



*TEACHING KIDS TO RESIST DRUGS & VIOLENCE*

---

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MASSACHUSETTS  
POLICIES  
&  
PROCEDURES

*“By bringing our communities together to teach young people how to avoid illegal drugs,  
D.A.R.E. programs help stop drug use before it starts.”*

**George W. Bush**  
**President of the United States of America**

# D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURE

Effective January 1, 2003

The following Policies and Procedures are designed to establish guiding principles that are prudent and practical for carrying on the affairs of our organization. The Policies And Procedures are in accordance with published D.A.R.E. America National Policies and Procedures, or conform to all Federal and State laws.

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**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURE  
SUBJECT: ESTABLISHMENT OF PROCEDURES MANUAL  
NUMBER MA-01**

**DATE: January 1, 2003**

**A. PURPOSE**

To provide clear guidelines to all Massachusetts D.A.R.E. officers.

**B. POLICY**

The Board of Directors of D.A.R.E. Massachusetts through its Executive staff will issue policy and procedures consistent with that of D.A.R.E. America whenever it is deemed for the good of the program. Policy and Procedures will include any and all issues related to the administration and implementation of the D.A.R.E. programs within the Commonwealth of Massachusetts.

**C. PROCEDURES**

1. Policy and Procedures will be uniformly formatted to include the following:
  - a. Subject – to identify the name of the policy.
  - b. Number – each Policy and Procedures will be numbered.
  - c. Purpose – a statement that provides an overview concerning the subject.
  - d. Policy – a broad vision statement that generally provides or establishes the foundation for developing procedures that support the good of the organization.
  - e. Procedures - guidelines that support the implementation of the policy.
2. D.A.R.E. Officers are expected to operate their local programs according to the national and local policies and procedures as established.
3. The Chief Executive Officer of D.A.R.E. Massachusetts, Inc. shall establish a means of D.A.R.E. Officers receiving additions, deletions and modifications of these policies and procedures in a timely fashion
4. At a minimum, all local and national D.A.R.E. policies and procedures will be available by visiting **[www.darema.org](http://www.darema.org)**

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: D.A.R.E. MASSACHUSETTS**  
**NUMBER MA-02**

**DATE: January 1, 2003**

**A. PURPOSE**

To provide an understanding of the mission, focus, and organizational overview of D.A.R.E. Massachusetts, Inc., the “Charter.”

**B. POLICY**

Friends of D.A.R.E. Massachusetts, Inc. d.b.a. D.A.R.E. Massachusetts, is an authorized “charter” of D.A.R.E. America, formed to administer D.A.R.E. programs within the Commonwealth. It is an independent not-for-profit, non-membership organization that has been granted 501(c)(3) exemption by the Internal Revenue Service (IRS). D.A.R.E. Massachusetts is incorporated as a charitable organization with the Massachusetts Secretary of State, and is registered with the Attorney General Division of Charities to fund-raise and accept contributions from the general public. A non-paid Board of Directors governs D.A.R.E. Massachusetts and sets policies and procedures regarding operational issues.

**C. PROCEDURES**

1. D.A.R.E. Massachusetts will manage and administer D.A.R.E. America programs and training in accordance with the purpose, goals and philosophy established by D.A.R.E. America within the Commonwealth.
2. All operations and activities of D.A.R.E. Massachusetts will be conducted in accordance with the corporations Articles of Organization, Bylaws, or as prescribed within the context of D.A.R.E. America’s agreement with D.A.R.E. Massachusetts regarding conditions of state charter approval. Operations and activities include but are not limited to; training, fund-raising, policy and procedure development, local trademark use, certification/decertification, and administering grants (when available).
3. The Board of Directors will consist of at least one representative from each of the following categories: (i) state elected official, (ii) an officer of the State Department of Education, (iii) a Sheriff or Chief of Police, (iv) the State D.A.R.E. coordinator, (v) a D.A.R.E officer, (vi) a significant business owner. There is no minimum or maximum number of board members required.
4. D.A.R.E. Massachusetts will foster and promote D.A.R.E. programs and activities within the state and maintain the prestigious image of D.A.R.E.

**SUBJECT: D.A.R.E. MASSACHUSETTS  
NUMBER MA-02**

5. Among other rights and privileges associated with an authorized charter organization of D.A.R.E. America, D.A.R.E. Massachusetts may use the D.A.R.E. name, logos, trademarks, programs and curricula subject to the agreements of the charter agreement.
6. D.A.R.E. Massachusetts will promptly notify D.A.R.E. America of any infringement, or possible infringement, of any nature of the D.A.R.E. America name, logo, insignias, trademark, program and curricula.
7. D.A.R.E. Massachusetts will establish and manage restricted accounts for local D.A.R.E. programs.
8. D.A.R.E. Massachusetts will purchase or allow the purchase of all promotional merchandise only from D.A.R.E. America licensed vendors.
9. D.A.R.E. Massachusetts will at all times meet or exceed the requirements, comply with policies and procedures, and maintain and enforce the standards set by D.A.R.E. America.
10. D.A.R.E. Massachusetts will engage in state and local fund-raising activities, however, will not accept funds or services from entities connected with alcohol or tobacco products, or any other goods, products, or services determined to be inconsistent with the purposes or objectives of D.A.R.E. America.
11. D.A.R.E. Massachusetts will maintain a database of Massachusetts D.A.R.E. Officers that include but is not limited to: department address, email address, and all active/inactive/retired D.A.R.E. Officers with levels of certification.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: D.A.R.E. ORGANIZATIONAL STRUCTURE IN MASSACHUSETTS**  
**NUMBER MA-03**

**DATE: January 1, 2003**

**A. PURPOSE**

To define the organizational structure and lines of authority for the various D.A.R.E. entities, from D.A.R.E. America to the classroom D.A.R.E. Officer.

