

SEASONAL LAW ENFORCEMENT TRAINING PROGRAM SUMMARY

U.S. Department of the Interior
National Park Service
Law Enforcement Training Center
Seasonal Law Enforcement Training Program



JUL/2017

Training Summary
with Prerequisites and EPO to Exam and PE

Updated: 7/14/2017

SEASONAL LAW ENFORCEMENT TRAINING PROGRAM SUMMARY

LEGAL	Lecture	Lab	PE	Hours	Prerequisites	# EPO's
101 – NPS Mission and History of NPS Law Enforcement	4				1st Week of Class	4
102 – Constitutional law	4				1st Day of Legal Classes	5
103 – Use of Force – Legal Aspects	2				102	4
104 – Authority and Jurisdiction	8				103	12
105 – Fourth Amendment	24	4			104	22
106 – Fifth Amendment	4				105	5
107 – Federal Criminal Law	8				106	14
108 – Officer Liability	2				107	3
109 – Title 36, Code of Federal Regulations	4	4			107	6
110 – Federal Court Procedures	8				109	13
111 – Courtroom Evidence	4				109	4
112 – Courtroom Testimony	2	4	8		PE – Final Day of Training (416 & 423)	4
113 – Natural Resource Law	4				107	8
114 – Cultural Resource Law	4				107	6
115 – NPS Law Enforcement Policies	8				107	9
TOTAL HOURS – LEGAL	90	12	8	110		

BEHAVIORIAL SCIENCE	Lecture	Lab	PE	Hours		
					Day 1 – During Orientation; 2nd Week of Class	6
201 – Ethical behavior and Core Values	4					
202 – Interviewing for Law Enforcement Officers	10				406	9
203 – Interviewing Laboratory		4			106, 202	PE
204 – Victim Witness Awareness	2					6
205 – Conflict Management Lecture	4					6
206 – Conflict Management Lab		4			205, 703-706	PE
207 – Managing Abnormal Behavior	3					2
208 – Behavior Science Field Lab		4			201-207	PE
209 – LODD & Below 100	4					Information Only
210 – Psychological Survival for Law Enforcement	2					3
TOTAL HOURS - BEHAVIORAL SCIENCE	29	12		41		

ENFORCEMENT OPERATIONS	Lecture	Lab	PE	Hours	Prerequisites	
301 – Bombs and Explosives	4					4
303 – Crimes Against Property	2					3
304 – Drugs of Abuse	6					11
305 – Crimes Against Persons	4					5
306a – Crime Scene Processing and Investigation	4	8	8			WE 1-8; PE 9
306b – Evidence Collection Packaging & Impression Lab		6				PE
306c – 1st Responders & Digital Evidence	2					5
306d – Basic LE Photo and Video	2					3
307 – Terrorism	2					3
308 – Aircraft Counter Measures	1				306, 408, 501 – 503 & 716	WE 2,3 & 7, PE 1,5-6 (Use 409 PE)
309 – Introduction to TSA LEOs Flying Armed	1					6
310 – HAZMAT Awareness	2	2				WE 1&3; PE 2
312 – Recognition Clandestine Lab	2	0.5				2
313 - Audio Video Recording Devices	2					2
TOTAL HOURS - ENFORCEMENT OPERATIONS	34	16.5	8	58.5		

PATROL PROCEDURES	Lecture	Lab	PE	Hours	Prerequisites	
401 - Traffic Accident Reporting	6	8	6			WE 1-4, 7-10; PE 5 & 6
402 - Use of Force	4	8			Lec: 103; Lab: 206, 501 – 503, 703 - 714	4
403 - Patrol Skills Lecture	1					PE
404 - Radio Communications	1	1				WE 4; PE 1-3
405 - Introduction to officer safety and survival	1					3
406 - Report Writing & Lab	4	8				Lec: WE 1, 3 & 5; PE 2, 4 & 6; Lab PE 1 – 4
408 – Basic Tactics	1	23	4			PE
409 – Active Threat Response	1	9	6		308, 408	WE 1 & 2; PE 3 & 4
410 - Vehicle Search Procedures	1	1				PE
411 – Threats Against Resource Officers	4					4
412 – Standardized Field Sobriety Testing	14	8	2			NHSTA WE & PE
413 – Patrol Skills Lab I		8				PE
414 – Patrol Skills Lab II		8				PE
415 – Patrol Skills Lab III		8				PE
416 – Patrol Skills Final Practical Exercise			16		Final PE – All courses must be complete prior (except for 112 PE)	PE

