

**CHAPTER 6**  
**INSTRUCTOR CERTIFICATION AND SELECTION**  
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## CHAPTER 6

### INSTRUCTOR CERTIFICATION AND SELECTION

1. GENERAL. The Department relies upon its employees to provide ongoing training in a variety of topics. Departmental instructors assume the critical responsibility of facilitating the learning process for other departmental personnel. Serious consideration must be given to the individual's experience, skill, and personal qualities. This chapter provides guidelines to ensure consistency in the selection of training instructors. Divisions and commands may establish additional criteria consistent with their needs.

2. INSTRUCTOR SELECTION CRITERIA. It is important instructors possess the following skills and qualities:

- a. At least one year of departmental experience or related prior experience.
- b. Demonstrated strong facilitative skills.
- c. Demonstrated ability to facilitate learning of knowledge, skills, and abilities.
- d. Demonstrated expertise in the subject area.
- e. Effective listening and communication skills.
- f. Good interpersonal skills.
- g. A high degree of interest and motivation.
- h. An exemplary professional appearance and demeanor.
- i. Familiarity with fundamentals of instructing adults, including the ability to:
  - (1) Determine appropriate methods, time frames, and environment for the course of instruction.
  - (2) Write course objectives containing performance standards and conditions.
  - (3) Develop criteria tests.
  - (4) Identify and use appropriate audiovisual aids, including digital media, to enhance training.

3. SELECTION. Personnel interested in becoming an instructor for the Department shall contact the appropriate Office of Primary Interest (OPI) and follow application procedures:

- a. Organizational Development Section (ODS) for any supervisory, management, professional, or instructor training courses.
- b. The Academy for any cadet or Academy OPI-related training courses.
- c. Appropriate OPI Division for all other OPI-related training courses.

4. TRAINING.

- a. Each command is responsible for ensuring local instructors are qualified to teach. Commanders/supervisors should encourage employee participation in training that enhances the quality of their instruction. Refer to Chapter 8, Out-Service Training, of this manual.
- b. The ODS is available to assist in identifying suitable training programs and will, in many cases, provide the necessary training consistent with the needs of the Department.

5. CERTIFICATION.

- a. Prior to teaching cadets at the Academy, all instructors must have attended a Commission on Peace Officer Standards and Training (POST)-certified Academy Instructor Certification Course (AICC). The Department's POST-certified AICC is coordinated by ODS.
- b. All OPIs presenting material as a subject matter expert will be considered "Guest Speakers" and, per POST regulations, do not need to be AICC certified.
- c. Instructors are not required to take a POST-certified AICC to teach in-service training if they have completed equivalent instructor development courses. Prospective instructors may contact ODS for equivalency determination.