

**D.A.R.E.
ALASKA**

**D.A.R.E. OFFICER TRAINING
(DOT)**

SEMINAR INFORMATION PAMPHLET

Jan 16 - Jan 27, 2012

**Yuut Elitnaurviat Peoples Learning Center
Bethel, Alaska**

PLEASE READ CAREFULLY

REQUIRED EXPERIENCE:

- Must have completed two years of full-time service as a certified commissioned/sworn police officer or VPSO.
- Service may be waived to one year under special circumstances. Contact the state coordinator before continuing if you have less than two years service.

PERSONAL CHARACTERISTICS OF A D.A.R.E. OFFICER:

- * Enthusiastic
- * Positive
- * Comfortable talking with a group of people
- * Well respected by agency management
- * Dependable
- * Enjoys working with children
- * Flexible
- * Exemplary work record
- * Positive role model
- * Well respected by peers

SKILLS:

- * Able to grasp concepts and effectively communicate them to both children and adults.
- * Able to relate well to people, both children and adults.
- * Able to respond well to impromptu questions. (Impromptu speeches are required during the D.A.R.E. seminar.)

PERSONAL COMMITMENT:

D.A.R.E. involves a great deal of personal commitment. It begins with an intensive 80-hour seminar. The seminar will require many out-of-classroom hours for preparation. All classroom sessions are mandatory for certification. **Those who find it impossible to clear their calendar for the two-week seminar should plan to enroll in a future seminar.** Because the seminar is considered a primary duty assignment, a dress code will be observed throughout the seminar. You will need your Class A uniform and business casual attire. It is strongly recommended that you bring a laptop computer.

Each seminar participant will be required to make several formal presentations. Failure to meet minimum standards will result in non-certification.

Upon certification, you will return to teach the D.A.R.E. curriculum to the children. You will soon learn that this assignment demands a great deal of your time and energy. Proper preparation for each classroom presentation is essential. Likewise, you are asked to spend out-of-classroom time with the children to provide them informal time to interact with you. This time with the children is most important to the rapport-building process. You will also be asked to devote time to parent meetings on a regular basis.

Experienced D.A.R.E. officers claim that they have never worked so hard! However, they are also quick to add that they have never had a more rewarding assignment! But the rewards require a great amount of personal commitment.

AGENCY COMMITMENT:

It is very important that you have the support of your agency and the school district. Because this is so important, the *Law Enforcement/School Commitment Form* has become a mandatory part of the enrollment process. Without this commitment, you cannot effectively instruct the curriculum to the children. It is very important that this form be signed and returned to the Alaska State D.A.R.E. Coordinator so that your enrollment can be confirmed. **Please note:** If D.A.R.E. is already being taught by another officer in your school/school district, and if a *Law Enforcement/School Commitment Form* is already in existence, please make a photocopy of your existing agreement and send it with your enrollment materials. **You will need to submit either a new *Law Enforcement/School Commitment Form* or a copy of your existing agreement with your enrollment materials.**

Please ensure that your agency completes and returns the *Agency Commitment Form*. The Alaska State D.A.R.E. Coordinator exists to provide certification training to uniformed officers who will be teaching D.A.R.E. curriculum in the classroom. We ask that you enroll only an officer(s) who will be teaching during the next semester.

REQUIRED ENROLLMENT FORMS:

An enrollment packet (7 pages) must be completed and return to the D.A.R.E. office in order to enroll in the class. The Alaska D.A.R.E. program provides lodging as well as per diem/meals for all students attending D.A.R.E. Officer Training. All officers are required to stay at the training hotel in order to participate in after-hours preparation and group meetings. The state coordinator will notify you of your application being received and your position in the class has been confirmed. Room reservations and room assignments will be made by the State D.A.R.E. office. Do not contact the hotel facility directly.

DRESS REQUIREMENTS FOR THE SEMINAR:

The D.A.R.E. seminar is considered to be a primary duty assignment. Therefore, you are asked to dress appropriately. Gentlemen are asked to wear slacks and a shirt with a collar. Ladies are asked to dress in suitable business attire. **Jeans, shorts, T-shirts, tank tops, sandals, etc., are not acceptable attire.** However, jackets or ties are not required.

Be prepared to wear your agency uniform on the first and final days of the seminar. You will also be wearing your uniform at other specified times.

