



Policy & Procedures

NUMBER: 04-04

SUBJECT: DECERTIFICATION/SUSPENSION OF D.A.R.E. INSTRUCTORS

DATE: January 2020

PURPOSE

To establish procedures for the decertification/suspension of D.A.R.E. Instructors

POLICY

To preserve the integrity of the D.A.R.E. program, it is essential the D.A.R.E. curricula be delivered in accordance with the established program design and in a manner consistent with program intent. To ensure that officers deliver the program as designed a national certification process has been established. Only those officers who have successfully completed the appropriate course from a recognized training center or training team can become certified D.A.R.E. Instructors. Once certified, it is essential to the welfare of the program that D.A.R.E. Instructors maintain their level of expertise in teaching the curriculum and be positive role models for their students. Therefore, it is necessary to establish procedures to decertify/suspend those officers who do not comply with established standards.

This policy is in no way intended to interfere with an agency's authority to deploy, reassign or select D.A.R.E. officers at its discretion.

PROCEDURE

It shall be the responsibility of D.A.R.E. America to provide every possible assistance to state D.A.R.E. training centers, state D.A.R.E. coordinators, local agencies and officers to correct any situation deemed as an actual or potential threat to the program name, integrity or the success of program objectives. D.A.R.E. America and state D.A.R.E. coordinators shall be responsible for monitoring D.A.R.E. programs throughout their jurisdiction to ensure that the curricula are being effectively presented in a manner consistent with program design and intent.

1. Causes for decertification/suspension include, but are not limited to:

A. Criminal misconduct

B. Administrative misconduct, including but not limited to:

- (1) Knowingly failing to comply with established national or regional policies and procedures.
- (2) Knowingly failing to deliver the D.A.R.E. curricula/training according to the program design.
- (3) Knowingly using the D.A.R.E. name, logo and/or copyright-protected materials in an inappropriate manner.

C. Violations of the D.A.R.E Officer Code of Conduct.

1. The officer/instructor is the most visible representative of D.A.R.E. A D.A.R.E. Instructor's conduct is closely scrutinized and conduct on or off duty may reflect directly on the program. D.A.R.E. Instructors must conduct themselves at all times in a respectful, considerate and professional manner which does not bring discredit to the law enforcement community, themselves, their fellow officers or the D.A.R.E. program. It is a privilege, not a right, to serve as a D.A.R.E Instructor.

2. When a state training center, state coordinator or D.A.R.E. America learn of a violation or becomes aware that a D.A.R.E. Instructor's conduct is possibly in violation of the above, they shall review the reported situation. The training center or state coordinator shall report the situation to the jurisdictional D.A.R.E. America Regional Director within 30 days. The Regional Director shall review and investigate. Situations requiring an action less than decertification or suspension e.g. training, can be adjudicated at the state level. When decertification or suspension is recommended, this disciplinary action shall be reported in writing to the jurisdictional D.A.R.E. America Regional Director for review. D.A.R.E. America will then notify the involved officer's agency of recommendation and/or pending review in writing.

NOTE: If there is no state training center or coordinator, the first level of review will be a D.A.R.E. America Regional Director.

3. When the Regional Director receives written notification from a state training center or state coordinator regarding misconduct he/she shall review the action taken and coordinate a response by D.A.R.E. America providing written notification to the concerned officer's agency documenting the misconduct, the action taken and the appeal process.

An officer notified of decertification or suspension may make an appeal of the decision within 30 days. Any action taken by a training center, state coordinator or D.A.R.E. America Regional Director (suspension of teaching, etc.) shall stand pending any appeal. The concerned officer or employing agency may appeal the decision in the following manner:

IF DECERTIFICATION or SUSPENSION IS RECOMMENDED

3 Step Appeal Process

Step 1. If the concerned officer/agency disagrees with the action taken by the Regional Director, the officer with the endorsement of the employing agency, must make a written appeal to the Vice President of Regional and International Operations within 30 days following the response from the Regional Director.

Step 2. The Vice President of Regional and International Operations shall coordinate a review of the appeal by coordinating a panel of three non-involved State Coordinators and/or Regional Directors as soon as is practicable, but within 90 days. This panel, after reviewing the appeal, and the Regional Director's recommendation shall make a recommendation to the D.A.R.E. America President and Chief Executive Officer within 30 days either supporting the decertification or the suspension or reasons for not supporting the action recommended.

Step 3. After reviewing the appeal, the Regional Director recommendation and the review panel's recommendation, The President and Chief Executive Officer or Chief Operation Officer of D.A.R.E. America, shall respond in writing to the appellant advising of adjudication of the matter within 30 days.