

D

A

R

E



POLICY AND PROCEDURES

OFFICIAL PROPERTY OF THE:

**TENNESSEE HIGHWAY PATROL
D.A.R.E. OFFICE
275 STEWARTS FERRY PIKE
NASHVILLE, TENNESSEE 37214**



TENNESSEE HIGHWAY PATROL

D.A.R.E. TRAINING CENTER

POLICY AND PROCEDURES

TABLE of CONTENTS

SECTION I

Statement of Mission	TC-95-01
Statement of Purpose	TC-95-02
TCA Code	TC-95-03

SECTION II

Policy and Procedures for <i>D.A.R.E. Officers</i>	
* Criteria for Selection of D.A.R.E. Officers	D-89-01
* Mentor Officer Training Staff - (Selection and Certification)	D-91-01
* Program Continuity and Integrity	D-92-01
Requirements - 80-Hour D.O.T.	D-92-02
* Attire for D.A.R.E. Instruction	D-92-03
* Use of Outside Speakers in the Classroom	D-92-04
* Officer Observations	D-92-05
* D.A.R.E. Officer's Code of Conduct	D-93-01
* Reporting Confidential Student Disclosures	D-93-02
Student and Instructor Materials	D-94-01
* Decertification Procedures	D-94-02
* Specialized Curriculum Training	D-94-03
* D.A.R.E. Instructor Proficiency Requirements	D-96-01
D.A.R.E. Instructor In-Service Requirements	D-97-01
Weapons in the Training Seminars	D-01-01
D.A.R.E. Officer Training Seminars-General Rules	D-02-01
* D.A.R.E. Officer Training Seminars-Accepted Documents ..	D-02-02

* Revised



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: TC-95-01

Page 1 of 1

Subject: STATEMENT of MISSION

Date: January 20, 1995

The mission of the Tennessee D.A.R.E. Training Center is to assist in the establishment of a successful D.A.R.E. Program in every county and school system in Tennessee. It will be the duty of the D.A.R.E. unit to:

1. provide specialized training to law enforcement agencies in the initial 80-hour D.A.R.E. Officer Training Seminar.
2. provide or make available specialized training to experienced D.A.R.E. Officers and their agencies in the D.A.R.E. Junior High/Middle School, Senior High and Parent curriculums.
3. make available quality in-service training opportunities to every certified D.A.R.E. Officer and educator in order to increase and enhance their abilities and to keep them apprised of recent changes and information.
4. observe all D.A.R.E. Officers in a classroom setting at least once a year so that the faithful replication of the curriculum and the integrity of the program is kept at a high standard.
5. be a liaison between the local D.A.R.E. Officer, the Southeast Regional Training Center and D.A.R.E. America.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: TC-95-02

Page 1 of 1

Subject: STATEMENT OF PURPOSE

Date: January 21, 1995

The Tennessee Department of Safety is empowered by the Tennessee Code Annotated, Title 49, Chapter 1, Part 4, to adopt standards and qualifications relating to the acceptance and training of law enforcement officers as D.A.R.E. Instructors. These standards and qualifications will be referred to hereafter as policy and procedures. The department, designating authority to the Highway Patrol Division, is also responsible for monitoring the content of the material currently being taught students to ensure its faithful replication and adherence to national and state D.A.R.E. standards.

The policies and procedures of the Tennessee D.A.R.E. Training Center has, as its core, the DRTCAB (D.A.R.E. Regional Training Center Advisory Board) Policy and Procedures, modified to address the specific needs and requirements of Tennessee D.A.R.E. Officers and the Training Center.

The Tennessee D.A.R.E. Training Center has established these policies and procedures to enhance the effectiveness and efficiency of D.A.R.E. Any new policy and procedure will be issued for the same reason. These policy and procedures are intended to assist the D.A.R.E. Officer in carrying out his/her role and responsibilities appropriately and to keep the faithful replication of the D.A.R.E. Program a priority.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: TC-95-03

Page 1 of 2

Subject: TCA 49-1, Part 4

Date: January 20, 1995

**PART 4
DRUG ABUSE RESISTANCE EDUCATION**

49-1-401. Short title.

This part shall be known and may be cited as the "Tennessee Drug Abuse Resistance Education Act of 1989."
[Acts 1989, ch. 322, § 2.]

49-1-402. Implementation of program - Methods and materials.

- (a) The state board of education, in conjunction with the department of safety, may implement the curriculum for a statewide drug abuse resistance education (DARE) program to be taught by qualified and trained law enforcement officers in local schools within the state.
- (b) The state board and the department may consider and adopt training methods and materials developed for the DARE America program or a comparable program approved by the department.
- (c) The state board shall strive to see that the hazards of nicotine abuse are included in the drug-free alliance program. The state board shall encourage the use of culturally relevant educational methods and materials in the drug-free alliance program to inform persons of the hazards of nicotine abuse.
- [Acts 1989, ch. 322, § 3; 1990, ch. 931, § 2.]

49-1-403. Training of law enforcement officers.

- a) The department of safety shall adopt standards and qualifications, in accordance with the requirements of the DARE America program, of law enforcement officers who apply for training as instructors in the DARE program.
- (b) The department shall also provide for the training of law officers as DARE instructors. The department may contract with agencies of other states for the training of law enforcement officers as DARE instructors.
- [Acts 1989, ch. 322, § 4.]

49-1-404. State board of education - Powers.

The state board of education may:

- (1) Provide for appropriate DARE training for students before entering middle school; such training may be conducted at the sixth grade level or at such other time as is necessary for students to receive training before entering middle school;
- (2) Approve the usage of textbooks and other educational materials to be used by students enrolled in DARE courses; and
- (3) Authorize local education agencies to include DARE curricula among the courses which are offered within area schools.

[Acts 1989, ch. 322, § 5.]

TCA 49-1, Part 4
Drug Abuse Resistance Education
PAGE 2

49-1-405. Similar and comparable programs.

This part shall not supersede or disallow any similar and comparable programs already in place prior to July 1, 1989; provided, that nothing herein shall prevent such similar and comparable programs from participating in the funding of the DARE program in the manner provided for within this part.

[Acts 1989, ch. 322, § 6.]

49-1-406. Use of funds.