SCHEDULE:

You will soon learn that the D.A.R.E. seminar is very intensive. It is imperative that you clear your calendar for this training event. Your participation in all classroom sessions is mandatory for certification. If you have court dates or other conflicts, please resolve those before coming to the seminar. If you cannot, arrangements will be made to enroll you in a future seminar. **Again, attendance at all classroom sessions is mandatory for certification!** The seminar begins promptly at 8:00 a.m. Monday through Friday.

Seminar participants will be expected to devote outside classroom time to properly prepare for in-classroom assignments.

ADDITIONAL INFORMATION:

Mail (do not fax) the completed 7-page enrollment packet to D.A.R.E., 4500 W. 50th Ave., Anchorage, AK 99502. Keep the Seminar Information Pamphlet for your reference. Completed applications will be processed in the order they are received. The class size is limited to 34 students.

VPSOs: List your non-profit corporation as your agency. The VPSO coordinator should sign your application as the agency supervisor or representative.

If you have any questions, please do not hesitate to contact the Alaska State D.A.R.E. Coordinator at (907) 245-4529. Our address is 4500 W 50th Avenue, Anchorage, AK 99502.



**DRUG ABUSE RESISTANCE EDUCATION
SEMINAR ENROLLMENT PACKET**

ENROLLMENT PACKET CONTENTS

<u>DOCUMENT</u>	<u>ACTION</u>
Application Form	Complete and Return
<i>Code of Conduct</i>	Complete and Return
Agency Commitment Form	Complete and Return
Law Enforcement / School Commitment Form	Complete and Return

IMPORTANT!

The Alaska D.A.R.E. program provides room and per diem for officers attending a D.A.R.E. Officer Training Seminar. Advance payment of per diem is not assured. Therefore, officers should be prepared to bear this expense until reimbursed. This packet contains all forms required for attendance at the DOT training. Your request for training cannot be confirmed until **all** required forms have been received. Seminars are filled in the order in which the Alaska State D.A.R.E. Coordinator receives the completed enrollment packets. Only twYj Yapplicants will be accepted.

Every officer who successfully completes the 80-hour D.A.R.E. Officer Certification Training is required to comply with the *Code of Conduct* for D.A.R.E. Officers. This procedure is in compliance with National D.A.R.E. Policy and Procedure, #05-02. A copy of the *Code of Conduct* is included with this enrollment packet.

Mail (do not fax) completed packets to D.A.R.E., 4500 W. 50th Ave., Anchorage, AK 99502.

SEMINAR IDENTIFICATION NUMBER		
DATE PACKET RECEIVED		
DATE CONFIRMATION LETTER SENT		



APPLICATION FOR D.A.R.E. OFFICER TRAINING SEMINAR

PLEASE PRINT CLEARLY

Dates of Training Seminar

PARTICIPANT INFORMATION

LAST NAME:	FIRST:	MI:	SEX:
AGENCY:		RANK/TITLE:	
SOCIAL SECURITY NUMBER:	AGE:	TELEPHONE: ()	

AGENCY INFORMATION

AGENCY HEAD – LAST NAME:	FIRST:	TITLE:
YOUR SUPERVISOR’S LAST NAME:	FIRST:	TITLE:
AGENCY ADDRESS:		
CITY:	STATE:	ZIP: TELEPHONE: ()
Is this the first time your agency is implementing the D.A.R.E. program in your agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		

MAILING INFORMATION

Between now and the seminar, we may need to contact you by mail. Often, this is difficult to accomplish through agency mail systems. Please provide an address and telephone number to assist the staff in contacting you in a timely manner.

ADDRESS:	EMAIL ADDRESS:			
CITY:	STATE:	ZIP:	TELEPHONE: ()	CELL: ()

PERSONAL INFORMATION

YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR NAME TAG:		
YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATION:		
EMERGENCY, CONTACT:	RELATIONSHIP:	BLOOD TYPE:
DO YOU HAVE ANY SIGNIFICANT HEALTH PROBLEMS?		

