

# *New Mexico State Police*

*Commissioned positions requiring  
specialized training  
Manual*



## DEPARTMENT OF PUBLIC SAFETY

### Commissioned Positions Requiring Specialized Training Manual



- **Hazardous Materials-Related Personnel**

- Required Training

LEVEL I Awareness Training 8:00

(All recruits receive this training at the NMLEA).

LEVEL II Operations Training 16:00 - 24:00

(There are two courses offered, NMLEA recommends the 24:00 hour course, but the 16:00 fulfills OSHA requirements).

LEVEL III Technician Training 40:00

(There are several types of technician courses, they are typically 40:00 hours each and most courses fulfill NMLEA and OSHA requirements).

LEVEL IV Specialist Training

(Examples of specialist courses are Chemistry I, Chemistry II, etc. These courses are not required in order to become an Emergency Response Officer "ERO," but they are continuing education courses that are vital to the development of knowledgeable responders and Headquarters EROs).

LEVEL V Incident Command System (ICS)

(At a minimum, EROs should complete ICS-100, ICS-200, and ICS-300. Completing ICS-400 and or Critical Incident Management (CIM) are excellent continuing education goals for all EROs and Headquarters EROs).

Once an officer has completed Levels I, II, III, and V, he is prepared to handle hazardous materials incidents. These are guidelines agreed upon by the NMLEA Critical Incident Response Training Bureau and the DPS Law Enforcement Program.



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- **Critical Incident Personnel**

#### **Critical Incident Management**

##### Instructor Requirements:

Individuals must have successfully completed a recognized 40 hour Instructor Development Course and have attended the 80 hour Instructor "Train the Trainer" course provided by BOMAC Inc. before being certified to instruct the CIM Course.

#### **Incident Command System**

The NIMS Integration Center is responsible for facilitating the development of national guidelines for incident management training and exercises at all jurisdictional levels, while individual agencies and organizations are responsible for establishing and certifying instructors. The NIMS Center is providing the following guidelines for ICS instructors and those agencies and organizations with ICS training programs.

#### **Instructor Levels**

- Lead Instructors
- Unit Instructors
- Adjunct Instructors

#### **ICS-100**

- Two instructors recommended to teach ICS-100 classes;
- Lead and Unit Instructors should have successfully completed ICS-100, ICS-200 and IS-700 NIMS, an introduction; and
- Lead Instructor should have training and experience in adult education and have served as Incident Commander or in a command staff or general staff position.

#### **ICS-200**

- Two instructors recommended to teach ICS-100 classes;
- Lead Instructor should have successfully completed ICS-300;
- Unit Instructors should have successfully completed ICS-200; and
- Lead Instructor should have training and experience in adult education and have served as Incident Commander or in a command staff or general staff position.

#### **ICS-300**

- At least two instructors recommended to conduct ICS-300 classes;
- Lead Instructor should have successfully completed ICS-400;
- Unit Instructors should have successfully completed ICS-300;
- Lead instructor should have served as Incident Commander or in a command staff or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP); and



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- Unit instructors should have served as Incident Commander or in a command staff or general staff position; or have specialized knowledge and experience appropriate for the audience, such as public health or public works.

#### **ICS-400**

- At least two instructors recommended to conduct ICS-400 classes;
- Instructors should have successfully completed ICS-400 and IS-800 National Response Plan, an introduction;
- Lead Instructor should have served as Incident Commander or in a command staff or general staff position in an incident that required multi-agency coordination and went beyond one operational period or required a written IAP;
- Unit Instructors must have served as Incident Commander or in a command staff or general staff position in an incident that went beyond one operational period or required a Written IAP; or, have specialized knowledge and experience for the audience, such as public health or public works.

#### ADULT EDUCATION RECOMMENDATIONS FOR ICS-300 AND ICS-400 LEAD AND UNIT INSTRUCTORS

Formal instructor training such as college courses, National Wildfire Coordinating Group Facilitative Instructor M-410 course, Emergency Management Institute Master Trainer Program;

National Fire Academy Instructional Methodology class, or DHS Office of Grants and Training's;

Instructor Training Certification Course, or equivalent.

- **Search & Rescue Mission Initiator**

The only requirement is that the person must be a New Mexico State Police officer.

- **Crime Scene Investigators and Evidence Technicians**

As a specialized field, crime scene investigators are required to go through a six (6) month coach officer program and receive approximately 200 hours of specialty training in the following areas;

- Application of Personal Protective Equipment (PPE)
- Techniques for Crime Scene Processing
- Crime Scene Management
- Crime Scene Photography and Videography
- Crime Scene Sketching
- Application of Computer Aided Drafting (CAD) Programs
- Documentation of Footwear and Tire Impressions
- Documentation of Firearms and Toolmark
- Documentation and Collection of Gunshot Residue
- Use of Forensic Light Sources
- Latent Print Development and Collection



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- Collection of 10-print Standards and Major Case Print Standards
- Evidence Collection and Packaging
- Bloodstain Pattern Analysis
- Crime Scene Reconstruction
- Autopsy Protocols
- Pattern Wound Interpretation

#### ● **Accident Reconstruction**

Accident reconstructionists must have the basic/intermediate and advanced accident investigation reconstruction to be a reconstructionists. The total number of hours is 240 hours. This is a six week program.

