

Chapter 15: Official BLEOST Forms

adopted - 04/1988; rev - 10/1991, 04/1997, 08/1997, 01/1998, 11/2004 and 07/2008

Purpose

- 100 This chapter provides examples of forms and instructions for completion and submission of forms.

Policy

- 101 The agency head is responsible for insuring timely compliance with the Board on Law Enforcement Officer Standards and Training requests for information. Incomplete or illegible forms will be returned. Failure to comply will result in the agency being placed on administrative hold. The Board director relies on the information contained on Board forms as the basis for recommendations for certification and implementation of the requirements of the Law Enforcement Officers Training Program.

Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements made to a Board. This statute authorizes a fine of up to ten thousand dollars (\$10,000.00) and a jail sentence of up to five (5) years. Further, the Law Enforcement Officers Training Program authorizes the Board in MCA § 45-6-11 (7) to cancel and recall any certificate obtained through misrepresentation or fraud.

Procedures

- 102 All employing agencies included under the LEOTP as described in this manual shall follow these steps in submitting required forms:
- 102.01 **"Full-Time and Part-Time Law Enforcement Application for Certification and Background Investigation Review"** - This form is required to be completed and submitted to Standards and Training within thirty days from the date of hire for all law enforcement officers or upon the request of the Board. The part-time form is the mirror of the full-time form with the exception of two watermarks proclaiming PART-TIME on each page of the form and the modification of the language of the form. Complete Parts I, II and III of the **"Law Enforcement Application for Certification and Background Investigation Review"** form for each newly hired full-time, part-time, reserve, or auxiliary law enforcement officer/trainee.

1. Part I is to be completed as follows:

- a. Items 1, 2 and 4 through 8 are for departmental and applicant identification information. Item 3 should reflect the applicant's most recent date of hire as either a full-time, part-time, reserve, or auxiliary law enforcement officer as applicable.

- b. Item 9 should reflect the applicant's certification status and if applicable the officer's certification number should be entered in the space provided for item 10.
- c. Item 11, Education - should be completed and verified as to the number of years of formal education, diplomas and degrees held by the applicant.
- d. Item 12, Employment Record - List all past employment that has been held by the applicant, beginning with the applicant's most previous employment and working back. Include the name of the employer, the position held, the city and state where employed, and the dates of said employment. This information must be verified by the employing agency as a part of the background investigation. The Board staff will also verify employment data by cross checking agency rosters.
- e. Item 13, Training Record - List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Copies of the certificates of completion and any other documentation available, such as a course curriculum, must accompany the "Law Enforcement Application for Certification and Background Investigation Review" form.

2. Part II is to be completed as follows:

- a. This portion of the form must be completed by the applicant. Part II attests to the satisfaction of the employment guidelines for a law enforcement officer. Any of the questions, items 1 through 10, that are answered "yes" must be explained to the Board. The explanation must be typed or printed in ink, signed and dated by the applicant and include all related court documents. All crimes must be reported, to include alcohol and drug related offenses. The only exceptions to this requirement are traffic offenses, excluding alcohol and drug related offenses, where the fine is less than one hundred dollars (\$100.00) and where the applicant has had fewer than four (4) traffic offenses within the preceding twenty-four (24) months. **All traffic offenses involving drugs or alcohol are to be reported regardless of the fine.** The Board reserves the right to require explanations of other items as appropriate.
- b. The applicant must sign and date the "Law Enforcement Application for Certification and Background Investigation Review" form, Part II, before a notary public.

3. Part III is to be completed as follows:

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- a. This part of the application must be completed by the head of the agency/department or someone with authority to sign in his or her name.
- b. If the agency head delegates this authority to a designee, then there must be a letter on file, at this office, stating the name and rank or position of the designee. This letter will have to be authorized by the head of the agency.
- c. Each procedure must be initialed by the agency head to indicate the completion of said procedure. **All the procedures are required to be completed with the possible exception of procedure number 4.** If procedure number 4 (i.e., reviewing military discharge forms on an applicant that has not served in the military) is not applicable to the officer in question enter N/A in the space provided.
- d. The **"Law Enforcement Application for Certification and Background Investigation Review"** form, Part III, must be signed and dated by the agency head, or someone with authority to sign in his or her name, before a notary public. Where the applicant is also the agency head or designated alternate, Part III of the form must be signed by the applicant's supervisor.

102.02 **"Full-Time Law Enforcement Roster"** - This form is simply a roster of all full-time law enforcement officers employed by an agency. The form will be sent to all agencies a minimum of once a year. It is to be completed and returned to the Board within thirty days. The names, social security number, position, date of employment and certification number of all full-time law enforcement officers as defined in this manual are to be listed. For agencies required to report in-service training, the year to date training hours must be listed in the appropriate column. The form must be signed by the agency head or authorized designee. A negative report is required. Therefore if an agency no longer employs full-time law enforcement officers, simply indicate by printing "none" on the form, then sign and return the form.

102.03 **"Part-Time Law Enforcement Roster"** - This form is simply a roster of all part-time, reserve, or auxiliary law enforcement officers employed by an agency. The form will be sent to all agencies a minimum of once a year. It is to be completed and returned to the Board within thirty days. The names, social security number, position, date of employment and certification number of all part-time, reserve, or auxiliary law enforcement officers as defined in this manual are to be listed. For agencies required to report in-service training, the year to date training hours must be listed in the appropriate column. The form must be signed by the agency head or authorized designee. A negative report is required. Therefore if an agency no longer employs part-time law enforcement officers, simply indicate by printing

"none" on the form, then sign and return the form.

