

Agenda- Sheriff's Committee 01/21/10

1. Request reso to enter into contractual agreement with PoliceReport.US (Refer attachment # 1)
2. Request permission to send Inv. Terry Comeau to DEA basic clan lab school in Quantico, VA.
3. Request permission to send Patrol Officer Michael Wolfe to DARE officer training in Montour Falls, NY.
4. NY State is cutting our 911 monies in 2009 from 34,388.00 to 30,091.00. A reduction of \$4,297.00.

#1

RESOLUTION REQUEST FORM NO. 3
Request for New Contract

DEPARTMENT NAME: **Sheriff's Office**

DATE: **January 21, 2010**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Allow the Warren County Sheriff's Office to contract with PoliceReport.US, LLC to provide an accident report distribution service.**
- (c) Name of Contractor: **PoliceReport.US, LLC**
- (d) Address of Contractor: **219 Williamson Rd. Suite 2201, Mooresville, North Carolina 28117**
- (e) Contact Person & Telephone No.: **Mike McGuire 518-756-7042**
- (f) Has or will the Contract be provided, if so, please attach: **Provided to the County Attorneys Office.**
- (g) Commencement Date of Contract: **On execution of the contract**
- (h) Termination Date of Contract: **No expiration**
- (i) Payment Provisions: **Each report \$5.00. PoliceReport.US collects \$3.00 Warren County collects \$2.00**
- (j) Where are the Funds?: **Sheriff's Law Enforcement, A. 3110 – revenue code to be created by Treasures Office**

MEMORANDUM OF AGREEMENT

This Agreement is made and entered into between **POLICEREPORTS.US, LLC**, with an office located at 219 Williamson Rd. Suite 2201, Mooresville, North Carolina 28117; and the Warren County Sheriff's Office ("Agency") with an office located at 1400 State Route 9, Lake George, New York 12845.

PoliceReports.US Agrees:

1. To license the software for use by the Agency.
2. To provide all upgrades, modifications, and other enhancements that are routine and necessary to maintain functioning of the online report distribution system.
3. To provide no-cost customer service to the Agency and to purchasers of reports.
4. To abide by all applicable laws and regulations relating in any way to the distribution of reports.
5. That the Agency may terminate this agreement at any time upon providing written notice.
6. To not increase the cost of service or reports during the defined "Term of Agreement" period indicated below.
7. This agreement is non-exclusive and no fees will be assessed to Warren County.
8. The Warren County search page will be clearly marked to indicate that it is not an official Warren County site and is provided for on-line access to uncertified police reports which may also be obtained directly from the Warren County Sheriff's Office.
9. To indemnify and defend the County for any damages that the County should sustain by reason of its negligence for reckless acts in furnishing information through the on-line service.
10. That PoliceReports.US is the owner of any copyrights and/or patents necessary to operate the software or is properly licensed to do so and will defend and indemnify the County with regard to any claims that may be made with regard to patent or copyright infringement.

Agency Agrees:

1. To not disclose any information to a third party that is considered confidential, including: strategies and technologies, product or service development information, business plans and models, commercial and marketing information, technical information, computer source and object code, memoranda, correspondence, data, documents, or analyses unless compelled by law to do so.
2. To upload the data (reports) in a timely manner.
3. To promote the use of the online distribution system through written and verbal means.
4. To allow PoliceReports.US to provide vehicular information to third parties (e.g., CarFax). This does not include personally identifying information of driver or passengers.
5. That PoliceReports.US has no control over the content of reports submitted by the Agency and bears no liability from claims based on content unless it changes or omits all or a portion of a report or causes or allows the same to be changed.
6. That it may terminate this agreement at any time upon giving written notice.

Terms of Agreement:

Effective Date of Agreement: _____

Term of Agreement: 1 2 3 Years

Cost of Service Options: Charge Per Report Fee (e-commerce)

e-commerce Fees:	Accident Report	Incident Report
The fee collected for each report distributed is:	\$5.00	NA
PoliceReports.US fee per report is:	\$3.00	NA
Report Indexing fee per report	\$0.00	NA
Credit Card processing fee is:	Included	NA
Amount returned to the agency per report is:	\$2.00	NA

Payment Terms:

PoliceReports.US will collect the fees for all reports distributed through our system. Within 10 days of the end of each month, PoliceReports.US will provide a report of the number of reports distributed and a check or electronic funds transfer for the appropriate amount to be returned to the agency.

