

MISSISSIPPI D.A.R.E. TRAINING CENTER  
POLICY AND PROCEDURES

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DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT

NUMBER: **97-01**

SUBJECT: **ESTABLISHMENT OF POLICY AND PROCEDURES MANUAL**

PURPOSE: **The purpose of this directive is to provide clear operating guidelines to all MS DARE Officers.**

POLICY: **The MS DARE Training Center Staff will issue policy and procedures whenever it is deemed that program effectiveness and efficiency can be better applied or if a topic needs to be addressed. All state policy and procedures will be issued by the MS DARE Training Center.**

THE DIRECTIVE:

**1. Policy and procedures will be uniformly formatted.**

**The format will consist of:**

- a. A numerical designator which will facilitate distribution, filing and referencing of directives.**
  - (1) A numerical designation that is not preceded by a number (i.e. 97-01) is a *general directive*, and will be printed on white paper and distributed to all D.A.R.E. Officers.**
  - (2) A numerical designator that is preceded by the letter "T" (i.e. T-97-01) is a *training staff directive*, and will be printed on colored paper and will be distributed to all training staff personnel.**
- b. The *Purpose* statement simply establishes the reason for the directive.**
- c. The *Policy* statement reflects the Training Center's attitude or philosophy concerning the subject addressed by the directive.**

- d. The Directive provides procedural guidelines, which will assist the officer in carrying out program policy at the local level.**
- 2. Each D.A.R.E. Officer is expected to maintain a current Policy and Procedures Manual and operate their local programs according to those policy and procedures.**
- 3. The State Coordinator shall establish a procedure for ensuring that all D.A.R.E. Officers receive additions, deletions and modifications of these directives in a timely manner.**

## D.A.R.E.

### DRUG ABUSE RESISTANCE EDUCATION POLICY AND PROCEDURES STATEMENT

**NUMBER: 97-06**

**SUBJECT: PROGRAM CONTINUITY AND INTEGRITY**

**PURPOSE: The purpose of this directive is to emphasize the importance of maintaining the continuity and integrity of the D.A.R.E. Program.**

**POLICY: The D.A.R.E. Program has been carefully designated to achieve certain program objectives. There are five objectives:**

- (1) To provide students with the skills for recognizing and resisting social pressures to experiment with alcohol, tobacco, and other drugs;**
- (2) To help enhance self-esteem;**
- (3) To teach positive alternatives to substance use;**
- (4) To develop skills in risk assessment and decision making; and**
- (5) To build interpersonal and communications skills.**

**The program is designated in a building-block fashion. Each lesson builds upon previous lessons. Therefore, it is essential that the lessons be presented according to the program design. Any deviation from that design will be detrimental to reaching program goals.**

#### **THE DIRECTIVE:**

- 1. The D.A.R.E. curriculum is designed to be delivered by a uniformed law enforcement officer who has been trained and certified by a recognized D.A.R.E. Training Center. In no event shall the program be delivered by a non-certified instructor.**
- 2. Because the D.A.R.E. curriculum has been carefully designed to achieve program objectives, it is imperative that officers deliver the program according to that design.**
- 3. All ten lessons in the elementary curriculum must be taught in sequential order (i.e. 1, 2, 3,.....9, 10)**

- 4. The elementary curriculum is to be taught in the exit grade of elementary school (5th or 6th grade). The officer is to teach as many K – 4 visitation lessons as possible, as allowed by the officer’s department.**
- 5. Officers may not add, delete or modify the curriculum in any way for any reason. Such will jeopardize the success of the program and could put the officer’s certification in jeopardy.**
- 6. This order does not preclude creativity in teaching methodology. Officers are encouraged to be creative in making the program meaningful and enjoyable for the children. However, program concepts and content may not be modified in any manner.**
- 7. The D.A.R.E. Officer will teach a minimum of one elementary school, the semester immediately following completion of D.O.T. Failure to do so will result in revocation of the Officer’s certification.**
- 8. Only one D.A.R.E. Officer can be assigned per elementary class. However, each officer may be assigned to more than one school.**
- 9. The D.A.R.E. Officer is expected to be involved in the activities with the children. We ask that the officer eat lunch with and have physical education/recess with their classes during each school day, if possible.**
- 10. The D.A.R.E. curriculum is designed to be taught by one officer, per class, to enhance children’s ability to build a rapport with the officer. While emergencies will from time to time necessitate the uses of a substitute, agencies are to refrain from a regular rotation of officers within a classroom or school building. Officer rotation (or team teaching) jeopardizes success of the D.A.R.E. Program and is not permitted.**
- 11. Any compromise in program continuity and integrity may result in decertification.**

## D.A.R.E.

### DRUG ABUSE RESISTANCE EDUCATION POLICY AND PROCEDURES STATEMENT

NUMBER: **97-04**

SUBJECT: **CERTIFICATION REQUIREMENTS – BASIC TRAINING**

PURPOSE: **The success of the D.A.R.E. Program depends largely on the training of the D.A.R.E. Officers. A carefully designed comprehensive training course has been developed to prepare officers to deliver the curriculum. The successful completion of this training is required in order for certification to be granted to an officer in order for him/her to deliver the D.A.R.E. curriculum to children in the classroom.**

