

D.A.R.E.

Officer Training Application

Attention Applicants:

This Seminar Information Pamphlet Contains:

- | | |
|-------------------|---|
| Section 1: | General Information & Directions |
| Section 2: | Application For DARE Law Enforcement
Officer Training |
| Section 3: | Agreement Between Law Enforcement &
Education Agencies to Implement DARE |



**This Project/Agency is supported
by the Office of the Governor,
Criminal Justice Division,
State of Texas**

Drug Abuse Resistance Education

Seminar Information Packet Contents

Document Name

Action Required by You!

Section 1

General Information &
Instructions

Please Read Carefully

Section 2

Application for DARE Officer Training

Complete and Return

Section 3

Agreement Between Law Enforcement
and Education Agencies to
Implement DARE

Complete and Return
(One for each school district
served - make a copy for your file)

IMPORTANT!

- ◆ This packet contains all forms required for attendance at a DARE Officer Training seminar.
- ◆ Your application for training will not be accepted, reviewed, approved, or confirmed until ALL required forms have been received.
- ◆ Requests for training far exceed the number of officers who can be trained; it is imperative that the available positions are maximized. For this reason seminars are filled in the order in which completed enrollment packets are received, reviewed, and approved by the CSCS/DARE.
- ◆ Please send your completed *Application for DARE Officer Training*, your completed *Agreement Between Law Enforcement and Education Agencies to Implement DARE*, and registration fee of \$350.00 for Texas Officers or \$500.00 for out of state officers (Please make all checks payable to Texas State University) and mail to:

Center for Safe Communities & Schools
350 N. Guadalupe
Suite 140, PMB 164
San Marcos, Texas 78666

General Information & Directions

DARE WILL TEACH OVER 5 MILLION CHILDREN DRUG RESISTANCE SKILLS

This year more than five million additional school children across the country will learn the skills they need to resist pressure to take drugs or join gangs, thanks to the highly acclaimed DARE (Drug Abuse Resistance Education) program. Since its inception, DARE has taught drug resistance skills to more than twenty million students worldwide.

Presented by a uniformed law enforcement officer, DARE is a series of classroom lessons that teach children in grades K-12 how to resist pressure to experiment with alcohol, tobacco, and other drugs (ATOD). In 1983, the Los Angeles Police Department (LAPD) recognized the need for a comprehensive, long-term educational approach to prevent substance use among children. With the cooperation of the Los Angeles Unified School District (LAUSD), the DARE program, which employs law enforcement officers as regular instructors, was developed. Initially DARE focused on elementary school children. It has subsequently become a comprehensive program for grades K-12. The DARE program has proven so successful that it has expanded into more than 3,500 communities in all 50 states and 30 foreign countries, as well as Department of Defense Dependent Schools worldwide.

DARE Training Is Unique

DARE goes far beyond traditional drug prevention programs. Typically, these programs emphasize drug identification and the harmful effects of alcohol, tobacco and other drugs. They warn children not to use these substances, but they do not teach them how to resist the pressures to try them. DARE gives children skills to recognize and resist the subtle and overt pressures that cause them to experiment with alcohol, tobacco and other drugs.

“I’ve been out there and witnessed the program in action,” said President George Bush. “DARE sends these police officers into the classrooms to work with the kids, build their self-esteem, teach them they can refuse when they’re pressured to try drugs.”

“The DARE program has become a model that can be exported to other cities,” says Daryl F. Gates, former Los Angeles Chief of Police. “Rather than just offering slogans or organizing rallies, DARE teaches children how to deal with peer pressure. It’s the only program I know of that gives children something substantial to use when they’re confronted with drugs.”

Veteran Cops Assigned Classroom “Beats”

The curriculum for the DARE program, developed by LAUSD, was designed to be taught by officers because young students are frequently much more sophisticated about substance abuse than are classroom teachers. Veteran police officers can answer student questions based on their training and experience. Prior to entering the DARE program, each officer undertakes 80 hours of special training in areas such as child development, classroom management, teaching techniques, and communication skills. During this 80 hour training officers receive training in a 10 week NEW DARE elementary and middle school curriculum, as well as School Resource Officer (SRO) qualifications.

