

Syllabus, Curriculum and Requirements  
for the  
Indiana Marshals' Association  
Certified Marshal Designations  
2012  
**Preface**

The IMA certified marshal designations were created to identify and reward those marshals who are willing to go beyond minimum standards. Those areas required for each level of certification are designed to usher marshals through increasingly more complex aspects of the office and to prepare these marshals for mentoring others in the profession.

The IMA's name was changed, in part, from the previous association's name to reflect a new direction. By removing the word "town" from the Association's name, a more universal view of the Association's mission is asserted. The previous association was dedicated to helping individual marshals and departments and was very successful in this effort, especially in the area of training.

The needs of marshals have changed over the years, and these needs are generally more complex today. The Association, through this program as well as others, is addressing the current issues of professional development, ethics and the establishment of progressive levels of competency that will hopefully become recognized and accepted across the state as appropriate standards of conduct and proficiency for marshals.

The Association has presently approved four designations that create a career track for marshals. The IMA Certified Marshal will be the first level to be implemented through these rules. A marshal could ultimately obtain the designation of Master Marshal by completing all levels of certification or by completing only the requirements for the Master Marshal designation.

The requirements below, as with the other levels, can be modified by the Certification Committee to account for the different needs of applicants and their departments as well as the different demographics within the state.

### **IMA Certified Marshal**

This designation is aimed primarily at those marshals who have worked as a marshal for one to five years although fulfillment of advanced designations may also require that part of this designation's requirements be completed. A marshal must have at least two years in the position at the time certification is awarded but can begin to satisfy the certification requirements at any time.

Deputy marshals wishing to complete the course to potentially help obtain a marshal's position in the future may complete the requirements, with any modifications specified by the Certification Committee, and be awarded a provisional Apprentice Marshal designation before

being appointed as a marshal or before satisfying the minimum two year incumbency requirement.

Because the basic requirements are somewhat flexible, at the discretion of the Certification Committee, a candidate wishing to modify the curriculum should submit his or her proposed modifications and a justification for each to the Certification Committee before beginning on this course. There is no maximum completion time for the course.

***Requirements for an IMA Certified Marshal:***

*At least two years as a marshal at time of certification.*

***Professional Development Areas -***

*Completion of an Indiana Municipal Budgeting Class*

*Completion of an Accounting for Municipal Funds in Indiana Class*

*Completion of a Supervision or Leadership Class*

*Completion of the ILEA Police Chief Executive Training School satisfies the above requirements*

*New Police Chief Mentoring: Smaller Law Enforcement Agencies Technical Assistance Program or the Small Agency Certificate Track satisfies the above requirements, presented by the International Association of Chiefs of Police.*

*First Line Supervision, Mastering Leadership Skills satisfies the Supervision or Leadership requirement, presented by the Public Agency Training Council.*

*Completion of the Administrative and Mid-Level Supervision course satisfies the Supervision requirement, presented by the Public Agency Training Council, or other similar course approved by the Certification Committee.*

*Completion of Understanding Financial & Accounting Concepts, Statements & Terminology, <http://www.nationalseminartraining.com>, or other similar course approved by the Certification Committee satisfies the Budgeting and Accounting requirements.*

*Completion of Payroll Law <http://www.nationalseminartraining.com>, or other similar course approved by the Certification Committee will satisfy the budgeting and accounting requirement.*

*A course of individual readings and written exams may also be substituted for the above requirements using the Indiana Town Marshal Reference Book with the approval of the Certification Committee.*

*Any one area of in-service training concentration that is approved by the Certification Committee of at least 8 hours.*

*Each two years of service in a town marshal system in excess of five years may be substituted for a requirement.*

Upon completing these requirements, the candidate will petition the Certification Committee for review. The candidate will submit documentation and appear before the Committee to confirm all requirements have been met. The Committee will then make a recommendation to the Executive Committee for approval or denial or for additional work that should be completed.

The Executive Committee after determining that the candidate is a member in good standing and of good reputation shall then approve the certification, note these facts in their committee minutes, and then announce its findings at the next general members' meeting so that this applicant's certification will be permanently noted in the minutes of the organization.

Those obtaining the designation may use and display all trademarked logos, decals, patches, certificates, uniform pins and other identifying materials presented as part of the designation.

Recipients of the award retain the privilege of claiming that they are IMA Certified Marshals and using the logos even if no longer a member of the Association or no longer involved in law enforcement unless the designation is revoked by the Certification Committee for misbehavior or criminal conduct after complaint by a member and a hearing, if requested, before the Certification Committee.

Upon a finding that the complaint has a basis in fact and that it is serious, the Certification Committee may revoke any certification and demand return of any trademarked logo, document or certificate indicating certification.

As with other matters, the decision of the Certification Committee may be appealed to the Executive Committee and then to the membership as a whole.

The recipient shall be required to acknowledge the conditions for certification at the time of award and must agree to return all such trademarked logos, documents and certifications when

demanded and must also acknowledge that these items are the property of the Association that he or she is authorized to use only during the time of his or her license.