EDUCATIONAL EXPERIENCE

<input type="checkbox"/> HIGH SCHOOL	<input type="checkbox"/> SOME COLLEGE	<input type="checkbox"/> JUNIOR COLLEGE
<input type="checkbox"/> FOUR-YEAR DEGREE	<input type="checkbox"/> MASTERS DEGREE	<input type="checkbox"/> DOCTORATE

LAW ENFORCEMENT EXPERIENCE (Please read and carefully answer each question)

I AM A FULL TIME CERTIFIED COMMISSIONED/SWORN POLICE OFFICER WITH FULL ENFORCEMENT AUTHORITY. <input type="checkbox"/> YES <input type="checkbox"/> NO
I AM ASSIGNED OR HAVE BEEN ASSIGNED TO: <input type="checkbox"/> UNIFORM/PATROL <input type="checkbox"/> SCHOOL RESOURCE OFFICER <input type="checkbox"/> COMMUNITY/PUBLIC RELATIONS <input type="checkbox"/> INVESTIGATIONS <input type="checkbox"/> NARCOTICS
I HAVE COMPLETED _____ YEARS _____ MONTHS AS A FULL TIME CERTIFIED COMMISSIONED/SWORN POLICE OFFICER

CERTIFICATION (Please read and carefully answer each question)

I UNDERSTAND THAT D.A.R.E. IS AN ASSIGNMENT WHICH REQUIRES WEARING A UNIFORM: <input type="checkbox"/> YES <input type="checkbox"/> NO
I WILL BE TEACHING D.A.R.E. <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> RELIEF/SUBSTITUTE
A SCHOOL/POLICE AGREEMENT FORM HAS BEEN EXECUTED BETWEEN MY AGENCY AND THE SCHOOL. <input type="checkbox"/> YES <input type="checkbox"/> NO
I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED WITHIN THE SEMINAR INFORMATION PAMPHLET. <input type="checkbox"/> YES <input type="checkbox"/> NO
MY APPROPRIATE SUPERVISORS HAVE BEEN GIVEN THE AGENCY REPRESENTATIVE INFORMATION SHEET TO READ. <input type="checkbox"/> YES <input type="checkbox"/> NO
I AM ABLE AND WILLING TO COMPLY WITH THE INFORMATION CONTAINED IN THE SEMINAR INFORMATION PAMPHLET. <input type="checkbox"/> YES <input type="checkbox"/> NO
I HAVE READ AND AM WILLING TO COMPLY WITH THE “CODE OF CONDUCT”. <input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICANT SURVEY

(PLEASE READ AND CAREFULLY ANSWER EACH QUESTION)

I AM ATTENDING THE D.A.R.E. OFFICER CERTIFICATION 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

PLEASE DESCRIBE HOW YOU WERE SELECTED (Appointment, Competitive Selection Process?)

MY AGENCY:

- IS ALREADY INVOLVED IN D.A.R.E.
- IS TO BEGIN D.A.R.E. NEXT SEMESTER
- IS CONTEMPLATING A D.A.R.E. PROGRAM
- HAS NO DEFINITE PLANS FOR THE D.A.R.E. PROGRAM

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

IS YOUR ASSIGNMENT TO TEACH D.A.R.E. ALREADY FUNDED OR PENDING FUNDING? IF PENDING, WHEN WILL YOU KNOW FOR CERTAIN THAT FUNDING WILL BE AVAILABLE? PLEASE BE AS SPECIFIC AS POSSIBLE.

PLEASE STATE YOUR REASONS FOR WANTING TO BE A D.A.R.E. OFFICER.

HOW MANY SCHOOLS/CLASSES WILL YOU BE TEACHING DURING THE NEXT SEMESTER?

PLEASE INDICATE WHAT YOU HOPE TO RECEIVE DURING THIS TRAINING?

AS INDICATED IN THE SEMINAR INFORMATION PAMPHLET, D.A.R.E. OFFICER TRAINING SEMINARS REQUIRE YOUR MOST DEDICATED EFFORTS. YOU WILL BE EXPECTED TO DEVOTE A GREAT DEAL OF TIME AND ENERGY TO SUCCESSFULLY PREPARE YOURSELF FOR BECOMING A D.A.R.E. OFFICER.

ARE YOU ABLE TO COMPLETELY DEVOTE YOUR TIME AND ENERGIES TO THIS TRAINING? YES NO

IS YOUR CALENDAR CLEARED OF ANY AND ALL OBLIGATIONS DURING THE TWO WEEK PERIOD OF TRAINING? YES NO

AUTHORIZATION

PARTICIPANT'S SIGNATURE	DATE:
AGENCY SUPERVISOR'S SIGNATURE:	DATE:



DRUG ABUSE RESISTANCE EDUCATION AGENCY COMMITMENT

PURPOSE

The New D.A.R.E. program has created an increase demand for officer training. D.A.R.E. Alaska, through grants and fund raising activities, attempts to minimize the cost of training to police departments. Training this year is limited to thirty-six officers, therefore it is imperative that the training the officers receive is utilized. The purpose of this document is to ensure that you, as an authorized agency representative, are aware of the Alaska State D.A.R.E. Program policy concerning the intended purpose for officer training.