#### ● **Accident Investigation**

The IPTM schools are divided up into three sections. The first is At-Scene Accident Investigation, the second is Advanced Accident Investigation, and the last is Accident Reconstruction. Each section is a two (2) week course for a total of six (6) weeks.

#### ● **Investigations Bureau Agent**

No specialized training is required for initial entry into the Bureau.

- Initial Requirements/Training
  - Successful completion of two (2) years probation.
  - Letter of recommendation/passing evaluation from current commander.
  - Passing evaluation from current supervisors
  - No "Needs Improvement" on evaluations in critical areas: report writing, investigations, policy/procedure, etc.
  - Clean IA and Discipline History
  - Comprehensive background investigation

Officers wishing to pursue a position in Investigations *should* seek out the following training:

- A basic or advanced Interviews and Interrogations class.
  - A basic criminal investigations class.
  - A basic photography or crime scene processing class.
  - Advanced training in any critical area: computers, white collar crimes, crimes against children/women, sex crimes, violent crimes, etc.
- Selection Process
    - A portion of the selection process is competitive and based on:
      - Last three (3) years evaluations.
      - Assessment by their current supervisor(s)
      - Case file review and/or review of cases within the CJIS system.
      - Oral panel which includes an assessment of the candidate's suitability for placement in the Bureau.
    - \*Initiative, work ethic, willingness to learn, personality, sincerity, etc.



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- Initial psychological screening/assessment
- Initial drug screening (urine)
- Training/Maintenance Requirements  
Upon successful appointment into the Bureau, each agent will be required to meet the following minimum criteria:
  - Ethics Training
  - Successful completion of 10-week Field Training Program
  - Bi-Annual psychological screening for agents assigned to Covert Units.
  - Annual psychological screening for agents assigned to OPU and CST.
  - Budget permitting, advanced training in the following areas:
    1. Interview/Interrogation
    2. Specialized Criminal Investigations: Sex crimes, white collar, homicide, etc.
    3. Crime Scene investigation
  - Periodic reviews of driving, criminal, and civil history
- **Breathalyzer Operator**
  - Required Training
    - Our agency currently uses two breath machines: IR5000 and IR8000. The IR 5000 is slowly being phased out and the more mobile IR8000 will be used. The requirements for certification as an *'Operator'* for each machine are similar as far as hours of instruction for certification – eight (8) hours as presented by a qualified instructor. However, each machine requires a separate eight (8) hour block of instruction. The certification is good for two (2) years and then a four (4) hour refresher course must be taken before the expiration of the certification.
  - Required Re-Training
    - Scientific Laboratories Division (SLD) of the New Mexico Department of Health monitors the certification and if the request is made in a timely manner, a sixty (60) day extension to the certification can be acquired if the officer takes the four (4) hour refresher within sixty (60) days. Otherwise, the full eight (8) hours is necessary again. In order to carry the certification, officers must be full-time salaried peace officers commissioned in New Mexico or correction officers employed by a detention facility. The certification can be revoked if the officer does not comply with the Parental Responsibility Act or loses police certification.
- **Breathalyzer Key Operator (“Key Operator”)**
  - Required Training
    - The key operator is responsible for the maintenance and weekly calibration of the machine for which they are certified. The key operator is also responsible for performing proficiency tests six (6) times a year as dictated by SLD and ensuring that the necessary supplies are readily available for operator’s use of the machines. A separate eight (8) hour block of instruction, again by a qualified SLD instructor, must be passed separately for each machine in order to be a key operator. The applicant must first possess the operator certification before they



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can apply for key operator status. Expiration of key operator status is on March 31<sup>st</sup> of each year.

