

## **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 "instruct" 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)