417 – Pre CCO Principles of Camouflage	1	3				PE
418 – Pre CCO Basic Surveillance	1	3				PE
419 – CCO Phase I Overview	1					PE
420 – CCO Phase II		4				PE
421 – CCO Phase III		4				PE
422 – CCO Phase IV		8				PE
422b – CCO Phase IVb		4				PE
423 – CCO Phase V			0		Final PE – completed in conjunction with 112 Courtroom Testimony	PE
TOTAL HOURS - PATROL PROCEDURES	41	116	34	191		

FIREARMS	Lecture	Lab	PE	Hours	Prerequisites	
501 – Firearms Safety Rules and Regulations	2					WE 1; PE 1-3
502 – Sig Sauer Semiautomatic Pistol Course	4				501	PE
503 – Basic Marksmanship Instruction	1	32	2		502	PE
504 – Reduced Light for Semiautomatic Pistol	1	3	2		503	PE
505 – Survival Shooting Techniques		8			503	PE
506 – Judgment Pistol Shooting		4	4		103, 402, 405 & 408	PE
507 – Live Fire Cover Course		4			503	PE
508 – One-Hand Survival Techniques		2			503	PE
509 – Down/Disabled Officer Course		2			503	PE
510 – Rifle Course	4	12	3		501	PE
511 – NPS Shotgun Course	2	6	3		501	PE
512 – Interactive Cover Drills		4			501-509	PE
513 – ID and Safe Handling of Firearms	1				501	PE
514 – Off Range Firearms Safety	1				115, 501, 502	4
TOTAL HOURS - Firearms	16	77	14	107		

DRIVING	Lecture	Lab	PE	Hours	Prerequisites	
601 – Non-Emergency Vehicle Operations	1	3	1		Valid DL	PE
602 – Skid Control	1	3	1		Valid DL	PE
603 – Emergency Response Driving	2	4	4		601 & 602	PE
604 – Night Driving	1	3			603	3
605 – Risk and High-Risk Vehicle Stops	4	8			408, 603, 703-714	5
606 – Operating High Center of Gravity Vehicles	1	8			603	2
607 – Vehicle Pursuit Driving & Termination	4	6			603 (604 prior to night pursuits)	6
TOTAL HOURS - DRIVING	14	35	6	55		

PHYSICAL TECHNIQUES	Lecture	Lab	PE	Hours	Prerequisites	
701 – Physical Fitness, Wellness & Nutrition	4	36				3
702 – Physical Efficiency Battery		4	2			PE
703 – Threat Assessment		1				2
704 – Pressure Points		1			703	PE
705 – Restraining Suspects		4			704	PE
706 – Searching Suspects		4			705	PE
707 – Striking and Close Quarter Tactics		4			706	PE
708 – Weapon Retention		4			707	PE
709 – Takedowns		3			708	PE
710 – Ground Defense		10			709	PE
711 – OC Spray	1	3			710	2
712 – Baton Control Techniques		6	2		711	PE
713 – Edged Weapon Awareness		2			712	PE
714 – Electronic Control Device	3	3	2		713	PE
715 – Arrest Techniques PE			2		703 – 706	PE
716 – Control Tactics PE			2		707 – 714	PE
717 – Tactical Simulation Drill		4			715 & 716	PE
718 – Tactical Medicine	2	2	6		717	PE
TOTAL HOURS - PHYSICAL TECHNIQUES	10	91	16	117		
TOTAL HOURS - SEASONAL LAW ENFORCEMENT TRAINING PROGRAM				679.5		



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SOP 100	SLETP ACADEMY ADMINISTRATION
ISSUED	May 5th, 2017
EFFECTIVE	June 14th, 2017
SUBJECT	SLETP ACADEMY ADMINISTRATION

I. PURPOSE:

This Standard Operating Procedure (SOP) establishes National Park Service (NPS) Law Enforcement Training Center (LETC) policy concerning the administration of the Seasonal Law Enforcement Training Program (SLETP).

II. SCOPE:

This SOP is applicable to all SLETP Academies for the National Park Service.

