

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

NUMBER 03-07

SUBJECT: RETENTION OF MENTOR OFFICER STATUS

DATE: July 1, 2014

PURPOSE

To establish procedures for the retention of mentor officer status.

POLICY

D.A.R.E. Instructors who have successfully completed the MOT certification process receive the title of "Mentor Officer." A Mentor Officer is permitted the privilege and responsibility of participating as member of a state D.A.R.E. training center during the presentation of a D.A.R.E. Officer Training seminar and specialty D.A.R.E. curricular trainings.

The purpose of the MOT seminar is to explain and demonstrate HOW to conduct formal D.A.R.E. training activities. Emphasis is placed on adult learning processes, "critiquing for success" and the organization, planning and presentation of D.A.R.E. curricular training seminar. A Mentor Officer establishes the tone of the D.A.R.E. training. A Mentor Officer is charged with ensuring curricular content and affect are modeled for participants to emulate. Mentor Officers have a responsibility to deliver training, which is consistent with the intent and design of the D.A.R.E. curricula and training model.

This policy is no way intended to interfere with an agency's authority to deploy reassign or select D.A.R.E. officers at its discretion.

PROCEDURES

1. Mentor Officers have received special skills training to serve in the capacity of Mentor. If these skills are not employed on a regular basis, they will deteriorate. For this reason, Mentor Officers shall be required to participate as a member of a training team in at least one D.A.R.E. training within a consecutive 18 month period in order to maintain their Mentor status. It shall be the responsibility of the individual State Training Center (STC's), State D.A.R.E. Coordinators (where applicable) and the jurisdictional RPD to monitor compliance with this requirement.

2. Mentor Officers must display the ability to effectively, train and develop future D.A.R.E. officers.

It shall be the responsibility of the seminar facilitator to document any deficiencies in a mentor's performance and bring them to the attention of the State Coordinator and jurisdictional RPD.

3. If the Mentor Officer is employed by an entity other than the training center, the facilitator

supervisor shall also report the deficiency to the mentor officer's agency, appropriate state coordinator and jurisdictional RPD.

4. If a Mentor Officer fails to comply with the requirement to participate in at least one D.A.R.E.

training during a consecutive 18-month period, the mentor can regain mentor status by:

- a. Participating in a DOT as required in the final phase of the MOT certification process, and/or
- b. Receiving MOT in-service as determined by the training center and RPD. This in-service shall include, at a minimum, the review of skills required for mentoring, presentation, critiquing and lesson concepts.

5. A Mentor Officer may appeal revocation of certification in the following manner:

- a. The concerned officer must make a written appeal to D.A.R.E. America within 30 days of the revocation.
- b. A committee of 3 state training center facilitators will be impaneled by the concerned D.A.R.E. America Regional Director to review the appeal and respond within 60 days from the date the appeal is received.
- c. If the concerned officer disagrees with the ruling of the D.A.R.E. review panel, the officer must make a written appeal to the executive director of D.A.R.E. America within 30 days following the response by the D.A.R.E. America review panel.
- d. The executive director of D.A.R.E. America will respond in writing to the appellant no later than 30 days following the receipt of the appeal request.