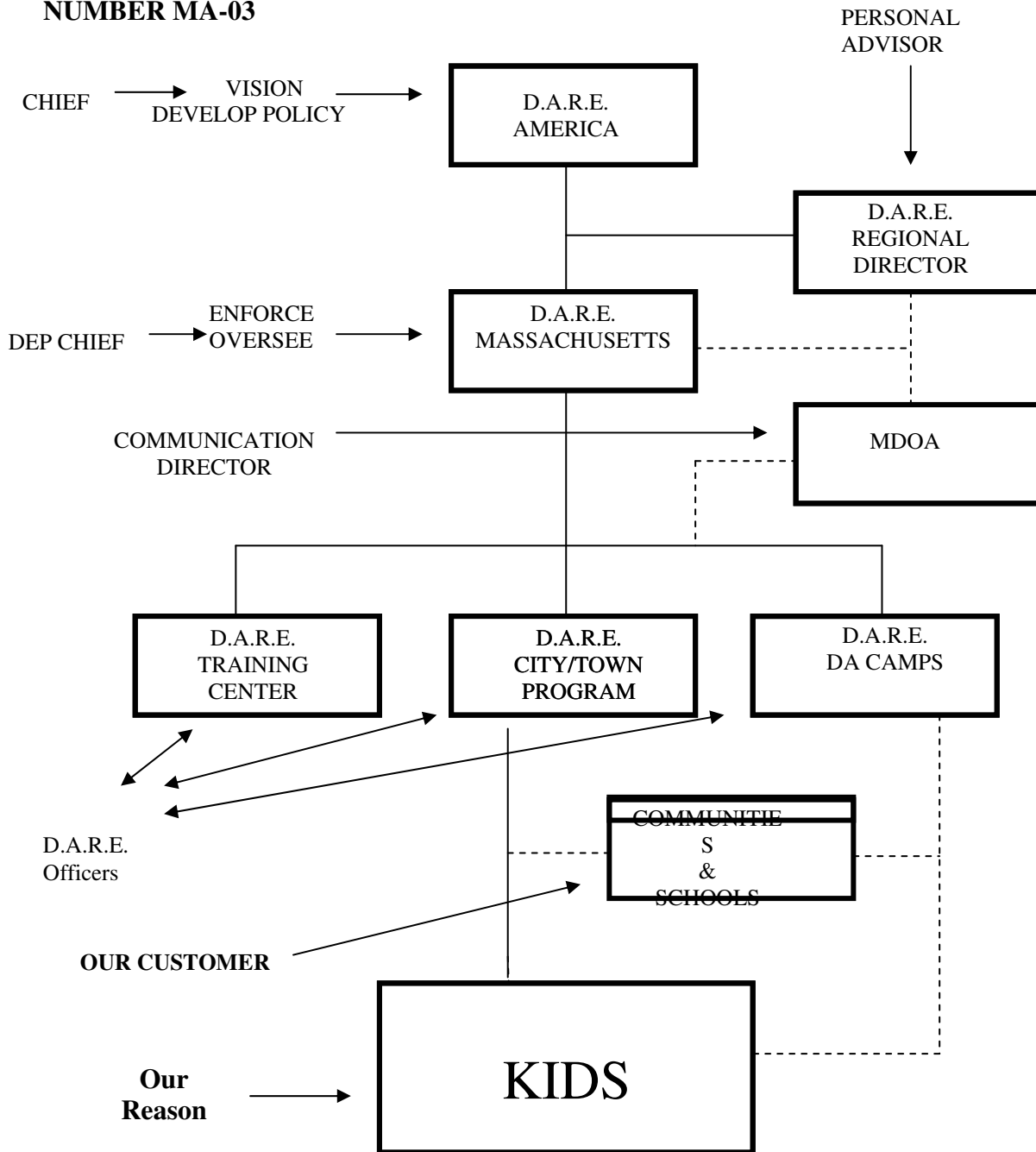
**B. POLICY**

For any organization to be successful it is extremely important to identify and understand the lines of authority and the basic roles of each of those lines. D.A.R.E. Massachusetts is extremely sensitive to the complexity of Departmental Chains-of-Command as well as the importance of accurate information, timely communications, and credibility of our programs. This policy is intended to simplify the understanding of each of the roles within the D.A.R.E. organizations.

**C. PROCEDURES**

1. The levels of structure in our organization will include:
  - a. D.A.R.E. America
  - b. D.A.R.E. Regional Director
  - c. D.A.R.E. Massachusetts
  - d. Massachusetts D.A.R.E. Officer Association
2. An illustrated Organizational Chart is included at the end of this policy.
3. As a simple means to explain the various D.A.R.E. organizations, they are compared to a general Chain-of-Command structure and basic responsibilities within a typical Police Department.

**SUBJECT: DARE ORGANIZATIONAL STRUCTURE IN MASSACHUSETTS  
NUMBER MA-03**



**NOTE: Solid lines indicate direct Chain-of-Command responsibilities with respect to oversight, policy and procedures; dotted lines indicate indirect input that is important to the program success but not necessarily within the scope of Chain-of-Command responsibility.**

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: PROGRAM CONTINUITY AND INTEGRITY**  
**NUMBER MA-05**

**DATE: January 1, 2003**

**A. PURPOSE**

To emphasize the importance of maintaining the continuity and integrity of the D.A.R.E. program.

**B. POLICY**

The D.A.R.E. program has been carefully designed to achieve four specific objectives: (i) to provide children with accurate information about alcohol, tobacco and other drugs; (ii) to provide children with the skills needed to deal with the various types of streets that often set stage for substance abuse; (iii) to provide children with the skills needed to resist peer pressure and; (iv) to show children that there are healthy alternatives to using chemical substances.

The program is designed in a building block fashion. Each lesson builds upon preceding lessons. Therefore, it is essential that the lessons be presented according to the program design. Any deviation from the design will be detrimental to teaching program objectives.

