

Chapter 06: Standards for the Successful Completion of Law Enforcement Training

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Purpose

100 This section establishes policy and procedures governing the standards to be used by accredited training academies in determining what constitutes successful completion of the Basic Law Enforcement Training Program.

Policy

101 The Board approved Basic Law Enforcement Training Course shall include classroom activity, fitness training and hands-on skill certification.

101.1 Standards for successful completion of the course are as follows:

1. an academic average score of seventy percent (70%),
2. Physical fitness average score of seventy percent (70%),
3. firearms qualifying score of seventy-five percent (75%),
4. defensive driving average score of eighty percent (80%),
5. defensive tactics (PPCT) average score of eighty percent (80%), plus a Pass/Fail Practical Examination.
6. a cardiopulmonary resuscitation average score of eighty percent (80%),
7. and a first aid average score of eighty percent (80%).

101.2 Failure to meet these standards will render the student ineligible for certification as a law enforcement officer until the deficiency has been corrected. Students shall adhere to all academy rules and regulations throughout the training program. A serious breach of rules or other unacceptable conduct may result in dismissal from the training program.

101.3 The Board has established performance objectives and a curriculum. Class schedules, planned instructors and any new instructor applications are to be submitted to the staff within ten working days to the beginning of the course. Any deviations from the curriculum must be reviewed by the staff and approved by the board. Curriculums that have prerequisites must be presented in the

proper order. Any schedule changes must be reported in writing to the Board at the earliest opportunity (fax or e-mail), documented and maintained with the records of that course. A final schedule as amended with changes will be submitted with the final class roster and other end of course documents.

1. Limited administrative time is provided in the schedule for testing and other needs. Any activity or presentation that is not directly related to the established curriculum or the bona fide business of the academy is prohibited. This specifically precludes any extemporaneous sales presentations for products or services, association membership drives, political speeches or other presentations from groups, associations or individuals. While the students by nature form a convenient captive audience, their time is accounted for in the curriculum and nothing shall be added without prior approval. Academies may establish policy and allow presentations during scheduled free time provided that students clearly understand that their participation is voluntary.
2. Student activities, work assignments or details shall be limited to those activities included and approved in the curriculum and those activities directly related to health, welfare and personal hygiene. Additional work assignments or details that are not related to training are prohibited. This specifically precludes using students in security or law enforcement details to augment a law enforcement agency, to provide facilities maintenance and repair beyond that required for health and welfare, grounds keeping and errands.

101.4 Participation in remedial training shall be documented and maintained as a part of the student record. No remediation shall take away from regularly scheduled training. Participation in remedial training shall be voluntary.

Procedures

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102.1 Admission/enrollment procedure

1. Each academy shall develop an admittance and enrollment procedure. This procedure must ensure that only those applicants who are of good moral character and are physically and mentally fit are admitted to the academy.
2. The academy may also include other qualifications for admittance to the training program consistent with the LEOTP and law.
3. The academy shall provide the Board staff a preliminary roster (to include standby personnel) not later than 10 working days prior to the class start date. The Board staff will screen the list for LEOTP requirements. If any

candidate does not meet the requirements, the Board staff will contact the agency and the academy to resolve the conflict.

4. The academy shall provide the Board staff the original completed training packets not later than five working days after the class report date. All conflicts or missing information in these packets must be resolved. If any candidate does not meet the requirements, the Board staff will contact the agency and the academy to resolve the conflict.
5. Any law enforcement officer who is refused admittance to the academy will be given an impartial hearing at the academy. If the officer is aggrieved of this hearing, they may request a hearing before the Board as per established procedure for revocation/refusal to certify.

102.2 **Readmission procedure**

1. Any student who is dismissed or voluntarily withdraws from an academy may be eligible for readmittance to training as set forth in the procedures section Chapter-08, Section-102, Subsection- 102.01 above. Once a student begins training within an academy, that academy becomes the academy of record. Students must complete their training within their academy of record to obtain certification. In most cases, students shall not be readmitted to any academy other than the academy of record from which the student withdrew.
2. Academy directors may grant a training release provided that the academy of record cannot accommodate the student within the two-year period. Directors may release students who withdraw from their academy of record due to a documented medical problem, death in the immediate family, mandated service in a state or national emergency or other compelling reason as determined by the academy director. The director shall provide a copy of the written release to the board staff and to the student.

102.3 **Academic** students must achieve a final academic score of seventy percent (70%) to successfully complete the basic course.

