

Drug Abuse Resistance Education®  
**D.A.R.E.**



"A positive way to change today's attitude toward drugs"

Dear Chief/Sheriff:

Thank you for your interest in the D.A.R.E. Program. The Ohio Association of Chiefs of Police and the Law Enforcement Foundation, Inc., as the designated coordinators of training for Ohio D.A.R.E. Officers, is pleased to provide you with the attached D.A.R.E. Officer Application Packet. In 2010 the application requirement list was revised. If your department sent an officer through the DOT process before December 2009, you should pay particular attention to the application requirements listed in this letter since the process does differ from prior years.

The registration fee is \$500 for Ohio law enforcement agencies and \$1500 for out of state agencies. Please consider contacting your county about asset forfeiture monies that could be used to help your department pay for this training.

The success of the D.A.R.E. program is due to each individual D.A.R.E. Officer. The following list delineates specific areas which should be considered when selecting a D.A.R.E. candidate:

- Demonstrated ability to interact with and relate to children.
- Oral and written communication skills that are adaptable to age-specific audiences.
- Ability to organize.
- Responsiveness to instruction.
- Ability to develop interpersonal relationships.
- Promptness; good time management skills.
- Exemplary role model in both formal and informal situations.
- Refrains from sexual, racial, stereotyping or inappropriate and insensitive remarks.
- Flexible and able to handle the unexpected.
- Committed to careful replication of the D.A.R.E. curricula.

There are five application requirements:

1. **"D.A.R.E. Officer Training Application including D.A.R.E Officer Requirement Checklist"**

A D.A.R.E. Officer candidate must be a full-time, uniformed law enforcement officer with at least two years of experience, meeting the minimum training standard for peace officer status in their state of residence. The three page application must be completed and signed by both the candidate and agency head and must be accompanied with a copy of the candidate's Ohio Peace Officer Training (or other state) certificate.

2. **"D.A.R.E. Officer Information Questionnaire"**

3. **"Local Interview Report"**

Ohio D.A.R.E. Officer candidates are required to participate in an oral screening process which involves an interview with a local screening team. Each agency requesting training is required to form a screening team composed of 4-6 persons including a police administrator, an educator, a school administrator, a parent, and a certified D.A.R.E. officer (if available). Any member may serve under

(continued)

more than one category. Communities are encouraged to select screening team members who have experience with the D.A.R.E. program. The signatures of all screening team members must be included on the report. A listing of commonly asked D.A.R.E. interview questions is available upon request ([dare@dare-oh.org](mailto:dare@dare-oh.org))

4. **“School District & Law Enforcement Agency Participation Agreement”**

The D.A.R.E. Officer candidate’s police agency is required to complete a participation agreement with each participating school district in which the officer will teach D.A.R.E. Both the law enforcement agency head and the school superintendent must sign the agreement.

5. **“Letter of Endorsement”**

Personal support letter written by candidate’s chief or sheriff.

All items required must be received in order to consider the application complete. Applications are listed according to date received and processed for the next available class.

Please return the application requirements to:

**D.A.R.E. Ohio**  
**6277 Riverside Drive, Ste. 2N**  
**Dublin, OH 43017-5067**  
**614/761-9498 (Phone)**  
**614/761-9509 (Fax)**

Upon acceptance into the D.A.R.E. Training Program (DOT), the Chief/Sheriff and the prospective D.A.R.E. Officer will be notified by email or US Mail of the date, time, place, etc. of training. **The Officer must then call the D.A.R.E. office to confirm this acceptance.** Attendance at all training classroom sessions and additional evening study time is required. The officer will spend the entire two weeks at the training facility (except for the weekend in between weeks), as the training is quite intense and many evening hours are required by all students.

The prospective D.A.R.E. Officer must successfully complete the 80-hour training (plus additional evening study time) to be eligible to teach the D.A.R.E. Program. Please be careful of public announcements until after the Officer graduates from the training.