**C. PROCEDURES**

1. The D.A.R.E. curriculum is designed to be delivered by a uniformed law enforcement officer who has been trained and certified by a recognized training center. At no time will the program be delivered by a non-certified instructor.
2. In the event a local program arranges to have a law enforcement officer attend a DOT seminar scheduled at a regional training center or training center other than Massachusetts, D.A.R.E. Massachusetts shall be notified to approve the applicants training.
3. Only an approved D.A.R.E. student workbook may be utilized in the delivery of the D.A.R.E. curriculum.
4. The D.A.R.E. curriculum has been carefully designed to achieve specific program objectives, it is imperative that officers deliver the program according to that design.
5. Officers may not utilize discretion to add, delete or modify the curriculum in any way.
6. This policy does not preclude creativity in teaching methodology. Officers are encouraged to be creative in making the program meaningful and enjoyable for the children. However, program concepts and content may not be modified in any manner.



**SUBJECT: PROGRAM CONTINUITY AND INTEGRITY  
NUMBER MA-05**

7. Any compromise in program continuity and integrity may result in decertification.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: PROGRAM RESPONSIBILITIES**  
**NUMBER MA-06**

**DATE: January 1, 2003**

**A. PURPOSE**

To establish the responsibilities associated with various levels of D.A.R.E. organizations.

**B. POLICY**

The responsibilities and general tasks associated with administering the D.A.R.E. programs in Massachusetts are outlined below, and are consistent with the organizational chart provided in Policy and Procedure # MA-03. It is important that all D.A.R.E. officers have a broad understanding of the various levels and administrative structure as they relate to the funding, training, execution, and performance of the D.A.R.E. program.

**C. PROCEDURES**

1. **D.A.R.E. America**, is the founder, owner and parent organization for all D.A.R.E. programs, worldwide. They provide vision; national policies and procedures; curriculum development; and specific training and administrative guidance to state charters, training centers or associations. D.A.R.E. America:
  - a. Charters State Organizations.
  - b. Provides direct support to local programs on an as needed basis.
  - c. Provides curriculum development, updates and revisions; in-service training's at conferences & seminars; public awareness; evaluation and research summaries; program monitoring; and several advisory boards that include a scientific, charter, youth, operations, training, and educational and curriculum boards. All boards are made up of law enforcement officers from around the country.
  - d. Provides free starter kits to brand new D.A.R.E. programs in local communities.
  - e. Heavily subsidizes the cost of Elementary school, Junior High/Middle schools and Senior High workbooks.
  - f. Licensing vendors to sell and produce merchandise.
  - g. Trademark authorization and protection. D.A.R.E. America owns the Family of Trademarks associated with the program and regulates their use and protects them against infringement. *No other entity has authority over the trademarks.*
  - h. Curriculum copyright protection.
  - i. Overall program administration throughout the world.
  - j. The official D.A.R.E. America website is: [www.dare.com](http://www.dare.com)

**SUBJECT: PROGRAM ADMINISTRATION  
NUMBER MA-06**

2. **D.A.R.E. Regional Program Director (RPDs)**, have responsibilities within defined geographic boundaries. Each RPD is an employee of D.A.R.E. America and will have the primary responsibility for liaison with all D.A.R.E. entities and concerned constituencies within their assigned geographic area. For complete responsibility see National D.A.R.E. Policy 01-01 dtd. Sept10, 2001.
3. **Friends of D.A.R.E. Massachusetts, Inc. d.b.a.D.A.R.E. Massachusetts, Inc.** is an approved “Charter” of D.A.R.E. America. Obligated by certain conditions outlined in its “agreement of state charter” with D.A.R.E. America, it is an independent not-for-profit corporation responsible for its own actions and those addressed in policy and procedure MA-02. Which include:
  - a. Administration of the D.A.R.E. program in Massachusetts
  - b. Identify and secure statewide funding resources.
  - c. Administer & support statewide training activities.
  - d. Approve all training applications.
  - e. Provide technical assistance to local and state programs.
  - f. Monitor accreditation process and standards of the training center.
  - g. Establish local, state and national coalitions
  - h. Develop and enforce local and national policy.
  - i. Approve/disapprove the use of the D.A.R.E. Trademark requests within the state in conjunction with D.A.R.E. America.
  - j. Establish and manage at no cost, restricted accounts for local communities to place contributions and donations for 100% use by their town.
  - k. Organize promotional and public awareness campaigns that benefit the D.A.R.E. program in Massachusetts
  - l. D.A.R.E. Massachusetts is the only authorized D.A.R.E. charitable organization in Massachusetts.
  - m. Approve/deny all local appeals or waivers associated with the certification of officers or delivery of the curriculum.
  - n. Provide input to D.A.R.E. Officers Association Annual Conference agenda, location and budget. If seeking a grant from D.A.R.E. America, D.A.R.E. Massachusetts, must provide a written endorsement of the budget.
  - o. The official website for D.A.R.E. Massachusetts is [www.darema.org](http://www.darema.org)

**SUBJECT: PROGRAM ADMINISTRATION**  
**NUMBER MA-06**

4. The **Massachusetts D.A.R.E. Officers Association** is a fraternal organization designed to assist in the dissemination of information to D.A.R.E. officers. This networking organization is not involved in the administration of D.A.R.E., however works closely with D.A.R.E. Massachusetts in collaboration efforts statewide. The MDOA is governed by its own Executive Board and bylaws and consistent with the goals and objectives of D.A.R.E. America, the Association is responsible for:
  - a. Promoting the continuity of materials and teaching techniques.
  - b. Promoting goodwill and harmony among its members and all D.A.R.E. officers delivering or associated with the D.A.R.E. programs.
  - c. Developing a means to disseminate information which is valuable to D.A.R.E. officers, statewide.
  - d. At the discretion of its Executive Board and upon coordination with D.A.R.E. Massachusetts, conduct an annual conference designed to share in the techniques and developments within the organizations field of mutual interest.
  - e. The official website of the Massachusetts D.A.R.E. Officers Association is [www.massdare.org](http://www.massdare.org)
  