III. CANCELLATIONS:

NPS LETC SLETP SOP-100 dated November 28, 2011

IV. REFERENCES:

- A. Department of the Interior DM 446
- B. NPS RM-9
- C. FLETA Procedures and Standards 2015 Edition
- D. NPS LETC SLETP Policy 101 Administration of Written Exams
- E. NPS LETC SLETP Policy 102 Remedial Training and Retesting
- F. NPS LETC SLETP Policy 103 Student Lieu Days
- G. NPS LETC SLETP Academy Trainee Standards Handbook

V. ATTACHMENTS

- A. Request for Start of Academy
- B. End of Program Report
- C. SLETP Inspector Audit Form



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VI. RESPONSIBILITIES:

NPS LETC Superintendent: The NPS LETC Superintendent is the final authority in all decisions pertaining to the NPS LETC SLETP.

NPS LETC Program Manager: The NPS LETC Program Manager is responsible for ensuring compliance with these procedures and guidelines.

SLETP Academy Director: The SLETP Academy Director is responsible for the implementation of the procedures and guidelines outlined in this SOP. Periodic checks will be made to ensure that these procedures and guidelines are followed. Failure to adhere to this SOP may result in removal from the program.

VII. FORMS:

Request for Start of Academy
End of Program Report
NPS LETC SLETP Inspector Audit Form

VIII. PROBATION, SUSPENSION, APPEAL AND REMOVAL PROCESS:

A. Probation

SLETP Academies with deficiencies in compliance with or adherence to NPS Policies, FLETA Standards, or established practices and customs of the program as set forth by NPS LETC will be placed on probation for a minimum of one course cycle not to exceed six months. NPS LETC will outline a corrective action plan to remove the deficiencies. The plan will be agreed upon by the SLETP Academy Director. Monthly status reports will be submitted by the SLETP Academy Director to NPS LETC Program Manager. If the SLETP Academy Director is unable or unwilling to agree to the corrective action plan, the academy will be immediately suspended until such corrective action plan can be agreed upon.

B. Suspension

SLETP Academies failing to comply with and meet the established parameters of the corrective action plan by the required completion date will be suspended from the program for no less than six months.

B. Appeals

Academies have the right to appeal the suspension to the NPS LETC Superintendent within 15 days of the notice of probation. A written letter identifying each deficiency, and corresponding NPS policy, FLETA standard or custom or practice, and the identified corrective action required to correct the deficiency, the timeline and an explanation of why



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they wish to appeal needs to accompany the appeal. The NPS LETC Superintendent is the final level of approval/disapproval of the appeal.

C. Removal

Academies that fail to remedy deficiencies as indicated in the corrective action plan will be removed from the program.

IX. NPS CERTIFICATE OF COMPLETION:

NPS LETC will provide to each SLETP Academy Director a NPS Certificate of Completion with a unique alpha-numeric identifier for each graduate that successfully meets the requirements for graduation as set forth in the NPS LETC SLETP Academy Trainee Standards Handbook. SLETP Academy Directors must ensure all grades are accurately reflected in MOODLE for each course participant. The grades will be verified by NPS LETC. Upon verification, the NPS Certificate of Completion will be made available to the SLETP Academy Director to be distributed during the graduation ceremony. It is a requirement that each SLETP Academy Director ensures that each successful graduate that has earned the NPS Certificate of Completion receive both a paper copy and an electronic copy.

X. REQUEST FOR START OF ACADEMY:

A. Each SLETP Academy Director must submit a completed Request for Start of Academy (RSA) form to the NPS LETC Program Manager no less than **30 days prior** to the anticipated start of the academy. The request must contain the following:

1. Schedule – The following must be annotated
 - a) Lesson plan number and name, and the lead instructor
 - b) Date, time and location of classes
 - c) Delineation between Lecture, Laboratory, Written Examinations and Practical Exercises.
2. Written Examinations
 - a) Exam number and Academy Proctor
 - b) Date, time and location of Written Examination
 - c) Applicable Enabling Performance Objectives for each of the Six (6) exams