Notwithstanding any provision of this part or any other law to the contrary, any local education agency may use any funds received under the "Drug Free Tennessee" program in a sum sufficient to implement

the drug abuse resistance program developed and established by this part.

[Acts 1989, ch. 322, § 7.]

49-1-407. Duties of department of safety - Drug abuse programs.

It is the responsibility of the department of safety to:

- (1) Periodically check persons serving as DARE instructors to ensure that they have been properly trained to do so in accordance with the standards and qualifications adopted by the department or with comparable standards; and
- (2) Monitor the content of the drug abuse resistance material currently being taught students to ensure that it is compatible with or comparable to the curriculum adopted and implemented by the state board of education for DARE program instruction.

[Acts 1992, ch. 910, § 1.]

49-1-408. Statewide DARE club established - Purpose.

(a) The state board of education, in consultation with the commissioner of safety, shall, by the beginning of the 1994 school year, establish a statewide DARE club in which any student in grades six (6) through twelve (12) may join and participate. Each LEA, middle school, junior high school or high school desiring to do so may form a chapter of the statewide DARE club.

(b) The primary purpose of the DARE club shall be to continue and reinforce the drug abuse resistance education such students may have received in kindergarten (K) through grade six (6).

(c) The state board may pattern the organization, rules, bylaws and similar procedural requirements of such club after other successful statewide clubs, such as future farmers of america, future homemakers of america and 4-H clubs.

[Acts 1994, ch. 783, § 1.]



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-89-01

Page 1 of 2

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

Date: October 12, 1989
Revised: June 29, 2002

PURPOSE: 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 is the responsibility of the Tennessee 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 an elementary 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.

PROCEDURE:

1. The D.A.R.E. Officer must meet the following criteria:
 - a. ***Must be P.O.S.T. certified in the state in which he/she will teach D.A.R.E.***
 - b. ***Must have at least two (2) years experience as a full-time sworn law enforcement officer and must fully meet the statutory requirements by law.***
 - c. Must not have a history of drug abuse.
 - d. Preferably a non-user of alcohol or tobacco products.
 - e. Demonstrate the ability to relate to children.
 - f. Have oral and written communication skills that are adaptable to age-specific audiences.
 - g. Ability to organize.
 - h. Responsiveness to instruction.
 - i. Ability to develop interpersonal relationships.

POLICY AND PROCEDURES
D-89-01
PAGE 2

- j. One who refrains from sexual, racial, stereotyping or insensitive remarks.
 - k. Be committed to the faithful replication of the program model.
 - l. Have demonstrated attention to neatness and detail in personal appearance.
 - m. Have demonstrated a desire to participate in the D.A.R.E. Program and to be involved in drug abuse prevention activity.
2. While to meeting the above criteria is important, a D.A.R.E. officer must also demonstrate an exemplary law enforcement work record. Each applicant must consent to a departmental background check by Training Center Staff before being allowed to attend a D.A.R.E. Officers Training Seminar.
2. If the D.A.R.E. Officer Training candidate is unable to comply with 1.b., a waiver of experience may be requested from the Training Center.
3. Once a waiver is granted, the D.A.R.E. Officer Training candidate will be placed on the training list, but will be accepted into the training only as long as training positions remain after all fully qualified officers are accepted.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-91-01

Page 1 of 2

**Subject: MENTOR OFFICER
TRAINING STAFF -
SELECTION AND
CERTIFICATION**

Date: August 20, 1991
Revised: May 2002

PURPOSE: To establish the criteria for selection and certification of the Tennessee D.A.R.E. 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.

PROCEDURE:

1. The Training Center 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 responsibilities associated with training both children and adults.
2. The nomination of Training Staff Instructors is accomplished by the application of interested officers.
3. A minimum of two, and preferably four, semesters experience as a D.A.R.E. Officer is required for an applicant to be considered. The applicant must have taught no less than twelve core classes and must have a current Local Agency D.A.R.E. Report on file with the Training Center office.
4. Applications will be accepted by the Training Center any time. However, the selection process will be initiated only when there is a need for additional or new training staff mentors.
5. When the selection process is initiated, each applicant will be rated according to the following:
 - a) the entire application
 - b) a comprehensive closed-book written test covering the entire D.A.R.E. core curriculum
 - c) a D.A.R.E. lesson presented before the Training Staff. The lesson to be presented will be chosen by the coordinator or administrator of the Training Center. (optional by the Training Center Coordinator)

POLICY AND PROCEDURES
D-91-01
PAGE 2

6. Final selection of the candidate will be the responsibility of the Coordinator of the Training Center.
7. Upon selection, the candidate will be assigned to the next available Mentor Officer Training Seminar. This training is one week and expenses are the responsibility of the officer's department.
8. Prior to achieving a 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.) Seminar from a Regional Training Center (RTC). **(Phase I)**
 - b. Must serve an apprenticeship and undergo a performance observation by a Senior Mentor Officer approved by the RTC for a minimum of one D.O.T. conducted by a recognized training center. **(Phase II)**
 - c. Must undergo a performance observation and evaluation conducted by a Senior Mentor Officer of a recognized D.A.R.E. Training Center. **(Phase III)**



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-92-01

Page 1 of 2

**Subject: PROGRAM CONTINUITY
AND INTEGRITY**

Date: January 6, 1992
Revised: October 2002

PURPOSE: 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 designed by educators 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, marijuana, and other drugs and to reduce the incidence of violence among pre-adults;
- [2] To help enhance self-esteem;
- [3] To teach positive alternatives to substance abuse and other destructive behaviors;
- [4] To develop skills in risk assessment and decision making; and;
- [5] To build interpersonal and communication skills.

PROCEDURE:

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 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 lessons in the core curriculum must be taught in sequential order (i.e. 1,2,3, ...16,17).
4. The core 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.
5. Officers may **not** add, delete or modify the curriculum in any way for any reason. Such discretion could jeopardize the success of the program.
 - a. A modified core curricula is offered, but usage of this modification is allowed only with justification and the permission of the Training Center and DARE America.

