



United States Virgin Islands Peace Officer Standards and Training

INITIAL INSTRUCTOR CERTIFICATION AND RENEWAL CERTIFICATION PROTOCOLS

GENERAL INSTRUCTOR CERTIFICATION

1. Be a graduate of a certified Police Basic Training Course.
2. Have three (3) years Law Enforcement experience.
3. Under certain circumstances, the Executive Director can waive the above two requirements.
4. Attend and successfully complete a P.O.S.T. Council approved Instructor Development Course.
5. After completion of a P.O.S.T. Council approved Instructor Development Course, complete a minimum of two (2) hours of instruction under the guidance of a P.O.S.T. Council approved certified instructor, and document the training in a letter stating the date, title of the training, location of the training, number of students attending, the number of hours of instructional time, and the supervising instructor's name.
6. Make application for instructor certification within one (1) year of completing Instructor Development Course.
7. Submit the application with original signatures, letter of evaluation and a copy of the certificate of Instructor Development Course completion, Lesson Plan and Cover Sheet to the **Executive Director, Peace Officer Standards and Training Council, # 1 Estate Diamond, Frederiksted, VI 00840.**

Training Areas

After initial instructor certification is completed, primary instructors may provide training in any subject presented in the basic course curriculum, or in any subject except specialized or high liability courses unless certified. If determined to be needed by the department CEO, the trainer may teach other general courses if he/she has sufficient experience and education to provide good quality instruction.

HIGH LIABILITY SKILLS INSTRUCTOR CERTIFICATION IN EVO, FIREARMS, AND PHYSICAL TACTICS

Those holding only a General Instructor Certification are not authorized to instruct the High Liability skills: EVO, Firearms, and Physical Tactics.

These certifications require additional training for the instructor since these skill areas are considered high liability disciplines. To become a High Liability skill instructor requires the officer to **(A)** be a P.O.S.T. Certified Primary Instructor in good standing, **(B)** complete a



P.O.S.T. Council approved instructor course in the area for which that officer seeks certification and (C) submit the required documents for certification.

RE-CERTIFICATION:

1. General Skill re-certifications are good for three (3) years from the date of approval. Failure to recertify before the expiration date will require an instructor to retake the Instructor Development Course or a waiver may be granted by the Council and the applicant must then instruct an approved P.O.S.T. Council approved course within one (1) year after the expiration date of the instructor certificate, under the guidance of a P.O.S.T. Council approved certified instructor, and document the training in a letter stating the date, title of the training, location of the training, number of students attending, the number of hours of instructional time, and the supervising instructor's name. Once this is completed the applicant can be re-certified. **This is a one-time waiver.**

The applicant may request a one-time extension as outlined below. **There is no grace period for instructor re-certifications.**

2. A one-time extension may be granted for completing the instructional hours required by submitting a request to the: Executive Director, Peace Officer Standards and Training Council , # 1 Estate Diamond, Frederiksted, VI 00840. in writing **BEFORE** the expiration date. The length of an extension, if authorized, will be determined on a case-by-case basis by the Executive Director. During this extension period, an instructor is authorized to present training that can be counted towards a student's in-service training requirement.

3. Primary Instructors must provide documentation of at least sixteen (16) hours of training over the three (3) year certification period. This is done by:

- a. Submitting an application for recertification.
- b. Attaching documentation of training provided as outlined below.

4. High Liability skill instructors must document sixteen (16) hours of instruction in **each certified High Liability skill area**. For example, if an EVO instructor teaches all 16 hours presenting EVO material, that instructor can use those 16 hours to satisfy both the primary and the High Liability skill minimum instructional time requirement. However, if this instructor is also a firearms instructor, this instructor must present at least 16 hours of EVO instruction **AND** 16 hours of firearms instruction to be re-certified in both areas.

Documenting Instructional Hours for Re-certification

On P.O.S.T. form #IC0002 list:

1. Date training occurred
2. Class subject
3. Location of training



4. Number of students
5. Number of instructional hours
6. **Do not** send rosters. Instructor hours should only be submitted on department letterhead or a P.O.S.T. approved form with the information detailed above. Send this documentation with the application for recertification to: Executive Director, Peace Officer Standards and Training Council , # 1 Estate Diamond, Frederiksted, VI 00840.