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- d) A minimum of 40 and a maximum of 60 questions per Written Examination.
3. Prerequisites Met
 - a) All prerequisites must be met. If there is a unique situation where a prerequisite cannot be met, a written request from the SLETP Academy Director requesting a waiver from the standard with a mitigation plan outlined, must be submitted and approved prior to the RSA being approved and prior to the anticipated start of the academy.
 - b) Mid-course schedule change resulting in prerequisite not being met. The SLETP Academy Director must submit a written request waiving the standard with a mitigation plan outlined, as soon as possible to NPS LETC, but no longer than one week from the impacted class.
4. Failure to submit the RSA to NPS LETC Program Manager 30 days prior to the anticipated start of the course, will result in the RSA being denied. This means NPS LETC:
 - a) Will not provide access to the electronic learning environment to include access to student texts, lesson plans, practical exercises and written exams (e.g. MOODLE).
 - b) Will not provide a certificate of completion with the unique alpha-numeric identifier required to successfully apply for a position with the NPS.
 - c) Waivers of the 30 day submittal requirement may be approved on a case-by-case basis. Repeat waiver requests may be identified as a deficiency and may result in a corrective action plan as per section VII: PROBATION, SUSPENSION, APPEAL AND REMOVAL PROCESS of this SOP.

XI. END OF PROGRAM REPORT

- A. Each SLETP Academy Director must complete and upload the End of Program Report (EPR) and all supporting documentation within one week of the graduation of each course.
 1. The report must be submitted electronically on MOODLE.
 2. The report must contain all information requested with the exception of the optional class photograph.



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XII. AUDIT OF SLETP PROGRAM

- A. The NPS LETC Program Manager will perform biannual audits of the SLETP academy while the academy is in session.
 - 1. Audits will only be conducted by NPS LETC officials or their designated representatives.
 - 2. Member(s) of the NPS LETC will conduct audits as designated by the NPS LETC Superintendent.
- B. The audit will be documented on the NPS LETC SLETP Inspector Audit Form (attachment 3).
- C. The audit will be unannounced and will consist of:
 - 1. Observation of class venues
 - 2. Observation of classrooms and computer labs
 - 3. Review of attendance for all class lecture, labs, written examinations, and practical evaluations
 - 4. Interviews of academy staff, instructors and students
 - 5. Review of schedule sequencing and annotated changes of instructors and/or courses
 - 6. Review of current academy exams and practical evaluations
 - 7. Inspection of facilities, equipment and course materials
 - 8. Review to assure continued compliance with all NPS Policies, FLETA standards and established customs and practices of the program.
- D. DEFINITIONS:
 - 1. ASSESSMENT: A site visit conducted by the NPS LETC Program Manager for the purpose of establishing compliance with the Federal Law Enforcement Training Accreditation (FLETA) program standards. The site visit may be done for SLETP academy applicants, re-accreditation of existing accredited SLETP academies or on an as-needed basis. The assessment will always be scheduled in advance with the SLETP Academy Director. Assessments may be conducted on an as needed basis.
 - 2. AUDIT: An unannounced inspection, once every two years, of all SLETP academies in session will occur to establish compliance with all NPS Policies, FLETA Standards, and established customs



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and practices of the program. The audit will be documented on the NPS LETC SLETP Inspector Audit Form.

Approved by:

NPS LETC Superintendent

NPS-LETC (2/2016)

**END OF PROGRAM REPORT
SEASONAL LAW ENFORCEMENT TRAINING PROGRAM**

(3) ACADEMY COMMENTS ON CLASS PROBLEMS AND RESOLUTIONS

(4) ACADEMY SUMMARY OF SIGNIFICANT SUGGESTIONS OR COMMENTS FROM STUDENTS

(5) ACADEMY GENERAL OBSERVATIONS OR RECOMMENDATIONS

(e.g. program modifications, student credentials, significant visitors, etc.)