POLICY AND PROCEDURES

D-92-01

PAGE 2

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. By not teaching, the knowledge and ability to deliver the curriculum in an acceptable manner is greatly reduced. Failure to do so may result in the revocation of the officer's certification.
8. A D.A.R.E. Officer shall:
 - a. teach no more than five core classes per day, with four being the recommended number.
 - b. teach no more than four days each week with one day to be used for planning and preparation. (recommended, but optional)
 - c. adhere to and instruct no more than the State Department of Education's maximum classroom size when instructing the core curriculum
 1. **grades 1 - 6: 30 students maximum**
 2. **grades 7 - 12: 35 students maximum**
 - d. not combine D.A.R.E. core classes if the exceed 8. c.

The officer should be at school the entire school day unless there are less than three core classes to be taught.

9. ***The D.A.R.E. Officer is expected to spend the entire day teaching and being involved in the activities with the children. He/She is to eat lunch with and, if possible, have physical education/recess with a core class during each D.A.R. E. school day.***
10. Teaching D.A.R.E. should be the officer's primary job. ***The officer should not do shift work and teach on the same day nor should the officer undertake any enforcement action unless such action is considered an emergency. The course sequence should not be interrupted; therefore, the D.A.R.E. should not be called away from the classroom or the school if at all possible.***
11. D.A.R.E. is a copyright protected program. Any use of the D.A.R.E. name, logo, curriculum and/or other copyrighted materials, other than in conjunction with presenting the authorized curriculum in schools, must be authorized in writing by D.A.R.E. America. The Tennessee D.A.R.E. Training Center will provide assistance and information about this requirement upon request.
12. Any reproduction of the D.A.R.E. curriculum or the D.A.R.E. Officer's Guide is strictly prohibited without the written consent of D.A.R.E. America, Incorporated.
13. Any violation of copyright and trademark regulations is subject to legal action by D.A.R.E. America, Incorporated. Any compromise in program continuity and integrity may result in decertification.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-92-02

Page 1 of 1

**Subject: REQUIREMENTS -
80-HOUR D.O.T.**

Date: January 12, 1992

PURPOSE: To establish the minimum training requirements for an instructor to teach the D.A.R.E. curriculum.

POLICY: The success of the D.A.R.E. Program depends largely on the training of the D.A.R.E. Officers. A carefully designed and 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 so that he/she may deliver the D.A.R.E. curriculum to children in the classroom.

PROCEDURE:

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.
2. The training shall consist of a minimum of 80 hours of classroom instruction.
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. 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 Seminar 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

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-92-03

Page 1 of 1

**Subject: ATTIRE FOR D.A.R.E.
INSTRUCTION**

Date: March 15, 1992
Revised: May 2002

PURPOSE: To establish that an officer's agency uniform of the day (of the uniform patrol division) is the appropriate attire for **all** D.A.R.E. presentations.

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 students. The uniform of the patrol division aids greatly in that effort. Specialized uniforms or casual and business attire do not lend the same recognition or credibility as a patrol division uniform.

PROCEDURE:

1. All D.A.R.E. Officers shall wear the uniform of their agency's patrol division, not specialized agency uniforms, casual or business clothing when conducting the D.A.R.E. curriculum in the classroom as well as other D.A.R.E. presentations. Other D.A.R.E. presentations include, but are not limited to, D.A.R.E. lower grade visitations, PTO/PTA meetings, faculty meetings and community presentations.
2. In every instance, officers will comply with their agency's policy concerning the wearing of a weapon in the classroom.
3. Casual sports clothing is authorized **only** when involved in P.E. classes with the core grades.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-92-04

Page 1 of 1

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

Date: March 15, 1992
Revised: May 2002

PURPOSE: To establish guidelines for the use of outside speakers during D.A.R.E. classroom presentations and culminations.

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, except as provided for in the curriculum.

PROCEDURE:

1. The use of outside speaker during formal D.A.R.E. lessons is not acceptable except:
 - a. Lesson 13, "Role Models", as long as curriculum guidelines are followed.
 - b. The culmination ceremony within narrow guidelines.
2. The use of former or current drug abusers in prevention can have negative results. Students receive "mixed messages" which can result in confusion. D.A.R.E. teaches children that they should never start using drugs, not that they can overcome drug usage and quit at any time. For that reason, both the national and state programs maintain a staunch policy which disallows the use of drug abusers, past or present, in the classroom.
3. Selection of culmination speakers must be carefully made. 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. This individual **must** have a history free of drug abuse. Remember, the culmination is a reward for the children. The guest speaker should not be chosen for the benefit of anyone except the graduating D.A.R.E. students nor be someone that will detract from the graduates or their accomplishments.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-92-05

Page 1 of 2

Subject: OFFICER OBSERVATIONS

Date: July 16, 1992
Revised: February 2, 1995

PURPOSE: 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 pressures to experiment with and use harmful substances, as well as to reduce incidences of violence among children and youth, it is necessary that officers who are or will be delivering the D.A.R.E. 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.

PROCEDURE:

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 provided to each officer's agency.
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 D.A.R.E. Coordinator and/or Training Facilitator to the officer's agency head outlining the reasons for non-certification.
3. Certified D.A.R.E. Officers may be visited by a member of the Tennessee D.A.R.E. Training Center's Staff at any time.
 - a. Visiting staff will notify the school upon arrival of their purpose and will obtain permission to attend class.
 - b. Visiting staff will discuss results of the classroom observation with the officer.

POLICY AND PROCEDURES
D-92-05
PAGE 2

4. The classroom visit will be documented by the staff member on the D.A.R.E. Officer Classroom Performance Report and reported to the Training Center. A copy of the performance report will be sent to the officer's agency head. All major deficiencies/problems will be included. The D.A.R.E. Coordinator or his designated representative will work closely with the concerned agency to resolve any issues which require corrective action.
5. D.A.R.E. Officers who demonstrate an unwillingness to resolve issues related to program integrity are subject to decertification.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-93-01

Page 1 of 3

**Subject: RULES OF CONDUCT
FOR D.A.R.E. OFFICERS**

Date: January 10, 1993
Revised: October 2002

PURPOSE: To establish a state policy regarding conduct of D.A.R.E. Officers.