#### THE DIRECTIVE:

- 1. In no instance shall an officer be authorized to deliver the D.A.R.E. curriculum without having first been certified by a recognized D.A.R.E. Training Center. The officer's certification must be current.**
- 2. Training shall consist of a minimum of 80 hours of classroom instruction at a recognized D.A.R.E. Training Center.**
- 3. Curriculum training will be conducted by a certified D.A.R.E. Officer who has completed the 80-hour D.A.R.E. Officer Training (D.O.T.) Seminar and has additionally completed all phases of the Mentor Officer Training (M.O.T.) Seminar.**
- 4. The D.O.T. Seminar is considered a primary duty assignment. Therefore, strict attendance, academic, dress, and conduct codes will be enforced throughout the course of training.**
- 5. While in attendance, seminar participants will be under the functional supervision of the Facilitator. Any serious problems will be reported immediately to the concerned officer's agency head or his/her designee.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-11**

**SUBJECT: USE OF D.A.R.E. COPYRIGHT-PROTECTED MATERIALS**

**PURPOSE: The purpose of this directive is to preserve the integrity of the D.A.R.E. name, logo, curriculum and other copyrighted materials.**

**POLICY: To preserve the integrity of the D.A.R.E. curriculum, it is essential to control the use of the program name, logo, curriculum and other copyright-protected materials.**

**THE DIRECTIVE:**

- 1. Any use of the D.A.R.E. name, logo, curriculum and/or other copyrighted materials must be authorized in writing from DARE America. The MS DARE Training Center will provide assistance and information about this requirement upon request. Copies of D.A.R.E. America guideline usage will be issued to each D.A.R.E. Officer upon successful completion of D.O.T.**
- 2. The use of items bearing the D.A.R.E. name or logo is limited to those agencies whose officers have been certified by a recognized D.A.R.E. training program.**
- 3. The D.A.R.E. curriculum will be delivered only by uniformed law enforcement officers who are currently certified as D.A.R.E. Officers.**
- 4. Any reproduction of the D.A.R.E. curriculum or the Officer Handbook is strictly prohibited without the written consent of D.A.R.E. America.**
- 5. The association of the D.A.R.E. name with any acts of fund-raising requires caution. Agencies are asked to ensure that individuals and firms who offer to perform fund-raising activities on behalf of D.A.R.E. be carefully investigated. Every fund-raising activity must reflect favorably on the D.A.R.E. name. (Refer to Policy 05-18)**
- 6. Any violation of copyright and trademark regulations is subject to legal action and possibly the removal of the certification of the Officer.**

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DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT

NUMBER: **97-07**

SUBJECT: **DECERTIFICATION PROCEDURES**

PURPOSE: **The purpose of this directive is to establish the procedures to be utilized for the decertification process.**

POLICY: **To preserve the program integrity, it is essential that the D.A.R.E. curriculum be delivered by only those officers who demonstrate the knowledge, attitudes and skills to effectively teach children, and who are committed to teaching the program in accordance with the program design. Lacking these key ingredients to success, the D.A.R.E. reputation will be damaged and the children will not benefit from the program. Therefore, the need exists for a prescribed procedure to deal with those situations in which an agency or an officer is unable to unwilling to comply with the established standards.**

THE DIRECTIVE:

- 1. The MS D.A.R.E. Training Center shall be responsible for ensuring that the integrity and continuity of the D.A.R.E. Program be preserved by MS agencies that have adopted the D.A.R.E. Program.**
- 2. The MS D.A.R.E. Training Center shall also be responsible for all certification and decertification processes within the State.**
- 3. The State Coordinator, Educational Consultant and MS Training Center Mentors shall be responsible for monitoring D.A.R.E. Programs throughout the State to ensure that the curriculum is being effectively presented in a manner consistent with program design.**
- 4. It shall be the responsibility of the State Coordinator and Training Center Staff to provide all possible assistance to agencies, schools, and officers to correct any situation deemed as an actual or potential threat to the program name, or that will threaten the success of program objectives.**

5. **The State Coordinator will be informed of possible problems and must initiate decertification investigations. A report will be made to the Regional Director. Causes for decertification may include, but are not limited to the following: (see Code of Conduct)**
  - A. **Knowingly misuse the D.A.R.E. name, logo, and copyright-protected materials in an inappropriate manner;**
  - B. **Failure to comply with established national, regional or state policy and procedure directives;**
  - C. **Become involved in conduct that reflects negatively on the D.A.R.E. name;**
  - D. **Incompetence: unable to deliver all phases of program (i.e. failure to establish interpersonal relations, failure to interact with students and/or staff, failure to participate in expected school related activities/meetings)**
  - E. **Inactivity in the classroom. (Absence of more than two years from the classroom and teaching the entire curriculum in sequential order 1 - 10)**
  - F. **Repeated failure to deliver the curriculum according to the program design:**

**NOTE: The steps for decertification for repeated failure to deliver the lessons according to program design are as follows:**