- Required Re-Training
  - Renewal is based on a demonstration of competency which may include a refresher class.
- **Operator Instructor**
  - Required Training
    - In order to obtain this certification, applicants shall have the current operator certification and at least twelve (12) hours with a “C” grade or better in any combination of the following disciplines: chemistry, biology, physics, or math from an accredited university with at least four (4) of those twelve (12) semester hours in chemistry. The SLD block of instruction is 32 hours. In lieu of the 32 hours, a Bachelor’s Degree in chemistry or biology is acceptable. Certification is for two (2) years and expires on December 31st each year.
  - Required Re-Training
    - Renewal is based on a demonstration of competency. These regulations are under the authority of the New Mexico Department of Health Scientific Laboratory Division (SLD) Title 7 Chapter 33: Scientific, Chemical and Biologic Laboratories and Testing; and the Statutory Authority Section 9-7-6 and Section 24-1-22, the New Mexico Implied Consent Act.
- **Standard Field Sobriety Test (SFST) Instructor**
  - Required Training
    - To obtain this certification the applicant must be a certified/commissioned officer under the control of an agency for at least three (3) years, and must successfully complete a 40-hour class regulated by National Highway Traffic Safety Administration (NHTSA). Prior to the 40-hour class, they must have successfully completed the initial NHTSA/IACP (International Association of Chief’s of Police) approved SFST training program within two (2) years. This requirement is accomplished in our recruit school. In addition several other stringent requirements exist as defined by NHTSA:
    - Must be able to demonstrate experience and proficiency in administering the SFST.
    - Must meet the requirement of a Specialized Law Enforcement Trainer pursuant to NMAC rules.
    - Must have completed the New Mexico DPS Training Center’s Instructor’s Certification Application.
    - Present a record of the applicant’s efforts against DWI and proficiency of SFST in the form of either an outline of their arrests and convictions for the previous twelve (12) months, or a letter of recommendation from a judge or district attorney.
    - Must present a written recommendation by another lead instructor attesting to having taught two (2) apprentice courses in SFST.





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- Required Re-Training
  - Receive 16 hours of SFST instructor training every 2 years.
- **Driving Instructor**
  - Required Training
    - Successfully completed two year probationary period.
    - Good standing with district.
    - Successfully completed an Instructor Development class.
    - Probationary period to see how candidate instructor conducts elf around recruits, two (2) classes.
    - Successfully complete a 40-hour Emergency Vehicle Operator's Course (EVOC).
  - Required Re-Training
    - Instructor must have to teach a minimum of two (2) classes within the four (4) year instructor certification cycle, and attend an instructor refresher.
- **Motor Officer Position:**
  - Required Training
    - Have completed two (2) years as a patrol officer and be off probation.
    - Must be a uniformed officer.
    - Must have a motorcycle endorsement.
    - Must have a letter of recommendation from immediate Captain.
    - Must complete the Motorcycle Safety Foundation's basic rider course.
    - Must Complete the Police Motorcycle Riding Course.
  - Required Re-Training
    - Must attend bi-annual training and recertification on the Police Motorcycle course.
- **Defensive Tactics Instructor Position**
  - Required Training
    - Applicants must complete the Defensive Tactics Instructor Course offered either by LEA or an accredited course which is similar to the LEA course. The course is offered by Department of Energy/Central Training Academy (DOE/CTA). You must also have an Instructor Development Course.
- **Taser Instructor**
  - Required Training
    - The taser Instructor must be in good standing with the department, have taken instructor development and be a department use of force instructor. The taser instructor must pass the two day instructors course offered through Taser International.
- **Armorer Certification Requirements**
  - Required Training





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- Eight (8) hours Glock and Smith & Wesson Armorer training course, three (3) year certification covering all models of Glock and Smith & Wesson pistols.
- **Firearms Instructor**
  - Required Training
    - Forty (40) hour Instructor Development course, one hundred twenty (120) hour NMDPS firearms instructor course (covers principles and techniques of semi-auto handgun, revolvers, shotguns and semi-auto carbines/rifles) or equivalent course. NMDPS currently recognizes DOE's FIC and FLETC's FITP as equivalent, other courses on a case by case basis.
- **Drug Recognition Expert (DRE) Instructor**
  - Required Training

The standards in this section specify the criteria which must be met prior to an individual's being certified as a drug recognition expert (DRE). These criteria outline the knowledge and skills required to be considered for training, as well as the knowledge and proficiencies required for final certification.

The currently approved curriculum involves a three-phase training process. Prior to beginning the training program, students are required to be trained in, and demonstrate proficiency in the use of the NHTSA-approved standardized field sobriety tests, including the Horizontal Gaze Nystagmus test (HGN). Phase I of the drug recognition training consists of a two-day (16-hour) preschool. During this preschool, students are taught the definition of the term "drug" as it is used in the Drug Evaluation and Classification Program (DECP), and become familiar with the techniques of the drug evaluation. Students also begin to learn the techniques and procedures for evaluating persons suspected of drug impairment.

Phase II of training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug evaluation examination as well as in physiology, the effects of drugs, and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding to Phase III of training, the field certification.

The field certification portion of training begins immediately following completion of the classroom training and is conducted at periodic intervals for the next sixty (60) to ninety (90) days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least twelve (12) drug evaluations and completing a comprehensive examination, the student is certified as a drug recognition expert.

**1.1** In order to be considered for certification as a drug recognition expert, a person shall be in the employ and under the direct control of a public criminal justice agency



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or institution involved in providing training services to officers of law enforcement agencies.

**Commentary:** At the discretion of the agency head or administrator, and with the consent of the training body, other persons may audit or observe any or all portions of the DRE training. Persons attending the course as auditors or observers shall not be eligible for certification.