5. **The D.A.R.E. Officer**, makes it all happen. They are the front line of D.A.R.E. and critical to the curriculum delivery and the success of each communities program. They:
  - a. Teach the D.A.R.E. Elementary, Junior, Senior and Parent curriculum, spend time with the students during recess and in the cafeteria, and participate in school activities such as assemblies and faculty meetings. Some may join the local PTA/PTO, etc...
  - b. Prepare teaching material and guides for teachers extra classroom activities.
  - c. Visit K-4 classes as time permits.
  - d. Maintain relations with school administrators and other key school personnel
  - e. Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTA meetings and community organization meetings.
  - f. Coordinate audiovisual equipment for classroom instruction, parent meetings and public speaking engagements.
  - g. Schedule and coordinate culmination (D.A.R.E. student graduation) exercises and complete D.A.R.E. diplomas.
  - h. Participate in extracurricular activities such as holiday programs, field trips, skating parties, dances, summer day camps, etc...
  - i. Attend in-service training sessions.
  - j. Become mentors.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: MASSACHUSETTS D.A.R.E. TRAINING**  
**NUMBER MA-03-011**

*(Supersedes 92-03 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish and define general D.A.R.E. Training procedures conducted in Massachusetts.

**B. POLICY**

All "Training Center"/Training Coordinator responsibilities are assumed by D.A.R.E. Massachusetts. D.A.R.E. Massachusetts believes that the continuation of first-class training is paramount and essential to the success of the D.A.R.E. program and its delivery to our local schools. All training and evaluations will be conducted in accordance with or in excess of D.A.R.E. America policy and procedures.

**C. PROCEDURES**

1. All certificate training will be conducted in an environment consistent with learning and in the best interest of our program.
2. All student training needs will be adequately and appropriately met.
3. All certificate training will be restricted to a maximum class size of 36 students, unless approved by D.A.R.E. Massachusetts and is in the best interest of our program.
4. Training teams will include certified officers from throughout the state and may include officers from other states.
5. Certified Massachusetts mentors/facilitators/educators will have priority for teaching opportunities however, out of state mentors/facilitators/educators will be used if in the best interest of our program.
6. All training will be conducted in a professional manner by quality instructors certified and current in the respective level of instruction.
7. DOT training requires 1 mentor per 6 students.
8. Waiver requests for training will not be accepted unless they are in writing, on Department stationary, signed by the requesting Department Chief and follow the chain of approval established by D.A.R.E. America.

**SUBJECT: MASSACHUSETTS D.A.R.E. TRAINING  
NUMBER MA-03-011**

9. All training will be in accordance with policies and procedures established by D.A.R.E. America and will not deviate from the established curricula.
10. D.A.R.E. Massachusetts recognizes that officers attending training could hold various ranks within their departments. While it is important to respect every officers earned rank, instructors and class leaders will not be based on that rank.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: EDUCATIONAL ADVISOR**  
**NUMBER MA 03-012**

**DATE: January 1, 2003**

**A. PURPOSE**

To establish requirements for selection and the responsibilities of the Educational Advisor

**B. POLICY**

The position of Educational Advisor is critical to the success of our D.A.R.E. program and will follow, at a minimum, the guidelines established by D.A.R.E. America.

**C. PROCEDURES**

1. The State and Training coordinators will review all prospective candidate resumes and conduct interviews of those meeting or committed to meeting the below minimum criteria as established for a D.A.R.E. Educator. A D.A.R.E. Educator will be:
  - a. Certified, or licensed by the home state Department of Education as meeting the established standards to teach.
  - b. Competent in education theory, as well as classroom management, teaching modalities, and child development.
  - c. Knowledgeable of the D.A.R.E. program goals, philosophies and curriculum
  - d. Available during an 80-hour D.A.R.E. Officer Training (DOT).
  - e. Able to attend various courses, seminars or training opportunities offered/required by D.A.R.E. America or other designated agencies that benefit the delivery of the D.A.R.E. curricula
  - f. Committed to the replication of the approved D.A.R.E. program.
  
2. The Educational Advisor has no term limit, serves at the pleasure of D.A.R.E. Massachusetts and may be the same person selected by the Massachusetts D.A.R.E. Officers Association Executive Board President.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**

**SUBJECT: In-SERVICE TRAINING**

**NUMBER MA-03-013**

*(Supersedes 92-03 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish in-service training requirements that benefit D.A.R.E. programs statewide.

**B. POLICY**

In-service training provides valuable benefits to D.A.R.E. officers that may include curriculum updates, reinforcement or enhancement skills, exchange of ideas; new techniques, or what is or isn't working in different parts of the state. At a minimum, in-service training is an opportunity to network with other D.A.R.E. officers, or supporting agencies.

**C. PROCEDURES**

1. In-service training will be conducted when emerging trends necessitate or as requested.
2. D.A.R.E. Massachusetts will notify current D.A.R.E. officers of various in-service training, as they become available. All notifications will be posted at [www.darema.org](http://www.darema.org) and emailed to the current address on file.
3. At a minimum, in-service training will be available during the Annual State Conference.
4. The training coordinator will consult with D.A.R.E. Massachusetts to determine all in-service training subjects, times and locations.



**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**

**SUBJECT: WEAPONS IN CLASSROOM**

**NUMBER MA-03-014**

*(Supersedes 92-13 dtd 11/92)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish guidance and recommendations for the wearing of weapons during D.A.R.E. training and in the classrooms.

**B. POLICY**

It is recognized that agency and department heads are responsible for the final decision on the wearing of firearms and that their decision is final and without question. However, it is the recommendation of D.A.R.E. America that consideration be given to the positive aspects of allowing D.A.R.E. officers to instruct in the classroom without weapons.

A primary goal of the D.A.R.E. program is to provide role models for children in a non-threatening environment. The weapon plays a significant role in creating images D.A.R.E. attempts to overcome. The weapon is an item of curiosity with children and can be a significant distraction. The absence of the weapon is considered beneficial in focusing children's attention on the curriculum concepts.