**Step 1: Officer is observed by a member of the D.A.R.E. Training Staff. If the lesson has not been taught adequately, the staff person must point out the errors to the officer. Solutions to the problems are to be offered to the officer. Copies of the observation will be mailed to the officer.**

**Step 2: A second observation is to be conducted by the same staff person as soon as possible. If the same problems exist, the Trainer will:**

- a. **Make the D.A.R.E. Officer aware of the uncorrected problems.**





- 11. The committee will submit their findings and recommendations in writing to the MS D.A.R.E. Training Center. The final decision concerning the continuation of decertification process rests with the MS D.A.R.E. Training Center/State Coordinator.**
  
- 12. All paperwork and correspondence will be forwarded to the Regional Director and DARE America.**
- 13. DARE America will then approve/deny the request and forward to the State Coordinator. DARE America will also provide this information to the Agency Head and Officer in question.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-03**

**SUBJECT: CRITERIA FOR SELECTION OF D.A.R.E. OFFICERS**

**PURPOSE: The purpose of this directive is to establish the minimum criteria to be utilized for a law enforcement officer to be considered for selection to become a D.A.R.E. Officer.**

**POLICY: It will be the policy of the MS D.A.R.E. Training Center to provide instruction. Success in reaching this goal is largely dependent upon the officer selection criteria. The officer in a school serves as a positive role model. It is incumbent upon the officer to maintain the highest level of integrity to assure the D.A.R.E. goals and objectives are met.**

**The D.A.R.E. Officer must display exceptional abilities to teach and develop positive relationships with children and commit to serve as a positive role model.**

**Additionally, the D.A.R.E. Officer must not have exhibited any behaviors that will negatively impact the reputation of the D.A.R.E. Program.**

**THE DIRECTIVE:**

**The D.A.R.E. Officer must meet the following criteria:**

- 1. Demonstrated ability to relate to children.**
- 2. Oral and written communication skills adaptable to age-specific audiences.**
- 3. Ability to organize.**
- 4. Responsiveness to instruction.**
- 5. Ability to develop interpersonal relationships.**
- 6. Promptness**
- 7. Exemplary role model in formal and informal situations.**



- 8. One who refrains from sexual, racial, stereotyping or insensitive remarks.**
- 9. Committed to the careful replication of the program model.**
- 10. Have at least two years street experience as a full-time sworn law enforcement officer.**
- 11. Recommend, but not required, that he/she have earned at least an associate (two-year) degree from an accredited institution of higher learning.**
- 12. Have demonstrated attention to neatness and detail in personal appearance.**
- 13. Have demonstrated a desire to participate in the D.A.R.E. Program and to be involved in drug abuse prevention activity.**
- 14. Does not have a history of drug abuse.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-05**

**SUBJECT: PROGRAM IMPLEMENTATION PROCESS**

**PURPOSE: The purpose of this directive is to establish a procedure to ensure that the appropriate measures have been taken to start the D.A.R.E. Program at the local level.**

**POLICY: It is essential that the D.A.R.E. Program be presented according to the program design. In order to maintain the success and integrity of the program the following procedures has been developed.**

**THE DIRECTIVE:**

**The following steps are to be taken prior to D.A.R.E. being taught in a local education agency.**

- 1. A request shall be made to the State Coordinator from a local law enforcement agency representative or a representative of a local education agency for training.**
- 2. A copy of the Mississippi Assurance Sheet must be signed by the Superintendent and the head of the local law enforcement agency and sent to the State Coordinator.**
- 3. The law enforcement agency shall select an officer to attend the D.A.R.E. Officer Training (D.O.T.) Seminar who is approved by the local education agency. (See policy 97-06 Selection Criteria for D.A.R.E. Officers.)**
- 4. The selected and approved officer will have a personal interview by the State Coordinator or Trainer from the MS DARE Training Center Staff.**
- 5. The selected officer shall attend and successfully complete the 80-hour D.A.R.E. Officer Training.**
- 6. The D.A.R.E. Program must be implemented the school semester immediately after the D.A.R.E. Officer has been certified to deliver the D.A.R.E. curriculum.**

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**NUMBER: 97-12**

**SUBJECT: OFFICER OBSERVATIONS & CLASS SCHEDULES**

**PURPOSE: The purpose of this directive is to establish the procedures for assessing the performance of D.A.R.E. Officers**

**POLICY: To ensure that the D.A.R.E. curriculum will be effective in providing children with the knowledge, attitudes and skills necessary to effectively resist the pressure to experiment with and use harmful substances, it is necessary that officers who are or will be delivering the curriculum demonstrate their skills to effectively communicate with children and demonstrate their commitment to program integrity and continuity. Performance assessments serve as the primary means for ensuring that D.A.R.E. Officers are effectively delivering the curriculum.**

