

# POST GUIDELINES FOR REVIEWING AUDIO-VISUAL TRAINING MATERIALS



THE COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

POST GUIDELINES FOR REVIEWING AUDIO-VISUAL TRAINING MATERIALS

Commission on Peace Officer Standards and Training  
Sacramento, California

U.S. Department of Justice  
National Institute of Justice

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## FOREWORD

Audio-visual materials are perhaps the most powerful tools that trainers have at their disposal to impart an idea to students. These materials may be in the form of film, slides, audio tape, video tape, or in any combination. Students generally retain much more of the information delivered by audio-visual materials and therefore are more likely to act on this information in the future.

Because of the strength of this medium it is obviously desirable that the audio-visual training materials used in the classroom are of the highest quality. Materials should guide the student to correct action so that later, when it is time for practical application, the student is successful. It is important that the audio-visual material:

- o would not lead a student to under or over-react to a similar situation on the job;
- o is compatible with existing laws, ethics, procedures;
- o is free of bias and not unnecessarily offensive;
- o is relevant to the subject being taught; and
- o is appropriate for the intended audience.

These guidelines are aimed at assisting all law enforcement training presenters in selecting appropriate audio-visual training materials for the particular subject being taught. The POST Commission is confident that the use of these guidelines in reviewing audio-visual materials prior to classroom presentation will have a positive impact, improving training and reducing possible future civil liability.

The Commission is grateful to the Training Materials Review Advisory Committee for their contributions and efforts in developing these Guidelines.

Questions or comments concerning this report should be directed to the Training Delivery & Compliance Bureau at (916) 227-4862. For information on obtaining additional copies of this document, please call the POST Media Center at (916) 227-4856.



NORMAN C. BOEHM  
Executive Director

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## TABLE OF CONTENTS

	<u>Page</u>
POST COMMISSIONERS.....	i
FOREWORD.....	ii
ADVISORY COMMITTEE.....	iii
TABLE OF CONTENTS.....	iv
INTRODUCTION.....	1
GUIDELINES.....	2
APPENDICES	

POST REGULATION 1052 (g)  
SAMPLE EVALUATION SHEET

## INTRODUCTION

Currently over 1,900 training courses are certified by POST involving some 376 different presenters. POST has a responsibility for the content of the courses it certifies, but allows for program flexibility to accommodate local tactics, policies, and procedures.

There are numerous audio-visual training materials available to presenters of certified training. In the past, POST has not required a review of audio-visual training materials used to aid instruction. We have discovered that in many cases no screening process was in place to review these materials prior to being shown to the student. This can lead to students being exposed to audio-visuals which are not consistent with statewide law enforcement practices and philosophies. As a result, students may take incorrect action on the job, based on audio-visual training material they viewed in class.

POST regulation 1052 now requires that all audio-visual training materials used in POST-certified courses be reviewed prior to use in the classroom. This document, entitled POST Guidelines for Reviewing Audio-Visual Training Materials, was designed to assist presenters in complying with this regulation.

Although these guidelines were developed primarily for use by POST-certified presenters, their use would be a valuable step in preparation for any training where audio-visual materials will be used. Use of these guidelines should serve to enhance course quality and reduce the potential for civil liability.

## **GUIDELINES FOR REVIEWING AUDIO-VISUAL TRAINING MATERIALS**

The use of inappropriate or inaccurate audio-visual training materials in law enforcement training can result in civil litigation, poor tactical decisions, or may be offensive to students based on negative stereotyping. The purpose of these guidelines is to give direction and assistance to presenters and instructors.

### **GUIDELINE I**

**AUDIO-VISUAL TRAINING MATERIALS SHOULD GUIDE THE STUDENT TO RESPOND APPROPRIATELY TO SIMILAR SITUATIONS ON THE JOB.**

1. Audio-visual training materials should eliminate controversy and confusion to ensure that students do not under or over-react to similar situations on the job. To this end the instructor should identify, clarify, and discuss any controversial part within the training material and any appropriate civil liability issues.

**Note:** This does not preclude the use of materials depicting incorrect or inappropriate behavior in order to illustrate a training point. However, these examples should be followed by materials showing correct behavior and/or an explanation by the instructor.

### **GUIDELINE II**

**AUDIO-VISUAL TRAINING MATERIALS SHOULD BE COMPATIBLE WITH EXISTING LAW, LAW ENFORCEMENT ETHICS, AND PROFESSIONAL TRAINING PHILOSOPHIES.**



### GUIDELINE III

AUDIO-VISUAL TRAINING MATERIALS SHOULD BE FREE OF BIAS OR STEREOTYPING ON THE BASIS OF RACE, GENDER, NATIONAL ORIGIN, RELIGIOUS BELIEF, POLITICAL AFFILIATION, DISABILITY, OR SEXUAL ORIENTATION.