**C. PROCEDURES**

1. All agency and department heads will be informed of the national recommendation that officers instruct the D.A.R.E. curriculum without a weapon.
2. Unless otherwise ordered, officers should not wear weapons while conducting D.A.R.E. lessons and while engaging in out of classroom D.A.R.E. activities.
3. In every instance, officers will comply with the directive of their agency or department head concerning the wearing of the weapon while performing D.A.R.E. functions in the school.
4. Under no circumstance, may a D.A.R.E. officer candidate or training personnel wear a firearm, concealed or otherwise, while attending a DOT seminar or any DOT activity.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: D.A.R.E. OFFICER TRAINING (DOT) ENROLLMENT**  
**NUMBER MA- 03-015**

*(Supersedes 92-17 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish the procedures for enrollment in a D.A.R.E. Officer Training (DOT)

**B.POLICY**

It is our inherent responsibility to develop a fair, equitable and consistent process of notifying departments of training opportunities, providing application packages to officers, processing candidate packages, and awarding an eligible officer with the opportunity to attend any D.A.R.E. training.

**C. PROCEDURES**

1. D.A.R.E. Massachusetts will make every attempt to announce training opportunities on a timely basis using whatever means available to disseminate information as fairly as possible.
2. Once a request (written or email) for a seat has been made, a formal application package will be forwarded to the applicant agency. The package will contain among various other documents, a letter of intent that must be signed by the law enforcement department head (chief) and the school administrative head (superintendent) where the D.A.R.E. program will be implemented, before the application will be considered.
3. Upon receipt of the completed application and subsequent approval of attendance, the training coordinator will forward a confirmation package to the D.A.R.E. officer candidate and a letter to the agency head.
4. Confirmed applications will be provided to those D.A.R.E. mentors/educators conducting the training as a means of familiarizing themselves with the applicant's backgrounds and needs.
5. A law enforcement agency may submit applications for up to 2 seats in a DOT. Based on the number of other applicants, one would be approved and one may be placed on a waiting list.
6. D.A.R.E. Massachusetts may establish criteria, based on need and other standards that reflect the principles of equal consideration and fairness that establish priorities in assigning seats at a DOT.

**SUBJECT: D.A.R.E. OFFICER TRAINING (DOT) ENROLLMENT  
NUMBER MA- 03-015**

7. In the event a department wishes to apply to a Regional Training Center or a State Training Center other than Massachusetts, the officer candidate must request an interstate training waiver from the Massachusetts Training Coordinator. The interstate training request waiver must then be approved by D.A.R.E. Massachusetts, the Regional Director and the gaining Training Center Coordinator. D.A.R.E. Massachusetts will make every effort to expedite this process and provide the candidate a completed copy of the approved waiver.
8. Upon completion of an out-of-state training, the D.A.R.E. officer is responsible for notifying D.A.R.E. Massachusetts of his/her successful completion as well as providing documentation of the completed course.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: MENTOR SELECTION AND CERTIFICATION**  
**NUMBER MA-04-01**

*Supersedes 92-12 revised 01/93)*

**DATE: January 1, 2003**

**A. PURPOSE**

To Establish guidelines for the selection and retention of Mentor officer candidates.

**B. POLICY**

Mentors play a critical role in the success of the D.A.R.E. program and the quality of training offered to D.A.R.E. officer candidates. For that reason, it is imperative that the Mentors be of the highest quality and possess ethic and beliefs above reproach..

**C. PROCEDURES**

1. Mentors will be experienced law enforcement officers who have completed the 80-hour DOT (D.A.R.E. Officer Training) and the 40-hour MOT (Mentor Officer Training).
2. D.A.R.E. Massachusetts will determine if and when there is an additional need for Mentors and make every attempt to announce Mentor training opportunities (in Massachusetts) on a timely basis using whatever means available to disseminate information as fairly as possible.
3. Once a request (written or email) for a seat has been made, a formal application package will be forwarded to the applicant. The applicant will submit with his/her application a letter from his/her agency/department head stating the conditions of availability of the candidate to participate in training activities, a letter of recommendation and a current resume.
4. Upon receipt of the completed application the training coordinator will acknowledge each candidate and advise them of the next review phase.
5. D.A.R.E. Massachusetts will convene a panel to review all submitted applications and to conduct interviews of each candidate. The panel will be charged with providing the State Coordinator with recommendations based on criteria provided by D.A.R.E. America National Policy and Procedure 04-01
6. Upon selection, the candidate will be notified by D.A.R.E. Massachusetts of his/her acceptance..

**SUBJECT: MENTOR SELECTION AND CERTIFICATION  
NUMBER MA-04-01**

7. A Mentor, in order to maintain his/her certification must be in compliance with D.A.R.E. America National Policy and Procedure 04-03.
8. A mentor who loses his/her certification may file an appeal in accordance with D.A.R.E. America National Policy and Procedure 04-03.
9. In the event a department wishes to apply to a Regional Training Center or a State Training Center other than Massachusetts, the officer candidate must request an interstate training waiver from the Massachusetts Training Coordinator. The interstate training request waiver must then be approved by D.A.R.E. Massachusetts, the Regional Director and the gaining Training Center Coordinator. D.A.R.E. Massachusetts will make every effort to expedite this process and provide the candidate a completed copy of the approved waiver.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: SELECTION AND CERTIFICATION REQUIREMENTS OF A**  
**D.A.R.E. OFFICER**  
**NUMBER MA-05-011**  
*(Supersedes 92-09 revised 12/00)*

**DATE: January 1, 2003**

**A PURPOSE**

To establish criteria for selecting D.A.R.E. Officer candidates, and procedures for the certification of a D.A.R.E. Officer.

**B. POLICY**

The success of the D.A.R.E. program depends largely on the selection and subsequent training of the right D.A.R.E. Officer candidate. D.A.R.E. America has designed a comprehensive training course to prepare officers to deliver the curriculum. The successful completion of this training is required to certify and authorize an officer to deliver the D.A.R.E. curriculum to students in the classroom.