POLICY

The Alaska State D.A.R.E. Program provides room and per diem for officers while attending D.A.R.E Officer Training. We ask that you enroll only an officer(s) who will be teaching during the next semester. (D.A.R.E. training is skills training; if those skills are not utilized immediately following the training experience, they will be lost.) We also ask that you permit your D.A.R.E. officer to teach the entire curriculum. Alternating instructors interferes with rapport-building between the officer and students, a key element to the success of the program. If your officer is to be a relief/substitute officer, it is our hope that you will allow that officer to teach for a semester before assigning him/her to a substitute role. Again, it is very important for officers to exercise learned skills immediately following the training.

COMMITMENT

Our agency intends to use the officer/applicant during the next school semester. Yes No

The applicant/officer will be used Full time Part time Relief/substitute

The applicant/officer will be given sufficient time to properly deliver D.A.R.E. Yes No

The applicant/officer will be expected to follow established program policies. Yes No

The applicant/officer will be allowed to attend in-service training. Yes No

Our funding for this applicant/officer is Pending Secured

I understand that the D.A.R.E. officer is required to teach in uniform. Yes No

I understand that D.A.R.E. Officer Training is a comprehensive program that will demand the undivided attention of the applicant/officer, and I am aware that attendance at all classroom sessions is mandatory. Yes No

I 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. Yes No

Applicant Officer's Name (Please print): _____

Authorized Agency Representative (Signature): _____

Agency: _____

Date: _____

**A COMMITMENT BETWEEN
LAW ENFORCEMENT AND EDUCATIONAL AGENCIES
TO IMPLEMENT THE D.A.R.E. CURRICULUM
(Drug Abuse Resistance Education)**

D.A.R.E. is a prevention education curriculum developed by educators and taught by uniformed police officers.

The program is a scientific and researched-based curriculum. It is based upon the uniting of two of society's most influential entities: law enforcement and education. The success of the program requires that a mutual commitment be established between those agencies involved.

The signing of this agreement establishes the mutual commitment of police and school personnel to provide our children with the knowledge, attitudes and skills necessary to make good choices to reject drugs and violence in their lives.

Items that are to be considered in this agreement are listed on the attached Guidelines for Establishing a Formal Agreement Between the Police and School.

THE AGREEMENT

We, the undersigned, are committed to work together to provide the D.A.R.E. curriculum to the children of our community. We understand that the curriculum is designed to be taught in ten separate lessons. The elementary curriculum is taught once a week. The middle-school curriculum is taught every day for ten consecutive school days.

SIGNATURE, LAW ENFORCEMENT REPRESENTATIVE

DATE

LAW ENFORCEMENT AGENCY

SIGNATURE, EDUCATIONAL AGENCY

DATE

SCHOOL/SCHOOL DISTRICT

PLEASE NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE D.A.R.E. ALASKA TRAINING COORDINATOR BEFORE AN OFFICER WILL BE ACCEPTED FOR TRAINING.

**GUIDELINES FOR ESTABLISHING A FORMAL AGREEMENT
BETWEEN THE POLICE AND SCHOOL AGENCIES
TO IMPLEMENT THE D.A.R.E. CURRICULUM**

The success of D.A.R.E. largely depends on the commitment of the local school/school district and local law enforcement to work together to combat drug and alcohol abuse through prevention. It is important that this commitment be formally established in writing.

The following areas should be carefully considered when drafting a formal agreement. Each community is unique in its needs and resources. This formal agreement needs to reflect that uniqueness. With that in mind, the following items need to be carefully considered.

