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STATE OF SOUTH DAKOTA
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MEMORANDUM

TO: All LET Basic Academy Instructors

FROM: Jon Bierne, Training Administrator

DATE: January 12, 2011

RE: Instruction in the Basic Academy

There have been many small changes occurring in the law enforcement basic academy for the past several months. Many more changes are to be implemented over the next year. We would like to give each of you as instructors some insight into the changes that will be occurring. The changes will affect the way the classes are scheduled, the way instructors are scheduled, presentation style, the amount of time students are in the classroom, how much time students are doing hands-on training, how testing is administered, and more. Almost every aspect of the program is being evaluated and fine tuned in the hopes of creating a more successful program and ultimately, we anticipate, a better officer in the field.

A big part of this success hinges on each instructor. As instructors in the basic certification course, you have the ability to impact the minds of hundreds of officers in our state. That is a huge responsibility and fantastic challenge. We want to make sure you have what you need to be as successful as possible in the classroom. To help accomplish that, we want to offer special information sessions to help guide instructors in the classroom. We have been exposed to and learned about many different adult learning techniques that when appropriately applied in an adult classroom, can significantly help students retain information. We believe if we can incorporate those strategies in the classroom, we will ultimately produce better officers to put out on our streets. We would like to share those strategies with you and ask you to be part of this refined teaching style.

With the wide variety of material presented and time spent in the classroom we have tailored the information sessions and training opportunities for each instructor. You will receive a follow up letter in the near future explaining these information sessions and we sincerely hope you consider implementing this information into the lesson(s) you teach. After reviewing the information, we encourage you to talk to anyone on staff at Law Enforcement Training with any comments or questions you may have.

In addition to these changes we are adopting an Instructor Code of Conduct. A copy of this code is included with this memo. This code of conduct spells out expectations we have of all instructors and staff who train in the academy. This code also spells out your scope of authority in the classroom with all students. We ask that you review this document, sign and return it to us or you can bring it with you when you come to teach.

We each have an opportunity to make this basic training academy better than it's ever been. We hope you consider the challenge we put before you to help us with this change.