**THE DIRECTIVE:**

- 1. The knowledge, attitudes and skills of officers attending the basic 80-hour D.A.R.E. Officer Training Seminar will be evaluated by the Training Staff throughout the seminar. At the conclusion of the seminar, a performance evaluation will be mailed to each officer and officer's agency head.**
- 2. Participants who fail to demonstrate the basic knowledge, attitudes and skills necessary to effectively deliver the curriculum shall not be certified. In those instances, documentation will be provided by the State Coordinator to the Agency Head outlining the reasons for non-certification.**
- 3. Each D.A.R.E. Officer is responsible for supplying the State Coordinator with a copy of their D.A.R.E. class schedules. (Elementary, Jr. High and Sr. High) Should an officer fail to turn their schedule in, no more than two reminder notices will be sent. If there is no reply from the D.A.R.E. Officer, the Agency Head will be notified and asked for assistance. If the D.A.R.E. Officer shows an unwillingness to cooperate, every effort will be made by the Training Staff to request a meeting with the Agency Head. It is important that the D.A.R.E. Officers and the Training Center work together. Copies of schedules also ensure that an officer is maintaining their certification.**



- 4. D.A.R.E. Officers may be observed by the State Coordinator, Training Staff and/or Educational Consultant at any time. Departments will not be notified in advance. Unannounced observations are crucial to maintain the high standards of the D.A.R.E. Program.**
  - a. Visiting Training Center Staff will notify the school upon arrival and explain purpose for visit. Staff will show proper Training Center ID.**
  - b. Visiting staff will discuss results of the classroom observation with the officer after the observation.**
- 5. Major deficiencies/problems will be documented and reported to the State Coordinator, in writing, within two (2) business days. The State Coordinator will provide a copy of the documentation/observation to the Officer. An Additional observation will be made as soon as possible. If there are still major deficiencies/problems, a copy of the staff member's observation will be made available to the Officer and their Agency Head. (See Policy 97-05/5 regarding proper procedure.) The State Coordinator will work closely with the concerned agency to resolve any issues which require corrective action.**
- 6. D.A.R.E. Officers, or agencies, who demonstrate an unwillingness to resolve issues related to program integrity are subject to decertification.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-15**

**SUBJECT: IN-SERVICE TRAINING REQUIREMENTS**

**PURPOSE: The purpose of this directive is to establish minimum In-service training requirements for maintenance of certification.**

**POLICY: In-service training provides many benefits to D.A.R.E. Officers: updating the curriculum; reinforcement of knowledge and skills learned during the D.A.R.E. Officer Training Seminar; exchange of ideas with other officers; new information offered by guest instructors; and the opportunity to network with other D.A.R.E. Officers. Each of the benefits is deemed essential to continued program success.**

**THE DIRECTIVE:**

- 1. One in-service training program will be offered each year at the annual state training conference.**
- 2. It shall be the responsibility of the State Coordinator and Training Staff to provide notice to each D.A.R.E. Officer concerning the time, place and content of in-service training.**
- 3. At this time, it is not mandatory to attend In-Service Training due to lack of funds available to bring officers to in-service.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
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**NUMBER: 97-13**

**SUBJECT: STUDENT MATERIALS**

**PURPOSE: The purpose of this directive is to establish an efficient procedure for receiving Student Workbooks and other student materials.**

**POLICY: Acquisition and distribution of “authorized” Student Workbooks and materials are essential to program success. It is the responsibility of the DARE Officer’s department or the educational agency to provide workbooks and other student materials.**

**While each Local Law Enforcement Agency is asked to receive and distribute all student materials, it remains a joint responsibility of the D.A.R.E. Officer and the school Alcohol and Drug Coordinator to ensure that every child is provided with “authorized” D.A.R.E. materials.**

**THE DIRECTIVE:**

- 1. It is mandatory that each D.A.R.E. Officer supply “authorized” D.A.R.E. Student Workbooks.**
- 2. Student workbooks and/or other D.A.R.E. materials may NOT be reproduced or purchased from any other vendor other than those deemed “authorized” by D.A.R.E. America. Failure to follow these guidelines may lead to legal action by DARE America and/or revocation of the agency’s D.A.R.E. Program.**
- 3. All correspondence regarding Student Workbooks and other student materials shall be directed to the State Coordinator.**

**\*\*NOTE: This policy includes the purchase of unauthorized D.A.R.E. t-shirts. Culmination certificates do NOT apply to this policy.**

D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT

NUMBER: **97-08**

SUBJECT: **PROGRAM ADMINISTRATION**

PURPOSE: **The purpose of this directive is to establish the state-level administrative positions and the general responsibilities associated with each position.**

POLICY: **The responsibilities and tasks associated with administrating the D.A.R.E. statewide program have increased dramatically during the last several years. It is important that all D.A.R.E. Officers have a general understanding of the administrative structure of the state program.**

THE DIRECTIVE:

1. **The MS DARE Training Center is the governing body of the program. The MS DARE Training Center's responsibility shall include, but is not limited to:**
  - a. **Development of policy and procedures governing the D.A.R.E. Program in Mississippi.**
  - b. **Maintain integrity and uniformity of the D.A.R.E. Program.**
  - c. **Administer all aspects of the D.A.R.E. Program in Mississippi.**
2. **The State Coordinator shall be approved by the Regional Director and/or DARE America. A letter must be on file from the officer's department showing the Agency Head's approval of the officer having the additional duties that fall within the realm of the State Coordinator position. The State Coordinator will serve as an extension of the MS DARE Training Center and oversee all activities, Instructors, DARE Officers and daily center duties. The State Coordinator's responsibilities shall include, but not be limited to:**
  - a. **Administrative direction of the Mississippi statewide program for the TC.**
  - b. **Assist the Regional Director and DARE America.**