Ancillary Services:

In addition to distributing reports online using the proprietary system from PoliceReports.US, the Agency also agrees to utilize the following services that are initialed below:

Initials	Cost
_____ Online Crime Reports/TIPS	_____
_____ Online Parking Ticket Pay Solution	_____
_____ Accident Scene Photograph Distribution	_____

The parties each hereby cause this Agreement to be executed by their duly authorized representative effective as of the Effective Date.

Agency: Warren County Sheriff's Office

PoliceReports.US:

PoliceReports.US, LLC

By: _____

By: _____

Name Printed: _____

Name Printed: H. C. Huneycutt

Title: _____

Title: President

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FOR HOME OFFICE USE ONLY:

AGREEMENT NUMBER: NY009

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SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The sheriff hereby authorizes Inv Terry Comeau
(Supervisory Committee) (Employee Name)

to attend DEA Basic CLAN LAB School
(Name of meeting or organization)

at Quantico, VA
(Address)

on 1/25-1/29/10 Mode of transportation to be used CV
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost. *all expenses*

For Overnight Travel *Paid for by D.E.A.*

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 1/20/10

[Signature]
Department Head Signature

Date: 1/21/10

[Signature]
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

(Tioga County SO); Pietropaolo, Joseph (Yonkers PD); Pinto, Frank (NYPD ESU); Quigley, Will (Cayuga County SO); Ramos, Eric (Rockland County SO); Rascoe, Patrick (Plattsburgh PD); Ryan, Joseph (Cayuga County SO); Sauter, Jeff (NYS AG); Scymcyk, Stephen (Nassau County PD ESU); Segreti, Peter (NYPD ESU); Shaw, Michael (NYS Park Police); Skrosznic, Michael (Chemung County SO); Smith, Jeff (Montgomery County SO); Stark, Scott (Washington County SO); Stewart, Zach (Elmira PD); Teitler, Mark (NYPD); TenEyck, Mike (Otsego County SO); Timpano, Mark (Nassau County PD); Walker, Glen (Nassau County PD); West, Daniel (Horseheads PD); Wilkens, Jack (Otsego County SO)

Cc: Fox, Wanda S; O'Neill, Eugene

Subject: DEA basic clan lab school # 262 (January 25-29, 2010; Quantico, VA)

Importance: High

County and local clan lab guys in New York State...

If there is anyone in your agency who has a need to attend "basic" DEA clan lab school (January 25-29, 2010 at the DEA Academy, Quantico, Virginia), please have him/her call or e-mail me ASAP.

I need: nominee's full name/title, SSN, work address, cell phone and fax number, mode of travel (commercial air or parent agency car), departure airport, and e-mail address **by December 10.**

There is no cost for this training. DEA pays for the attendee's air travel, lodging, food and other miscellaneous expenses.

Scott Adams, Special Agent
Clandestine Laboratory Coordinator
DEA - New York Field Division

c/o Albany District Office
10 Hastings Drive, Latham, NY 12110
Office: 518 782 2000 / Cell: 518 701 9019
External E-mail: scott.x.adams@usdoj.gov

Authorization To Attend Meeting or Convention

Check One:

- In-State (needs Supervisory Committee authorization)
 Out Of State (needs Board resolution)

The Public Safety Committee hereby authorizes Michael W. Wolfe
(committee) (name)

To attend D.A.R.E. Officers Training
(name of meeting or organization)

At Montour Falls, N.Y.
(address)

On 02/01/10 - 02/12/10. Mode of Transportation to be used county vehicle
(dates) (county vehicle or mass transportation)

If the mode of transportation is not a county vehicle or mass transportation please explain: _____

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA Rate \$ _____
 Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

Date: 2/4/09 Signature [Signature]
(department head)
Date: 2/4/09 Signature [Signature]
(Committee Chairman)

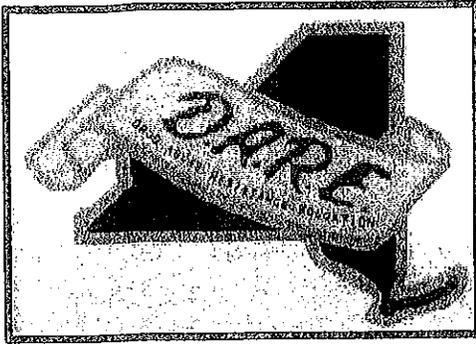
Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