1. It may be necessary to depict stereotypes in order to illustrate a point, such as in courses dealing with:
  - a. sexual harassment,
  - b. hate crimes,
  - c. gangs, or
  - d. other "group specific" training.

### GUIDELINE IV

AUDIO-VISUAL TRAINING MATERIALS SHOULD BE FREE OF OFFENSIVE LANGUAGE OR INAPPROPRIATE HUMOR.

1. Offensive language may be necessary to illustrate a point or create a realistic training experience.
2. Humor that is demeaning to any group or individual should be avoided.

### GUIDELINE V

AUDIO-VISUAL TRAINING MATERIALS SHOULD BE RELEVANT TO THE SUBJECT MATTER BEING TAUGHT.

1. Audio-visual training materials involving other issues may be interesting, but tend to dilute the intended training and use up valuable class time.

**Note:** The use of brief audio-visuals unrelated to the subject matter which provide a needed break in instruction may be used if they meet the other criteria within these guidelines.

2. Instructors should be familiar with the audio-visual training material prior to classroom use.

#### **GUIDELINE VI**

THE CONTENT OF AUDIO-VISUAL TRAINING MATERIAL SHOULD BE AT THE APPROPRIATE LEVEL FOR THE INTENDED AUDIENCE.

1. Consideration should be given to the experience level and classification of the audience, such as:
  - a. entry level vs. advanced personnel
  - b. sworn vs. non-sworn personnel
2. The composition of the audience should be considered when using audio-visual training materials that contain confidential or sensitive information.

#### **GUIDELINE VII**

THE REVIEW OF AUDIO-VISUAL TRAINING MATERIALS SHOULD REFLECT THE PERSPECTIVE OF BOTH LAW ENFORCEMENT MANAGEMENT AND SUBJECT MATTER EXPERTS. A WRITTEN RECORD SHOULD BE MAINTAINED TO DOCUMENT REVIEWS.

## **APPENDICES**

## REGULATION

### 1052. Requirements for Course Certification

(a) - (f) continued

(g) The presenter of a POST-certified course shall review all audio-visual training materials prior to use in the classroom. (For reference see "POST Guidelines for Reviewing Audio-Visual Training Materials"). The review of audio-visual training material shall emphasize the avoidance of materials which depict situations, tactics, and procedures that could lead a trainee to take inappropriate actions on the job. The review shall also include careful examination of depictions of law enforcement work to assure consistency with existing law and accepted practices.

(1) For the purposes of this regulation, "audio-visual training materials" are defined as: audio tapes, videotapes, films, slides, and other similar media. They do not include classroom hand-out material.

(2) Audio-visual materials cataloged on the "POST Approved Media List" maintained by the Commission on Peace Officer Standards and Training need not be subjected to the review process described in this section.

(3) This regulation shall be effective July 1, 1993 and shall apply to all audio-visual training materials being considered for use in POST-certified courses commencing after that date. The regulation shall apply to materials previously used by the course presenters only as they are considered for re-use in POST-certified courses.

(4) Nothing in this regulation is intended to prohibit POST-certified presenters from using publicly available broadcast material pertinent to current training topics from being utilized in the classroom without review.

# AUDIO-VISUAL MATERIALS REVIEW CHECK-LIST

\_\_\_\_\_  
**TRAINING PRESENTER**  
 (Academy, College, Vendor)

\_\_\_\_\_  
**INSTRUCTOR'S NAME**

\_\_\_\_\_  
**A-V MATERIAL TITLE**

\_\_\_\_\_  
**A-V MATERIALS PRODUCER**

\_\_\_\_\_  
**SUBJECT MATTER**

\_\_\_\_\_  
**INTENDED AUDIENCE**

GUIDELINE	MEETS STANDARD?	
	<u>Yes</u>	<u>No</u>
I. GUIDES STUDENTS TO RESPOND APPROPRIATELY TO SIMILAR SITUATIONS ON THE JOB.	_____	_____
II. COMPATIBLE WITH LAW, ETHICS, AND TRAINING PHILOSOPHIES.	_____	_____
III. FREE OF BIAS OR UNNECESSARY STEREOTYPING.	_____	_____
IV. FREE OF INAPPROPRIATE HUMOR OR UNNECESSARY OFFENSIVE LANGUAGE.	_____	_____
V. RELEVANT TO THE SUBJECT BEING TAUGHT.	_____	_____
VI. APPROPRIATE FOR INTENDED AUDIENCE.	_____	_____
VII. REVIEW OF THE MATERIAL TOOK INTO ACCOUNT THE CONCERNS OF BOTH LAW ENFORCEMENT MANAGEMENT AND SUBJECT MATTER EXPERTS.	_____	_____

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Reviewer

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date