1. The academies shall develop a test plan to evaluate the student's retention of knowledge through the administration of appropriate examinations. The test plan must be a part of the academy rules and regulations which are submitted to the Board. Academic standing must be computed on a weekly basis in order to provide timely feedback to the student. The exams may be written, hands-on, or a combination of the two types. The academy shall establish, in the plan, individual test weights, a student ranking system and a policy on final examinations. The plan must ensure re-dress of missed questions and/or incorrect procedures for each student. The academy shall

maintain a sample in the academy files of each test administered during the course.

2. For the purpose of figuring academic standing, the student will be examined a minimum of once a week. The academy staff will use this cumulative average to identify students who are experiencing difficulty. Those students having an academic average below 70% should be given assistance in the form of counseling by staff members, enforced study time, involvement in a student study group, extra help sessions with instructors and the like. All of this effort will be directed toward making the student academically self-sufficient as early as possible in the training program.
3. Any student who fails to achieve a final academic average of 70% will not be allowed to graduate from basic training. Any student who appears to be failing academically, as evidenced by an average below 70% at any time after the second week of training, will be placed on academic probation.
4. Academic probation will operate as follows, depending upon when the student's average drops below 70%.
 - a. **During the first four weeks of training**
 - i. The student will be placed on academic probation for two weeks. Students and their department head will be informed of the problem.
 - ii. If the student's average remains below 70% during those two weeks of probation, the student will normally be dismissed from training, except as provided in Chapter-08, Section-102, Subsection-102.03, Paragraph-4, Subparagraph-a, Clause-iii below.
 - iii. The student who has failed to successfully remedy the academic insufficiency during probation will be allowed to stay in training **only if:**
 - (i) substantial progress has been made in bringing the average near 70%;
 - (ii) it appears reasonable that the student may succeed academically if given additional time to conform to the academic standard;
and
 - (iii) the department head specifically requests that the student be allowed to continue to train.
 - b. After the first four weeks of training

- i. The student will be placed on academic probation for one week if the department head agrees to allow the student to continue to train.
 - ii. The student who corrects the deficiency within one week will be allowed to continue to train. The student who fails to bring this average above 70% will be subject to dismissal except as provided in Chapter-08, Section-102, Subsection-102.03, Paragraph-4, Subparagraph-a, Clause-iii above.
5. Students who are dismissed from an academy for academic reasons may re-enroll in the next available class presented by the original academy.

102.4 Scoring Procedures

1. All events shall be scored under supervision of the academy staff using proscribed procedure.
2. Students shall be given feedback on their performance for every graded event. Missed or incorrect answers shall be covered with each student.
3. All scores shall be reported to the Board rounded to the nearest whole number. Fractions of one-half or more shall be rounded up to the next nearest whole number. For example, 78.5 would be reported as 79 and 78.4 would be reported as 78.
4. Students shall appeal a score to the assigned instructor. Further appeal shall be before an impartial review board established by the academy.

102.5 Firearms

1. Students must achieve a final ~~average~~ score of seventy-five percent (75%) on the approved courses of fire to successfully complete the basic course. Any student who fails to achieve a passing score on the first attempt shall be given remedial training and not more than five attempts at passing firearms. Although there are numerous opportunities to practice this critical skill at the academy during the scheduled firearms training, **agencies should diagnose each candidate's marksmanship ability prior to attendance at the basic course. Candidates who have difficulty achieving acceptable scores should seek additional practice/instruction prior to arrival in the basic course.**
2. Emphasis will be placed on the principles of handgun and shotgun shooting and firearm safety.
 - i. Board Approved Firearms Qualification Course
 - (i) This is a 50 round course. Each stage begins with the duty

handgun loaded and strapped in the holster. The target is the B-27.

- 1) **STAGE 1** 5 yards, 12 rounds, standing (20 seconds). (Fire 6 rounds with the strong hand only, reload, and fire 6 rounds with the weak hand only.)
- 2) **STAGE 2** 7 yards, 12 rounds, standing (25 seconds). (With both hands, fire 6 rounds, reload, and fire 6 rounds.)
- 3) **STAGE 3** 15 yards, 12 rounds, standing and kneeling (25 seconds). (With both hands, fire 6 rounds standing, reload, and fire 6 rounds kneeling.)
- 4) **STAGE 4** 25 yards, 14 rounds, standing and kneeling (60 seconds). (With both hands, and the weapon in the strong hand, from the kneeling position, behind cover, fire 6 rounds, reload and fire 6 rounds with both hands and the weapon in the strong hand, from the standing position, behind cover, reload and fire the last 2 rounds with both hands and the weapon in the weak hand, standing or kneeling from the weak side. All positions will use the barricade for support and cover.)