Request For Use Of A Fleet Vehicle

Filing Instructions:

1. Original with voucher to Auditor
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4. Copy to Purchasing with Purchase Order, if required.
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New York State
DARE Officer's Association
Deputy John Nedza
PO Box 1762
Auburn, N.Y. 13021

To: New York State Law Enforcement Executives
From: NYS D.A.R.E. Officers' Association, John Nedza, President
Date: September 2, 2007
Subject: D.A.R.E. Instructor Seminar

I am pleased to announce that the New York State DARE Officers' Association will be conducting a ten day D.A.R.E. Officers Training (DOT) at the NYS Fireman's Academy in Montour Falls, New York from February 1, 2010 thru February 12, 2010. This training will certify new D.A.R.E. Officers in the *new* D.A.R.E./Keepin it REAL Middle School Curriculum, the Elementary Core Curriculum and supplemental lessons on Bullying Prevention, Resisting Gang and Group violence and Helping Communities Respond to Rx and OTC Abuse.

The cost per officer is **\$300.00**, which includes room, board, and all training materials.

As many of you are aware, New York State no longer provides funding to train new D.A.R.E. Officers. In response to this decision, N.Y.S.D.O.A. has worked diligently to support the continuation of the D.A.R.E Program in New York. Recognized now by D.A.R.E. America as the exclusive training provider for D.A.R.E. in New York, N.Y.S.D.O.A. is dedicated to provide high quality training at an affordable cost to departments.

Since D.A.R.E. is unique with regard to design, particularly in allowing police officers to teach school children, scrutiny of this program is and will continue to be intense. Accordingly, the highest degree of integrity must be maintained. Officers chosen to attend this training have potential to profoundly affect the reputation of your department and the D.A.R.E. Program in general. Please consider the following when evaluating interested candidates for selection:

- Integrity
- Judgement/reasoning skills
- Character/attitude/reputation
- Background
- Ability to interact and communicate with others, including children, school officials, community leaders

- Interest in the D.A.R.E. program and desire to make a long-term commitment.

Additionally, candidates must have at least two years of police experience.

D.A.R.E. instructor training requires a great deal of effort and personal and professional commitment. In addition to intense instruction and numerous workshops, this 100-120 hour course includes numerous classroom presentations. Officers are required to teach a 45 minute lesson to students in an actual class setting as the final requirement for certification. Officers will only be certified if all requirements set forth by D.A.R.E. America, the National Training Center Policy Advisory Board and the Municipal Police Training Council are met.

Involvement in the D.A.R.E. program clearly requires a substantial long-term commitment of staff. However, such a commitment provides an exceptional opportunity to partner with community schools to provide proven, research-based program that educates child in healthy lifestyle choices and positive decision-making. The program presents an outstanding opportunity to foster cooperation against drug abuse within your community and to enhance community relations generally.

If you would like more information or would like to register please contact me at

E-mail jwjn357@aol.com
NYSDOA@yahoo.com

Or phone 315-515-8158



**NEW YORK STATE
D.A.R.E.
OFFICERS ASSOCIATION
DRUG ABUSE RESISTANCE EDUCATION
D.O.T. ENROLLMENT PACKET
D.A.R.E. Officer Training (DOT)
February 1st-12, 2010
Montour Falls
600 College Ave.
Montour Falls, NY 14865-9634**

ENROLLMENT PACKET CONTENTS

DOCUMENT	ACTION
Application Form	Complete and Return
Code of Conduct	Complete and Return
Agency Commitment Form	Complete and Return
Law Enforcement / School	Complete and Return

IMPORTANT!

This packet contains all forms required for attendance of D.O.T. training. Your request for training cannot be confirmed until **all** required forms and payment have been received. The cost of this training is \$300, which includes registration, lodging and meals (Sunday dinner-Friday lunch). Weekend lodging and meals are not included in the cost. Please make checks payable to the New York State D.A.R.E. Officers Association for "D.O.T. Training."

This training will be filled in the order in which the completed enrollment packets are received. Only twenty-four applicants will be accepted.

Every officer who completes the 80-hour D.A.R.E. Officer Certification Training is required to comply with the Code of Conduct for D.A.R.E. Officers. This procedure is in compliance with national D.A.R.E. Policy and Procedure, #05-02. A copy of the Code of Conduct is included with this enrollment.