(6) NPS-LETC RESPONSE

**END OF PROGRAM REPORT
SEASONAL LAW ENFORCEMENT TRAINING PROGRAM**

STANDARDS:	POSSIBLE EVIDENCE:	NOTES/COMMENTS:
1.01 Ethics Training	Class roster for Ethics class, class schedule	
1.02 Shared Responsibility Agreements	Current signed and dated agreements outlining specific responsibilities of all parties.	
1.03 Program Security Measures	MOODLE log in, photos of gun safes, etc.	
1.04 Risk Assessment	A risk assessment for each class	
1.05 Training Equipment Maintenance	Cleaning records for mat rooms, equipment, etc.	
1.06 Suspension of Hazardous Training	E-mails for cancelled classes due to weather, accidents, power outages, etc.	
1.07 Copyrighted Material	Copies of purchase agreements, copyright permissions, etc.	
1.08 Program Recordkeeping		
1.08.01	Curriculum content: syllabus, lesson plans, training materials	
1.08.02	Instructors and personnel indicating which class they participated in	
1.08.03	Inclusive dates the program is conducted and dates/times the training occurs	
1.08.04	Roster of participants in each iteration	
1.08.05	PE's and/or written examinations and keys	
1.08.06	If electronic records are maintained, procedures for security, access, storage, backup and equipment	
1.09 Student Recordkeeping		
1.09.01	Verify Prerequisites were completed	
1.09.02	Students grades, scores, final results	
1.09.03	Exceptions or waivers granted to students	
1.09.04	Documentation verifying students successfully completed the course	
1.09.05	If electronic records are maintained, procedures for security, access, storage, backup and equipment	
1.10 Training Records Management	Assure records are secure, not available to students; FOIA requests	
1.11 Training Program Expenditures	Cost analysis, budget worksheets	
1.12 Medical Clearance Process	Health screening records	
1.13 Student Misconduct Process	Student policy, handbooks, M-T-F if none	
2.01 Staff Orientation		
2.01.01 Agency and academy mission and vision	Copy of the mission and vision statement	
2.01.02 Program goals and objectives	Copy of the program goals and objectives	
2.01.03 Code of Conduct	Signed code of conduct from staff	
2.01.04 Violations and consequences of prohibited conduct	Memos if no issues, copy of the staff handbook showing the consequences	
2.01.05 Organizational structure	Org chart	
2.01.06 Safety rules/regulations and procedures	Employee safety handbook, safety plans	
2.02 New Instructors Monitored	Observation reports, mentoring reports, critiques, etc.	

**END OF PROGRAM REPORT
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2.03 Basic Instructional Training	Certificates for instructors, roster sheets	
2.04 Instructors Maintain Expertise	Schedule indicating instructor regularly teaches a subject, training instructors have taken, field observations, etc.	
2.05 Instructor Professional Development	Documentation indicating professional development of instructor staff; instruction/training in specialty or advanced areas; rosters, certificates	
2.06 Instructor Quality Checks	Instructor evaluations	
2.07 Guest Presenter Quality Assurance	Instructor training evaluation/observation report	
2.08 Instructor Qualification Guidelines	NPS Instructor policy, instructor evaluations indicating compliance with NPS policy	
4.01 Lesson Plans are Followed	Lesson plans, schedule	
4.02 Access to Learning Resources	Photos of training equipment, students using equipment, resource materials easily accessible	
4.03 Training Space/Equipment	Photos of equipment, materials as indicated in lesson plans, purchase agreements, receipts	
4.04 Student Orientation		
4.04.01 Course Goals and Objectives	Student handbook, orientation provided to students, PPT	
4.04.02 Training Schedules	Copy of course schedule provided to students	
4.04.03 Performance Expectations	Student handbook	
4.04.04 PE and/or written exam requirements	Copy of requirements	
4.04.05 When training is conducted in person, students receive information on fire and emergency procedures, and safety rules/regulation	Copy of safety plans, safety rules in handbook, handouts, PPT	
4.04.06 Code of Conduct rules and requirements	Signed code of conduct, handbooks	
4.04.07 Disciplinary procedures	Handbook indicating discipline procedures	
4.05 Remedial Training and ReEvaluation	Policy for remedial training, M-T-F if no remedial given	
4.06 Role Player Preparation	Training given to role players, training sessions, information packets	
5.01 Appropriate Resources	Instructors, platforms used	
5.02 On-Line Learning Orientation	Schedule indicating orientation provided, policy included to highlight academic integrity	
5.03 Student Identification Protocol	Student log in, safety measures	
5.04 Technical Assistance	Technical assistance provided to both students and staff	
SECTION 3 COMPLETED BY NPS-LETC		
SECTION 5 MAY NOT BE APPLICABLE TO YOUR SCHOOL		

NPS-LETC (2/2016)

**END OF PROGRAM REPORT
SEASONAL LAW ENFORCEMENT TRAINING PROGRAM**



National Park Service Law Enforcement Training Center SLETP Inspector Audit Form

Academy _____

Dates of Inspection _____ Academy Director _____

NPS Inspector(s) _____

Each Academy will be audited once, every two years while an Academy is in session. The Academy will be audited to ensure compliance with and adherence to NPS Policies, FLETA Standards, and established practices and customs of the program as set forth by NPS LETC.

NPS Policies: Has the Academy demonstrated compliance with and adherence to NPS Policies?