- c. **Selection of DARE Officer candidates and arranging pre-training interviews.**
  - d. **Providing technical assistance to local communities.**
  - e. **Coordinating program evaluation.**
  - f. **Coordinating Mentors and Mentor activities.**
  - g. **Making sure that D.A.R.E. Officers throughout the state are observed and replicating the D.A.R.E. curriculum.**
- 3. Mentors are approved by the State Coordinator and serve as an extension of the Training Center at the state level. Their responsibilities include, but are not limited to:**
- a. **Enhancement of communications between the state and local levels.**
  - b. **Assisting the State Coordinator in program evaluation.**
  - c. **Providing technical assistance for local programs.**
  - d. **Assisting the State Coordinator with the distribution of information.**
  - e. **Serving as a Mentor/Instructors at any D.A.R.E. trainings held throughout the year.**
- 4. Education Consultants are appointed and then approved by the MS DARE Training Center. Education Consultants will go through all phases of required training and will work closely with the National Educator. They will serve as an extension of the Training Center at the state level. Their responsibilities include, but are not limited to:**
- a. **Enhancement of communication between local education agencies and the State.**
  - b. **Assist the State Coordinator in program evaluation when needed.**
  - c. **Provide technical assistance to local programs.**
  - d. **Assist in the distribution of information and supplies/materials.**

- e. **Serve as an Educational Advisor in D.A.R.E. Officer Trainings, Jr. High, Sr. High and Parent Trainings, and Summer Training Conferences, when available.**
- f. **Serve as the Educational liaison between MS and the National Educator at DARE America.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-09**

**SUBJECT: ATTIRE FOR CLASSROOM INSTRUCTION**

**PURPOSE: The purpose of this directive is to establish that an officer's agency uniform of the day (uniform patrol division) is the appropriate attire for all classroom presentations of the D.A.R.E. curriculum.**

**POLICY: The strength of the D.A.R.E. Program is that it is taught by law enforcement officers. An important component of the curriculum is the rapport established between the officers and the children. The uniform aids greatly in that effort.**

**THE DIRECTIVE:**

- 1. All D.A.R.E. Officers shall wear their agency uniform of the day (of the uniform patrol division), when conducting D.A.R.E. lessons in the classroom.**
- 2. In every instance, officers will comply with their agency's policy concerning the wearing of a weapon in the classroom.**

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DRUG ABUSE RESISTANCE EDUCATION  
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NUMBER: **97-02**

SUBJECT: **DEFINITIONS**

PURPOSE: **The purpose of this directive is to define commonly used terms that appear throughout the Policy and Procedures Manual**

POLICY: **Policy and procedures must be clear and concise. To enhance clarity of program directives, it is necessary that all officers have a clear understanding of terminology that is used to describe program activities.**

THE DIRECTIVE:

**The following definitions will govern interpretation of directives contained in the *Policy and Procedures Manual*:**

- Certification: **Authorization to teach specific D.A.R.E. curriculum.**
- Classroom Observation: **The on-site process by which a D.A.R.E. Officer's teaching skills and presentation of D.A.R.E. curriculum are assessed. Observations may be conducted by the State Coordinator, Educators and/or Mentors.**
- Continuity, program: **Program flow, step-by-step, building-block approach to presenting curriculum concepts and skills.**
- Curriculum: **Program design. A structured approach to teaching the D.A.R.E. concepts and skills.**
- D.A.R.E. Instructor: **A sworn law enforcement officer who meets all criteria by Mississippi statute and is D.O.T. certified.**
- D.A.R.E. Officer: **D.A.R.E. Instructor**
- D.A.R.E. Officers Association of Mississippi: **Statewide association of D.A.R.E. Officers, Administrators and Educators (D.O.A.M.)**

D.A.R.E. Officer Training (D.O.T.):	<b>80-hour basic training course which certifies an officer to teach the D.A.R.E. curriculum in the elementary &amp; middle school classrooms.</b>
D.A.R.E. Middle School Training:	<b>Received during Basic D.O.T. course.</b>
D.A.R.E. Senior High Training:	<b>32-hour training course in the current Senior High curriculum.</b>
Decertification:	<b>The process and action of declaring an officer ineligible to teach the D.A.R.E. curriculum.</b>
Directive:	<b>An official statement which governs program operations.</b>
Educational Advisor:	<b>D.A.R.E. Consultants who are responsible for conducting all educational aspects of D.O.T.</b>
Facilitator:	<b>Senior Mentor Officer responsible for facilitating D.O.T. or any other DARE Training in conjunction with an Educational Advisor.</b>
In-service Training:	<b>Any program designed to provide, enhance, and/or continue knowledge and skills needed to provide the D.A.R.E. curriculums.</b>
Logo:	<b>The four script letters, “D.A.R.E.”. (Registered Trademark)</b>
May:	<b>Indicated that officer discretion may be used; not mandatory.</b>

