

State of Utah	REF. NR-99-C-19	PAGE 1 of 5
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 07/01/99	
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Core Training		
Kathleen Clarke, Executive Director		

I. Purpose

- A. To provide Law Enforcement training that insures proficiency and officer safety while reducing officer, division and department liability.
- B. To meet state, department, division and POST requirements.

II. Definitions (as used in this guideline)

- A. ADirector@ means the Director of the Department of Natural Resources Law Enforcement..
- B. ADivision@ means the Division of Parks and Recreation and the Division of Wildlife Resources.
- C. ADNRR@ means the Department of Natural Resources.
- D. APOST@ means the Division of Peace Officer Standards and Training.
- E. ADHRM@ means the Department of Human Resource Management.
- F. ACORE@ means the list of Law Enforcement training courses required annually by the Department of Natural Resources.
- G. AEmployee@ means all full-time or seasonal individuals hired by the division or by the department to perform law enforcement duties.
- H. ASeasonal Law enforcement officer@ means a seasonal or part time non-career service employee who is designated as a peace officer pursuant to Section 53-10 UCA.
- I. AFull-time law enforcement officer@ means a career service employee who is designated as a peace officer pursuant to Section 53-13 UCA.

State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES	REF. NR-99-C-19	PAGE 2 of 5
	EFFECTIVE DATE 07/01/99	
	REVISION DATE	
SUBJECT: Core Training		
Kathleen Clarke, Executive Director		

III. Standards

- A. All law enforcement officers shall successfully complete a minimum of 30 or 32 hours if ASP certified, of CORE training each fiscal year towards the 40 hours to maintain peace officer status as required by POST.
- B. Employees and their immediate supervisor are responsible to assure that all required CORE and additional training is completed, totaling the minimum of 40 hours annually required by POST.
- C. In addition to required CORE training other training opportunities will be made available to employees as appropriate for their job duties.
- D. A training profile shall be maintained on all employees.
- E. All seasonal law enforcement officers shall have successfully completed the POST basic training academy and shall be current on all required annual POST training prior to hire. Records of the annual training shall be furnished. Annual required POST training shall normally be completed on the individual=s own time and expense. However, seasonal enforcement officers, with approval of their supervisor, may attend division scheduled CORE training at division expense during their period of employment. When not employed by the division, they may arrange to attend on their own time and expense. Completion of required training is a condition of employment. Verification of training signed by POST, another Utah enforcement agency and/or a POST certified instructor must be provided to the department/division for the current training year prior to hire. Verification must list the specific training, hours completed, date, location and instructor.
- F. All DNR law enforcement officers, shall successfully complete the following CORE law enforcement officer training.

State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES	REF. NR-99-C-19	PAGE 3 of 5
	EFFECTIVE DATE 07/01/99	
	REVISION DATE	
	SUBJECT: Core Training	
Kathleen Clarke, Executive Director		

CORE COURSE	INITIAL TRAINING HOURS	REQUIRED TRAINING HOURS
Hand Gun Day Qualification	4	4 Annual
Hand Gun Low Light Qualification	4	4 Annual
Use of Force-Policy Review	1	1 Annual
Post Shooting Incident Mgt.-Policy Review	1	1 Annual
Blood Born Pathogens	2	2 Annual
CPR	4	4 Annual
Legal Update	4	4 Annual
ACT	8	4 Annual
ASP Tactical Baton	8	2 Annual (if Certified)
OC Aerosol (ADT)	4	2 Annual
EVO	8	4 Every other year
TOTAL	48	30/32 HOURS

State of Utah	REF. NR-99-C-19	PAGE 4 of 5
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE	07/01/99
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Core Training		
Kathleen Clarke, Executive Director		

VIII. Procedure

- A. The department will maintain an employee law enforcement training committee consisting of the department training Captain, Division law enforcement coordinator/Captain, an instructor and a lieutenant/ region law enforcement coordinator from each division appointed by the director and the Chiefs from each division. The committee shall be responsible for:
1. Annually review the department=s training requirements and make recommendations for any proposed changes.
 2. Coordinating the development of approved standardized lesson guides, testing procedures, remedial training and instructor to student ratio for classes taught for the department. Formal lesson guides shall be approved by each chief of law enforcement and each director.
- B. The department training Captain shall be responsible for the following:
1. Facilitate the training committees meetings and agenda.
 2. Facilitate the development and standardization of Department CORE Lesson Plans.
 3. To assist the divisions in identifying the need for any specialized or instructor training in addition to CORE.
 4. To make sure classes taught by DNR Law Enforcement trainers to DNR Law Enforcement personnel will have a standardized lesson plan on file in the department and division.
 5. To maintain and ensure the DNR Law Enforcement Officer Training records management system is working and the year end division reports are correct and certifiable.
 6. Maintain central file of all approved training courses, objectives and lesson plans.
- C. The divisions will ensure the following:
1. Assist all law enforcement officers to obtain appropriate CORE and additional training opportunities.

State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES	REF. NR-99-C-19	PAGE 5 of 5
	EFFECTIVE DATE 07/01/99	
	REVISION DATE	
SUBJECT: Core Training		
Kathleen Clarke, Executive Director		

2. Coordinate training with the DNR, region offices, region law enforcement coordinators/Lieutenants.
3. Maintain current training profile on all full time law enforcement officers. This will include all pertinent information on required certifications and courses completed.
4. To maintain and ensure the division Law Enforcement Officer Training records are accurate, certified and submitted as required by POST.
5. Provide an annual calendar of scheduled training to all appropriate employees, regions and programs.
6. Schedule and coordinate CORE training for the Salt Lake officers.