Persons pursuing certification as drug recognition experts for the purpose of instructing in the Drug Evaluation and Classification Program must meet all requirements for certification and recertification in order to maintain their standing as DREs or DRE instructors.

**1.2** All DRE candidates must attend and complete the IACP/NHTSA DRE preschool or an IACP-recognized equivalent prior to progressing to Phase II, the DRE School.

**Commentary:** The drug evaluation process requires that the contribution of alcohol to observed impairment be determined or eliminated. The NHTSA has developed, and the IACP has adopted, the Standardized Field Sobriety Test procedure in conjunction with immediate breath testing, as a means of identifying the alcohol-impaired driver. If the effects of alcohol are determined not to be the sole cause of impairment, the officer can begin the evaluation process to determine what other causes may be responsible.

In order to conform to the NHTSA model curriculum, SFST training must be at least sixteen (16) hours in length and include at least two (2) controlled drinking sessions utilizing volunteer drinkers. In addition, the training must instruct students in the administration of the HGN, walk and turn, and one-leg stand tests.

Each agency should ensure that candidates submitted for DRE training have had adequate time prior to beginning the training program to develop and to demonstrate proficiency in the use of SFST/HGN or allow for refresher training in these techniques as necessary.

**1.3** Effective September 30, 1992, all DRE candidates must attend and complete the IACP/NHTSA-approved course of instruction in Standardized Field Sobriety Testing, or an equivalent curriculum approved by the IACP, and shall demonstrate proficiency in the use of Standardized Field Sobriety Tests, to the satisfaction of a DRE instructor, by the conclusion of the IACP/NHTSA DRE preschool or a school meeting Standard 1.2 above.

**Commentary:** Candidates attending school prior to the effective date must demonstrate proficiency or complete an approved course.



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**1.4** Prior to attending phase II of the DRE training, the candidate shall have met the learning objectives for phase I of the training program, the IACP-approved DRE preschool. The candidate shall be able to:

1. Define the term "drug" as it is used in the DEC Program.
2. Name the seven drug categories identified in the DRE training program.
3. Measure vital signs, including blood pressure, pulse and body temperature.
4. Show familiarity with the 12-step drug recognition evaluation process.
5. Demonstrate proficiency in the administration of the Standardized Field Sobriety Tests, including Horizontal Gaze Nystagmus.
6. Show familiarity with the administration of the eye examinations, including pupil size, vertical nystagmus and lack of convergency.

These learning objectives are generally met through completion of Phase I, the DRE preschool. However, agencies have the latitude to determine the best means of ensuring that candidate DREs meet the prerequisites. The agency must verify, through the application process to the instructor responsible for delivering the training, that a candidate meets all requirements. Each candidate DRE will be required to demonstrate the knowledge and skills outlined.

Administrative guidelines and suggested application forms containing the necessary information will be provided by IACP staff to agencies and training institutions.

**1.5** The candidate DRE must have experience in the preparation of comprehensive investigative reports and in providing detailed court testimony.

**Commentary:** The technical nature of the drug evaluation process and the need to provide detailed and accurate documentation of findings and conclusions require proficiency in the preparation of reports. Candidate DREs should have demonstrated the ability to investigate, document and prepare detailed reports of incidents, such as major traffic accidents or criminal violations. In addition, DREs must be able to provide court testimony concerning their methods and results, as well as their training and qualifications.

**1.6** The candidate DRE shall complete an approved classroom training course that shall, at minimum, achieve the learning objectives as stated in the IACP-approved training curriculum.

**Commentary:** The National Highway Traffic Safety Administration, in conjunction with the Los Angeles Police Department, has developed a classroom training course that, when completed, qualifies the student to proceed to the field certification portion of the training program. Because of differences in the type and level of training for officers in



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the detection of the impaired subject, agencies should determine the most effective means of providing classroom training in drug recognition. However, in order to maintain the credibility and integrity of the certification program, agencies that use a training program other than that currently approved by the IACP must have the alternative curriculum approved by the IACP Drug Evaluation and Classification Technical Advisory Panel as meeting learning objectives. In addition, the Drug Evaluation and Classification Technical Advisory Panel will be responsible for providing periodic updates and modifications to the IACP training curriculum.

**1.7** All candidate DREs shall attend and complete all classroom portions of an approved DRE curriculum prior to progressing to Phase III (the field certification phase) of the training. This shall include satisfactorily completing all assignments and required examinations. Students shall not be permitted to "test out" of portions of the training, nor shall they be permitted to attend only those classes that they have not previously completed.

**Commentary:** Class sessions missed should be made up at the earliest possible time.

**1.8** In order to satisfactorily complete the classroom portion of the training and proceed to field certification, candidate DREs must complete an IACP-approved final examination with a score of not less than eighty percent (80%). Candidates scoring less than 80% on the final examination may be retested one time, under the supervision of a certified DRE instructor. The retest shall be completed not less than fifteen (15) nor more than thirty (30) days following the completion of the classroom training.