102.6 Physical Activities

1. Immediately following academy registration activities, all students will participate in a physical fitness evaluation. Each student must demonstrate an acceptable level of fitness, fifty percent (50%) in each event, to remain in the program. This fitness evaluation at the outset of the training program will ensure that all students have a suitable level of fitness to participate in all the physical activities in the training program, reduce injuries and optimize successful completion of the fitness program.
2. The academy shall conduct physical fitness training at regular intervals (i.e. alternating sessions) during the course. Students are expected to perform at the pace set by the conditioning instructor. Performance of students shall be monitored and students who are not able to meet the pace will be given counseling and extra conditioning periods. The academy shall designate the time and location where individuals enrolled in the program shall conduct additional fitness training. Apathy toward the physical fitness program, as demonstrated by consistent failure to perform at the pace set by the instructor or to fail subsequent fitness tests shall be considered misconduct and subject to disciplinary procedures. The student will be given two diagnostic fitness tests, one at approximately one third and the second at

two thirds of the class length. The agency head must inform the academy if the student is to be allowed to continue to train.

3. In the final week of training, the academy will administer the physical fitness test. The student must obtain a minimum score of 70% on each event in the test. The student will be given no more than three opportunities to pass the test during the last week of training.
4. Any enrolled student who can not complete the fitness program due to an illness, injury or other event beyond their control may submit any previous passing score (seventy percent - 70%) on either the entrance fitness evaluation or a diagnostic fitness test to fulfill the requirements of the program. To receive this credit, students must not exceed the maximum allowance of five percent (5%) for excused absences. Further, each student must satisfy the academy and board that the illness, injury or event was not caused due to willful misconduct or negligent activity. Any illness or injury must be documented by appropriate treatment records submitted by licensed health care professionals. Any student who suffers an illness or injury that would result in a permanent condition that would prevent further participation in any fitness testing must undergo a fitness for duty evaluation. The evaluation must establish that the officer is capable of performing all the essential functions of the position. The record must clearly indicate the student's condition, illness or injury and state limitations for activity. Other events must be documented by the student's department and submitted to the academy for a decision under this program. If a student had not successfully completed a fitness test prior to the injury or illness, the student may be retested sixty days after release from medical treatment including any periods of therapy.

102.7 Conduct

1. Every accredited training academy shall promulgate a set of written rules and regulations governing the conduct of students who are at the academy for basic training. A copy of the rules and regulations will be submitted to the Board for approval. The written rules and regulations must be given to the students at the beginning of the training class. The rules and regulations should set forth acceptable and unacceptable conduct and should describe the disciplinary action which may be imposed for violation of the rules and regulations.
2. Student conduct which is a serious breach of the written rules and regulations may result in dismissal. However, prior to dismissal for disciplinary reasons, a student should be afforded the opportunity to have a hearing before an impartial review board. The composition of that board should be indicated in the rules and regulations along with notification of the procedure to be followed by the academy director and the accused student.

The review board makes a recommendation to the academy director, whose decision is then final.

3. A student who has been previously dismissed from basic training for disciplinary reasons may be considered for admittance to a future training class. When re-admittance is requested by a dismissed student, the academy director must consider all pertinent factors such as the reason for prior dismissal, length of time since prior dismissal, character of the offense, and any other aggravating or mitigating circumstances. The academy director's decision to deny re-admittance may be appealed to the Board by the student's department head.

102.8 Skill Certification Courses

1. In addition to firearms, the basic law enforcement curriculum contains several other skill courses. A student must demonstrate proficiency in Defensive Driving, First Aid, Defensive Tactics/PPCT and Cardiopulmonary Resuscitation (CPR). Students must score an average of eighty percent (80%) on each of the aforementioned skill areas to successfully complete the basic course. In addition, students must successfully complete (pass/fail) the Defensive Tactics Practical Exercise.
2. Students who fail their first attempt on defensive driving shall be afforded one opportunity to retest the written portion and not more than six practice runs and three tested runs for score. Students who fail defensive tactics, CPR or First Aid shall be given one additional attempt on the written or practical portions of the exam.

102.9 Radar and intoxilyzer are additional specialized skills.

NOTE: No student is excused from any part of the basic course regardless of whether he or she is authorized to use any of the aforementioned skill areas. Successful basic course candidates are certified as professional law enforcement officers in the State of Mississippi and as such, they have a need to know these common law enforcement skills.