Police officers assigned to DARE come straight from the streets. Their years of direct experience with ruined lives and street crimes caused by substance abuse gives them unmatched credibility.

DARE - The Program

Many experts in education and medicine believe substance abuse prevention must begin early. DARE targets students when they are most vulnerable to tremendous peer pressure to try drugs or alcohol. The DARE lessons help children build their self-esteem, manage stress, foresee behavioral consequences, resist pro-drug media messages, and identify alternatives to drug use. It doesn’t just tell them to say ‘no’; it teaches them how to say ‘no’.

The primary goal of DARE is to prevent substance abuse among school-age children. DARE accomplishes this goal by:

- providing students with accurate information about alcohol, tobacco and other drugs;
- teaching students ways to say 'no' to drugs while providing alternatives to drug use;
- teaching students decision-making skills and the consequences of their behavior; and,
- building students' self-esteem while teaching them how to resist peer pressure.

General Instructions and Information on DARE Officer Training

We are pleased that you are interested in becoming involved in DARE. This information has been assembled to assist you in understanding the commitments that you are asked to make to ensure a successful program.

The success of the DARE program is based on the mutual commitment of law enforcement and education agencies united in a common goal to: (1) provide children with accurate knowledge about alcohol, tobacco, and other drugs; (2) provide children with the skills necessary to combat stresses that set the stage for substance experimentation and abuse; (3) provide children with the skills to resist negative peer pressure, and (4) provide children alternatives to substance abuse.

The commitment of the law enforcement officer, the law enforcement agency, and the school district is an essential ingredient to program success. Its importance has led to a formal agreement. *An Agreement Between Law Enforcement and Education Agencies to Implement DARE* is essential and is a required element of the enrollment process. If you already have the DARE program in your community's school/school district, and a formal agreement has been established in writing; there is no need to redraft an agreement, simply submit a photocopy of your existing agreement with your application.

If a formal agreement does not exist, please execute the agreement, enclosed as Section 3, and return it with Section 2, *Application for DARE Officer Training*. This agreement (or a photocopy of your existing agreement) will be required before your officer's application can be accepted, reviewed, approved, or confirmed.

In addition to the commitment of the DARE Officer, another essential ingredient to program success is the agency's commitment to allow the officer to interact with the children, not only in the formal classroom setting, but also informally on the playground and in the lunchroom. These informal occasions greatly enhance the rapport-building process between the officer and the children. The informal time with the children is very much a part of the program and cannot be neglected. This commitment on the part of the agency is part of the *Application for DARE Officer Training*, and must be complete.

The CSCS/DARE provides certification training to uniformed officers who will be teaching the DARE curriculum in the classroom. We ask that you enroll only officers who will be teaching during the next semester.

The popularity of the DARE program has created a tremendous demand for officer training. This demand for training exceeds CSCS/DARE abilities to provide training, therefore it is imperative that the officer's training is utilized. The purpose of this document is to ensure that you, an authorized agency representative, are aware of the CSCS/DARE policy concerning the intended purpose for officer training.

Your officer is about to embark on a very rewarding assignment. However, it will be an assignment that will demand a great deal of physical and emotional energy. Please remember to support your officer's efforts.

Policy concerning the Intended use of DARE trained Officers

The CSCS/DARE exists to provide certification training to uniformed law enforcement officers who will be teaching the DARE curriculum in the classroom. We ask that you enroll only officers who will be teaching during the next semester. DARE training is skills training; if those skills are not utilized immediately following the training experience, they will be lost. We insist that you permit your DARE officer to teach the entire 10-week 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 imperative that you allow that officer to teach at least one complete class for a full semester before assigning him/her to a substitute role. Again, it is very important for trainees to exercise learned skills immediately following the training. **DARE Officers are required to teach at least one complete semester each calendar year, and attend 12 hours of DARE inservice training, in order to retain their certification status. If your candidate cannot meet this mandatory requirement, please do not allow them to apply for training.**

OFFICER INFORMATION

We are pleased that you are interested in becoming a certified DARE instructor. To properly prepare for your training, please carefully read the following information. Please note that DARE training is only available to fully certified police officers with at least two years completed experience. The following may help you to determine whether you feel DARE training is for you!