Thank you again for your interest in the D.A.R.E. Program and on behalf of the three co-sponsors, the Law Enforcement Foundation, the Ohio Association of Chiefs of Police, and the Ohio Attorney General’s Office we wish you and your community great success.

Sincerely,



Kari B. Parsons, MBA  
Director of Training  
D.A.R.E. Ohio  
[Kari.parsons@osroa.org](mailto:Kari.parsons@osroa.org)

# D.A.R.E. OFFICER TRAINING APPLICATION (2010 ver.) (Please Print)

Last Name:	First:	MI:	Rank/Title:
Department:			
Dept. Address:			
City:	State:	Zip Code:	County:
Telephone:	Fax:	Email:	
Chief/Sheriff Name:		Email:	
Supervisor's Name:		Email:	

## PERSONAL INFORMATION

Your name as you wish it to appear on your Certificate:

Name Tag:

Social Security Number: (last four digits) XXX-XX- \_ \_ \_ \_

Sex:

DOB:

Home Address:

Home Phone:

City:

State:

Zip Code:

Number of Sick Days taken in the past year:

Reason:

How many schools/classes will you be teaching in if certified:

Schools:

Classes:

## LAW ENFORCEMENT EXPERIENCE

I am a certified/sworn police officer with full enforcement authority:

Yes

No

Basic Training - Location:

Date Certified:

Service date with current department:

Full

PT

I am assigned to or have had assignments in:

Uniform/Patrol

S.R.O.

Juvenile

Community/Public Relations

Investigations

Narcotics

## PRIOR LAW ENFORCEMENT EXPERIENCE

AGENCY	JOB TITLE	DATES EMPLOYED	FULL or PART TIME
			<input type="checkbox"/> Full <input type="checkbox"/> PT
			<input type="checkbox"/> Full <input type="checkbox"/> PT
			<input type="checkbox"/> Full <input type="checkbox"/> PT

**TO BE COMPLETED BY CHIEF/SHERIFF AND APPLICANT**

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Is this the first time your agency will implement the DARE Program?

Yes                       No

The Applicant/Officer will teach:

Full time                       Part time                       Relief/Substitute

Is the applicant replacing another DARE Officer who is leaving the DARE Unit?

Yes                       No

If yes, what is the name of the DARE Officer? \_\_\_\_\_

- I understand that the D.A.R.E. Officer is required to teach in uniform without a gun; however, departmental policy overrides this rule:

Yes                       No

- I understand that the 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 and additional evening study time 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

- I understand that the Applicant/Officer will be representing the Department and the DARE Program and I have chosen a candidate that He/she indicates they do not abuse alcohol or any other drugs.

Yes                       No

I, the Chief/Sheriff have read the information submitted with this application and agree that the statements submitted above are correct and true.

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**CHIEF/SHERIFF'S SIGNATURE**

**DATE**

**TO BE SIGNED BY THE APPLICANT**

I hereby affirm that all of the information contained in this application packet is correct and true to the best of my knowledge. I confirm that I do not have any recent (within the past 3 years) record of disciplinary actions or investigations and that my personal habits are consistent with the role of being a DARE Officer. I agree that I will not, now and in the future, abuse in any way, alcohol or other drugs.

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**APPLICANT'S SIGNATURE**

**DATE**

## **D.A.R.E. OFFICER REQUIREMENT CHECKLIST- Completed by Chief or Sheriff**

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Please check those requirements which the Applicant meets. Leave blank any others and refer to the steps listed below to complete the application process.

- Sworn, full time, police officer, meeting the minimum training standards for peace officer status, having a minimum of **two (2) years, uniformed, street experience** in their current department or be a sworn, full time police officer, meeting the minimum training standards for peace officer status, having a minimum of two (2) years, uniformed, street experience, who has successfully completed the current department's imposed probationary period.
- No sustained disciplinary actions within the past three (3) years OR current department investigations.
- Demonstrates ability to interact with and relate to children.
- Oral and written communication skills adaptable to age-specific audiences.
- Promptness, strong time and task organizational abilities.
- Responsiveness to instruction.
- Ability to develop personal relationships.
- Exemplary role model in both formal and informal situations.  
Personal habits (smoking, drinking, etc.) consistent with the D.A.R.E. Program.
- Refrains from sexual, racial, stereotypical, or inappropriate and insensitive remarks.
- Flexible and able to handle the unexpected.
- Projects enthusiasm for current position and police work in general.
- Ability to work well with parents, teachers, and school administrators.