**Mail (do not fax) completed packets with payment to:
New York State Dare Officers Association
Deputy John Nedza
Cayuga County Sheriff's Office
P.O. Box 1762
Auburn, NY 13021**

DATE PACKET RECEIVED	
DATE PAYMENT RECEIVED	
DATE CONFIRMATION LETTER SENT	

APPLICATION FOR D.A.R.E. OFFICER TRAINING

PLEASE PRINT CLEARLY

Dates of Training Seminar

PARTICIPANT INFORMATION			
LAST NAME: <i>Wolke</i>	FIRST: <i>Michael</i>	MI: <i>W</i>	SEX: <i>Male</i>
AGENCY: <i>Warren County S.O.</i>	RANK/TITLE: <i>Patrol Officer</i>		
SOCIAL SECURITY NUMBER: <i>Plol-74-0406</i>	AGE: <i>31</i>	TELEPHONE: <i>(518) 321-8610</i>	
AGENCY INFORMATION			
AGENCY HEAD - LAST NAME: <i>York</i>	FIRST: <i>Nathan ("Bud")</i>	TITLE: <i>Sheriff</i>	
YOUR SUPERVISOR'S LAST NAME: <i>Givard</i>	FIRST: <i>Pasquale</i>	TITLE: <i>Sergeant</i>	
AGENCY ADDRESS: <i>1400 State Route 9, Lake George, NY, 12845</i>			
CITY:	STATE:	ZIP:	TELEPHONE: <i>(518) 743-2500</i>
Is this the first time your agency is implementing the D.A.R.E. program in your agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
MAILING INFORMATION			
Between now and the seminar, we may need to contact you by mail. Often, this is difficult to accomplish through agency mail systems. Please provide an address and telephone number to assist the staff in contacting you in a timely manner.			
ADDRESS: <i>18 Jackson Avenue</i>		EMAIL ADDRESS: <i>mw_tarheel@yahoo.com</i>	
CITY: <i>South Glens Falls</i>	STATE: <i>NY</i>	ZIP: <i>12803</i>	TELEPHONE: <i>(518) 321-8610</i>
PERSONAL INFORMATION			
YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR NAME TAG: <i>Mike Wolke</i>			
YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATION: <i>Michael W. Wolke</i>			
EMERGENCY CONTACT: <i>Jennifer Wolke</i>	RELATIONSHIP: <i>Wife</i>	BLOOD TYPE:	
DO YOU HAVE ANY SIGNIFICANT HEALTH PROBLEMS? <i>No</i>			
EDUCATIONAL EXPERIENCE			
<input checked="" type="checkbox"/> HIGH SCHOOL	<input checked="" type="checkbox"/> SOME COLLEGE	<input type="checkbox"/> JUNIOR COLLEGE	
<input type="checkbox"/> FOUR-YEAR DEGREE	<input type="checkbox"/> MASTERS DEGREE	<input type="checkbox"/> DOCTORATE	
LAW ENFORCEMENT EXPERIENCE			
(Please read and carefully answer each question)			
I AM A FULL TIME CERTIFIED COMMISSIONED/SWORN POLICE OFFICER WITH FULL ENFORCEMENT AUTHORITY.			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
I AM ASSIGNED OR HAVE BEEN ASSIGNED TO:			
<input checked="" type="checkbox"/> UNIFORM/PATROL	<input checked="" type="checkbox"/> SCHOOL RESOURCE OFFICER		
<input type="checkbox"/> COMMUNITY/PUBLIC RELATIONS	<input type="checkbox"/> INVESTIGATIONS	<input type="checkbox"/> NARCOTICS	
I HAVE COMPLETED _____ YEARS _____ MONTHS AS A FULL TIME CERTIFIED COMMISSIONED/SWORN POLICE OFFICER			
CERTIFICATION			
(Please read and carefully answer each question)			
I UNDERSTAND THAT D.A.R.E. IS AN ASSIGNMENT WHICH REQUIRES WEARING A UNIFORM: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
I WILL BE TEACHING D.A.R.E. <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> RELIEF/SUBSTITUTE			
A SCHOOL/POLICE AGREEMENT FORM HAS BEEN EXECUTED BETWEEN MY AGENCY AND THE SCHOOL. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED WITHIN THE SEMINAR INFORMATION PAMPHLET.			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
MY APPROPRIATE SUPERVISORS HAVE BEEN GIVEN THE AGENCY REPRESENTATIVE INFORMATION SHEET TO READ.			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
I AM ABLE AND WILLING TO COMPLY WITH THE INFORMATION CONTAINED IN THE SEMINAR INFORMATION PAMPHLET.			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
I HAVE READ AND AM WILLING TO COMPLY WITH THE "CODE OF CONDUCT". <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			