Personal Characteristics of a DARE Officer

- Enthusiastic
- Positive
- Comfortable talking with a group of people
- Dependable
- Flexible
- Enjoys working with children

Required Background

- Active Duty Officer
- Minimum of two years as a full-time certified law enforcement officer
- Well respected by peers
- Positive role model
- Exemplary work record
- Well respected by agency management

Skills

- Able to grasp and effectively communicate concepts to children and adults alike
- Able to relate well to children and adults
- Able to respond well to impromptu questions (Impromptu presentations are required during the DARE seminar.)

Officer's Personal Commitment

DARE involves a great deal of personal commitment. It begins with an intensive 80-hour seminar that requires many additional out-of-classroom hours of 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 when their schedule is clear.

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

Upon certification, you will return home to teach the DARE 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. 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 important to the rapport-building process. You will be asked to devote time, on a regular basis, to parent and school faculty meetings.

Agreement Between Law Enforcement and Education Agencies to Implement DARE

It is very important that you have the support of your agency and the school district. This is so important that the *Agreement Between Law Enforcement and Education Agencies to Implement DARE* has become a mandatory part of the enrollment process. Without this formal agreement, you cannot effectively instruct the curriculum to the children. It is required that this form be signed and returned to the CSCS/DARE so that your application for training can be accepted.

Please note: If DARE is already being taught by another officer in your school/school district, and if an Agreement Between Law Enforcement and Education Agencies to Implement DARE already exists, please make a photocopy of your existing agreement and send it with your application materials.

The CSCS/DARE provides certification training to uniformed officers who will teach the DARE curriculum in the classroom. We ask your agency to enroll only an officer who will be teaching during the next semester.

After You Complete DARE Training

Each law enforcement agency will receive an evaluation of the officer's performance at the conclusion of the seminar. In addition, agencies participating in DARE will need to complete and return agency and school surveys as they are distributed by the CSCS/DARE. These surveys will allow CSCS/DARE to maintain up-to-date information for agency referral and quantitative analysis of operational programs.

Dress Code at DARE Officer Training Seminars

DARE is a primary-duty assignment; therefore, proper attire is required. *Participants will wear their agency's "uniform-of-the-day" on the first day and final two days of the seminar.* There will be other specified times when the uniform will be worn. At all other times, dress appropriate for a professional training environment. Ties and jackets will not be required.

Please note: CSCS/DARE policy prohibits wearing weapons during classroom sessions.

Training Supervision

While attending the seminar, officers will be under the functional supervision of the DARE Seminar Supervisor and Training Director. Minor disciplinary problems will be handled by these supervisors. Major disciplinary problems will be brought to the attention of the involved officer's agency. Major disciplinary problems may result in dismissal from training and non-certification of the officer.

Required Enrollment Forms (A Checklist)

- _____ Application for DARE Officer Training Form (4 pages)
- _____ Agreement Between Law Enforcement and Education Agencies to Implement DARE (2 pages)
- _____ Registration Fee - \$350.00 (*\$500.00 for out-of-state agencies*) Make all checks or government purchase orders payable to Texas State University.

Please ensure that the applicant/officer is provided this *General Information and Instructions* section of the *Seminar Information Pamphlet*. This information is very important for your applicant/officer to review!

