



LOCAL AGENCY INSTRUCTOR PROGRAM

Updates to the LAI Program

NC State Bureau of Investigation

Criminal Information and Identification Section
DCIN Training Unit

March 2022

WHAT IS THE LAI PROGRAM?

- The LAI program allows a certified NC General Instructor to provide instruction in DCIN Module I- General Inquiries to employees at their agency.
- This allows an agency to schedule and conduct training to meet their agency's individual needs.

LAI REQUIREMENTS

- Must hold a current General Instructor Certification issued by the North Carolina Criminal Justice Education & Training Standards Commission
- Must have a current DCIN certification in Module I - General Inquiries, at a minimum
- Must be a full or part time employee of the law enforcement/criminal justice agency for which they are providing instruction
- Must obtain a LAI certification through the SBI CIIS Training Unit, recertifying every two years
- Must follow the lesson plan created and provided by the SBI/CIIS/DCIN Training Unit

STARTING THE LAI PROCESS

The instructor will complete the automated request form located in Omnixx>Links>Local Agency Instructor

The automated form will capture the instructor's information and ensure the instructor meets the prerequisites of the LAI Program by asking a series of questions.

Once the form is submitted, the agency TAC will receive an informational email letting them know that the LAI process has begun. The prospective LAI will also receive an email with the next step in the process.

Show LAI Instructor Registration Form in Omnixx>Links>Local Agency Instructor



THE EMAIL
TO THE LAI
WILL
CONTAIN

- The next steps to becoming certified as an LAI
- A link to the LAI Module I-General Inquiries Power Point presentation
- A link to the Module I-General Inquiries manual
- The Instructor's Responsibilities document
- The User Agreement Addendum for LAIs

LAI RESPONSIBILITIES

- Complete the User Agreement Addendum for LAIs, signed by Agency Head
- A copy of their current General Instructor Certificate
- Send both documents to Shaina Vivier, svivier@ncsbi.gov

The User Agreement Addendum for LAIs no longer has to be notarized

LAI UPDATED PROCESS

- LAI will prepare to teach Module I-General Inquires
- Schedule one-on-one evaluation with the Training Specialist in their District
- Schedule a small Module I-General Inquiries class at their agency
- LAI certification is valid for 2 years, allowing LAI to scheduled classes as needed at their agency
- LAI will submit class roster using the automated roster located in Omnixx>Links>Local Agency Instructor> roster
- LAI must teach one class annually, at minimum
- LAI must recertify within 30 days before their expiration date and up to 365 days after expiration
- If expired for more than 365 days, LAIs must begin the entire process again

Show LAI where the new automated roster is located in Links

Emphasize teaching one class annually requirement, this is new

Point out that the 365 day expiration with the requirement to start the whole process again after 365 days of expiration is new

QUESTIONS?

- Contact your District Training Specialist
- Email or Phone

OR

- LAI Coordinator Shaina Vivier
- svivier@ncsbi.gov
- 919-219-1305