**C. PROCEDURES**

1. Criteria for selection as a D.A.R.E. Officer candidate are described in D.A.R.E. America National Policy and Procedure 05-01.
2. Application procedures for attendance to a D.A.R.E. training are described in D.A.R.E. Massachusetts Policy and Procedure MA 03-02.
3. A D.A.R.E. Officer Training (DOT) will consist of a minimum of 80-hours of classroom instruction.
4. Due to the importance of each module, strict attendance, academics, dress and conduct codes will be enforced throughout the training.
5. While in attendance, students will be under the supervision of the course supervisor (training facilitator) regardless of rank.
6. Any serious incident that may result in a discharge or withdrawal from the training, will be reported immediately to the Training Coordinator who will notify D.A.R.E. Massachusetts and the officer's agency/department.
7. Under no circumstance will an officer be approved to deliver the D.A.R.E. curriculum without first having been certified by a D.A.R.E. America authorized Training Team.

**SUBJECT: SELECTION AND CERTIFICATION REQUIREMENTS OF A  
D.A.R.E. OFFICER  
NUMBER MA-05-011**

8. A D.A.R.E. Officer candidate must, at a minimum, accomplish the following requirements to successfully complete the program and achieve certification:
  - a. Successfully prepare, teach and meet the objectives of a 45-minute core lesson with immediate feedback and evaluation by the officer's mentor.
  - b. Successfully participate in and/or complete all major activities, assignments and workshops.
  - c. Demonstrate the ability to:
    - (1) Appropriately respond to instruction
    - (2) Be prompt in meeting obligations
    - (3) Motivate others and generate enthusiasm
  - d. Relate effectively with peers, team members, training staff, school personnel and children.
  - e. Effectively utilize verbal, nonverbal and written communication skills (being cognizant of, respectful of, and sensitive to the diverse cultural attributes of the receiver)
  - f. Demonstrate the ability to appropriately utilize:
    - (1) Teaching modalities,
    - (2) Effective and appropriate classroom management techniques.
    - (3) Instructional aids
  - g. Teach a portion of a core lesson and, if possible or time permitting, a visitation lesson as prescribed in the DOT Training Manual, in an elementary school
  - h. Meet the minimum standard of the performance evaluation
9. Experienced D.A.R.E. Officers that have completed an 80-hour DOT and a 40- hour MOT will conduct all training. The experienced D.A.R.E. Officer (Mentor) should be actively delivering the D.A.R.E. curriculum in his/her local classroom and have participated in a DOT within the past 12 months.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. JUNIOR HIGH/MIDDLE**  
**SCHOOL TRAINING**  
**NUMBER MA-05-031**

*(Supersedes 93-20 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish procedures for the certification of a Junior High/Middle School D.A.R.E. Officer.

**B. POLICY**

The success of the D.A.R.E. program depends largely on the selection and subsequent training of the right D.A.R.E. Officer. D.A.R.E. America has designed a comprehensive training course to prepare officers to deliver the curriculum. The successful completion of this training is required to certify and authorize an officer to deliver the D.A.R.E. curriculum to students in the classroom.

**C. PROCEDURES**

1. The D.A.R.E. Jr. High/Middle School training will consist of a minimum of three days of classroom instruction.
2. Strict attendance, academics, dress and conduct codes will be enforced throughout the training.
3. While in attendance, students will be under the supervision of the course supervisor (training facilitator) regardless of rank.
4. Any serious incident that may result in a discharge or withdrawal from the training, will be reported immediately to the Training Coordinator who will notify D.A.R.E. Massachusetts and the officer's agency/department.
5. Under no circumstance will an officer be approved to deliver the D.A.R.E. curriculum without first having been certified by a D.A.R.E. America authorized Training Team.
6. A D.A.R.E. Officer must, at a minimum, accomplish the following requirements to successfully complete the training and achieve certification to teach the Junior High/Middle School program:
  - a. Successfully prepare, teach and meet the objectives of a lesson with immediate feedback and evaluation by the officer's mentor.
  - b. Actively participate in all the training.
  - c. Demonstrate a positive attitude toward the training program and curriculum.



**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. JUNIOR HIGH/MIDDLE  
SCHOOL TRAINING  
NUMBER MA-05-031**

- d. Must have a minimum of two semesters experience teaching the core curriculum at the elementary school level.
7. All training will be conducted by experienced D.A.R.E. officers who are mentor certified. Mentors in the Junior High/Middle School training program will have completed the following:
- a. Successful completion of the training program
  - b. Completion of two cycles of the program in their school system.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. SENIOR HIGH SCHOOL**  
**TRAINING**

**NUMBER MA-05-041**  
*(Supersedes 93-20 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish procedures for the certification of a D.A.R.E. Officer.

**B. POLICY**

The success of the D.A.R.E. program depends largely on the selection and subsequent training of the right D.A.R.E. Officer. D.A.R.E. America has designed a comprehensive training course to prepare officers to deliver the curriculum. The successful completion of this training is required to certify and authorize an officer to deliver the D.A.R.E. curriculum to students in the classroom.

**C. PROCEDURES**

1. The D.A.R.E. Senior High School training will consist of a minimum of four days of classroom instruction.
2. Strict attendance, academics, dress and conduct codes will be enforced throughout the training.
3. While in attendance, students will be under the supervision of the course supervisor (training facilitator) regardless of rank.
4. Any serious incident that may result in a discharge or withdrawal from the training, will be reported immediately to the Training Coordinator who will notify D.A.R.E. Massachusetts and the officer's agency/department.
5. Under no circumstance will an officer be approved to deliver the D.A.R.E. curriculum without first having been certified by a D.A.R.E. America authorized Training Team.
6. The D.A.R.E. Officer must be accompanied by his/her teaching partner from the school system that they will be teaching at.
  - a. D.A.R.E. Officers who will be co-teaching with an educator who has previously been trained do not have to be accompanied by an educator.