Confirmation of Your Enrollment

Requests for training far exceed the number of officers who can be trained; it is imperative that the available positions are maximized. For this reason, seminars are filled in the order in which completed enrollment packets are received, reviewed, and approved by CSCS/DARE. CSCS/DARE will notify each participant when ALL the necessary paperwork has been received. CSCS/DARE will reject incomplete applications. A confirmation letter will be sent once you have been approved for training. Should you have any questions or concerns about the DARE Officer Training seminar, please do not hesitate to contact a member of the DARE/CSCS training staff at 1-877-304-2727.

Location

Training site locations and hotel specific information, such as room rates, will be included in your confirmation letter. Always indicate in all conversations or correspondence to hotel personnel that you are attending the DARE seminar so that you receive the special seminar rates.

Schedule

You will soon learn that the DARE seminar is very intensive. It is imperative that you clear your calendar for this training event. If you have court dates or other conflicts, please resolve them before coming to the seminar. If you cannot, arrangements will be made to enroll you in a future seminar. Attendance at all classroom sessions is mandatory for certification! Seminar participants are expected to devote out-of-class time to properly prepare for in-class assignments (HOMEWORK and PRACTICE). For this reason, attendees are encouraged to stay on-site during DARE training.

DARE Officer Training seminars are two weeks long with the trainee undertaking a minimum of 80 hours for successful completion. Training dates are referred to as Day One through Day Ten, or Week One and Week Two. Class begins promptly at 8:00 a.m. on Day One. An agenda will be provided to the applicant/officer that morning. There are no formal classroom sessions on Saturday or Sunday between Week One and Week Two. A formal culmination/graduation is on Day Ten at 1:00 p.m. *Attendance is mandatory.* You may invite guests to attend. Please, do not plan to leave the training site before conclusion of the seminar on Day Ten (approximately 3:00 p.m.).

Training Application for DARE Officer

Training Information

What training DATE and LOCATION are you applying for?

Beginning Month/Day/Year

to

Ending Month/Day/Year

Name of the city this training is scheduled for

Law Enforcement Agency Information

Agency Name: _____

Address 1: _____ Phone: _____

Address 2: _____ FAX: _____

City: _____ State: _____ Zip: _____ County: _____

DARE Program Single-Point-of-Contact: (See Note at right)

Name: _____ Rank: _____

Phone: _____ FAX: _____

NOTE ON SINGLE-POINT-OF-CONTACT:

Whoever is identified here is the ONLY agency representative authorized to submit new agency information or change your agency's information once submitted to CSCS/DARE. This person should be involved in the day-to-day operations of your DARE Unit and ideally should be thoroughly familiar with the DARE program!

Law Enforcement Officer Information

Last Name: _____ First: _____ M.I.: _____ Sex: _____ Race: _____

Social Security #: _____ D.O.B.: _____ Age: _____ TX. D.L.#: _____

E-Mail Address: _____ Rank: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ County: _____

Print your FULL name as you wish it to appear on your certificate: _____

Print your name, AS YOU WISH TO BE CALLED, for it to appear on your name tag: _____

Are you a full-time, certified, commissioned law enforcement officer with two years completed experience. Yes No

Enter the date you were commissioned as a full-time, certified peace officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE): _____
(Month/Year)

Attach a photocopy of your TCLEOSE licensure card, certification, or evidence of Military Police MOS.

Law Enforcement Officer Information - Continued

Your Blood Type: _____ Significant Health Problems: _____

What is your educational background: (Please check highest level achieved.)

_____ High School _____ Some College _____ Junior College _____ Bachelor Degree

_____ Post Graduate Work _____ Masters Degree _____ Doctoral Degree _____ TCLEOSE Instructor

Past Experience/Assignments: _____ Uniform/Patrol _____ Community Relations _____ Investigations

_____ Narcotics _____ Administration _____ Other

If other, please describe assignment: _____

Please indicate your correct classification: _____ Regular Sworn Officer _____ Reserve Officer _____ Elected Officer

_____ Military _____ Civilian _____ Other

Applicant Survey

I understand that DARE is an assignment that requires wearing a uniform while it is taught. _____ Yes _____ No

I will be teaching DARE: _____ Full Time _____ Part Time _____ Relief/Substitute

I am attending this DARE officer 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.