Is the school willing to:

- Ensure that the D.A.R.E. officer will be allowed the allotted time for formal lessons?
- Consider the officer a faculty member rather than a “guest speaker”? Will the officer be invited to attend faculty meetings?
- Provide bulletin board space for display for D.A.R.E. related items? If so, how much space?
- Provide space for the officer to carry out the out-of-classroom responsibilities? If so, how much space?
- Coordinate scheduling with the D.A.R.E. officer and his/her supervisor?
- Provide regular feedback to the law enforcement agency concerning instructor performance?
- Allow the regular classroom teacher to provide assistance to the D.A.R.E. officer during formal D.A.R.E. lessons?
- Schedule orientation time for the school staff?
- Permit the classroom teacher to take an active role in reviewing and assigning homework?
- Refrain from calling upon the D.A.R.E. officer to perform law enforcement duties, except in emergencies?
- Regularly meet with the law enforcement agency to evaluate program needs?
- Permit the D.A.R.E. officer access to the playground and cafeteria to allow for informal interaction with the students?
- Allow for the use of audiovisual equipment for D.A.R.E. presentations?
- Reinforce the curriculum throughout the week by integrating program concepts into other subject areas (i.e., spelling, essays, etc.)
- Utilize school prevention funds to continue the D.A.R.E. program in the future?

Is the Law Enforcement agency willing to:

- Ensure that a certified D.A.R.E. officer will be available to teach all scheduled presentations? (This means that it shall be the responsibility of the law enforcement agency to make every effort to find a qualified substitute or make arrangements with the school to reschedule a class if the D.A.R.E. officer is unavailable to teach for any reason.)
- Regularly meet with school representatives to evaluate program needs?
- Ensure that officers are appropriately attired and present a professional image?
- Select only the best candidates for assignment to D.A.R.E.?
- Allow the officer time to provide orientation to the school staff?
- Allow the officer time for informal interaction with the children (playground, lunch)?
- Allow officers time to properly prepare for their classroom activities?
- Allow officers to participate in in-service activities?
- Commit the officer’s supervisor to periodically visit classes and evaluate officer performance?
- Replace an instructor for cause? (Poor performance, resignation, unacceptable behavior)
- Utilize agency prevention funds to support and maintain the D.A.R.E. program in the future

**DRUG ABUSE RESISTANCE EDUCATION
D.A.R.E. PROGRAM CODE OF CONDUCT**

Maintaining the continuity and integrity of the National D.A.R.E. program is the responsibility of D.A.R.E. America and each D.A.R.E. Instructor. Candidates, who become certified D.A.R.E. instructors by successfully completing D.A.R.E. curricula training, and instructors certificated to present the Parent Education Program by completing the D.A.R.E. Parent Education Program Training, are required to adhere to the D.A.R.E. Instructor’s Code of Conduct. This code of conduct will ensure that all instructors certificated to deliver the D.A.R.E. curricula present themselves as positive role models and represent the D.A.R.E. program in an appropriate manner.

CODE OF CONDUCT

As a D.A.R.E. Instructor or instructor certificated to present the D.A.R.E. Parent Education Program, I will conduct myself in a manner which will present a positive role model to those within the community in which I serve. My actions will be consistent with and support the goals and objectives of the D.A.R.E. program.

I understand that certification to present the D.A.R.E. curricula is a privilege, not a right, and that I may only present those curricula for which I have been certified. Violations of the following standards may result in decertification and loss of the privilege to present D.A.R.E. curriculum.

1. Criminal Misconduct
2. Administrative Misconduct, including but not limited to:
 - Knowingly failing to comply with established national or state policies and procedures.
 - Knowingly failing to deliver the D.A.R.E. curricula according to program design.
 - Knowingly using the D.A.R.E. name, logo, and/or copyright-protected materials in an inappropriate manner.

3. Unbecoming Conduct

The instructor is the most visible representative of the D.A.R.E. program. Each involved instructor represents all who have and continue to contribute to the program. As a highly visible member of the community, the conduct of an instructor affiliated with D.A.R.E. is closely scrutinized, and actions on and off duty reflect directly upon the public’s perception of the program. Instructors certificated to present D.A.R.E. curricula must at all times conduct themselves in a professional manner, not bringing discredit to themselves, their employing agency, the law enforcement profession or the D.A.R.E. program.

4. Violations of Trademark and Copyright Laws

Instructors certificated to instruct D.A.R.E. curricula shall not violate the D.A.R.E. America Trademark Infringement Policy which states, “No local production of any D.A.R.E. merchandise may be undertaken. Only authorized licensed vendors of D.A.R.E. America may use the D.A.R.E. name or family of trademarks on D.A.R.E. items or promotional items. Any person (including a police officer) who utilizes any of these trademarks on merchandise, promotional items, or in a publication without the written consent of D.A.R.E. America may be in violation of federal law and subject to prosecution.”

Candidate’s Signature

Training Center Representative (Print)

Candidate’s Name (Print)

Training Center

Date