

## Chapter 9: Continuing Education and Course Certification

adopted - 11/2004; rev - 05/2006

### Purpose

100 This chapter defines advanced training for purposes of administration of the law enforcement officer training program and provides instructions for completion and submission of related documents.

### Policy

101 The enabling legislation provides that the activities of law enforcement officers are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of such officers. Beginning in 2004, the Legislature enacted specific requirements for certain law enforcement officers to complete continuing education. This chapter shall focus on the continuing education and training during the careers of law enforcement officers.

#### **101.01 Continuing education requirements for municipal police chiefs and municipal officers**

1. **The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses and any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. Elected chiefs, although exempt from certification requirements, are not exempt from continuing education requirements.**
2. **Any police officer of any municipality in the State of Mississippi is required to annually complete a specified number of hours of continuing education courses which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:**
  - a. **0-2 years after July 1, 2004 .....8 hours of annual training**
  - b. **3-4 years after July 1, 2004 .....16 hours of annual training**
  - c. **5 or more years after July 1, 2004..24 hours of annual training**

#### **101.02 Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his/her certification as a chief of police or municipal police officer revoked by the Mississippi Board on**

Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11. The Board shall notify the State Auditor's Office and the appropriate District Attorney or County Attorney of all noncompliance.

- 101.03 The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.
- 101.04 Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.
- 101.05 Continuing Education shall be defined as; instruction that enhances or develops law enforcement Knowledge, Skills or Abilities (KSA's) for either generalized or specialized law enforcement essential functions as determined by the Board. The Board will determine KSA's through the Job Task Analysis process of task evaluation, determination of essential functions followed by development of learning objectives. The Board shall conduct ongoing assessments of KSA's to determine the critical needs wherein agencies and individual officers would most benefit from programs. Continuing Education shall encompass several primary areas:
1. The advancement of KSA's presented in the "Basic Curriculum Learning Objectives" as defined by the Policy and Procedures manual of the Board on Law Enforcement Officer Standards and Training. Basic Curriculum advanced training is that training presented as a part of an officer's basic law enforcement training program that exceeds the program required for certification.
  2. The advancement of KSA's presented in the "Model Field Training Officer Learning Objectives" as defined by the Policy and Procedures manual of the Board. Field Training Officer programs are those which pair a law enforcement trainee with an officer who has been awarded a Field Training Officer Certification by the Board for the purposes of providing training from the learning objectives.
  3. The advancement of KSA's developed as a part of the ongoing assessment program to identify critical needs.
  4. The advancement of instructional KSA's and instructor certification programs to teach any Basic Curriculum Learning Objective, Model Field Training

## Continuing Education and Course Certification

Officer Learning Objective or Executive and Leadership Learning Objective. Instructor certification programs are a critical element of the Board's training program. The staff shall work with all established training committees and training institutions to develop a coordinated plan to provided trained instructors.

5. The advancement of KSA's presented in the "Executive and Leadership Learning Objectives" as defined by the Policy and Procedures manual of the Board. Executive and Leadership Advanced Training is that training which is designed to provide instruction in the essential functions of law enforcement agency sergeants and above, directors, chiefs of police, sheriffs and constables.

**101.06 Continuing Education Planning and Budgeting** - The Board shall develop and implement a process each fiscal year to provide advanced training. The Board shall establish a working committee comprised of Board members, staff and designees from the criminal justice community to provide training plans, evaluate training needs, decide on training priorities and implement budget appropriations to provide funding.

1. The continuing education planning committee shall review the essential functions and revise or amend the list as needed. The committee shall determine whether established learning objectives need to amended. Committee members shall consider the current state of the art through adequate research with other states, reports from professional associations as well as subject matter experts.
2. The advance training planning committee shall establish methods of training needs assessment including surveys, random testing or subject matter experts. Once the committee has established and submitted the training priorities to the full board for approval, the committee may then solicit training proposals.
3. The committee shall establish a written protocol to evaluate training proposals including adequate geographic distribution, costs factors and other quantifiable measures. Deadlines for proposals and related administrative activities shall be set. When complete, the committee shall publish a continuing education training plan.
  - a. FTO training grants shall include a monthly stipend to each FTO as well as appropriations to assist agencies with initial training needs. FTO's and agencies must agree to maintain required documentation in a format approved by the Board including the individual trainee records and FTO records.
  - b. Instructor training program funding for "train the trainer" shall be the first

priority of the advanced training program. The Board shall annually appropriate funding for instructor development and certification programs. Training institutions shall receive direct funding from the board to conduct instructor training. Scholarships for instructor training shall be awarded to accredited training institutions and departments based on the geographic distribution of instructional talent and the written commitment of time, talent and resources to provide training on the part of the recipient agency.

- c. Law enforcement professional associations approved for advanced training by the Board include the Mississippi Constable's Association, Mississippi Association of Chiefs of Police, and the Mississippi Sheriff's Association. These associations may provide critical needs continuing education, executive and leadership advanced training. Associations may limit their membership, however, the associations shall make provisions to admit non-members to any Standards & Training funded activity.

## Procedures

102 All participating agencies included under the LEOTP as described in this manual shall follow these steps in submitting required forms:

102.01 **Law Enforcement Course Certification Request** - This form is used to request approval from BLEOST to conduct advanced training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BLEOST.

1. Training providers may submit the **Course Certification Request** to obtain recognition of training, credit for elective training toward a legislative mandate, or to meet one or more requirements of the annual continuing education plan. Providers must agree to maintain required documentation in a digital format approved by the Board including the student record, class record and training records.
2. **Course Certification Request** forms shall include all requested information including course learning objectives that are linked to the essential functions established by the board. Teaching methodologies must include interactive learning activities such as scenario training. All approved training must have an assessment component which must include written or hands on demonstration of meeting the learning objectives for every participant.

102.02 **Law Enforcement Course Evaluation Instrument** - This form must be completed by all course attendees and returned to BLEOST. This questionnaire is a primary means used by BLEOST to gather information to assist in maintaining high quality courses.

## Continuing Education and Course Certification

- 102.03 **Law Enforcement Course Roster** - The **Course Roster** form is to be completed and submitted by the course coordinator to BLEOST **within** ten working days following completion of the course. In addition to the printed roster, the Board may require submission of electronic data base information. The roster shall also include appropriate reimbursement worksheets to facilitate payment.