In Compliance
Non-Compliance

COMMENTS:

NPS Practices and Customs: Has the Academy demonstrated compliance with and adherence to established practices and customs of the program, as set forth by NPS LETC?

In Compliance
Non-Compliance

COMMENTS:

FLETA Standards: FLETA Program Standards, 2015.



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1.1 If the training program is a basic law enforcement program it includes ethics training.

Proof: Ethics Class first week of training.

In Compliance
Non-Compliance

COMMENTS:

1.2 If full-time instructional staff or training facilities span multiple organizations, a written agreement/policy is in place specifying the authority and responsibilities of each party.

Proof: Signed Agreements with Agencies or Facilities.

i.e. Driving Range, Local Forest/State Park, facilities for labs and PE's.

In Compliance
Non-Compliance

COMMENTS:

1.3 The applicant has implemented security measures specific to the program. Advisory: The intent of this standard is the focus on program-specific security measures (e.g., weapons, explosives, hazardous materials, equipment, records, classroom security, controlled substances, etc.).



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Proof: Secured storage.

In Compliance
Non-Compliance

COMMENTS:

1.4 The applicant assesses risks and prescribes the use of safety equipment and procedures to mitigate those risks when conducting inherently dangerous training as identified by the agency.

Proof: Completed Risk Assessments for Labs, PE's, Control Tactics, Firearms, etc.

In Compliance
Non-Compliance

COMMENTS:

1.5 Training equipment is properly maintained in accordance with industry standards or manufacturer's guidelines.

Proof: Inspection of equipment, team will use the SLETP Equipment List.

In Compliance
Non-Compliance

COMMENTS:



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1.6 The applicant suspends or discontinues training activities that become hazardous due to exigent circumstances.

Proof: If training was cancelled, suspended or altered, it must be annotated on the schedule and must be in compliance with the Continuity of Operations Policy. Inspector will check the SLETP Academy Schedule.

In Compliance
Non-Compliance

COMMENTS:

1.7 The applicant complies with applicable licensing and copyright laws.

Proof: Compliance with SLETP Academy Policy.

In Compliance
Non-Compliance

COMMENTS:

1.8 The applicant maintains records for each offering of the training program. At a minimum each record will include:

.1 - Curriculum content (syllabus, lesson plans and other training materials);

Proof: Compliance with SLETP Policy, Inspector will review schedule against syllabus to assure the hours and topics were delivered.

In Compliance
Non-Compliance

COMMENTS:



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.2 - A listing of all instructors and other instructional personnel indicating the actual class in which each presented or participated;

Proof: Compliance with SLETP Policy, complete schedule annotated with lead instructor for class or master instructor assignment list indicating class assignment.

In Compliance

Non-Compliance

COMMENTS:

.3 - Inclusive dates the program is conducted and actual dates and times when each segment of training occurs;

Proof: Compliance with SLETP Policy, Inspector will review Academy schedule.

In Compliance

Non-Compliance

COMMENTS:

.4 - Roster of participants in each iteration (attendance); and

Proof: Compliance with SLETP Policy, Inspector will review attendance for each day and will assure the Academy is in compliance with NPS SLETP Policy.

In Compliance

Non-Compliance

COMMENTS:



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.5 - Practical evaluations and/or written examinations and keys.

Proof: Compliance with SLETP Policy, Inspector will review each exam and practical examination file to assure proper security of exams and practical evaluations.

In Compliance

Non-Compliance

COMMENTS:

.6 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment.

Proof: Inspector will assure that if electronic records are used they are not available to students.

In Compliance

Non-Compliance

Not Applicable

COMMENTS:

1.9 The applicant maintains records for each student attending the program. At a minimum each record will include:

.01- Documentation that verifies the student met all prerequisites for attending the training course;

Proof: Compliance with SLETP Policy, Inspector will randomly audit student files to assure the SLETP policy was followed for admittance into the SLETP.

In Compliance



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Non-Compliance

COMMENTS:

- .2 - A complete record of the students' training evaluations (grades, scores, final results);
Proof: Compliance with SLETP Policy, Inspector will review each student file for the
current SLETP Academy to assure each training record is complete, each student
completed every exam and practical evaluation with a passing grade, and that the
proper remediation process was followed.**

In Compliance

Non-Compliance

COMMENTS:

- .3 - Documentation of any exceptions or waivers requested or granted to the student; and
Proof: Waivers, if any, are included in student files.**

In Compliance

Non-Compliance

COMMENTS:

- .4 - Documentation that verifies the student successfully completes the training course.**



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Proof: Inspectors will verify attendance and performance on exams and practical evaluations as well as passing the PEB were met prior to the Academy issuing a certificate of completion.