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**Chief/Sheriff Signature**

**Date**



- 4) How do you perceive D.A.R.E. to be different from other drug programs?
  
  
  
  
  
  
  
  
  
  
- 5) What traits and skills do you believe are important for us to look for in a potential D.A.R.E. instructor? What qualities do you have that will make you a good role model?
  
  
  
  
  
  
  
  
  
  
- 6) The community you serve will see you as a “D.A.R.E. Officer” both on and off duty. How will you handle this responsibility?

**Work Experience**

- 1) What qualifies you for this position (teaching, working with young people, community service, narcotics enforcement, community relations, and public speaking)? Please explain.
  
  
  
  
  
  
  
  
  
  
- 2) What do you particularly like about your present position?
  
  
  
  
  
  
  
  
  
  
- 3) What do you least like about your current job?

4) What type of people have you had difficulty work with?

5) How do you think you are perceived by other people on the job?

6) How do you feel about your progress (career-wise) to date?

7) What is the most memorable police incident you have handled which involved a small child?

### **Attitudes**

1) What are your views on alcohol and drug usage? What do you feel is socially acceptable?

2) Do you smoke or use other tobacco products?

- 3) On what basis do you think young people make many of their decisions about alcohol and drugs?
  
- 4) What are some examples of important types of decisions you have had to make? Which have been the most difficult?
  
  
  
  
  
  
  
  
  
  
- 5) How do you spend your free time (special interests, activities, hobbies, etc.)?

### **Future Goals**

- 1) What would you want your greatest accomplishment to be during your tenure as a D.A.R.E. Officer?
  
  
  
  
  
  
  
  
  
  
- 2) What might make you decide to resign your position as D.A.R.E. Officer?
  
  
  
  
  
  
  
  
  
  
- 3) How do you think the position of D.A.R.E. Officer will affect your future career path?

**D.A.R.E. Ohio**  
**LOCAL INTERVIEW REPORT**

The following officers have all completed Ohio minimum training standards, are commissioned or sworn and have two years uniformed law enforcement experience.

Last Name	First	Middle Initial	Rank	Social Security Number	Pass/Fail

The below signed interviewed the officers listed above on \_\_\_\_\_, 20\_\_\_, and certify that these officers successfully passed the Interview process and are recommended for D.A.R.E. officer training.

**SCREENING TEAM MEMBERS**  
***SIGNATURES MUST BE INCLUDED***

	Name ( <i>Printed and Signed</i> ), Title, Agency and Phone	<i>Check all categories that apply</i>				
		Police Administrator	Educator	School Administrator	Parent	D.A.R.E. Officer
<b>CHAIR</b>	Signature:					
<b>MEMBER</b>	Signature:					
<b>MEMBER</b>	Signature:					
<b>MEMBER</b>	Signature:					
<b>MEMBER</b>	Signature:					

# **School District & Law Enforcement Agency Participation Agreement**

(Page 1 of 2)

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**THIS FORM MUST BE READ, COMPLETED AND SIGNED BY THE CHIEF/SHERIFF AND THE SUPERINTENDENT OF THE SCHOOL DISTRICT. EVEN IF A FORM HAS BEEN SIGNED FOR A PREVIOUS D.A.R.E. OFFICER, A NEW FORM MUST BE INCLUDED WITH THIS APPLICATION.**

Drug and alcohol abuse is one of the most serious problems facing our children today. An effective fight against drug use demands the support and assistance of leaders throughout the community including parents, school officials, law enforcement, government, substance abuse professionals, and private organizations. In recognition of and in response to the problem, the Ohio Association of Chiefs of Police, the Ohio Attorney General's Office, and the Law Enforcement Foundation are providing the D.A.R.E. Program (Drug Abuse Resistance Education) to Ohio communities.

