

D.A.R.E. AMERICA NATIONAL POLICY AND PROCEDURES

NUMBER 04-04

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

DATE: March 27, 2004

PURPOSE

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

POLICY

To preserve the integrity of the national 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 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 is 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. Conduct Unbecoming a D.A.R.E. Instructor

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 manner which does not bring discredit to the law enforcement community, themselves, their fellow officers or the D.A.R.E. program.

2. When a state training center or state coordinator becomes aware that a D.A.R.E. Instructors conduct is possibly in violation of the above, they shall review the reported situation. The training center or coordinator shall report upon the situation to the jurisdictional D.A.R.E. America Regional Director within 30 days. Situations requiring an action less than decertification, i.e. training, suspension of privileges, etc. can be adjudicated at the state level. When decertification is recommended, this proposed 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 in writing.

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

3. When the jurisdictional Regional Director received 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 may appeal the decision. D.A.R.E. America shall be responsible for establishing and overseeing any and all appeal procedures. Any action taken by a training center, state coordinator or D.A.R.E. America Regional Program 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 SUSPENSION RECOMMENDED

1. The concerned officer/agency must make a written appeal within 30 days from the time action taken to the jurisdictional D.A.R.E. America Regional Director.
2. The D.A.R.E. America Regional Director will review the appeal and respond within 30 days from the date the appeal is received.

IF DECERTIFICATION IS RECOMMENDED

1. If the concerned officer/agency disagrees with the action taken by the Regional Director, the officer with the endorsement by the employing agency, must make a written appeal to the Executive Director of D.A.R.E. America within 30 days following the response from the jurisdictional Regional Director.
2. The Executive Director D.A.R.E. America shall cause the appeal to be reviewed by a national panel of D.A.R.E. program administrators.
3. Within 90 days of receiving the appeal the Executive Director D.A.R.E. America, shall respond in writing to the appellant advising of adjudication of the matter.