**Commentary:** Upon satisfactory completion of the examination, the candidate may then proceed to field certification. The examination used to retest the candidate shall be an IACP-approved examination and shall not have been administered to the candidate previously. If the candidate does not achieve a passing score on re-examination, the candidate must re-take the classroom portion of the training and pass the knowledge examination before proceeding further in the certification process.

**1.9** Upon completion of the field certification phase of training, the candidate must demonstrate the ability to conduct a complete drug evaluation in an approved sequence and appropriately document and interpret the results. The candidate must also be able to document the findings of the evaluation and demonstrate proficiency in interviewing techniques.

**Commentary:** One of the primary factors in the success of the Drug Evaluation and Classification Program has been the emphasis upon a standardized approach to the drug recognition process. The training stresses the importance of a systematic, structured approach to performing the drug evaluation. This includes completing all



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portions of the evaluation in the appropriate sequence. Upon conclusion of an evaluation, the DRE reviews the results of all tests, examinations and observations; documents the findings; and draws a conclusion based on the totality of the evidence.

**1.10** To be considered for certification as a DRE, the candidate must satisfactorily complete a minimum of twelve (12) drug evaluations, during which the candidate must encounter and identify subjects under the influence of at least three (3) of the drug categories as described in the DRE training program.

Of the evaluations required for certification, the candidate shall administer at least six (6) evaluations. The candidate may observe the remaining evaluations. Certification training evaluations will be conducted in accordance with the current procedures and guidelines established in the DECP training curricula.

All evaluations, either administered or observed, and documented for certification purposes, shall be supervised by at least one (1) certified DRE instructor.

**Commentary:** Ideally, a drug evaluation will be performed by no more than two (2) persons: the evaluator and one observer. At no time should more than four (4) persons participate in an evaluation, as the results of the evaluation may be influenced by the distraction caused by a large number of persons observing the process.

**1.11** Prior to completing the certification phase of training, the candidate DRE must demonstrate the ability to draw correct conclusions consistent with observed physiological signs and symptoms. In addition, the conclusions must be supported by the findings of a forensic toxicology laboratory. No candidate DRE shall be certified as a drug recognition expert, unless blood, urine, or other appropriate biological samples are obtained and submitted from at least nine (9) subjects whom the candidate DRE has examined for certification purposes. These may include subjects for whom the candidate DRE served as the examination recorder or observer as well as those subjects directly evaluated by the candidate DRE. Further, the candidate DRE cannot be certified, unless the opinion concerning the drug category or categories affecting the subject is supported by forensic toxicological analysis 75 percent (75%) of the time. For purposes of this standard, a candidate DRE's opinion is supported if the toxicological analysis discloses the presence of at least one drug category named by the candidate DRE. In the event that the candidate DRE has concluded that three or more categories of drugs are involved, at least two categories must be supported by toxicology results.

**Commentary:** Successful and uniform application of this standard places important forensic toxicological requirements on the program. First, the blood or urine specimen must be obtained as soon as possible after the arrest so that the contents of the sample refer to the subject's status at the time of the offense. Second, the sample





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must be properly sealed, stored, transported to the forensic toxicology laboratory and analyzed in a timely fashion to maintain the integrity of the specimen. Third, the drug recognition examination should be conducted as soon as possible after the offense so that the results of the evaluation accurately refer to the subject's status at the time of the offense. Fourth, the laboratory should use its full powers of analysis and detection to attempt to identify each category named by a candidate DRE; in some cases this may require the laboratory to modify its routine screening and confirmation procedures. Finally, the laboratory must complete its report on the samples as soon as possible and provide a copy of the report to the arresting officer, DRE or candidate DRE submitting the sample. It is the submitting officer's responsibility to provide a report to each DRE or candidate DRE who participated in the evaluation.

Although the candidate DRE must complete a minimum of twelve (12) drug evaluations (standard 1.10), standard 1.11 requires only 75 percent (75%) of those to include a biological sample. This allows for those cases in which a biological sample is unavailable, such as when a subject refuses or cannot provide one. In those cases when an evaluation is not supported by forensic toxicology, a certified DRE instructor should ensure that the candidate DRE's opinion was based on observable signs and symptoms consistent with the opinion.

**1.12** Prior to concluding field certification training, the candidate shall satisfactorily complete an approved "Certification Knowledge Examination." The examination shall be administered and the results reviewed by at least one certified instructor. The examination shall only be administered after the candidate has completed no fewer than three (3) drug evaluations.

**Commentary:** The "Certification Knowledge Examination" consists of a comprehensive written examination followed by a detailed interview with the reviewing instructor(s). As stated previously, certification is based on the evaluation by the instructor(s) of the skills and abilities of the candidate rather than on the completion of a specified set of tasks. The purpose of the examination and interview is to aid the instructor(s) in evaluating the candidate's qualifications, performance and general abilities.