As the local Chief of Police/Sheriff and local School Superintendent, we are interested in bringing D.A.R.E. Ohio to our community. We pledge to establish a working partnership to implement and maintain the D.A.R.E. Program.

## **Role of the Police Department**

The Police/Sheriffs Department will furnish the application and resume of a qualified Officer to be considered for the two-week seminar in D.A.R.E. Training strategies. If the Officer is accepted into the D.A.R.E. Program, the Department agrees to allow the Officer to attend the two-week training session and understands he/she must graduate from the training before he/she will be allowed to teach the Program in the schools. Once the Officer completes the training, the Police/Sheriffs Department will work closely with the School District and the statewide sponsors to implement an effective D.A.R.E. Ohio Program in schools the following semester.

## **Role of the School District**

As Superintendent for the following School District, I understand that the D.A.R.E. Ohio Officer will serve an education and prevention function. The Officer will be uniformed and may or may not be armed depending on departmental policy, while in the school. He/She will not have enforcement responsibilities while on the school grounds except in emergency situations requiring immediate police action.

I understand that the specially trained D.A.R.E. Officer will teach all lessons of the D.A.R.E. curriculum on a weekly basis at the level of the elementary school (5<sup>th</sup> or 6<sup>th</sup> grade)/the middle school/ or high school level. In addition, the D.A.R.E. Officer will spend time in visitation to K-4 classrooms as scheduling permits. I understand that classroom instruction is only one component of the D.A.R.E. Program. The Officer will talk informally with students in the cafeteria and on the playground. The D.A.R.E. Ohio Officer will also need to meet with parents and faculty members as a part of the program. I will encourage teachers, principals, substance abuse coordinators, and other school personnel to welcome the D.A.R.E. Ohio Officer into the schools and reinforce the D.A.R.E. curriculum with related activities.

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**School District & Law Enforcement Agency Participation Agreement**  
(Page 2 of 2)

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**WE HAVE READ THE ENCLOSED "RESPONSIBILITIES OF THE SCHOOL DISTRICT" AND "RESPONSIBILITIES OF THE LAW ENFORCEMENT AGENCY" AND AGREE TO FOLLOW THESE GUIDELINES. WE ALSO UNDERSTAND THAT THE D.A.R.E. PROGRAM IS COPYRIGHTED AND MUST BE PRESENTED BY THE GUIDELINES AS TAUGHT IN THE 80-HOUR D.A.R.E. TRAINING SESSION.**

**CHIEF/SHERIFF:**

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Chief/Sheriff Signature

Date

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Chief/Sheriff Name (Print)

Department

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Address/City/State/Zip

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Phone

Email

**SCHOOL SUPERINTENDENT:**

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Superintendent of Schools Signature

Date

---

Superintendent of Schools Name (Print)

School District

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Address/City/State/Zip

---

Phone

Email

## **LAW ENFORCEMENT AGENCY GUIDELINES**

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- Ensure that a certified D.A.R.E. Officer will be available to instruct at scheduled presentation times.
- Meet regularly with school representatives to evaluate program needs.
- Ensure that D.A.R.E. Officers are appropriately attired and present a professional image.
- Commit the D.A.R.E. Officer to provide orientation to classroom teachers.
- Commit the D.A.R.E. Officer to meet with parent organizations.
- Allot time for the D.A.R.E. Officer to prepare for classroom presentations.
- Allow the D.A.R.E. Officer time for informal interaction w/students during recess/lunch time.
- Permit D.A.R.E. Officers to participate at in-service training activities (D.A.R.E. meetings, school in-service events, etc.)
- Periodically have the D.A.R.E. Officer's supervisor observe and evaluate performance.