## **IMA Advanced Marshal Designation**

The IMA Advanced Marshal designation is aimed at those marshals who have been in a town marshal system five to ten years at the time of the award. However, a marshal may begin completing the requirements at any time during his or her tenure.

Those awarded the designation of IMA Advanced Marshal may ask for and receive a letter of high recommendation from the Association for employment or other purposes if the designee is in good standing with the Association and an active member.

Unlike the basic certification or the master certification, an IMA Advanced Marshal must be a current, active member of the IMA to maintain this designation, as this is part of the certification requirement. The Association will utilize marshals in this designation extensively as counselors and mentors for the Association as well as for new marshals and deputies.

Procedures for applying for this designation, requesting modifications of requirements and revocations are handled using the same procedures as with the basic IMA Certified Marshal designation. A member obtaining this designation may use and display all trademarked logos, decals, patches, certificates, uniform pins, and other identifying materials presented as part of the designation so long as the member remains in good standing in the Association.

The recipient shall be required to acknowledge the conditions for certification at the time of award and must agree to return all such trademarked logos, documents, and certifications when demanded and must also acknowledge that these items are the property of the Association that he or she is authorized to use only during the time of his or her license.

### ***Requirements for an IMA Advanced Marshal:***

*At least five years within a town marshal system with at least three of those years as a town marshal at the time of certification.*

### ***Professional Development Areas -***

*Active participation in the IMA as an officer, director, or committee member. [The Executive Committee amended this requirement by replacing the word "chairman" with the word "member" and adding the word "Active" at its meeting on 7/21/2012.]*

## *Completion of a Public Speaking Course*

*Completion of Essential Skills of Dynamic Public Speaking course, <http://www.nationalseminartraining.com>, or other similar course approved by the Certification Committee satisfies this requirement.*

*Completion of the ILEA Instructor Development Class satisfies this requirement*

*Satisfaction of the requirements for IMA Certified Marshal.*

*Any law enforcement specialty training area that is approved by the Certification Committee of at least 40 hours.*

*Except for the requirement of participation in the IMA as an officer, director, or committee member, each two years of service in a town marshal system in excess of ten years may be substituted for a requirement. [Introductory clause of this requirement added at the Executive Committee Meeting of 7/21/2012.]*

## **IMA Master Marshal Designation**

The IMA Master Marshal designation is aimed at those veteran marshals who have ten to fifteen years of service in a marshal system and have completed the below requirements. However, a marshal may begin completing these requirements at any time.

Master Marshals shall be utilized to train Advanced Marshal candidates in how to become mentors for new marshals and—as representatives of the Association—to assist town councils requesting help in designing and implementing or redesigning a marshal system that is right for that particular town.

An IMA Master Marshal designation is a lifetime award that will be recognized by the Association even if the recipient is no longer in law enforcement or a member of the Association unless the Certification Committee revokes the designation for cause.

Procedures for applying for this designation, modifying the requirements, and revocations are handled using the same procedures as with the basic IMA Certified Marshal designation. Those obtaining this designation may use and display all trademarked logos, decals, patches, certificates, uniform pins, and other identifying materials presented as part of the designation.

The recipient shall be required to acknowledge the conditions for certification at the time of award and must agree to return all such trademarked logos, documents, and certifications when demanded and must also acknowledge that these are the property of the Association that he or she is only authorized to use during the time of his or her license.

***Requirements for an IMA Master Marshal designation:***

*At least ten years within a marshal system with at least four of those years being as a town marshal.*

***Professional Development Areas –***

*Active participation in the IMA as an officer, director, or committee chair  
[This requirement added by the Executive Committee on 7/21/2012.]*

*Completion of one of the three areas below:*

*Completion of a Media Relations class.*

*Completion of a college-level Criminal Procedure course within the past three years.*

*Completion of a college-level writing course.*

*Completion of the News Media Relations and Simulations course, Russell Ruffins Seminar, a two-day course or their Public Information Officer course, DVD, or a similar course approved by the Certification Committee satisfies the media requirement.*

*Completion of a Mentoring Class or participation in a Mentoring program.*

*Completion of the Senior Instructor Course or the Master Instructor requirements at ILEA satisfies this requirement.*

*Membership and participation in a non-law enforcement community service organization or association.*

*The Lions Club, Kiwanis, Rotary, J.C.s, or other service organization approved by the Certification Committee satisfies this requirement.*

*Except for the requirement of participation in the IMA as an officer, director or committee chair, each two years of service in a town marshal system in excess of fifteen years may be substituted for a requirement. [Introductory clause of this requirement added at the Executive Committee Meeting of 7/21/2012.]*

## **IMA Master Marshal Emeritus**

The Association may award an honorary IMA Master Marshal Emeritus designation to anyone at the discretion of the Association. The designation is aimed at those with more than fifteen years of service as a marshal but the Association as a whole may set whatever standard it wishes for this award on a case-by-case basis.

The purpose of this award is to recognize service to the Indiana Marshals' Association or to law enforcement generally.