Re-certification Time Frame and Pro-rating High Liability Skills Hours When Added to a Primary Instructor Certification

The certification period is determined by the date the instructor card is issued and is typically three years. If a High Liability Skill (EVO, FIREARMS, PHYSICAL TACTICS) is added as an additional certification to a primary certification, the original expiration date is not altered. The length of the new High Liability skill certification is shortened to correspond to the original expiration date.

Instructional hours required for re-certification in a High Liability skill area that was added will be calculated at one (1) hour per month remaining on the original certification period.

Example: A new instructor has three (3) years to teach until time to re-certify. That instructor must document sixteen (16) or more hours of instruction in a primary area. If the initial date of certification is 05/03/2016, the date of expiration will be 05/03/2019. If a High Liability skill instructional area is added on 09/03/2016, the time remaining on the original primary certification is thirty-two (32) months. This means that the instructor would have to teach at least sixteen (16) additional hours in the High Liability skill area before 05/03/2019 to re-certify.

Submission Period

The re-certification application and supporting documents should be sent in thirty (30) days prior to the expiration date, but not more than sixty (60) days prior to the expiration date. If this is done, the new expiration date will be the current expiration date plus three years. If the re-certification application is sent in more than sixty (60) days prior to the expiration date, the new expiration date will be adjusted accordingly.

For instance, if an instructor submitted for recertification seven (7) months ahead of time, the new re-certification period would end seven (7) months earlier than if the instructor had applied 30 days before the expiration.

SPECIALIZED INSTRUCTORS:

Specialized instructors are those individuals that possess a specialized certificate in the field of criminal justice or law enforcement. These instructors are not authorized to teach High Liability courses unless certified by the P.O.S.T. Council. Specialized courses may include but not limited to: Field Sobriety Testing, Bike or Motorcycle Training, Crash Re-Construction, or other criminal justice or law enforcement training that requires certification to teach or operate specialized equipment.



Specialized instructors re-certifications are good for three (3) years from the date of approval.

To re-certify, the Specialized Instructors must provide documentation of at least sixteen (16) hours of training over the three (3) year certification period at least sixty (60) days prior to the expiration date of the current certificate.

This is done by:

- a. Submitting an application for recertification.
- b. Attaching documentation of training provided as outlined below.
 1. Date training occurred
 2. Class subject
 3. Location of training
 4. Number of students
 5. Number of instructional hours
 6. **Do not** send rosters Instructor hours should only be submitted on department letterhead or a P.O.S.T. approved form with the information detailed above. Send this documentation with the application for recertification to: Executive Director, Peace Officer Standards and Training Council, # 1 Estate Diamond, Frederiksted, VI 00840.

PROVIDER APPLICATIONS:

An organization, business, governmental agency or instructor, which may or may not have law enforcement duties or function, may be authorized to provide training which can be used to partially satisfy an officer's in-service training requirement if certain conditions are met. These include:

1. The organization, business, governmental agency or instructor, must make application for a Provider Number which will be used for reporting training. The application will require, among other things, the organization or business address, a contact person and a description of the function performed by the organization, business, government agency, or instructor. The instructor must provide the P.O.S.T. Council with a resume, certifications such as training records, college transcripts, and degrees earned from an accredited institution of higher learning.
2. The provider will need to demonstrate that it has the ability to create Performance Objectives and Lesson Plans for the material and classes it wished to present. It must have either a physical location or IT capabilities for presenting the class material in a professional manner (depending on approach), and it must have a record keeping system which will document who attended and successfully completed these classes. This record keeping system must be open to inspection by the P.O.S.T. Council. A provider must issue a certificate or other document to each student upon that student's successful completion of a class which displays the Provider Number.



3. A private provider's authorization to present approved training will expire three years from the date of issue of the provider number. A provider may submit a renewal application at the end of that period stating that the provider is still in the business of providing training to Virgin Islands law enforcement officers and the P.O.S.T. Council may then grant renewal of the provider's authority to present training. A provider's authority to present training may be revoked at any time for cause.