCY'S STATE D.A.R.E. COORDINATOR  
RECOMMENDATION**

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
State Coordinator's Signature:	Date:

**REGIONAL DIRECTOR'S APPROVAL**

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Regional Director's Signature:	Date:



APPLICATION FOR D.A.R.E. OFFICER TRAINING  
(PLEASE TYPE OR PRINT)

**PARTICIPANT**

Last Name:	First:	MI:	Rank/Title:
Agency:			
Social Security Number:		Sex:	D.O.B.:
Home address:			
City:	State:	Zip:	Home Telephone:
E-Mail Address:			

**AGENCY INFORMATION**

Agency Head - Last Name:	First:	Title:	
Immediate Supervisor's Last Name:	First:	Title:	
Agency Address:			
City:	State:	Zip:	Office Telephone:

**PERSONAL INFORMATION**

In Case of Emergency Contact:	
Telephone:	Blood Type:
Do you have any significant health problems?	
Your name as you wish it to appear on your certificate.	
Your name as you wish it to appear on your name tag.	
Do you prefer a smoking or non-smoking room?	Check here if lodging is <b>not</b> needed.

**EDUCATIONAL EXPERIENCE**

Please indicate highest level of education.
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**LAW ENFORCEMENT EXPERIENCE (PLEASE READ AND CAREFULLY ANSWER EACH QUESTION)**

Are you a certified commissioned/sworn officer with full enforcement authority?			
Date of Certification:	PLEASE FORWARD A COPY OF YOUR CERTIFICATE.		
I am assigned or have had assignments to:		Uniform/Patrol	School Resource Officer
Juvenile	Community Relations	Investigations	Narcotics

**CERTIFICATION (PLEASE READ AND CAREFULLY ANSWER EACH QUESTION)**

Do you understand that D.A.R.E. is an assignment which requires wearing a uniform?			
I will be teaching D.A.R.E.:	Full time	Part time	Relief/Substitute
Will you teach D.A.R.E. in the next school semester?			
Has a school police participation agreement been executed between your agency and the school?			
Are you able to completely devote your time and energies to this training?			
Is your calendar cleared of any and all obligations during the two week period of training?			
Have you previously attended a D.A.R.E. Officer Training?			
If yes, please list date and location.			

**TO BE COMPLETED BY AGENCY HEAD**

Does your agency intend to use the officer/applicant during the next school semester?			
The applicant/officer will be used:	Full time	Part time	Relief/Substitute
Will the applicant/officer be given sufficient time to properly deliver/prepare D.A.R.E.?			
Do you understand that the D.A.R.E. Officer is required to teach in uniform?			
Do you understand that D.A.R.E. Officer Training is a comprehensive program that will demand the undivided attention of the applicant/officer, and are you aware that attendance at all classroom sessions is mandatory?			
Do you understand that the applicant/officer must successfully demonstrate the knowledge, attitudes and skills necessary to effectively deliver the D.A.R.E. curriculum in order to be certified?			

**We certify that the above information is true and correct to the best of our knowledge.**

D.A.R.E. Officer Candidate Signature & Date: \_\_\_\_\_