POLICY: D.A.R.E. is a Program well known at the state and local levels in Tennessee. Maintaining the continuity and integrity of the Tennessee D.A.R.E. Program is the responsibility of the Tennessee D.A.R.E. Training Center. Becoming a D.A.R.E. Officer is a privilege, not a right. Officers who successfully complete the 80-hour D.A.R.E. Officer Training, from a recognized training center, will be expected to comply with the D.A.R.E. Officer's Code of Conduct. This policy will ensure officers present

PROCEDURE:

1. Every officer who participating in the 80-hour D.A.R.E. Officer Training (D.O.T.) shall be required to comply with the Code of Conduct. A copy of the Code of Conduct shall be given each officer.
2. The written Code of Conduct shall act as a guide to officers when representing the D.A.R.E. Program.
3. This policy will be reviewed and the Code of Conduct signed at any specialized D.A.R.E. training.

DRUG ABUSE RESISTANCE EDUCATION
D.A.R.E. PROGRAM CODE OF CONDUCT

Maintaining the continuity and integrity of the National D.A.R.E. program is the responsibility of D.A.R.E. America and each D.A.R.E. Officer. Officers who become certificated D.A.R.E. instructors by successfully completing D.A.R.E. curriculum training, and officers certificated to present the Parent Education Program by completing the 40-hour D.A.R.E. Parent Education Program Training, are required to adhere to the D.A.R.E. Officer's Code of Conduct. This code of conduct will ensure that, all officers certificated to deliver D.A.R.E. curricula, present themselves as positive role models and represent the D.A.R.E. program in an appropriate manner.

CODE OF CONDUCT

As a D.A.R.E. officer or officer certificated to present the D.A.R.E. Parent Education Program, I will conduct myself in a manner, which will present a positive role model to those within the community in which I serve. My actions will be consistent with and support the goals and objectives of the D.A.R.E. program.

I understand that certification to present the D.A.R.E. curriculum is a privilege, not a right and that I may only present those curricula for which I have been certificated. Violations of the following standards may result in decertification and loss of the privilege to present D.A.R.E. curriculum.

1. Criminal Misconduct
2. Administrative Misconduct, including but not limited to:
 - Knowingly failing to comply with established national or regional policies and procedures.
 - Knowingly failing to deliver the D.A.R.E. curriculum according to the program design.
 - Knowingly using the D.A.R.E. name, logo, and/or copyright-protected material in an inappropriate manner.
3. Unbecoming Conduct

The officer/instructor is the most visible representative of the D.A.R.E. program. Each involved officer represents all who have and continue to contribute to the program. As a highly visible member of the community, the conduct of an officer affiliated with D.A.R.E. is closely scrutinized, and actions on and off duty reflect directly upon the public's perception of the program. Officers certificated to present D.A.R.E. curriculum must at all times conduct themselves in a professional manner, not bringing discredit to themselves, their employing agency, the law enforcement profession or the D.A.R.E. program.

4. Violations of Trademark and Copyright Laws

Officers certificated to instruct D.A.R.E. curriculum shall not violate the D.A.R.E. America Trademark Infringement Policy which states, "No local production of any D.A.R.E. merchandise may be undertaken. Only authorized licensed vendors of D.A.R.E. America may use the D.A.R.E. name or family of D.A.R.E. trademarks on D.A.R.E. items or promotional items. Any person (including a police officer) who utilizes any of these trademarks on merchandise, promotional items, or in publications without the written consent of D.A.R.E. America may be in violation of federal law and subject to prosecution."

Officer's Signature

Officer's Name (Print)

Date

Training Center Representative (Print)

Training Center

DARE America 10/02

D.A.R.E. AUTHORIZED LICENSED VENDORS



United States

D.A.R.E. AMERICA MERCHANDISE, INC.

(A Subsidiary of Jack Nadel, Inc.)
9950 Jefferson Blvd., P.O. Box 2767
Culver City, CA 90231-2767
Tel: (310) 837-4553 or (800) 688-DARE
Fax: (310) 842-7486
Contact: Marty Nadel / Mark Hacker
www.darestuff.com

LEE WAYNE CORPORATION

1980 Industry
Sterling, Ill 61081
Tel: (815) 625-0980 or (800) 747-DARE
Fax: (815) 626-9536 or (800) 747-7298
Contact: Terry McGuire / Debie Mewhirter
www.leewayne.com

TEE'S PLUS

1425 Gold Star Highway
Route 184
Groton, CT 06340
Tel: (860) 445-7355 or (800) 782-8337
Fax: (860) 446-9086 or (800) 446-9086
Contact: Jack Lazarek / Ed Oliveira
www.teesplus.com

TREADWAY GRAPHICS

1401 Cannon Circle
Faribault, MN 55021
Tel: (507) 334-9557 or (800) 658-7063
Fax: (507) 334-0437 or (888) 334-0437
Contact: Jay Treadway
www.treadwaygraphics.com (revised 11/00)
Shipping address:
Attn- Otto-Treadway Graphics
1920 Xenium Lane • Plymouth, MN • 55441



Canada

HALO BRANDED SOLUTION

707 Gordon Baker Road
Toronto, Ontario M2H2S6 Canada
Tel: (416) 837-4553 Fax: (416) 494-3028
Contact: Mark Freed
mark.freed@halo.com

494390 AB LTD

10544-110 St. Edmonton
Alberta Canada T5H3C5
Tel: (780) 448-0077 or (888) 891-3273
Fax: (780) 448-0062
Contact: Daryll Duplessis



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-93-02

Page 1 of 1

**Subject: REPORTING
CONFIDENTIAL
STUDENT DISCLOSURES**

Date: March 9, 1993
Revised: March 5, 1995

PURPOSE: To establish guidelines for D.A.R.E. Officers handling student disclosures that require the attention of school authorities and/or the concerned law enforcement agency.

POLICY: D.A.R.E. Officers, just as teachers and health and social professionals, have certain mandated reporting responsibilities prescribed by law.

D.A.R.E. Officers are selected because of their special ability to communicate with children and their desire to improve the child's social and coping skills. Officers should be aware that in their position as D.A.R.E. Instructors, they become role models and will develop relationships of trust with the students they teach and the community they serve.

If a student makes a confidential disclosure, D.A.R.E. Officers shall be guided by applicable state and local laws and the policies of their school district and law enforcement agency. As designated members of the school faculty, D.A.R.E. Officers **should not** become involved in **any** enforcement activities which may result from a student's disclosure of information.