My agency:

_____ is already involved in DARE. _____ is to begin DARE next semester.

_____ is contemplating a DARE program. _____ has no definite plans for the DARE program.

Please describe how you were selected for this training (appointment, competitive selection process, drew the short match?)

Please state your reasons for wanting to be a DARE officer.



Please indicate any special need (i.e., dietary, etc.) _____

School District Information

Please complete the following blocks for EACH school district to which your agency provides DARE training.
If needed, photocopy this page to completely list ALL districts.

Name of School District: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ County: _____

School District Contact Person: _____ Phone: _____

Name of School District: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ County: _____

School District Contact Person: _____ Phone: _____

Name of School District: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ County: _____

School District Contact Person: _____ Phone: _____

Name of School District: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ County: _____

School District Contact Person: _____ Phone: _____

Name of School District: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ County: _____

School District Contact Person: _____ Phone: _____

**Officer and Agency Commitment
to
DARE
(Drug Abuse Resistance Education)**

Commitment

Head of law enforcement agency or their designated representative should read and initial agreement with each point

I understand that DARE training is a comprehensive program that will demand the undivided attention of the applicant/officer. The applicant/officer and I are both aware that attendance at all training sessions is mandatory for successful completion and certification. _____

The applicant/officer is available and able to completely devote their time and energies to this training. _____

The applicant/officer has cleared his/her calendar of any and all obligations during this two-week period of training, including work schedule. _____

I understand that the applicant/officer must successfully demonstrate the knowledge, attitudes, and skills necessary to effectively deliver the DARE curriculum in order to be certified. _____

Our agency intends to use the applicant/officer to teach DARE during the next school semester. _____

The applicant/officer will **not** be used to "team teach" the curriculum. _____

The applicant/officer will be allowed sufficient time to properly deliver the DARE program. _____

The applicant/officer will follow established DARE program policies & procedures. _____

The applicant/officer will be allowed to attend DARE in-service training(s). _____

I understand that the DARE officer is required to teach classes in uniform. _____

The applicant/officer will be used: _____ Full time _____ Part time _____ Relief/Substitute

Our program funding for this applicant/officer is: _____ pending _____ secured

Name of Law Enforcement Agency:	
Head of Law Enforcement Agency or Authorized Agency Representative's Name:	(please print)
Head of Law Enforcement Agency or Authorized Agency Representative's Signature:	
Agency's Single-Point-of-Contact Name:	(please print)
Agency's Single-Point-of-Contact Signature:	
Applicant/Officer's Name:	(please print)
Applicant/Officer's Signature:	
Date:	

Don't lick that stamp yet, You're not quite finished.

Attached to this *Application for DARE Officer Training* is the:

- ◆ Agreement Between Law Enforcement and Education Agencies to Implement DARE

If your agency has not submitted these forms previously then you must complete both, have them signed, and submit them with this *Application for DARE Officer Training*.

If your agency has previously submitted these forms then you must submit photocopies of your existing forms. Writing "already on file" is not sufficient for a completed application.

REALLY IMPORTANT STUFF!!!

- ◆ Please check your application for completeness. Incomplete applications will be returned to your agency and that training space may be given to an applicant with a completed application. Incomplete applications will not reserve a training space in the class.
- ◆ If you fax your application, you MUST follow the fax with the original hardcopy of the application with original signatures. Failure to send the application with original signatures before the application deadline will result in your application being returned to your agency and the training space given to a completed application.

Completed applications should be mailed to:

**Center for Safe Communities and Schools
350 N. Guadalupe
Suite 140, PMB 164
San Marcos, Texas 78666
Tel: 1-877-304-2727**

or Faxed to:

512-245-1465

Submission of this *Application for DARE Officer Training* is not a confirmation that you are or will be approved for training. All applications are reviewed for completeness (as overstated above) and whether the applicant/officer meets minimum criteria for training as established by CSCS/DARE *Policy & Procedure Statements for Texas DARE Agencies & Officers*.