In Compliance
Non-Compliance

COMMENTS:

.05 - If electronic records are maintained, there are procedures for security, including access, storage of files, backup, and equipment.

Proof: Inspector will assure that if electronic records are used they are not available to students.

In Compliance
Non-Compliance

COMMENTS:

1.10 The applicant follows procedures for the physical security, management, retention, release, and destruction of training-related records.

Proof: Inspector will assure that all records are secured and that they are not available to students.

In Compliance
Non-Compliance
Not Applicable

COMMENTS:



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1.11 The applicant projects and tracks expenditures for the training program.

Not Applicable to Audit

1.12 If physical activity is a part of the curriculum, a health screening process is used to ensure students are capable of participating as determined by the agency.

Proof: Inspector will assure that the health screening was completed prior to the start of the Academy by reviewing student files.

In Compliance

Non-Compliance

COMMENTS:

1.13 The applicant provides notification, adjudication, and redress for allegations of student misconduct.

Proof: Inspector will review student files to assure that NPS SLETP policy was adhered to.

In Compliance

Non-Compliance

COMMENTS:



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Section 2 standards are intended to ensure training staff receive the training and management oversight necessary to provide effective training.

2.1 The applicant provides written information and an orientation to training staff that include:

- .1 - Agency and academy mission and vision**
- .2 - Program goals and objectives**
- .3 - Code of conduct**
- .4 - Violations and consequences of prohibited conduct**
- .5 - Organizational Structure**
- .6 - Safety rules/regulations and procedures**

Proof: Inspector will interview instructors to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.2 The applicant monitors and mentors newly assigned instructors.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.3 The applicant provides and documents basic instructional skills training.



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Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.4 The applicant provides and documents specialized training related to the program.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.5 The applicant ensures instructors maintain current expertise in the subject matter through operational participation, field observation, or specialized training.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:



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2.6 The applicant mandates and documents professional development of its instructor staff, either formal or informal, that provides instruction/training in specialty areas in instruction and advanced instructional competencies.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.7 The applicant has specific criteria and documented supervisory quality checks of instructor preparations, class preparations, and performance.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

2.8 The applicant ensures training quality is maintained when instructors have not yet attained the required instructional qualifications or instruct only occasionally.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:



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2.9 The applicant adheres to instructor qualification guidelines for full-time, part-time, or adjunct instructors.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:



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Section 3 – Training Development

Section 3 standards are intended to ensure training programs are developed, implemented, and reviewed using an industry-recognized systematic approach to training.

3.1 The applicant uses an industry-recognized, systematic approach to training development. The approach includes at least the following concepts: Analysis, Design, Development, Implementation, and Evaluation.

Not Applicable to Audit

3.2 The applicant uses an archiving system to store and retrieve program and curriculum development documents.

Not Applicable to Audit

3.3 Practical evaluations and written examination question banks are developed, approved, secured, administered, and maintained for the program.

Not Applicable to Audit

Analysis

3.11 The applicant reviews program-specific documents such as current agency policies, procedures and manuals, operational reports, and program-related materials.

Not Applicable to Audit

3.12 The applicant uses subject matter experts to determine:

- .1 - the tasks to be trained*
- .2 - the organization/grouping of job-related tasks*
- .3 - the special conditions under which tasks will be performed*

Not Applicable to Audit

3.13 The applicant defines and validates tasks in sufficient detail to derive training objectives.

Not Applicable to Audit

Design

3.21 Learning objectives are derived from job tasks (job requirements).

Not Applicable to Audit

3.22 Learning objectives are sequenced to facilitate student progress from one level of skill and knowledge to another.

Not Applicable to Audit



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3.23 Students are evaluated on each learning objective. All written examination questions and practical evaluation criteria are referenced to one or more learning objectives.

Not Applicable to Audit

3.24 Program design documents identify instructional strategies, methodologies, and resources in sufficient detail to estimate program costs.

Not Applicable to Audit

Development

3.31 Lesson plans describe learning activities in sufficient detail to ensure consistent delivery of instruction.

Not Applicable to Audit

3.32 The training program is developed with appropriate safeguards (e.g., safety and environmental) as identified by the agency.