To avoid any situations that might be detrimental to the officer or the D.A.R.E. Program, officers should remember that D.A.R.E. is an educational program and not to be used or viewed as a law enforcement or intelligence tool.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-94-01

Page 1 of 1

**Subject: STUDENT AND
INSTRUCTOR MATERIALS**

Date: February 8, 1994

PURPOSE: To establish the mechanism for distribution of D.A.R.E. materials for students and instructors furnished by D.A.R.E. America.

POLICY: The acquisition of authorized D.A.R.E. student workbooks is essential to the program success. Normally, the securing of workbooks and other instructional materials is the responsibility of the individual D.A.R.E. Officer. However, occasions do arise where the Tennessee D.A.R.E. Training Center will receive and distribute D.A.R.E. materials for D.A.R.E. America.

PROCEDURE:

1. Materials for the D.A.R.E. Officer Training Seminar will be issued to each officer as the need arises during the course of the training. Final possession of the materials is dependent upon being certified as a D.A.R.E. Instructor.
2. All D.A.R.E. Officer Training materials, even though in the possession of individual D.A.R.E. Officers, remain the property of the Tennessee D.A.R.E. Training Center.
3. The ordering and purchasing of D.A.R.E. Student Workbooks and other materials will be the responsibility of the individual D.A.R.E. Officer.
4. When an occasion arises where student workbooks are ordered by and shipped to the Training Center for distribution, the number ordered and the officers and departments receiving the same will be determined by the Local Agency D.A.R.E. Report on file for the applicable time frame.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-94-02

Page 1 of 3

**Subject: DECERTIFICATION
PROCEDURES**

Date: July 13, 1994
Revised: October 2002

PURPOSE: 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 or unwilling to comply with the established standards.

PROCEDURE:

1. The Tennessee Training Center is responsible for ensuring that the integrity and continuity of the D.A.R.E. Program be preserved by Tennessee law enforcement agencies that have adopted the D.A.R.E. Program.
2. The Tennessee D.A.R.E. Training Center shall also be responsible for all certification and decertification processes within the State.
3. Trained officers from the Training Center Staff shall be responsible for monitoring D.A.R.E. Programs throughout the State to ensure the curriculum is being effectively presented in a manner consistent with program design.
4. It shall be the responsibility of the members of the Training Center to provide every possible assistance to agencies, schools, and D.A.R.E. 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.

POLICY AND PROCEDURES
D-94-02
PAGE 2

5. The D.A.R.E. Coordinator or Training Center Supervisor will be informed of possible problems and must initiate decertification investigations. Cause for decertification may include, but are not limited to the following:

- a. Failure to comply with established D.A.R.E. policy and procedure directives;
- b. Repeated failure to deliver the curriculum according to program design:

NOTE: [b] The steps for decertification for repeated failure to deliver lessons according to program design are as follows:

- 1) A member of the D.A.R.E. Training Staff will observe the D.A.R.E. Officer teaching a core lesson. If the lesson is not being presented as outlined in the D.A.R.E. Officer's Guide, it is the duty of the staff person to point out the mistakes at the end of the classroom instruction. Solutions to the problems are to be offered.

If the D.A.R.E. Officer's performance is deemed unacceptable, the staff member will document and relay to the D.A.R.E. Coordinator or Supervisor the problems and also the suggestions given to help correct the problem(s).

The Tennessee D.A.R.E. Training Center will make the D.A.R.E. Officer's agency head aware of the deficiencies. These deficiencies will be documented and stated in writing in the D.A.R.E. Officer Classroom Performance Report.

- 2) A staff member will make a second observation. This observation should be conducted the same semester and as soon as possible. If the problem(s) previously encountered have not been corrected, the Training Staff member will:
 - a) Make the officer aware of the uncorrected problems.
 - b) Again document and relay to the Training Center Coordinator or Supervisor the officer's uncorrected deficiencies.
 - c) Make the D.A.R.E. Officer's agency head aware of the continuing deficiencies, as stated and documented in the D.A.R.E. Officer Classroom Performance Report.

POLICY AND PROCEDURES
D-94-02
PAGE 3

- 3) After the second unacceptable observation the Tennessee D.A.R.E. training Center Coordinator or Supervisor will:
 - a) Personally contact the D.A.R.E. Officer's agency head to discuss the problem.
 - b) If the problem(s) will not or cannot be corrected, ask the officer's agency head to voluntarily remove the officer from the program.
 - c) Ask the D.A.R.E. Officer to voluntarily turn in all state issued equipment, materials and certification certificate.
- 4) If, after meeting with the agency head, the problem(s) are addressed and attempted to be solved, a Training Center Staff member will make a third observation of the D.A.R.E. Officer to see if the the problem(s) encountered were corrected.
 - a) refer to 5., b., 2), a) - c).
 - b) After a third unacceptable observation, the Training Center Coordinator or Supervisor will apprise the Commissioner of Safety of the situation through the chain of command.
- c. Become involved in conduct that reflect negatively on the D.A.R.E. name.
5. The Tennessee D.A.R.E. Training Center will make every effort to cooperate with and assist an agency and/or the officer in achieving resolution to the problem(s). In the event such problem(s) cannot be corrected, the Training Center will document the facts and information that necessitates a decision for decertification. The officer shall have the right to personally appear before the Supervisor, Safety Education and the Training Center Administrator and present evidence in his/her behalf.
6. If the Training Center elects to decertify, the Training Center Coordinator or Supervisor will immediately provide written notification to all concerned parties. The Coordinator, Supervisor, or designated representative will personally meet with the D.A.R.E. Officer and the agency head to discuss the action and pickup the D.A.R.E. Officer's certification certificate, D.A.R.E. Officer's Guide, and any other state issued materials.
7. The officer has ten (10) days to appeal a decision to decertify. The appeal must be in writing to the Regional Director for D.A.R.E. AmericaDirector with jurisdiction over the Tennessee D.A.R.E. Training Center. All pertinent information will be given to the D.A.R.E. Officer being decertified. An appeal hearing will be scheduled within thirty days of receipt of the request.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-94-03

Page 1 of 1

**Subject: SPECIALIZED
CURRICULA TRAINING**

Date: July 22, 1994
Revised: November 2002

PURPOSE: To establish minimum experience standards for the selection of D.A.R.E. Officers to attend certification training to instruct a specialty curriculum in the classroom.

POLICY: Specialized curricula have been developed to reinforce the core curriculum. Currently, the term "specialized curricula" includes: 1) junior high/middle school, 2) senior high school, and 3) parent training programs.