Mentor:	<b>Certified D.A.R.E. Officer who is a member of the training center staff, responsible for monitoring the program in their assigned district. A Mentor is a D.A.R.E. Officer who has successfully completed all phases of the mentor officer training.</b>
Mentor Officer Training (M.O.T.):	<b>40-hour training course which is the first of three phases that certifies a D.A.R.E. Officer to train other officers to deliver the D.A.R.E. curriculum.</b>
MS DARE Training Center:	<b>Entity established for the purpose of receiving and dispersing information to the MS D.A.R.E. Officers. It is a governing body composed of specially trained law enforcement officers and educators who set policy for the D.A.R.E. Program in Mississippi and ensure the integrity of the program.</b>
Must:	<b>Indicates that the specific directive is mandatory.</b>
Policy:	<b>A philosophical statement which reflects management attitude toward a given subject</b>
Policy and Procedures Manual:	<b>A collection of comprehensive statements distributed to all D.A.R.E. Officers, which provides program philosophy and operational guidelines.</b>
Procedures:	<b>Operational guidelines</b>
Program Evaluation:	<b>A system dedicated to determining effectiveness in reading program goals and objectives.</b>
Recertification:	<b>Reinstatement of certification through the process of additional training.</b>

Recommend:	<b>Strongly suggested, worth.</b>
Regional Director:	<b>An employee of DARE America who has been assigned to the region in which Mississippi falls. This is the liaison officer between DARE America and the State Coordinator.</b>
Senior Mentor:	<b>Certified Mentor Officer who has served as an active member of a training team for more than four D.O.T.s and has a strong working knowledge of the DARE curriculum and DOT events/blocks of instruction.</b>
Shall:	<b>Mandatory.</b>
Should:	<b>Strongly recommended.</b>
State Coordinator:	<b>Oversees the MS DARE TC and is the supervisor/coordinator of the Training Instructors. SC is responsible for the day-to-day operation of the D.A.R.E. Program and training process.</b>
Student Workbook:	<b>A copyright-protected instructional book provided to D.A.R.E. school students.</b>
Training Center:	<b>A D.A.R.E. America recognized training program which provides D.O.T.s and other D.A.R.E. trainings.</b>
Training Team :	<b>Members of the MS DARE Training Center comprised of a Facilitator, Mentors and Educational Consultants.</b>

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-14**

**SUBJECT: MENTOR OFFICER TRAINING STAFF – SELECTION AND CERTIFICATION**

**PURPOSE: The purpose of this directive is to establish the criteria for selection and certification of MS Training Center Staff.**

**POLICY: A significant factor in the success of the D.A.R.E. Program rests in the quality training offered to officers who will be teaching in the classroom. For that reason, it is imperative that the training of officers be conducted by a competent and dedicated training staff.**

**THE DIRECTIVE:**

- 1. The Training Staff will be composed of experienced law enforcement officers who are certified D.A.R.E. Officers and who have successfully completed all phases of the Mentor Officer Training course. These officers must demonstrate exceptional talents and qualities that have been identified as necessary to successfully carry out the responsibilities associated with training both children and adults.**
- 2. The nomination of Training Staff Instructors is accomplished in two ways:**
  - a. by recommendation of the Training Staff personnel, and/or**
  - b. by application of interested officers.**
- 3. A minimum of four semesters experience as a D.A.R.E. Officer is required for an application to be considered. The applicant must have taught no less than twenty core classes.**
- 4. Prior to selection, the State Coordinator will submit a letter to the Agency Head explaining the description of a Mentor and the requirements. The Agency Head will submit a letter stating approval and availability of the candidate to participate in training activities.**

- 5. Upon selection, the candidate will be assigned to the next available Mentor Officer Training Seminar and phases thereafter.**
  
- 6. Prior to achieving permanent status, each instructor must meet the following conditions:**
  - a. Possess a certificate of completion for the 40-hour Mentor Officer Training (M.O.T.) from a DARE America Mentor Training Class.**
  
  - b. Must serve an apprenticeship and undergo a successful performance observation by a Senior Mentor Officer approved by the TC for a minimum of one D.O.T. conducted by a recognized TC. (phase II)**
  
  - c. Must undergo a successful performance observation conducted by a senior member of TC training team at a D.O.T. conducted by a recognized TC. (phase III)**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 97-10**

**SUBJECT: USE OF OUTSIDE SPEAKERS IN THE CLASSROOM**

**PURPOSE: The purpose of this directive is to establish guidelines for the use of outside speakers during D.A.R.E. classroom presentations and culmination ceremonies.**

**POLICY: The D.A.R.E. curriculum is designed to be taught by uniformed law enforcement officers. Therefore, the use of outside speakers during the presentation is not acceptable.**

**Officers are often approached by recovering addicts who offer their time to address young people with their personal testimony about drug use. While recovering addicts have a valid role to play, that role is not in the area of prevention. Recovering addicts best serve the needs of intervention and treatment efforts.**

**The use of recovering addicts in prevention can have negative results. Students receive “mixed messages” which can result in confusion. For that reason, both the National and Statewide programs maintain a staunch policy which discourages the use of recovering addicts in the classroom.**