Not Applicable to Audit

3.33 Lesson plans, training guides, and other training materials are reviewed and approved prior to their use.

Not Applicable to Audit

Implementation

3.41 Prior to formal delivery of training, the program is pilot tested using a sample of the target population generating data to support evaluation and potential revision.

Not Applicable to Audit

3.42 Pilot testing includes observation of training to ensure that implementation is consistent with approved training materials.

Not Applicable to Audit



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3.43 Training is delivered by approved instructors.

Proof: Inspector will interview instructors and review instructor files to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance

COMMENTS:

Evaluation

3.51 The applicant sets the pass/fail (cut) score consistent with the purpose of the credential and the established standard of competence for the profession, occupation, role, or skill.

Not Applicable to Audit

3.52 When written examinations are used, multiple versions must be available and evaluate the same objectives.

Not Applicable to Audit

3.53 When different versions of practical evaluations are used, the evaluated objectives must remain the same.

Not Applicable to Audit

3.54 The applicant conducts, compiles, and reviews student reaction surveys (Level 1 of the Kirkpatrick model or an equivalent) to identify opportunities to improve the program, instruction, support and administrative elements of the training received.

Proof: Inspector will review student surveys to assure that NPS SLETP policy was adhered to.

In Compliance
Non-Compliance
Notation

COMMENTS:



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3.55 The applicant reviews the results of the program’s student examinations (Level 2 of the Kirkpatrick model or an equivalent) to identify gaps in instruction, student materials or deficiencies in test item construction.

Proof: Inspector will review the End of Program Report to assure that NPS SLETP policy was adhered to. *Note* this may not be completed if the audit is done mid program.

- In Compliance
- Non-Compliance
- Notation

COMMENTS:

3.56 The applicant gathers and reviews feedback (Level 3 of the Kirkpatrick model or an equivalent) from graduates and their supervisors to evaluate the effectiveness of the program.

Not Applicable to Audit

3.57 Training programs are comprehensively evaluated within a five-year period to include data gathered from Levels 1-3 of the Kirkpatrick model or an equivalent.

Not Applicable to Audit



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Section 4 – Training Delivery

Section 4 standards are intended to ensure processes are established and used to for effective delivery of training.

4.1 Lesson plans or equivalent training guides are followed for all instruction conducted in the program.

Proof: Inspector will review the schedule, monitor classes to assure lesson plans are followed, interview instructors and students to assure compliance.

In Compliance
Non-Compliance

COMMENTS:

4.2 Instructors have access to instructional materials and program-related equipment. Instructors are properly trained in the use of that equipment.

Proof: Inspector will interview instructors and view classrooms and materials and equipment available to instructors to assure compliance.

In Compliance
Non-Compliance

COMMENTS:

4.3 Students have access to learning resource materials and program-related equipment and receive training in its proper use.

Proof: Inspector will interview students and view classrooms and materials and equipment available to instructors to assure compliance.

In Compliance
Non-Compliance

COMMENTS:



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4.4 The applicant provides suitable classroom space, equipment, and materials identified in the training documents to support the program.

Proof: Inspector will interview instructors and view classrooms and materials and equipment available to instructors to assure compliance.

In Compliance
Non-Compliance

COMMENTS:

4.5 The applicant provides an orientation to students that include:

- .1 - Course goals and objectives**
- .2 - Training schedules**
- .3 - Performance expectations.**
- 04 – Practical evaluation and/or written examination requirements**
- .5 - Fire and emergency procedures**
- .6 - Safety rules and regulations**
- .7 - Code of conduct rules and requirements**
- .8 - Disciplinary procedures**



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Proof: Inspector will review the program materials provided to the students on day one.

In Compliance

Non-Compliance

COMMENTS:

4.6 The applicant remediates and reevaluates missed objectives, after a student fails a written examination or practical evaluation, except in cases where the student is dismissed from the current training program.

Proof: Inspector will review the student files to assure compliance with NPS SLETP policy.

In Compliance

Non-Compliance

COMMENTS:

4.7 When used, role players are prepared to perform roles required by the training program.

Proof: Inspector will review files, interview instructors and if available interview role players to assure compliance with NPS SLETP policy.

In Compliance

Non-Compliance

COMMENTS:



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Corrective Actions and Comments:

NPS Inspector Signature _____ Date _____

NPS Inspector Signature _____ Date _____

SLETP Academy Director Signature _____ Date _____