An Agreement Between Law Enforcement and Education Agencies to Implement DARE

The success of DARE largely depends on the commitment of the local school/school district and local law enforcement to work together to combat alcohol, tobacco, and other drug abuse (ATOD) through prevention. It is important that this commitment be formally established in writing. Its importance has led to a formal agreement becoming a required element of the enrollment process for ALL DARE officer training. If you already have the DARE program in your community's school/school district, and a formal agreement has been established in writing, there is no need to re-draft the agreement, simply submit a photocopy of your existing agreement. 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.

Is the School District willing to:

(school representative should read and initial agreement with each point)

- _____ Commit to requiring regular classroom teachers to remain in the classroom during DARE presentations
- _____ Ensure that the DARE officer will be allowed the allotted time for formal lessons
- _____ Consider the officer a faculty member rather than a "guest speaker"
- _____ Invite the officer to attend faculty meetings
- _____ Provide adequate bulletin board space for display of DARE curricula related items
- _____ Provide adequate space for the officer to carry out their out-of-classroom responsibilities
- _____ Coordinate activity scheduling with the DARE officer and his/her supervisor
- _____ Provide regular feedback to the law enforcement agency concerning DARE instructor performance
- _____ Schedule orientation time for the school staff
- _____ Schedule parent presentations
- _____ Refrain from calling upon the DARE officer to perform law enforcement duties, except in emergencies
- _____ Regularly meet with the law enforcement agency to evaluate program needs
- _____ Permit the DARE officer access to the playground and cafeteria to allow for informal interaction with the students
- _____ Allow for the use of audio/visual equipment for DARE presentations
- _____ Permit DARE officer to make reasonable homework assignments
- _____ Reinforce the curriculum throughout the week by integrating program concepts into other subject areas (i.e., spelling, essays, etc.)
- _____ Make the DARE Question Box available to students throughout the week
- _____ Utilize school drug prevention funds to continue the DARE program in the future

Is the Law Enforcement Agency willing to:

(authorized law enforcement representative should read and initial agreement with each point)

- _____ Ensure that a certified DARE 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 DARE officer or to make arrangements with the school to reschedule a class if the DARE 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 DARE
- _____ 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 attend DARE in-service training activities
- _____ Commit the DARE officer's supervisor to periodically visit classes and evaluate officer performance
- _____ Replace an instructor for cause (poor performance, resignation, unacceptable behavior)
- _____ Utilize agency drug prevention funds to support and maintain the DARE program in the future

**An Agreement Between
Law Enforcement and Education Agencies
to Implement DARE
(Drug Abuse Resistance Education)**

-continued-

DARE is a prevention curriculum developed by educators and taught by uniformed police officers. The program has been very successful. Its success 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 formal mutual agreement be established between those agencies involved.

The signing of this agreement establishes the formal mutual agreement of law enforcement and school personnel to provide our children with the knowledge, attitudes, and skills necessary to resist the pressures to experiment with alcohol, tobacco, and other drugs.

Items which are to be considered and agreed to in this agreement are listed on the previous page.

The Agreement

We, the undersigned, are committed to work together to provide the DARE curriculum to the children of our community. We have considered and have agreed upon the issues outlined in the "Agreement Between Law Enforcement and Education Agencies to Implement DARE". The details of our agreement have been recorded. Both the law enforcement agency and the school/school district have a copy of the agreement on file.

Name of Law Enforcement Agency (Please print or type)

Name of School District (Please print or type)

Name of Head of Law Enforcement Agency (Please print or type)

Name of School District Superintendent (Please print or type)

Signature, Head of Law Enforcement Agency

Signature, School District Superintendent

Date

Date

Please Note: This form must be completed for each school district served by this law enforcement agency, and submitted to the CSCS/DARE before an officer will be accepted for training. (Make copies as necessary)