APPLICANT SURVEY

(PLEASE READ AND CAREFULLY ANSWER EACH QUESTION)

I AM ATTENDING THE D.A.R.E. OFFICER CERTIFICATION SEMINAR BECAUSE:

- I HAVE REQUESTED TO ATTEND
- I HAVE BEEN ORDERED TO ATTEND
- I AM TO EVALUATE THE POTENTIAL USE OF THIS PROGRAM FOR MY AGENCY
- I AM NOT CERTAIN

PLEASE DESCRIBE HOW YOU WERE SELECTED (Appointment, Competitive Selection Process?)

SRO at Hadley-Luzerne Central School. Need DARE certification to teach.

MY AGENCY IS:

- ALREADY INVOLVED IN D.A.R.E.
- IS TO BEGIN D.A.R.E. NEXT SEMESTER
- IS CONTEMPLATING A D.A.R.E. PROGRAM
- HAS NO DEFINITE PLANS FOR THE D.A.R.E. PROGRAM

MY KNOWLEDGE OF D.A.R.E.:

- I KNOW VERY LITTLE ABOUT THE PROGRAM
- I HAVE SOME KNOWLEDGE ABOUT THE PROGRAM
- I HAVE A GOOD UNDERSTANDING OF THE PROGRAM

IS YOUR ASSIGNMENT TO TEACH D.A.R.E. ALREADY FUNDED OR PENDING FUNDING? IF PENDING, WHEN WILL YOU KNOW FOR CERTAIN THAT FUNDING WILL BE AVAILABLE? PLEASE BE AS SPECIFIC AS POSSIBLE.

PLEASE STATE YOUR REASONS FOR WANTING TO BE A D.A.R.E. OFFICER.

To educate the students at Hadley-Luzerne about the dangers of drugs and alcohol and to make them better decision makers.

HOW MANY SCHOOLS/CLASSES WILL YOU BE TEACHING DURING THE NEXT SEMESTER?

One school, 5th grade, 4 classes

PLEASE INDICATE WHAT YOU HOPE TO RECEIVE DURING THIS TRAINING?

Education of the DARE program to confidence in teaching the students

AS INDICATED IN THE SEMINAR INFORMATION PAMPHLET, D.A.R.E. OFFICER TRAINING SEMINARS REQUIRE YOUR MOST DEDICATED EFFORTS. YOU WILL BE EXPECTED TO DEVOTE A GREAT DEAL OF TIME AND ENERGY TO SUCCESSFULLY PREPARE YOURSELF FOR BECOMING A D.A.R.E. OFFICER.

ARE YOU ABLE TO COMPLETELY DEVOTE YOUR TIME AND ENERGIES TO THIS TRAINING? YES NO

IS YOUR CALENDAR CLEARED OF ANY AND ALL OBLIGATIONS DURING THE TWO WEEK PERIOD OF TRAINING? YES NO

AUTHORIZATION

PARTICIPANT'S SIGNATURE	<i>[Signature]</i> #304	DATE: 11/06/09
AGENCY SUPERVISOR'S SIGNATURE	<i>[Signature]</i>	DATE: 11-06-2009

DRUG ABUSE RESISTANCE EDUCATION AGENCY COMMITMENT

PURPOSE

Training is limited to twenty-four officers, therefore it is imperative that the training the officers receive is utilized. The purpose of this document is to ensure that you, as an authorized agency representative, are aware of the D.A.R.E. Program policy concerning the intended purpose for officer training.

POLICY

We ask that you enroll officer(s) who will be teaching during the next semester. D.A.R.E. training is skills training; if those skills are not utilized immediately following the training experience, they will be lost. We also ask that you permit your D.A.R.E. officer to teach the entire curriculum. Alternating instructors interferes with rapport building between the officer and students, a key element to the success of the program. If your officer is to be a relief/substitute officer, it is our hope that you will allow that officer to teach for a semester before assigning him/her to a substitute role. Again, it is very important for officers to exercise learned skills immediately following the training.

