

## **TITLE 280 DIVISION OF PREPAREDNESS AND TRAINING**

*NOTE: Under P.L.22-2005, SECTION 59, the name of the Public Safety Training Board is changed to the Division of Preparedness and Training, effective April 15, 2005*

*NOTE: IC 5-2-10.5 was repealed by P.L.22-2005, SECTION 52, effective April 15, 2005.*

### **ARTICLE 1. TRAINING GUIDELINES**

#### **Rule 1. Definitions**

##### **280 IAC 1-1-1 Applicability**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 1. The definitions in this rule apply throughout this article unless the context clearly denotes otherwise. (*Division of Preparedness and Training; 280 IAC 1-1-1; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

##### **280 IAC 1-1-2 “Advanced handler and canine team” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 2. “Advanced handler and canine team” means a team qualified to receive certification by the institute through its search and rescue academy that consists of the following:

(1) A canine trained to perform with the handler partner to the standards set by the institute.

(2) A canine handler who performs with the canine partner to the standards set by the institute.

(*Division of Preparedness and Training; 280 IAC 1-1-2; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

##### **280 IAC 1-1-3 “Advanced training” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 3. “Advanced training” means instruction that is more advanced than the basic training that is required for entry level into a provider’s position. (*Division of Preparedness and Training; 280 IAC 1-1-3; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

##### **280 IAC 1-1-4 “Basic training” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 4. “Basic training” means instruction that is required for entry level into a provider’s position. (*Division of Preparedness and Training; 280 IAC 1-1-4; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

##### **280 IAC 1-1-5 “Board” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 5. “Board” means the public safety training institute board of directors. (*Division of Preparedness and Training; 280 IAC 1-1-5; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-6 “Certification” or “certificate” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 6. “Certification” or “certificate” means authorization in written form issued to a person by:

- (1) the Indiana emergency medical services commission:
  - (A) to engage in providing emergency medical services;
  - (B) as a part of the regular course of doing business; and
  - (C) either career paid or voluntary;
- (2) the Indiana board of firefighting personnel standards and education:
  - (A) to engage in providing fire protection services;
  - (B) as a part of the regular course of doing business; and
  - (C) either career paid or voluntary; or
- (3) any other entity other than the institute authorized by state statute to certify public safety providers.

*(Division of Preparedness and Training; 280 IAC 1-1-6; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-7 “Certification by the institute” or “institute certificate” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 7. “Certification by the institute” or “institute certificate” means the certification awarded by the institute upon successful completion of an institute-approved curriculum, which shall include the successful completion of the following:

- (1) The institute-approved state written examination.
- (2) The institute-approved state practical skills examination.

*(Division of Preparedness and Training; 280 IAC 1-1-7; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-8 “Chairman” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 8. “Chairman” means the chairman of the public safety training institute board of directors. *(Division of Preparedness and Training; 280 IAC 1-1-8; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-9 “Charges” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 9. “Charges” means the monies charged and collected for items or services provided by the board. *(Division of Preparedness and Training; 280 IAC 1-1-9; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2210; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-10 “Diploma” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 10. “Diploma” means the document that is presented to a person who graduates from a course which has been taught by the institute. *(Division of Preparedness and Training; 280 IAC 1-1-10; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-11 “Equipment oriented training” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 11. “Equipment oriented training” means training that:

(1) is oriented only to equipment produced by a particular manufacturer or manufacturers; and

(2) does not address equipment produced by other manufacturers that may be used for the same public safety service.

*(Division of Preparedness and Training; 280 IAC 1-1-11; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-12 “Executive director” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 12. “Executive director” means the executive director of the institute or, if the institute is without an executive director, the executive director of the state emergency management agency. *(Division of Preparedness and Training; 280 IAC 1-1-12; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-13 “Facilities” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 13. “Facilities” means the following:

(1) The institute’s physical plant or offices.

(2) The institute’s equipment.

*(Division of Preparedness and Training; 280 IAC 1-1-13; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-14 “Fees” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 14. “Fees” means the monies charged and collected in payment for training conducted by the institute. *(Division of Preparedness and Training; 280 IAC 1-1-14; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-15 “Gifts” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 15. “Gifts” means donations to the board of monies or equipment that are presented without condition that the monies or equipment be applied to specified ends or purposes. *(Division of Preparedness and Training; 280 IAC 1-1-15; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-16 “Grants” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 16. “Grants” means donations to the board of monies or equipment that are presented on condition that the monies or equipment be applied to specified ends or purposes. *(Division of Preparedness and Training; 280 IAC 1-1-16; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-1-17 “Institute” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 17. “Institute” means the public safety training institute as created by IC 5-2-10.5. (*Division of Preparedness and Training; 280 IAC 1-1-17; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-18 “Leadership development training” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 18. “Leadership development training” means advanced training provided by the institute with the goal of helping the student to pass on his or her new knowledge to his or her provider organization. (*Division of Preparedness and Training; 280 IAC 1-1-18; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-19 “Practical training” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 19. “Practical training” means instruction that trains the student to respond to conditions in which public safety is endangered:

(1) in a simulated environment, such as a fire tower; or

(2) by using specialized equipment, such as a resuscitation mannikin.