102.04 **"Termination/Reassignment Report"** - This form shall be used when a full-time, part-time, reserve, or auxiliary law enforcement officer ends a period of employment.

1. The form shall be used to document the date of departure from a law enforcement position for all individuals, regardless of their certification status. The form has spaces for the date of termination and certification status. The form also provides several choices for a description of the type of termination. An explanation of the circumstances surrounding any officer that is discharged or resigns pending investigation of disciplinary action should accompany this form. Further action such as a revocation of the officer's certificate may be required. It is the responsibility of the agency head to inform the Board when an officer no longer meets state standards.
2. A **"Termination/Reassignment Report"** for certified officers must be accompanied by the original certificate. The form must be signed and dated by the agency head or authorized designee.

102.05 **"Request for Information & Training Notification"** This form shall be used by the BLEOST staff to solicit information on the officer(s) named within the form, and to give notification, if applicable, to the employing agency of training which will be required in order to certify the named officer(s).

102.06 **Academy Remedial Exit form** This form is to be used by the academies when a trainee does not successfully complete a skill area.

1. This form must be completed by both the trainee's instructor or the academy director and the trainee prior to the trainee's departure from the academy.
2. Also, the trainee's agency head (or designated signee) must complete and sign the section concerning the trainee's remediation while away from the academy prior to the trainee being allowed to return to the academy for retesting.

102.07 **Full-Time and Part-Time Law Enforcement Basic Training Packet** - The training packets consists of forms and documents that must be submitted through the academy to the Board. These forms contain specific information used for certification purposes along with information needed by the academies to perform their mission. It is critical that all blocks on this form are completed. Where a block is not applicable, annotate the form with N/A (not applicable) or other appropriate notes.

1. **Memorandum** - This page contains an introduction to the contents of the training packet, its purpose and procedures for the

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completion and disposition of each section of the training packet.

2. **Information for the Physician** - These two pages contain information on the duties and working conditions that a law enforcement officer is likely to encounter and the physical fitness requirements that must be met in order to enter and successfully complete basic training.
3. **Medical Examination Report** - This section of the training packet consists of two parts. The first part includes the "**Health Questionnaire**" to be completed by the law enforcement applicant. The second part contains the "**Physical Fitness Examination**" to be completed by the attending physician. All items in the physical examination section must be marked, and the EKG results must be noted. The "**Physician's Affidavit**" must be completed by printing or typing the physician's name and by having the physician sign and date the affidavit in the appropriate spaces.
4. **Applicant NCIC Report and Verification of High School** - Attach a copy of the applicant's NCIC report and a copy of the High School Diploma/GED.
5. **Salary Information** - This section contains a brief summary of the reimbursement procedures and must be completed and submitted along with the training packet. The staff must have accurate salary information in order to calculate reimbursements.
6. **Law Enforcement Agency's Affidavit** - This section must be signed by the head of the agency/department or someone with authority to sign in his/her name. There must be a letter on file, at this office, stating specifically who has the authority to sign in the department head's name. This letter will have to be authorized by the head of the said agency/department. Print in ink or type the designee's name, have the designee sign and date the affidavit in the appropriate spaces.
7. **Applicant's Affidavit & Injury Liability Waiver** - This section must be read and signed by the applicant trainee. The applicant must sign and date the affidavit and liability waiver in the appropriate spaces.
8. **Application for Training and Personal Information Summary** - The portion of the training packet must be completed to supply general information required for identification and other purposes. Again, every block must be completed or marked N/A (not applicable). A photograph of the applicant must be included. The applicant's photograph must be a recent picture of such clarity and finish as

to allow immediate identification of the applicant.

102.08 Law Enforcement Refresher Training Packet - As with the basic law enforcement training packet above, this application for refresher training consists of forms and documents that must be submitted through the academy to the Board. These forms contain specific information used for certification purposes along with information needed by the academies to perform their mission. It is critical that all blocks on this form be completed. Where a block is not applicable, annotate the form with N/A (not applicable) or other appropriate notes.

1. **Application for Training and Personal Information Summary** - The section of the application must be completed to supply general information required for identification and other purposes. Again, every block must be completed or marked N/A (not applicable). A photograph of the applicant must be included. The applicant's photograph must be a recent picture of such clarity and finish as to allow immediate identification of the applicant.
2. **Salary Information** - This section contains a brief summary of the reimbursement procedures and must be completed and submitted along with the training packet. The staff must have accurate salary information in order to calculate reimbursements.
3. **Law Enforcement Agency's Affidavit** - This portion of the application must be signed and dated by the head of the agency or a designated signee. Print in ink or type the signee's name in the space provided.
4. **Applicant's Affidavit & Injury Liability Waiver** - This section must be read and signed by the applicant trainee. The applicant must sign and date the affidavit and liability waiver in the appropriate spaces.

102.09 Law Enforcement Course Certification Request - This form is used to request approval from BLEOST to conduct in-service training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BLEOST at least two-weeks prior to the course being conducted.

102.10 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.

102.11 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.