COMMITMENT

Our agency intends to use the officer/applicant during the next school semester. Yes No

The applicant/officer will be used Full time Part time Relief/substitute

The applicant/officer will be given sufficient time to properly deliver D.A.R.E. Yes No

The applicant/officer will be expected to follow established program policies. Yes No

The applicant/officer will be allowed to attend in-service training. Yes No

Our funding for this applicant/officer is Pending Secured

I understand that the D.A.R.E. officer is required to teach in uniform. Yes No

I understand that D.A.R.E. Officer Training is a comprehensive program that will demand the undivided attention of the applicant/officer, and I am aware that attendance at all classroom sessions is mandatory.

Yes No

I understand that the applicant/officer must successfully demonstrate the knowledge, attitudes and skills necessary to effectively deliver the D.A.R.E. curriculum in order to be certified. Yes No

Applicant Officer's Name (Please print): Michael W. Wolfe

Authorized Agency Representative (Signature): [Signature]

Agency: Warren County S.O. Date: 11/06/09

**GUIDELINES FOR ESTABLISHING A FORMAL AGREEMENT
BETWEEN THE POLICE AND SCHOOL AGENCIES
TO IMPLEMENT THE D.A.R.E. CURRICULUM**

The success of D.A.R.E. largely depends on the commitment of the local school/school district and local law enforcement to work together to combat drug and alcohol abuse through prevention. It is important that this commitment be formally established in writing.

The following areas should be carefully considered when drafting a formal agreement. Each community is unique in its needs and resources. This formal agreement needs to reflect that uniqueness. With that in mind, the following items need to be carefully considered.

Is the school willing to:

- Ensure that the D.A.R.E. officer will be allowed the allotted time for formal lessons?
- Consider the officer a faculty member rather than a "guest speaker"? Will the officer be invited to attend faculty meetings?
- Provide bulletin board space for display for D.A.R.E. related items? If so, how much space?
- Provide space for the officer to carry out the out-of-classroom responsibilities? If so, how much space?
- Coordinate scheduling with the D.A.R.E. officer and his/her supervisor?
- Provide regular feedback to the law enforcement agency concerning instructor performance?
- Allow the regular classroom teacher to provide assistance to the D.A.R.E. officer during formal D.A.R.E. lessons?
- Schedule orientation time for the school staff?
- Permit the classroom teacher to take an active role in reviewing and assigning homework?
- Refrain from calling upon the D.A.R.E. officer to perform law enforcement duties, except in emergencies?
- Regularly meet with the law enforcement agency to evaluate program needs?
- Permit the D.A.R.E. officer access to the playground and cafeteria to allow for informal interaction with the students?
- Allow for the use of audiovisual equipment for D.A.R.E. presentations?
- Reinforce the curriculum throughout the week by integrating program concepts into other subject areas (i.e., spelling, essays, etc.)
- Utilize school prevention funds to continue the D.A.R.E. program in the future?

Is the Law Enforcement agency willing to:

- Ensure that a certified D.A.R.E. officer will be available to teach all scheduled presentations? (This means that it shall be the responsibility of the law enforcement agency to make every effort to find a qualified substitute or make arrangements with the school to reschedule a class if the D.A.R.E. officer is unavailable to teach for any reason.)
- Regularly meet with school representatives to evaluate program needs?
- Ensure that officers are appropriately attired and present a professional image?
- Select only the best candidates for assignment to D.A.R.E.?
- Allow the officer time to provide orientation to the school staff?
- Allow the officer time for informal interaction with the children (playground, lunch)?
- Allow officers time to properly prepare for their classroom activities?
- Allow officers to participate in in-service activities?
- Commit the officer's supervisor to periodically visit classes and evaluate officer performance?
- Replace an instructor for cause? (Poor performance, resignation, unacceptable behavior)
- Utilize agency prevention funds to support and maintain the D.A.R.E. program in the future

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 certified D.A.R.E. instructors by successfully completing D.A.R.E. curricula 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 the 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. curricula is a privilege, not a right, and that I may only present those curricula for which I have been certified. 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. curricula according to program design.
 - Knowingly using the D.A.R.E. name, logo, and/or copyright-protected materials 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. Officer certificated to present D.A.R.E. curricula 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. curricula 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 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 a publication without the written consent of D.A.R.E. America may be in violation of federal law and subject to prosecution."



Officer's Signature

Training Center Representative (Print)

Michael W. Wolfe

Officer's Name (Print)

Training Center

11/06/2009

Date