The examination should be administered when, in the judgment of the reviewing instructor(s), the candidate has demonstrated proficiency in conducting, evaluating, and documenting results of the drug evaluation process.

**1.13** The candidate DRE shall complete the field certification phase of training within six (6) months following completion of the classroom training, unless the time limit is extended by the agency DRE coordinator.



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**Commentary:** Under normal circumstances, a candidate not completing field certification within the prescribed time period will be dropped from the program. However, a re-evaluation of the candidate's qualifications and the reasons for non-completion may be conducted by the agency DRE coordinator to determine whether or not circumstances exist that indicate that the candidate should continue in the program.

**1.14** By the time the candidate DRE has completed field certification training, the candidate shall have prepared a resume that shall reflect the candidate's training and experience in drug recognition. The resume shall include a complete log of all evaluations in which the candidate has participated.

**Commentary:** In order to be accepted as a credible witness, the DRE must be able to document and articulate a body of information concerning training, qualifications and experience in the field of drug evaluation and classification. Toward this end, candidates are instructed in the importance and proper preparation of a professional resume.

**1.15** When the candidate DRE has satisfactorily completed all requirements of the classroom and field certification portions of training, at least two certified DRE instructors who have observed the candidate during the field certification process will verify that the candidate meets all requirements for certification as a DRE.

**Commentary:** The certification process relies in large part on the judgment of the instructor(s) as to the abilities and performance of the candidate. Experience has shown that in many cases, particularly those in which a candidate's qualifications may be in question, the opinion of a second instructor as to readiness for certification is of value. In addition, the use of a second instructor to evaluate the candidate may overcome any bias, either for or against a candidate. For these reasons, each candidate be evaluated by at least two instructors prior to becoming certified as a DRE.

**1.16** Following completion of certification requirements, copies of all documents, including test results, evaluation logs and drug evaluation reports shall be forwarded to an agency DRE coordinator. The DRE coordinator shall forward the names and copies of certification progress logs of the DREs to the appropriate state and/or national organizations for inclusion in their registers as certified drug recognition experts.

**Commentary:** The IACP/Drug Recognition Section staff shall maintain current listings of persons certified by agencies as DRE. Upon notification that a person has met all requirements, staff shall complete and forward to the individual a certificate of completion indicating that he/she meets all requirements of the Drug Examination and Classification Program as a DRE.





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#### **Standards for Certification as Drug Recognition Expert Instructor**

Because of the highly technical nature of the functions performed by the DRE, only persons experienced in the techniques of drug evaluation should instruct in the Drug Evaluation and Classification Program. In general, these instructors will be certified drug recognition experts with experience in performing drug evaluations and in providing testimony in court in the area of drug recognition. However, persons who possess specialized skills or credentials may be utilized to teach certain parts of the training course as associate instructors. Dedicated, qualified instructors are critical to the continued success of the Drug Evaluation and Classification Program.

Certified instructors are responsible for observing, evaluating, and verifying the performance of candidate DREs throughout the training and certification process. In addition, certified instructors must provide periodic update training to DREs already certified.

Also addressed in this section are standards for the use of instructor/trainers in the program. These individuals are responsible for the training of DRE instructors.

**2.1** Only persons certified as drug recognition experts may be certified as DRE instructors.

**Commentary:** Persons not certified as DREs, but who possess knowledge, expertise or credentials deemed valuable to the program, may be designated as associate instructors for the Drug Evaluation and Classification Program. Persons who might be considered for such designation may include medical professionals, attorneys, and others who possess knowledge in a designated field of expertise. Associate instructors must be familiar with the Drug Evaluation and Classification Program and fully conversant with the lesson plans for their assigned blocks of instruction. Classes taught by associate instructors shall be taught in cooperation with certified DRE instructors to ensure consistency.

Each associate instructor shall provide to the IACP staff a biographical sketch to be included in the national file of approved instructional staff. The biographical sketch shall include those segments of the training curricula that the associate instructor is qualified to teach.

**2.2** Drug recognition experts desiring to become instructors in the Drug Evaluation and Classification Program shall make written application through and be recommended by their agencies as meeting all requirements to become instructors.

**Commentary:** The agency head shall verify to the training provider that a candidate instructor meets all prerequisites to enter DRE instructor training. Prerequisites may



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also include any state, local or agency requirements specified for instructors within the jurisdiction.

The IACP staff shall provide to requesting agencies the administrative guide and sample application forms for candidate instructors.

**2.3** The candidate shall satisfactorily complete the IACP-approved Drug Evaluation and Classification Instructor Training Program, or an approved equivalent, which shall include both knowledge and practical examination of candidate instructors.

**Commentary:** This requirement does not preclude states or local jurisdictions from placing additional requirements on persons wishing to teach in the local law enforcement community.