(*Division of Preparedness and Training; 280 IAC 1-1-19; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-20 “Professional emergency manager” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 20. “Professional emergency manager” means an individual who has successfully completed the institute-approved professional emergency manager curriculum, which shall include the successful completion of the following:

(1) The institute-approved state written examination.

(2) The institute-approved state practical skills examination.

(*Division of Preparedness and Training; 280 IAC 1-1-20; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2211; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-21 “Provider” or “public safety service provider” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 21. “Provider” or “public safety service provider” means any of the following:

(1) An officer or employee of the state.

(2) An officer or employee of a governmental unit.

(3) A volunteer who is engaged in public safety service.

(*Division of Preparedness and Training; 280 IAC 1-1-21; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-22 “Provider organization” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 22. "Provider organization" means an organization with which a provider is associated for purposes of furnishing a public safety service. (*Division of Preparedness and Training; 280 IAC 1-1-22; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-23 "Public safety service" defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 23. "Public safety service" means one (1) or more of the following activities:

- (1) Firefighting.
- (2) Emergency management.
- (3) Environmental management.
- (4) Fire or building inspection.
- (5) Emergency medical service.
- (6) Handler and canine team search and rescue activities.
- (7) Any other public safety service that the board may designate.

(*Division of Preparedness and Training; 280 IAC 1-1-23; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-24 "Qualified providers" defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 24. "Qualified providers" means providers of public safety service to whom the facilities of the institute are available. (*Division of Preparedness and Training; 280 IAC 1-1-24; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-25 "Search and rescue academy" defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 25. "Search and rescue academy" means the institute's academy that administers the training and certification by the institute of handler and canine teams. (*Division of Preparedness and Training; 280 IAC 1-1-25; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-26 "Staff" defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 26. "Staff" means the employees, paid or volunteer, of the institute. (*Division of Preparedness and Training; 280 IAC 1-1-26; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-27 "Training materials" defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 27. "Training materials" means the documents, videotapes, or other information originated, compiled, or disseminated by the board to providers. (*Division of Preparedness and Training; 280 IAC 1-1-27; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

**280 IAC 1-1-28 “Training program” defined**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5

Sec. 28. “Training program” means the courses of advanced instruction in public safety subjects that are offered by the institute on a voluntary enrollment basis. *(Division of Preparedness and Training; 280 IAC 1-1-28; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**Rule 2. Training Facilities and Materials**

**280 IAC 1-2-1 Use of training facilities**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-11

Sec. 1. The institute’s facilities shall be available for the training of the following:

- (1) Career paid and volunteer firefighters.
- (2) State and local emergency management agency employees and emergency management volunteers.
- (3) Environmental management department employees.
- (4) Department of fire and building safety employees.
- (5) Emergency medical services personnel.
- (6) Handler and canine teams.
- (7) Municipal and county building inspectors.
- (8) Other public safety service providers that the board may from time to time designate.

*(Division of Preparedness and Training; 280 IAC 1-2-1; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-2-2 Training materials**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-13

Sec. 2. (a) Staff shall, as directed by the executive director, originate, compile, and disseminate training materials to providers.

(b) Any training materials originated or developed by staff or contractors while employed by the institute to produce such materials shall be the property of the institute. *(Division of Preparedness and Training; 280 IAC 1-2-2; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2212; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**Rule 3. Diplomas or Certificates**

**280 IAC 1-3-1 Diplomas and certification by the institute**

Authority: IC 5-2-10.5-9

Affected: IC 4-21.5

Sec. 1. (a) All diplomas and certification by the institute shall be granted according to the system established in this section.

(b) The institute may issue diplomas when courses of training are conducted for public safety service providers by instructors who:

- (1) obey all requirements established for instructors by the body with which the instructor is associated;
  - (2) are members of the institute staff; or
  - (3) are certified as instructors by the appropriate certifying body.
- (c) To receive a diploma, the student must do the following:
- (1) Attend class sessions as required by:
    - (A) the institute; and
    - (B) the certifying body.