**Selection of culmination speakers must be made carefully. D.A.R.E. Officers are reminded that a key element of the D.A.R.E. Program is role modeling. A culmination speaker must be a positive role model, one for which the children and guests have high respect.**

**THE DIRECTIVE:**

- 1. The use of outside speakers during formal D.A.R.E. lessons is not allowed.**
- 2. The use of recovering addicts in D.A.R.E. is prohibited.**
- 3. D.A.R.E. Officers must exercise great care in the selection of guest speakers for culmination ceremonies. A guest speaker must be a positive role model, one for which the children and guests have high respect.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 01-16**

**SUBJECT: Wearing of weapons in the classroom**

**PURPOSE: The purpose of this directive is to establish guidelines for the wearing of duty weapon in the classroom.**

**POLICY: To establish a policy prior to entering the school regarding the wearing of the weapon in the classroom.**

**DIRECTIVE:**

- 1. Candidates for DARE Officer Training must have an agreement with their agency & school system where they will be teaching, prior to training, regarding the wearing of the weapon in the classroom.**
- 2. Since the MS DARE Training Center does not place a stand on this issue, however, it is strongly suggested that officers who wear their weapons in the classroom while teaching DARE (at any level) wear a holster that has a thumb-break or safety strap.**

MISSISSIPPI D.A.R.E. TRAINING CENTER  
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MS DARE TRAINING STAFF

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**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT  
MS DARE TRAINING CENTER STAFF**

**NUMBER: T-01-01**

**SUBJECT: Decertification Process – DARE Training**

**PURPOSE: The purpose of this directive is to point out the correct deselection process of a DARE Officer candidate during DARE Officer Training.**

**POLICY: To maintain a standard throughout the training, a deselection process must be carried out by following the same procedure each time.**

**THE DIRECTIVE:**

- 1. If a DARE Officer candidate’s final presentation has been deemed marginal by their Mentor, the Mentor will hold the Open Forum as usual. The Mentor will then notify the candidate in the one-on-one that the presentation has been deemed marginal and that the entire Training Staff will view their presentation tape at the earliest convenience.**
- 2. The Mentor will keep the tape and then notify the Facilitator as soon as possible that there is a tape to be viewed.**
- 3. The Facilitator will then contact each Mentor and set up a time to view the tape. This will need to be done as soon as possible.**
- 4. Once Staff is gathered, everyone will be given a Critiquing for Success form.**
- 5. Candidate’s Mentor will briefly tell why they are having tape viewed.**
- 6. Tape will be viewed by the entire Training Staff. Staff must be in the room the entire time.**
- 7. After tape has been viewed, Staff will be allowed to ask the Mentor questions.**
- 8. Each Staff member will then give his or her decision by simply stating, “Select” or “Deselect”, starting with the most Junior Mentor.**
- 9. The majority will determine whether the candidate will be deselected or not.**
- 10. In event of a tie, the Facilitator will make the final determination.**

- 11. In the case of a decision of “Certify”, the Mentor will call the candidate to the room and the Faciliator and Mentor of the officer will meet with him/her. The candidate will be told that it has been decided that it was determined by the staff that they should be allowed to continue on. It should be stressed that the classroom presentation at the school will be the determining factor on whether or not they will be allowed to continue.**
  
- 12. In the case of a decision of “DeSelect”, the Mentor will call the candidate to the room and the Facilitator and the Mentor of the officer will meet with him/her. The candidate will be told that it has been decided by the staff, after viewing of the tape, that the candidate will not be allowed to continue at the training. This shall be done with respect and dignity towards the officer. The meeting shall be brief and to the point. The Mentor will then go with the officer collect the training manual and materials. The Facilitator shall advise the State Coordinator and the SC shall make the phone call to the Agency Head as soon as possible regarding the status and the situation.**
  
- 14. All paperwork will need to be completed and turned in to the Facilitator/State Coordinator by the end of the day.**
  
- 15. During the next available group session, the Facilitator will announce to the class what has transpired. During this session the Officer’s name must be given respect and a positive tone shall be used regarding his/her departure from the training. No personal information shall be given. It is up to the Mentors to ensure that each team remains upbeat and is not discouraged.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 04-17**

**SUBJECT: MODIFICATIONS OF CURRICULAR MATERIALS**

**PURPOSE**

**To clearly define the procedures for submitting and reviewing proposed modifications to D.A.R.E. curricular materials.**

**POLICY**

**D.A.R.E. curricular materials are science and researched-based, the materials represent the concerted efforts of experts from many fields of endeavor. Fidelity to the design, intent, content, training and delivery of the curricula are essential program elements. All D.A.R.E. curricular materials are protected by copyright. Any adaptation, modification or deviation to the printing or presentation of copyright-protected D.A.R.E. curricular materials requires specific written approval from D.A.R.E. America. Any adaptation or deviation to curricular material, not approved by D.A.R.E. America, compromises the integrity of the D.A.R.E. curricula and constitutes a violation of federal law. D.A.R.E. America as owner of the D.A.R.E. name and copyright is charged with the responsibility of diligently enforcing compliance with provisions of the copyright.**