**2.4** Upon satisfactory completion of the IACP-approved classroom portion of training or completion of an equivalent program, the student shall be designated an assistant instructor for purposes of completing instructor certification. To complete instructor certification, the assistant instructor must:

- Teach for a minimum of two (2) hours in the classroom portion of an approved Drug Recognition training program; and
- Supervise the administration of no fewer than two (2) drug evaluations performed by candidate DREs during certification training.

The assistant instructor's progress shall be monitored and evaluated by at least one (1) certified DRE instructor.

**Commentary:** The National Highway Traffic Safety Administration has developed, and the IACP has adopted, a training curriculum for instructors in the Drug Evaluation and Classification Program. The learning objectives for this program emphasize specific techniques for teaching the specialized information contained in the drug recognition training program. Because agencies may differ in their specific requirements for instructors, particularly those involved in the Drug Evaluation and Classification Program, agencies wishing to use a training curriculum other than that utilized by the IACP may do so, provided that, upon completion of the training, the student instructor meets or exceeds the requirements set forth in these standards.

The Drug Evaluation and Classification Technical Advisory Panel shall be responsible for reviewing and evaluating alternative training programs submitted by agencies. Those programs meeting or exceeding the approved learning objectives for instructor training shall be deemed "equivalent."



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2.5 Upon satisfactory completion of instructor training, copies of all documentation, including instructor progress logs, examination scores and instructor evaluations, shall be forwarded to the agency DRE coordinator. The agency DRE coordinator shall forward the names of certified DRE instructors and copies of instructor progress logs to the appropriate state and/or national organizations for inclusion in their registers as certified DRE instructors.

**Commentary:** The IACP/Drug Recognition Section staff will maintain current registers of persons certified as instructors in the Drug Evaluation and Classification Program. Upon notification that a person has met all requirements, the staff shall complete and forward to the individual a certificate indicating that he/she meets all requirements as a DRE instructor.

The administrative guidelines shall provide sample forms for necessary progress logs and certification documents.

2.6 All training sessions conducted as part of the Drug Evaluation and Classification Program shall be coordinated by a certified DRE instructor who has previously instructed, to ensure the proper conduct and delivery of the approved curriculum. All classes taught by associate or assistant instructors shall be supervised directly by a certified DRE instructor.

**Commentary:** To ensure that all training classes are conducted in accordance with applicable standards, it is recommended that the instructor coordinating the training program have a minimum of one-year experience as a drug recognition expert instructor.

2.7 An instructor trainer shall have demonstrated proficiency as an instructor.

2.8 An instructor trainer must be knowledgeable of and have audited all phases of the Drug Evaluation and Classification training program and must be fully conversant with the student and instructor manuals.

**Commentary:** An instructor trainer must demonstrate present evidence of the satisfactory completion of the NHTSA Instructor's Development Course or equivalent. Instructor trainers must be familiar with the Drug Evaluation and Classification Program and fully conversant with the lesson plans for their assigned blocks of instruction. Classes taught by instructor trainers shall be taught in cooperation with certified DRE instructors to ensure consistency.

Each instructor trainer shall provide, through the agency DRE coordinator to IACP staff, a biographical sketch to be included in the national file of approved instructional staff.



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The biographical sketch shall include those segments of the training curricula that the instructor trainer is qualified to teach.

The IACP/Drug Recognition Section staff will maintain current registers of persons certified as instructor trainers in the Drug Evaluation and Classification Program.

o **Required Re-training**

A topic area not previously addressed by operating guidelines of the Drug Evaluation and Classification Program is that of recertification of drug recognition experts and instructors. As more agencies become involved in the program and as the programs in the pilot agencies mature, it is apparent that a system is needed to ensure that DREs and DRE instructors maintain proficiency. Just as the standards in the previous sections have outlined the criteria for original certification, standards are required to ensure that professional integrity is maintained throughout the system.

The standards in this section outline the requirements for periodic recertification of DREs and DRE instructors in the Drug Evaluation and Classification Program.

**3.1** The following records concerning certification and recertification shall be maintained:

Individual DRE/DRE Instructor	Copies of all drug evaluations Evaluation logs Resume Certification and recertification progress logs Certificates
Agency DRE Coordinator	Copies of evaluation logs Certification progress logs Copies of certificates Instructor ratings and summaries of student critiques Records of classes taught by each
State DRE Coordinator and/or IACP Staff	Copies of evaluation logs (optional) Certification progress logs  File of certified DREs and instructors



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#### Recertification information

**Commentary:** Guidelines for the retention of pertinent records concerning the program operation help to ensure integrity of the program and provide valuable information for purposes of statistics and court verification of training. Other records as deemed appropriate by local agencies or certification commissions may be required of the individual DRE or agency DRE coordinator.

**3.2** DREs shall be required to renew their certificates of continuing proficiency every two (2) years. A one-year grace period following the lapse of certification may be allowed for those not meeting recertification standards. During the grace period, the DRE may be recertified without having to repeat the original certification process.