**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. SENIOR HIGH SCHOOL TRAINING**  
**NUMBER MA-05-041**

- b. Educators who will be co-teaching with a D.A.R.E. Officer who has previously been trained do not have to be accompanied by an officer. These educators are invited to attend the entire training although they are not required to participate in the two days of practice teaching by the student officer.
7. A D.A.R.E. Officer must, at a minimum, accomplish the following requirements to successfully complete the training and achieve certification to teach the Senior High School program:
- a. Successfully prepare, teach and meet the objectives of a lesson with immediate feedback and evaluation by the officer's mentor.
  - b. Actively participate in all the training.
  - c. Demonstrate a positive attitude toward the training program and curriculum.
  - d. Must be able to relate effectively with their teaching partner and senior high school students
  - e. Must have a minimum of two semesters of experience teaching at the elementary school level and/or junior high/middle school level.
8. Experienced D.A.R.E. officers who are mentor certified will conduct all training. Mentors in the Senior High School training program will have completed the following
- a. Successful completion of the training program.
  - b. Completion of two cycles of the program in their school system.
  - c. Shadow a member of an experienced training team member.
  - d. Conduct a training under the supervision of an experienced training team member.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. PARENT PROGRAM**  
**NUMBER MA-05-051**

*(Supersedes 93-20 revised 12/00)*

**DATE: January 1, 2003**

**A. PURPOSE**

To establish procedures for the certification of a D.A.R.E. Officer.

**B. POLICY**

The success of the D.A.R.E. program depends largely on the selection and subsequent training of the right D.A.R.E. Officer. D.A.R.E. America has designed a comprehensive training course to prepare officers to deliver the curriculum. The successful completion of this training is required to certify and authorize an officer to deliver the D.A.R.E. curriculum to students in the classroom.

**C. PROCEDURES**

1. The D.A.R.E. Parent Program will consist of a minimum of five days of classroom instruction.
2. Strict attendance, academics, dress and conduct codes will be enforced throughout the training.
3. While in attendance, students will be under the supervision of the course supervisor (training facilitator) regardless of rank.
4. Any serious incident that may result in a discharge or withdrawal from the training, will be reported immediately to the Training Coordinator who will notify D.A.R.E. Massachusetts and the officer's agency/department.
5. Under no circumstance will an officer be approved to deliver the D.A.R.E. curriculum without first having been certified by a D.A.R.E. America authorized Training Team.
6. A D.A.R.E. Officer must, at a minimum, accomplish the following requirements to successfully complete the training and achieve certification to teach the Parent program:
  - a. Successfully prepare, teach and meet the objectives of a lesson with immediate feedback and evaluation by the officer's mentor.
  - b. Actively participate in all the training.
  - c. Demonstrate a positive attitude toward the training program and curriculum.
  - d. Must have a minimum of two semesters of experience teaching at the elementary school level and/or junior high/middle school level and/or Senior High School level.

**SUBJECT: CERTIFICATION REQUIREMENTS – D.A.R.E. PARENT PROGRAM  
NUMBER MA-05-051**

9. Experienced D.A.R.E. officers who are mentor certified will conduct all training. Mentors in the Parent Program will have completed the following:
  - a. Successful completion of the training program.
  - b. Completion of two cycles of the program in their school system.

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**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: Code of Conduct**  
**NUMBER MA-05-111**

DATE: January 1, 2003

Maintaining the local continuity and integrity of the National D.A.R.E. program is the responsibility of D.A.R.E. Massachusetts. Officer's who become certified D.A.R.E. instructors by successfully completing the 80-hour D.A.R.E. Officer Training (DOT) are required to adhere to the D.A.R.E. Officer's Code of Conduct. This Code of Conduct will ensure that D.A.R.E. Officers present themselves as positive role models and represent the D.A.R.E. program in an appropriate manner.

**CODE OF CONDUCT**

As a D.A.R.E. officer, I will conduct myself in a manner, which will present a positive role model to those within the community in which I serve. I understand that my actions reflect directly on the D.A.R.E. program.

I understand that certification to present the D.A.R.E. curriculum is a privilege, not a right and that I may only present those curricula for which I have been certified. Violations of the following standards may result in decertification and loss of the privilege to present D.A.R.E. curriculum:

**1. Criminal Misconduct**

**2. Administrative Misconduct, including but not limited to:**

- Knowingly failing to comply with established national, regional or local policies and procedures.
- Knowingly failing to deliver the D.A.R.E. curriculum according to the program design.
- Knowingly using the D.A.R.E. name, logo, and/or copyright protected material in an inappropriate manner.

**3. Conduct Unbecoming a D.A.R.E. Officer:**

The officer/instructor is the most visible representative of the D.A.R.E. program. Each involved officer represents all who have and continue to contribute to the program. As a highly visible member of the community, the conduct of an officer affiliated with D.A.R.E. is closely scrutinized, and actions on and off duty reflect directly upon the public's perception of the program.

**SUBJECT: Code of Conduct  
NUMBER MA-05-111**

Officers certified to present the D.A.R.E. curricula must at all times conduct themselves in a professional manner, not bringing discredit to themselves, their employing agency, the law enforcement profession or the D.A.R.E. program.

**4. Violations of Trademark and Copyright Laws**

D.A.R.E. Officers shall not violate, or allow others to violate, the D.A.R.E. America Trademark Infringement Policy which states: “No local production of any D.A.R.E. merchandise may be undertaken. Only authorized licensed vendors of D.A.R.E. America may use the D.A.R.E. name or family of D.A.R.E. trademarks on D.A.R.E. items or promotional items.” Any person (including a police officer) who utilizes any of these trademarks on merchandise, promotional items, or in publications without written consent of D.A.R.E. America, through D.A.R.E. Massachusetts, may be in violation of federal law and subject to prosecution.

D.A.R.E. is a registered trademark and may not be used by any person(s) without the expressed written consent of D.A.R.E. America. All fundraising efforts in which the D.A.R.E. name or family of names are used or displayed must receive the prior written approval of D.A.R.E. America, through D.A.R.E. Massachusetts.

D.A.R.E. Officers shall not violate the D.A.R.E. America/Los Angeles Unified School District copyright guidelines which states: “The production of any D.A.R.E. educational materials is prohibited without the written permission of both the L.A.U.S.D. and D.A.R.E. America.

