

Chapter 02: Professional Certificates

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Purpose

100 This section establishes policies and procedures governing professional certificates.

Policy

101 Vested by law with ownership of and full responsibility for law enforcement officers' certificates, the Board's policy is to insure that certificates are issued only to fully qualified officers and revoked when appropriate and that all certificates are accounted for at all times. The law specifies that any certificate for a law enforcement officer issued as a result of the Law Enforcement Officers Training Program is the property of the Board. Although the certificate is issued in the name of the individual officer, the Board shall place the certificate in the stewardship of the employer and shall retain the right to require return of the certificate to the Board. The employer shall not transfer a certificate issued by the Board to any person or agency except through the Board director.

Procedures

102 All law enforcement employers included under the Law Enforcement Officers Training Program as described in this Policy and Procedures Manual should follow these steps in safekeeping certificates issued to their employees by the Board.

102.01 The employer, upon receiving the certificate from the Board director, should record the certificate number and the date issued in the employee's personnel file.

102.02 The certificate should remain in the physical custody of the employer at a site which houses agency operations. ~~The certificate may be publicly displayed, including near the assigned work area of the employee named on the certificate.~~ The employer may provide the employee with a photostatic copy of the certificate.

102.03 The certificate, if defaced, destroyed, misplaced, or stolen while in the stewardship of the employer, will normally be replaced with a photostatic copy. The production of duplicate certificates shall be minimized. The staff will evaluate each incident prior to the issuance of a duplicate certificate.

102.04 The employer should return the certificate to the Board director, along with a complete "Termination/Reassignment Report" form, within ten working days after:

1. the employee no longer meets all of the qualifications for employment (i.e.- the employee has been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a crime involving moral turpitude, etc. **[the employer shall provide official documentation of any such conviction]);**
2. receiving written notice from the Board of evidence that the certificate was obtained through misrepresentation or fraud;
3. the employee dies, resigns, laterally transfers or is terminated;
4. the employee takes leave or is assigned leave from actual performance of law enforcement duties from the employer for any reason for an indefinite period or for a period planned to last more than twelve months;
5. and receiving written notice from the Board that the certificate shall be returned for other due cause as determined by the Board.

- 102.05 The staff shall decide the disposition of a certificate within a reasonable time after receiving notice that a certificate has been returned. The Board may decide to:
1. delay consideration of the return of the certificate;
 2. inactivate the certificate;
 3. assign stewardship of the certificate to a new law enforcement employer or;
 4. annul/revoke a certificate, if issued in error or through misrepresentation or fraud.
- 102.06 In the case of lateral transfer, the staff shall forward the certificate to the appropriate employer.
- 102.07 The staff shall maintain the certificate and all other file information of officers who have died or whose certificates have been inactivated in the Board files.
- 102.08 When the staff has inactivated a certificate because an officer is no longer in law enforcement employment as described in this Policy and Procedures Manual, is on indefinite leave or leave for more than one year, or for other reasons the Board director may reactivate the certificate when the certified officer resumes employment for the employer who returned the certificate or under a new law enforcement employer included under the Law Enforcement Officers Training Program. In any case, the employer may initiate the reactivation process by forwarding a "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III to the Director. The Board director shall forward a reactivated certificate to the employer.
- 102.09 When an officer, certified by Mississippi statute, leaves law enforcement employment for a period of two years or more, his or her certification will lapse. Upon receiving a request to reactivate the officer's certification, the staff shall notify the employer, by letter, that the officer's certification has lapsed, and that the officer must qualify for Board certification within two years of his or her current date of hire as a full-time, part-time, reserve, or auxiliary law enforcement officer.