(2) Attain passing grades on required:

- (A) written examinations; and
- (B) practical examinations.

(d) The diplomas granted by the institute shall be entitled certificate of participation.

(e) When a student has completed the institute's requirements for certification by the institute, the student shall be issued a certification by the institute through the academy responsible for the discipline in which certification is granted. (*Division of Preparedness and Training; 280 IAC 1-3-1; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2213; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

#### **280 IAC 1-3-2 Certificates**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-14

Sec. 2. (a) All certificates issued by the institute shall be granted according to the system established in this section.

(b) Certificates shall be issued according to the rules established by the certifying body. (*Division of Preparedness and Training; 280 IAC 1-3-2; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2213; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

### **Rule 4. Advanced Handler and Canine Teams**

#### **280 IAC 1-4-1 Mission of advanced handler and canine teams**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-14; IC 5-2-10.5-17

Sec. 1. (a) The mission of the advanced handler and canine team is to provide search and rescue services to Indiana public safety entities for the purpose of:

- (1) saving lives;
- (2) protecting property; and
- (3) assisting in law enforcement;

according to the standards specified in the institute-approved curriculum entitled advanced handler and canine teams or other institute-approved additional training.

(b) Certification by the institute as an advanced handler and canine team shall not be a prerequisite to employment as a handler and canine team in Indiana. Rather, such certification shall be the hallmark of advanced professionalism for which all handler and canine teams in Indiana should strive. (*Division of Preparedness and Training; 280 IAC 1-4-1; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2213; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381*)

#### **280 IAC 1-4-2 Initial training requirements for advanced handler and canine teams**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-14; IC 5-2-10.5-17

Sec. 2. (a) The initial training of the advanced handler and canine team shall consist of either of the following:

- (1) The successful completion of the institute-approved curriculum entitled advanced handler and canine team.
- (2) Other equivalent courses approved by the institute.

(b) The institute-approved advanced handler and canine team curriculum shall be administered and supervised through the institute's search and rescue academy. Successful completion of such an initial training course shall be documented in writing by the search and rescue academy on forms prescribed by the institute.

(c) Successful completion of the institute-approved advanced handler and canine team's curriculum shall include the successful completion of the following:

- (1) The institute-approved state written examination.
- (2) The institute-approved state practical skills examination.

(d) Students will be notified in writing by the search and rescue academy of the criteria for passing these examinations. Students who fail either the written or the practical skills examination may retake the failed exam only once. A student who fails

a reexamination shall retake the institute-approved advanced handler and canine team's curriculum prior to reexamination.

(e) Student performance on state examinations shall be documented in writing by the search and rescue academy.

(f) An oral examination in lieu of the written examination may be requested by those individuals who provide documentation signed by a physician of a physical, psychological, or learning disability. *(Division of Preparedness and Training; 280 IAC 1-4-2; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2213; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-4-3 Certification by the institute of advanced handler and canine teams**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-14; IC 5-2-10.5-17

Sec. 3. (a) Applicants for initial certification as an advanced handler and canine team shall meet the following requirements:

(1) Be eighteen (18) years of age.

(2) Meet one (1) of the following requirements:

(A) Have successfully completed the institute-approved advanced handler and canine team's curriculum as prescribed in this rule; or

(B) Other equivalent courses approved by the institute.

(b) Applicants for initial certification must submit the application form prescribed by the institute postmarked within one (1) year of the date that the course was concluded as shown on the course report. If the application is not postmarked within the required time, the applicant must successfully complete another institute-approved advanced handler and canine team curriculum as prescribed in this rule prior to receiving certification. *(Division of Preparedness and Training; 280 IAC 1-4-3; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2214; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

**280 IAC 1-4-4 Duties**

Authority: IC 5-2-10.5-9

Affected: IC 5-2-10.5-14; IC 5-2-10.5-17

Sec. 4. A certified advanced handler and canine team shall do the following:

(1) Assure that the canine does not exhibit aggressive or uncontrolled behavior when:

(A) transported in a vehicle with other persons or canines; and

(B) approached by a person, whether or not the canine is accompanied by the handler.

(2) Assure obedience by the canine to the handler's:

(A) voice commands;

(B) hand signals;

(C) command to walk in the heel position; and

(D) command to sit stay or down stay in the handler's absence.

(3) Obey all applicable laws.

*(Division of Preparedness and Training; 280 IAC 1-4-4; filed Feb 26, 1999, 5:52 p.m.: 22 IR 2214; readopted filed Nov 29, 2005, 8:30 a.m.: 29 IR 1381)*

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