\_\_\_\_\_  
Officers Signature

\_\_\_\_\_  
Training Center Representative

\_\_\_\_\_  
Officer’s Name (print)

\_\_\_\_\_  
Training Center

\_\_\_\_\_  
Date

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: Use of D.A.R.E. Trademark**  
**NUMBER MA-07**

DATE: January 1, 2003

**A. PURPOSE**

To provide an understanding of the laws and regulations that govern the use of D.A.R.E. America's trademark name, logo curriculum and other copyrighted materials.

**B. POLICY**

To preserve the integrity of D.A.R.E., it is essential to control the use of the program name, logo, curriculum and other trademark materials.

The use of the D.A.R.E. name, logo and other materials are protected by State and Federal trademark law. Any use of the name or logo requires written permission and subsequent written consent or denial. Although D.A.R.E. America retains final determination for the use of its trademark name and logo, it has authorized D.A.R.E. Massachusetts to approve local uses deemed in the best interest of the program

**C. PROCEDURES**

1. Any use of the D.A.R.E. name, logo and/or other copyright protected materials must be requested in writing to D.A.R.E. Massachusetts.
2. D.A.R.E. Massachusetts will determine if the use of the trademark is in the best interest of the program and respond immediately, in writing.
3. The local use of the D.A.R.E. name and logo is limited to those agencies/departments whose officers are certified and are active in the delivery of the D.A.R.E. curriculum.
4. Authorization to affix the D.A.R.E. name/logo to any item available through the D.A.R.E. recognized vendor's is strictly prohibited and subject to legal action. (i.e.; to affix the D.A.R.E. logo or any form of the logo, on a T-shirt, hat, pencil, pen, bumper sticker, etc.. provided by Joe's Embroidery shop in Smalltown MA is prohibited and subject to legal action). All of the mentioned items are available through D.A.R.E. authorized vendors.
5. With the exception of a certified D.A.R.E. officer's stationary or business cards, permission must be authorized to use the D.A.R.E. name/logo.



**SUBJECT: Use of D.A.R.E. Trademark  
NUMBER MA-07**

6. The association of the D.A.R.E. name/logo with any act of fundraising requires written permission. Such activities must reflect favorably on the D.A.R.E. name to be considered. See Fundraising Policies and Procedures MA 08 for detailed information.
  - (a) Requests to fund-raise using a professional tele-marketing company will be denied until further guidance is developed by D.A.R.E. America.
  - (b) Whatever the method of fundraising, keep in mind at all times that it's the good name of D.A.R.E. that is most important. It is so important that under Massachusetts law, a charity's name (D.A.R.E.) may not be used by another person or entity without permission.
7. Approval of all D.A.R.E. fundraising activities will be contingent upon 100% of the proceeds being deposited with D.A.R.E. Massachusetts for the exclusive use by the community/department that benefits from the conduct of the fund-raiser.
8. Any violation of the state or federal trademark regulations is subject to legal action and decertification by D.A.R.E. America, and/or D.A.R.E. Massachusetts.
9. Other guidance and examples for the use of the D.A.R.E. name/logo are available within D.A.R.E. America's National Policies and Procedures.

**D.A.R.E. MASSACHUSETTS POLICY AND PROCEDURES**  
**SUBJECT: FUNDRAISING**  
**NUMBER MA-08**

DATE: January 1, 2003

**A. PURPOSE**

To set a strict procedure for all departments/officers using the D.A.R.E. name when raising funds for their programs

**B. POLICY**

Any use of the D.A.R.E. family of names or the official D.A.R.E. logo without advanced approval is illegal and in violation of D.A.R.E. America regulations.

**C. PROCEDURES**

**1. APPLICATION AND RETURN**

- a. Anyone wishing to raise funds in the name of D.A.R.E. will submit a **Fundraising Project Application** form to D.A.R.E. Massachusetts for their written approval thirty, (30), days prior to the start date of the activity/event. All contracts or agreements must accompany the application and receive written approval before negotiated.
- b. A financial report will be submitted to D.A.R.E. Massachusetts within thirty, (30), days following the event, unless an extension is granted.
- c. For a fundraising campaign longer than ninety, (90), days, approval must be renewed. This includes ongoing or year round solicitations of contributions from businesses, organizations and individuals.
- d. D.A.R.E. Massachusetts will respond within five (5) working days to the person(s) who submitted the application.

**2. DEPOSIT AND USE OF FUNDS RAISED**

- a. D.A.R.E. Massachusetts will deposit all profits in a designated account **RESTRICTED** for use by the department/agency that raised the funds. In the event a fundraising activity requires significant administration support, a small fee may be negotiated.
- b. Use of the raised D.A.R.E. funds are restricted to goods or services directly associated to the support of a departments D.A.R.E. program.

**SUBJECT: FUNDRAISING  
NUMBER MA-08**

- c. Any and all goods available through a D.A.R.E. America authorized vendor will be purchased from that vendor. Items not available through the authorized vendors may be purchased locally upon written approval by D.A.R.E. Massachusetts.
- d. Reimbursement of D.A.R.E. Officer compensation for service associated with the delivery of the D.A.R.E. program will be submitted to D.A.R.E. Massachusetts by the Chief or Department head.
- e. Payment for officer compensation will be made to the town/city comptroller or the person/agent in charge of administering the department payroll. No taxes will be withdrawn and no 1099's will be issued for services provided by the D.A.R.E. officer.
- f. All requests for payments will be issued at a minimum, on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Emergency situations will be administered on a case by case.

Annex 1  
**FUNDRAISING PROJECT APPLICATION**

The intent of this application is to ensure that all fundraising events and projects are well organized, tasteful, productive and **LEGAL**.

PROJECT TITLE: \_\_\_\_\_

EVENT START DATE: \_\_\_\_\_ EVENT END DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

TARGET GROUP:

ORGANIZATIONS/INDIVIDUALS INVOLVED:

FUNDRAISING PROCEDURE: (enclose sample of items, materials, letters, flyers etc...)

ESTIMATED DOLLARS TO BE RAISED: 

\$

ESTIMATED COST OF PROJECT: 

\$

Who will be responsible for handling of money: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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Office use only

APPROVED:  YES  NO DATE \_\_\_\_\_