Because experience is the foundation for failure or success, it is important for D.A.R.E. Officers to have a firm grasp of the core curriculum concepts before attempting to instruct specialized curricula.

PROCEDURE:

1. To attend a certification training in a specialized curriculum, an officer must be a current, certified D.A.R.E. Officer or, in the case of the parent Program, a former D.A.R.E. officer that ceased teaching while his/her certification was in good standing and his/her law enforcement agency must be actively involved in implementing the D.A.R.E. core curriculum and continue to implement that curriculum.
2. To attend a certification training in the Junior High/Middle School or the Senior High School curriculum, the D.A.R.E. Officer should have taught the elementary curriculum for at least two (2) semesters with a minimum of eight (8) core classes instructed.
 - a) An officer can be trained in either curriculum without having the above qualifications by requesting a waiver of experience with the Training Center. Any waiver will be judged on an individual basis.
 - b) If the officer is assigned to a senior high school or a middle school only, he/she can also request a specialized curricula training waiver and a waiver of instructing the core class curriculum first.
 - c) Under no circumstances will the implementation of either the Middle/Junior High or Senior High School programs be allowed to adversely effect the presentation of the Elementary D.A.R.E. Program.
3. To attend a certification training in the Parent Program curriculum, the D.A.R.E. Officer must have taught the elementary school curriculum for a minimum of two (2) semesters. See 1.
4. Applications and information on all specialized trainings are available from the Training Center.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-95-01

Page 1 of 3

Subject: DEFINITIONS

Date: February 8, 1995

PURPOSE: To define commonly used terms that appear through this Tennessee D.A.R.E. Training Center Policy and Procedures Manual.

POLICY: Our Policy and Procedures must be clear and concise. To ensure clarity for all D.A.R.E. Officers and their agencies, it is necessary to provide a clear understanding of the terminology used to describe D.A.R.E. and its activities.

DEFINITIONS:

Certification: The authorization to teach a 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 the D.A.R.E. curriculum are assessed.

Curriculum: The program design. A structured approach to teaching the D.A.R.E. Program. There is a separate curriculum for the core grades, junior high/middle school, senior high, and parent program, each of which requires separate certification.

D.A.R.E. Coordinator: The member of the Tennessee D.A.R.E. Training Center that is the coordinator for D.A.R.E. Program statewide.

D.A.R.E. Instructor: A sworn law enforcement officer meeting Tennessee P.O.S.T. standards and is D.O.T. certified.

D.A.R.E. Officer: D.A.R.E. Instructor

D.A.R.E. Officer Training (D.O.T.): An 80-hour training seminar which, upon successful completion, certifies an officer to teach the D.A.R.E. curriculum in the elementary school classroom.

POLICY AND PROCEDURES
D-95-01
PAGE 2

D.A.R.E. Regional Training Center Advisory Board (DRTCAB): A commission consisting of the directors and educational policy representatives of the five Regional Training Centers. The purpose of this organization is to establish training center standards, policies and procedures.

D.A.R.E. Junior High/Middle School Training: A 24-hour training course in the current Junior High/Middle School curriculum.

D.A.R.E. Supervisor: A supervisor in the Training Center under the direct supervision of the D.A.R.E. Coordinator.

Decertification: The process and action of declaring an officer ineligible to teach the D.A.R.E. curriculum.

Educational Advisor: A member of the Tennessee D.A.R.E. Training Center certified to conduct and provide all educational aspects of the D.A.R.E. trainings.

In-service Training: Any program designed to provide, enhance, and/or augment knowledge and skills needed to provide the D.A.R.E. curriculum.

Logo: The registered trademark of D.A.R.E. and D.A.R.E. America.

May: Indicates officer discretion; not mandatory.

Mentor Officer: A D.A.R.E. Officer who has successfully completed all phases of the Mentor Officer Training.

Mentor Officer Training (M.O.T.): A 40-hour training course which certifies a D.A.R.E. Officer to train other officers to deliver the D.A.R.E. curriculum.

Must: Mandatory; no discretion

Policy: A philosophical statement which reflects management attitude toward a given subject.

Policy and Procedures Manual: A collection of comprehensive statements which provides program philosophy and operational guidelines.

Procedures: Operational guidelines.

POLICY AND PROCEDURES
D-95-01
PAGE 3

Recommend: Strongly suggested.

Regional Training Center: A training center funded by the Bureau of Justice Assistance and under the auspices of the D.A.R.E. Regional Training Center Advisory Board.

Shall: Mandatory; no discretion.

Southeast Regional D.A.R.E. Training Center: The training center, funded by the Bureau of Justice Assistance, that is the guiding agency for the Tennessee D.A.R.E. Training Center. It is under the direction of the North Carolina State Bureau of Investigation.

Student Workbook: A copyright-protected instructional book provided to D.A.R.E. students.

Tennessee D.A.R.E. Training Center: The authorized D.A.R.E. Officer Training facility for Tennessee within the Tennessee Department of Safety. In addition, the center is charged with monitoring all D.A.R.E. activities within the state.

Training Center: Same as Tennessee D.A.R.E. Training Center.

Training Facilitator: The on-site supervisor for any D.A.R.E. training seminar.

Training staff: Members of the Training Center.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-96-01

Page 1 of 2

**Subject: D.A.R.E. INSTRUCTOR
PROFICIENCY
REQUIREMENTS**

Date: March 8, 1996
Revised: January, 2001

PURPOSE: To establish minimum requirements to ensure D.A.R.E. Officers maintain their active certification and an acceptable level of proficiency to effectively deliver the D.A.R.E. Curriculum.

POLICY: In order for a D.A.R.E. Officer to effectively deliver the D.A.R.E. curriculum and not allow his/her skills to deteriorate, he/she must regularly instruct so that knowledge of the curriculum and the ability and skills to relate it will not be reduced.