**D.A.R.E. America will continuously work and cooperate with experts from the fields of science, research, prevention, education, medicine and curriculum development to ensure D.A.R.E. curriculums are maintained as state-of-the science. Modifications to D.A.R.E. curriculums may be incorporated upon advice from concerned subject matter experts.**

**Recognizing that D.A.R.E. practitioners may submit appropriate recommendations for modification to the D.A.R.E. curriculums, the following procedure has been developed for submission of proposed changes and for ensuring that the proposals are formally reviewed.**

**PROCEDURE**

- 1. Every proposal for modification to D.A.R.E. curricular materials must be submitted in writing to the State Coordinator. The State Coordinator will then submit to D.A.R.E. America in a timely fashion. The State Coordinator shall provide a response to the submitting person or entity acknowledging receipt of the proposal.**
- 2. D.A.R.E. America will submit the proposal for review to appropriate educational, research, curriculum or training subject matter expert(s).**
- 3. The expert(s) to whom the proposal is submitted will review the proposed modification(s) and report their initial finding to D.A.R.E. America.**
- 4. D.A.R.E. America shall advise the State Coordinator of the recommendations from the review.**
- 5. Submissions endorsed for enactment will be assigned to curricula or training experts for appropriate action.**

**D.A.R.E.  
DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT  
MS DARE Training Center Staff**

**NUMBER: T-01-02**

**SUBJECT: CRITIQUING PROCESS DURING A DOT**

**PURPOSE: The purpose of this directive is to provide clear operating guidelines for Open Forums.**

**POLICY: The MS DARE Training Center Staff is responsible for making sure that attendees know curricular errors so that they have the ability to make those corrections/adjustments when they teach the lesson again.**

**THE DIRECTIVE:**

- 1. After a presentation of any sort, the Mentor will approach the front of the room and do the following:**
  - a. Shake the presenter's hand**
  - b. Have the presenter sit**
  - c. Have the presenter tell:**
    - i. How they felt about their presentation**
    - ii. What they liked about their presentation**
    - iii. What they would do differently if they had to present it again**
  - d. Briefly take comments from peers (positive and areas for growth)**
  - e. Go over Mentor notes (remember to start and end with positive notes)**
  - f. Thank the presenter**
  - g. If the presentation was deemed "marginal" by the Mentor, the steps to de-certification policy will be followed. (policy 97-07)**

**DRUG ABUSE RESISTANCE EDUCATION  
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MS DARE Training Center Staff**

**NUMBER: T-01-03**

**SUBJECT: CLASSROOM OBSERVATION PROCEDURES**

**PURPOSE: The purpose of this directive is to provide clear operating guidelines for classroom observations by Training Center Staff.**

**POLICY: The MS DARE Training Center Staff is responsible for making sure that the DARE Officers in MS are teaching at the highest level of professionalism to ensure that the standards of DARE are continued.**

**THE DIRECTIVE:**

- 1. The Training Center Staff Member will arrive in ample time before class begins so as not to disturb the schedule of the school.**
- 2. The Staff Member will introduce him/herself at the school office and explain the purpose of their visit. Proper Training Center/Law Enforcement ID will be presented.**
- 3. Dress for observations will be in professional attire (coat & tie for men and dress or dress pants for women).**
- 4. Staff Member will attempt to meet with the DARE Officer before class and explain the purpose of visit. Every effort will be made to put the officer at ease.**
- 5. The Staff Member should sit quietly in classroom as an observer and should not take part in the class or direct attention away from the DARE Officer.**
- 6. The Staff Member shall make sure that the DARE Officer is following the curriculum and facilitating the information with the students.**
- 7. The Staff Member shall fill out an Observation Form during the presentation and be able to discuss it with the officer after class.**
- 8. The Staff Member's role is not to pick the officer's presentation apart. It is meant to assist the DARE Officer with any areas of concern that the Staff Member may have with the presentation, if any.**
- 9. The Staff Member is responsible for offering suggestions to help the officer fix any areas of concern.**
- 10. The Staff Member will forward the Observation Form, along with any other notes to the State Coordinator within two business day.**

**DRUG ABUSE RESISTANCE EDUCATION  
POLICY AND PROCEDURES STATEMENT**

**NUMBER: 06-18**

**SUBJECT: SUPPLEMENTAL LESSONS**

**PURPOSE: The purpose of this directive is to provide understanding on the use of Supplemental Lessons.**

**POLICY: The purpose of this directive is to clarify the role of Supplemental Lessons.**

**THE DIRECTIVE:**

- 1. Supplemental Lessons are defined as lessons that are in addition to the 10 week DARE curriculum that are put out by D.A.R.E. America.**
- 2. Supplemental Lessons may be taught after the 10-week D.A.R.E. curriculum is complete or may be incorporated into the D.A.R.E. curriculum and taught as the last two lessons before the D.A.R.E. graduation.**
- 3. Only those lessons that are distributed by D.A.R.E. America through the Training Center will be allowed as supplemental lessons. A DARE Officer may not incorporate any material not issued from DARE America or State Training Center.**
- 4. The Supplemental Lessons are encouraged but not mandatory.**