**Commentary:** All DREs currently certified will maintain currency. A rotating schedule of recertification will be established upon adoption of these standards by the IACP.

**3.3** Agency DRE coordinators shall be notified of those DREs in need of recertification at least six months prior to the expiration of the certificates. The agency DRE coordinator shall forward to the IACP staff required documentation indicating the completion of recertification requirements. The staff will issue appropriate certificates when requirements are met.

**3.4** A DRE shall demonstrate continuing proficiency by:

- Performing a minimum of four (4) acceptable evaluations since the date of last certification, all of which shall be reviewed and approved by a certified DRE instructor and one (1) of which shall be witnessed by a certified DRE instructor. These evaluations may be performed on subjects suspected of drug and/or alcohol impairment or during classroom simulations.
- Completing a minimum of eight (8) hours of IACP recertification training since the date of the DRE's most recent certification, which may alternatively be presented in two (2) sessions of no less than four (4) hours, and which shall be consistent with any IACP standards for such training.
- Presenting an updated resume and rolling log to the agency coordinator or designee for review.

**Commentary:** The agency coordinator or designee is responsible for maintaining the integrity of the program, and the agency coordinator, consistent with this responsibility, is encouraged to withhold recertification for, or refer for remediation, any DRE whose



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rolling log indicates an unacceptable level of accurate evaluations, as indicated by toxicology results.

**3.5** When a DRE has completed all requirements for recertification, a certified DRE instructor shall verify to the agency DRE coordinator that minimum recertification requirements have been met.

**3.6** A certified instructor shall maintain instructor certification so long as DRE certification is maintained.

**Commentary:** An instructor may be decertified for cause, such as for conducting substandard instructional programs, and still maintain certification as a DRE.

#### • **STANDARDS FOR DECERTIFICATION OF DRUG RECOGNITION EXPERTS AND INSTRUCTORS**

The standards in this section outline the circumstances and procedures for decertifying individual DREs or DRE instructors. In order to ensure that standards of performance are maintained, a means of removing persons unable to meet those criteria of competence and professionalism from the roles of the program is needed. The final authority and responsibility for maintaining program standards rest with the agency and the agency DRE coordinator. It shall be incumbent upon the agency DRE coordinator to ensure that certified DREs meet approved standards for conduct and qualifications.

**4.1** Decertification shall occur when a DRE or DRE instructor fails to meet minimum standards and requirements for certification, or demonstrates substantial unethical or unprofessional behavior that reflects adversely on the Drug Evaluation and Classification Program.

**Commentary:** All DREs are responsible for maintaining and forwarding to the agency DRE coordinator information regarding required training or experience. If such information is not provided in a timely manner, certification will lapse.

Local agencies and licensing/certification bodies may, at their discretion, establish certification and decertification criteria to conform with local laws or rules. Nothing in these standards should be construed to overrule local authority in establishing standards for the performance of officers in this area.

**4.2** Requests for voluntary decertification will be honored when submitted by a DRE or DRE instructor to the section staff and with approval of the agency DRE coordinator.





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**4.3** Cases involving poor performance or inconsistent findings shall be referred to the agency DRE coordinator for investigation, recommendation, and action.

**4.4** Certification of a DRE shall not terminate as long as the DRE meets the requirements of Standards 1.1 and 4.1.

**4.5** The agency, upon the recommendation of the agency DRE coordinator and with concurrence of the state DRE coordinator, shall initiate the decertification process against a DRE or DRE instructor. The agency coordinator shall inform the IACP/section staff of all decertification actions. The staff shall have the right to investigate any and all recommendations for decertification as it deems necessary or as directed by the section.

#### • **STANDARDS FOR REINSTATEMENT OF A DECERTIFIED DRUG RECOGNITION EXPERT**

The standards in this section outline the procedures for reinstating a previously decertified DRE and/or DRE instructor.

**5.1** An individual can be reinstated as a DRE when the following conditions are met:

- The applicant must pass the 100-item exam (same as that given at the end of the DRE school, or the make-up exam) as witnessed by a certified DRE instructor, with a score of at least 80%.
- The applicant must complete four (4) hands-on drug evaluations within a one-year period from the date of request to be certified.

**5.2** An individual can be reinstated as a DRE instructor when the following conditions are met:

- The applicant meets conditions 5.1 and is reinstated as a DRE.
- The applicant's eligibility and reinstatement as a DRE instructor is reviewed and approved by an agency and a state coordinator.

**Commentary:** In many instances, a DRE certification lapses through no fault of the DRE due to transfers, promotions, etc., and recertification requirements have not been met. In many cases, a DRE may want to reapply DRE skills with a new assignment. IACP suggests that a written request for reinstatement to the program come from the applicant to the state coordinator, through the proper agency channels. A form is provided by the IACP to DEC state coordinators for the purpose of reinstatement. Agency and state coordinators are cautioned to conduct a thorough check on the cause of the applicant's decertification and reason for application for reinstatement.