PROCEDURE:

1. This policy took effect August 1, 1996.
2. All active D.A.R.E. Officers must instruct the complete D.A.R.E. core curriculum at least once within a 24-month period from the time the officer completed his/her last D.A.R.E. teaching assignment.
 - a. D.A.R.E. Officers with specialized certification may substitute complete instruction of that component to satisfy this requirement.
 - 1) A specialized component shall be considered any one of the following:
 - a) Junior High/Middle School
 - b) Senior High School
 - 2) The core curriculum or a component must be completed, not started, within the 24-month period.
 - b. A D.A.R.E. Officer has to be properly trained and certified to teach one of the specialized components.
 - c. The D.A.R.E. Parent Program **cannot** be substituted for this requirement.
 - d. Mentor Officers on the State Training Staff that are in compliance with DRTCAB Policy and Procedures Number 92-03 shall be deemed in compliance with the provisions of this policy.

POLICY AND PROCEDURES
D-96-01
PAGE 2

3. The Tennessee D.A.R.E. Training Center's Local Agency D.A.R.E. Reports and/or the D.A.R.E. Officer's Classroom Performance Report will be utilized for documentation of instruction.
4. If a D.A.R.E. Officer fails to comply with Section 1, that Officer shall be considered "inactive" and cannot be allowed to teach any component of D.A.R.E. or be allowed to perform any activities as a D.A.R.E. Instructor.
5. When the Officer becomes inactive, all Training Center issued D.A.R.E. material(s) will be returned to the Center until such time as the Officer's status changes.
6. After an Officer has been declared inactive, the Training Center shall comply with the DRTCAB Policy and Procedure 95-01, C., 4.- 5.
7. Before an Officer can resume any classroom instruction, the Training Center must review his/her knowledge and skill proficiency according to DRTCAB Policy and Procedure 95-01, C., 6. The following schedule will be used to determine the length of time required to reactivate a certification:
 - a. non-compliance with Section 1 for up to 36 months (6 continuous school semesters)
 - 1) attend a D.O.T. for 4 days (Tuesday - Friday) during Week 1
 - a) this shall include all educational blocks, all curriculum blocks, and a lesson presented in an acceptable manner to members of the Training Staff
 - b) the Training Center will assume **no** expense for this recertification
 - b. non-compliance for a period longer than 36 months (6 continuous school semesters)
 - 1) attend the entire two-week D.O.T., as a student, at the next available training date



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

**POLICY
AND
PROCEDURES**

Number: D-97-01

Page 1 of 2

**Subject: D.A.R.E. INSTRUCTOR
REQUIREMENTS**

Date: November 3, 1997
Revised: November 2002

PURPOSE: To establish minimum in-service requirements for D.A.R.E. officers to maintain their active certification.

POLICY: In-service training provides many benefits to D.A.R.E. Officers: updating the curriculum, reinforcing the knowledge and skills learned during D.O.T., the exchange and acquisition of ideas, being able to network with other officers, information gleaned from guest instructors.

PROCEDURE:

1. All certified D.A.R.E. Officers will attend a minimum of twelve (12) hours of D.A.R.E. related in-service training each calendar year. This training allows the D.A.R.E. officer to retain his/her active certification and continue to instruct D.A.R.E.
2. All in-service training hours must be approved by the Tennessee D.A.R.E. Training Center to assure the training is relevant to and consistent with the standards set by the D.A.R.E. Regional Training Center Advisory Board and the Tennessee D.A.R.E. Training Center. It also ensures the proper crediting of the training to the individual D.A.R.E. officer.
3. Approved in-service may be taken at the following functions:
 - a) D.A.R.E. Training Seminars (attendees only)
 - 1) D.A.R.E. Officer Training
 - 2) Junior High/Middle School Training
 - 3) Senior High School Training
 - 4) Parent Training
 - 5) Mentor Officer Training
 - b) the T.D.O.A. Annual State Conference
 - 1) proof of attendance and sessions attended must be submitted to the Training Center
 - c) the D.A.R.E. America International Conference
 - 1) proof of attendance and sessions attended must be submitted to the Training Center
 - d) Mentor Officers on the State Training Center Staff that are in compliance with DRTCAB Policy and Procedure 92-03 shall be deemed in compliance with the provisions of this policy.
4. Other in-service training may be substituted with the prior approval of the Training Center.

POLICY AND PROCEDURES
D-97-01
PAGE 2

5. At some time during the calendar year, the Training Center will schedule an in-service opportunity for those active, certified D.A.R.E. officers unable to use the resources described in 3 (a. - d.) to acquire their minimum in-service requirements.
6. Any D.A.R.E. Officer failing to meet the minimum requirements set forth in this policy and procedure is subject to being put on inactive status. An officer in this status will not be allowed to perform any activities associated with the D.A.R.E. Program.
7. Once a D.A.R.E. officer becomes inactive, Tennessee Policy and Procedure d-96-01, 4. - 6. will be followed.
8. This policy takes effect January 1, 1998.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-01-01

Page 1 of 1

**Subject: FIREARMS and WEAPONS
IN THE TRAINING
SEMINARS**

Date: June 19, 2001
Revised: June 2002

PURPOSE: To establish guidelines for the wearing of firearms and weapons during all formal D.A.R.E. Training seminar sessions.

POLICY: D.A.R.E. training employs the D.A.R.E. training model and the model will reflect the current policy of the Tennessee Department of Safety.

The Training Center's policy is that firearms and weapons may be worn during any formal sessions of D.A.R.E. Training seminars **only** by the Staff and only then when the Staff is in uniform or business attire.

PROCEDURE:

1. Information will be made available to advise seminar participants and their agency heads that no firearms or weapons will be worn or possessed by students during formal training sessions.
2. The Department of Safety and D.A.R.E. America are responsible for the safety of the training environment as well as the seminar participants.
 - a. There are many departments and varied degrees of personal experience represented in any D.A.R.E. training.
 - b. Access to firearms and weapons by trainees during class hours is not essential and could possibly become hazardous to everyone in the training.
 - c. Formal class hours and instruction include the school visitation to area schools. This does not preclude any officer from wearing his/her firearm or weapons while in transit to and from the school visitation, but he/she is responsible for the security of their weapon while in the school.
2. If an officer chooses to bring a firearm or weapons to the training site, security of the both during the D.A.R.E. Training will be the responsibility of the officer.
3. It shall be the responsibility of the entire Training Center staff to enforce the provisions of this policy:
 - a. Participants who, for any reason, bring a firearm or weapons into the classroom, will be immediately advised of this policy, and asked to remove the weapon from the classroom.
 - b. Every attempt will be made to explain the purpose for this policy to the participant(s).
3. Non-compliance will be considered a serious disciplinary infraction and may result in dismissal from the training (non-certification).