## **SCHOOL DISTRICT GUIDELINES**

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- Inform the principals and teachers that the D.A.R.E. curriculum meets all state requirements.
- Ensure that the D.A.R.E. Instructor will be allowed the allotted time for formal presentations.
- Require that regular classroom teachers remain in the classroom during D.A.R.E. presentations.
- Permit the D.A.R.E. Instructor to assign "reasonable homework".
- Inform the principals and teachers that the D.A.R.E. Instructor is to be considered a faculty member rather than a "guest instructor".
- Attempt to provide "adequate" desk space to the D.A.R.E. Instructor to carry out non-classroom responsibilities associated with D.A.R.E.
- Provide some bulletin board space for display of D.A.R.E. materials.
- Provide regular feedback to the Law Enforcement Agency concerning the Instructor's performance.
- Schedule orientation time for the classroom teachers who will host the D.A.R.E. Program.
- Schedule the D.A.R.E. Officer into parent meetings as needed.
- Allow the D.A.R.E. Instructor access to the playground and cafeteria for informal interactions with students.

## **D.A.R.E. OFFICER GUIDELINES**

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- Maintain relations with school principals and other key school personnel.
  - Prepare teaching materials (lesson plans, visual aids on a weekly basis using the D.A.R.E. curriculum plan).
  - Prepare and distribute student notebooks.
  - Prepare teaching aids including student handouts, posters, props, transparencies, etc.
  - Teach D.A.R.E. core curriculum as scheduled.
  - Prepare guides for teachers' auxiliary classroom activities.
  - Review homework assignments.
  - Coordinate audiovisual equipment for classroom instructors, parent meetings, and public speaking engagements.
  - Spend time with students during recess and in the cafeteria.
  - Visit grades K through 4 as time permits.
  - Participate in school activities such as assemblies, recess, faculty meetings, etc.
  - Participate in extracurricular activities such as Halloween festivities, holiday programs, and field trips.
  - Prepare and present D.A.R.E. materials to faculty in-service meetings.
  - Schedule and coordinate school assemblies and complete D.A.R.E. diplomas for culmination exercises.
  - Prepare for public speaking engagements at civic and other community organizations.
  - Keep records of daily and monthly activities.
  - Attend in-service training for D.A.R.E. Officers.
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## WILL YOUR CANDIDATE BE SUCCESSFUL?

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The success of D.A.R.E. in your community depends on the Law Enforcement Agency working closely with the School District to combat drug and alcohol abuse through prevention.

A D.A.R.E. Officer should feel strongly about drug abuse prevention and believe the D.A.R.E. Program can make a difference. He/She should love children and be able to communicate with them.

The D.A.R.E. Officer will be highly visible in the community. He/She will be working closely with many children, parents, teachers, and the general public. He/She should project enthusiasm for the D.A.R.E. Program and the police department. The D.A.R.E. Officer's appearance and actions will be critiqued by all he/she comes in contact with.

Also, the D.A.R.E. Officer must be an excellent time manager. There is a major time commitment involved with the Program both in school and during additional D.A.R.E. activities.

Your choice for a D.A.R.E. Officer should be self-confident, hard working, organized, personable, and dedicated to children and drug prevention.

### **THE SUCCESS OF THE D.A.R.E. PROGRAM GREATLY DEPENDS ON WHO DELIVERS THE MESSAGE**

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The success or failure of the D.A.R.E. Program depends on your Officer's ability to deliver the message. The ability of an Officer to "teach" plays a major role in successful implementation of D.A.R.E.

"The outcome of the D.A.R.E. Program depends entirely on who the instructor is. If the Officer is good, the Program works well, but if the Officer is not, it has the opposite effect."  
(Chief of Police)

"D.A.R.E. Officers can be that person that makes or breaks the Program. The personality of the Police Officer makes a big difference. Our Police Officer is our greatest benefit."  
(School Principal)

"The Program works well when you have a good Officer who presents himself in a positive and friendly manner and interacts well with children." (Sheriff)

"I am a firm believer that you can have whatever program you want, but you need someone that will drive it to succeed. The Officers need to be energetic and enthusiastic if they want the Program to work. . . Who teaches the Program is a very important factor."  
(Teacher)