1. As a practical matter, every student should be able to achieve an acceptable performance level in the radar and intoxilyzer skill areas. When a student is not able to demonstrate proficiency, that student's permanent record will reflect that fact. This failure will not prevent successful completion of the basic course and certification. However, the academy will notify the student's agency head of the insufficiency so that the student might seek additional training in that particular skill. Agencies should carefully consider an officer's lack of expertise in a given skill prior to assignment of any responsibilities in that area.

2. Every student who successfully completes the training program will receive a certificate, signed by the academy director and other appropriate official, which evidences successful completion of the academy. In addition, the academy will send a copy of the students' grades to their department and to the Board.

102.10 **Additional Testing** - Any student who should fail firearms, defensive tactics, defensive driving, CPR/First aid or physical fitness will be given an opportunity to complete the rest of the course. However no student shall be given credit for successful completion of the course until any and all failures have been corrected. No student, upon failure of the aforementioned areas, shall be permitted to perform any law enforcement duty in any full-time, part-time, reserve/auxiliary basis until that failure has been corrected.

1. Students shall be given one opportunity, within a one year period, to correct any deficiencies. The deficiency must be corrected at the academy in which the student was enrolled. Should any student fail to correct a deficiency within the year the student will be required to repeat the entire course.
2. The academy director shall provide reasonable opportunity to correct any deficiency however any such opportunity shall be at the director's election as to time and place. Further, no student shall be allowed further attempts to correct a deficiency without documentation of remedial training. Such documentation shall be signed by the department head or supervisory personnel and the content shall be reviewed by the academy director for adequate scope and content of the remedial training.
3. The academy director shall charge a reasonable fee for each opportunity given for re-tests to recoup their administrative costs associated with the management and retesting of applicants. No retesting fees shall be authorized for reimbursement under the LEOTP nor shall any reimbursement be made for failed training.

Chapter 9: Continuing Education and Course Certification

adopted - 11/2004; rev - 05/2006 and 08/2007

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.

101.1 **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, 20048 hours of annual training
 - b. 3-4 years after July 1, 200416 hours of annual training
 - c. 5 or more years after July 1, 2004..24 hours of annual training

- 101.2 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.

- 101.3 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.
- 101.4 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.
- 101.5 **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 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 provide 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.

101.6 **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 be 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:

102.1 **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.

102.2 **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.

102.3 **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.

103 **Firearms Standard for Active and Retired Law Enforcement Officers - The State standard for annual firearm training for all active and retired law enforcement officers are as follows:**

103.1 **Active Duty Firearms Course**

1. This is a 50 round course. Each stage begins with the duty handgun loaded and strapped in the holster. The target is the B-27. The minimum acceptable score is seventy-five percent (75%).
 - a. **STAGE 1** 5 yards, 12 rounds, standing (20 seconds). (Fire 6 rounds with the strong hand only, reload, and fire 6 rounds with the weak hand only.)
 - b. **STAGE 2** 7 yards, 12 rounds, standing (25 seconds). (With both hands, fire 6 rounds, reload, and fire 6 rounds.)
 - c. **STAGE 3** 15 yards, 12 rounds, standing and kneeling (25 seconds). (With both hands, fire 6 rounds standing, reload, and fire 6 rounds kneeling.)
 - d. **STAGE 4** 25 yards, 14 rounds, standing and kneeling (60 seconds). (With both hands, and the weapon in the strong hand, from the kneeling position, behind cover, fire 6 rounds, reload and fire 6 rounds with both hands and the weapon in the strong hand, from the standing position, behind cover, reload and fire the last 2 rounds with both hands and the weapon in the weak hand, standing or kneeling from the weak side. All positions will use the barricade for support and cover.)

103.2 **Back-up/Off Duty/Retired Officer Firearms Course**

1. This is a 25 round course. Each stage begins with the handgun loaded and strapped in the holster, two-handed standing firing position unless noted otherwise. The target is the B-27. The minimum acceptable score is seventy-five percent (75%).
 - a. **STAGE 1** 3 yards, 5 rounds weapon hand only (6 seconds).
 - b. **STAGE 2** 3 yards, 5 rounds, draw, transfer handgun to support hand and fire rounds with support hand only (8 seconds).

- c. STAGE 3 5 yards, 5 rounds standing (6 seconds).
- d. STAGE 4 7 yards, 3 rounds standing (5 seconds).
- e. STAGE 5 7 yards, 2 rounds standing (4 seconds).
- f. STAGE 6 15 yards, 5 rounds standing (14 seconds).

Continuing Education and Course Certification