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-02-01

Page 1 of 3

**Subject: D.A.R.E. OFFICER
TRAINING SEMINARS -
GENERAL RULES**

Date: September 11, 2002

PURPOSE: D.A.R. E. is a primary duty assignment that also carries with it role model responsibilities. To establish the general rules governing all formal D.A.R.E. Training seminar sessions.

POLICY: D.A.R.E. training employs and adheres to the current D.A.R.E. training model. All D.A.R.E. training is voluntary; therefore certain requirements must be met for obtaining a final certification in D.A.R.E. as well as certain guideline followed to be allowed to attend and remain in any D.A.R.E. Training seminar.

PROCEDURE:

1. REQUIRED DOCUMENTS:

- a. Application specific to requested training.
- b. School Participation Agreement for the specific curricula.
- c. Trainee Interview (2-week DOT only)

2. SUPERVISION:

- a. All D.A.R.E. Training seminars are primary duty assignments.
- b. While attending any D.A.R.E. Training seminar in Tennessee, all officers will be under the functional supervision of the facilitator of the training and/or the Supervisor of the T.H.P. D.A.R.E. Unit..
- c. Minor disciplinary infractions will be handled by the facilitator in charge of the training.
- d. Major disciplinary problems will be brought to the attention of the involved officer's agency head or supervisor.
- e. Major disciplinary problems may result in the non-certification of the officer and/or premature dismissal from the training.

3. WEAPONS:

- a. The policy of the Tennessee Highway Patrol D.A.R.E. Training Center **PROHIBITS** the wearing of weapons during any formal portion of any D.A.R.E. Training seminar.
- b. See Policy and Procedure D-01-01

4. ELECTRONIC EQUIPMENT:

- a. Because distractions make for a less than desirable learning environment, electronic messaging equipment is not allowed into the seminar classrooms during in training function while in an operational mode.
- b. Electronic messaging equipment includes, but is not limited to, cellular telephone, pagers, text messaging systems, wireless e-mail devices, or any other like equipment.
- c. Such equipment can be used during scheduled breaks, meals, and after-hours.
- d. Students are not allowed to take or make calls during training sessions except at designated breaks in the sessions.

POLICY AND PROCEDURES
D-02-01
PAGE 2

5. ALCOHOLIC BEVERAGES and TOBACCO PRODUCTS:

- a. *Alcoholic Beverages*
 - 1). Alcoholic beverages of any type **are not** allowed to be possessed or consumed by any participant at any time during any portion of any D.A.R.E. training seminar.
 - 2) Any violation of Section 5.,a.,1) will result in dismissal from the seminar.
- b. *Tobacco Products*
 - 1) Tobacco products of any type **are not** allowed to be used or consumed within the physical site of any D.A.R.E. training seminar at any time.
 - a) The physical site of any D.A.R.E. training seminar includes all indoor areas, including sleeping rooms, restaurant areas, and meeting rooms.
 - 2) During formal class hours, breaks can be utilized for tobacco usage.

6. DRESS CODE:

- a. In order to show the highest degree of professionalism as well as representing D.A.R.E., individual law enforcement agencies and the Tennessee Highway Patrol, proper attire is required during all D.A.R.E. Training seminars.
- b. Participants will wear the patrol uniform of their agency on the following days:
 - 1) D.A.R.E. Officer Training
 - a) the first Monday
 - b) either the second Tuesday or Wednesday
 - c) the second Thursday
 - d) the culmination exercises
 - 2) D.A.R.E. Jr. High/Middle School
 - a) the opening day
 - b) the culmination exercise
 - 3) D.A.R.E. Parent Program
 - a) the opening day
 - b) the closing day.
- c. At all other times during formal class hours, appropriate professional business casual attire is required of both men and women.
 - 1) no jeans, sneakers, sandals, lycra or lycra-type apparel, T-shirts, tank tops, shorts, shirts without sleeves or collars, shirts with inappropriate logos, sayings, or insignias
 - 2) men: socks must be worn with street shoes as well as dress or casual slacks and shirts with collars
women: comparable business professional casual attire
 - 3) during the D.A.R.E. Officer training, there is a banquet on the second Thursday for which a coat and tie and comparable attire for ladies is recommended

POLICY AND PROCEDURES
D-02-01
PAGE 3

7. EVALUATION:

- a. Because D.A.R.E. is a primary duty assignment, evaluation is a necessity.
- b. Each agency head will receive a Performance/Certification report of their officer's performance shortly after the conclusion of any training seminar.
- c. Each officer successfully completing a D.A.R.E. training seminar will receive a copy of their Performance/Certification report.



D.A.R.E.
Drug Abuse Resistance Education

TENNESSEE HIGHWAY PATROL
D.A.R.E. TRAINING CENTER

POLICY
AND
PROCEDURES

Number: D-02-02

Page 1 of 1

**Subject: D.A.R.E. OFFICER
TRAINING SEMINARS –
ACCEPTED DOCUMENTS**

Date: September 11, 2002

PURPOSE: To establish a standard for documents required by the Tennessee Highway Patrol D.A.R.E. Training Center

POLICY: D.A.R.E. training employs the D.A.R.E. training model and the model will reflect the current policy of the Tennessee Department of Safety. Certain documents are required for acceptance into any D.A.R.E. training seminar.

PROCEDURE:

1. D.A.R.E. Officer Training (DOT)
 - a. Application
 - b. School Participation Agreement
 - c. Waiver (if necessary)
 - 1) See D-89-01, 2.,3.
 - d. Inter/Intra Regional Request for Training (if necessary)
2. D.A.R.E. Officer Middle School Training
 - a. Application
 - b. School Participation Agreement
 - c. Waiver (if necessary)
 - 1) See D-94-03, 2.,a), b).
 - c. Inter/Intra Regional Request for Training (if necessary)
3. D.A.R.E. Officer Senior High School Training
 - a. Application
 - b. Waiver (if necessary)
 - 1) See D-94-03, 2.,a), b).
 - b. Inter/Intra Regional Request for Training (if necessary)
4. D.A.R.E. Parenting Training
 - a. Application
 - b. Inter/Intra Regional Request for Training (if necessary)