## Chapter 8: Certification Based on Equivalency of Training and Refresher Training

adopted - 10/1984; rev - 10/1991, 07/1993, 01/1996, 07/1997/1998/2000/2004, 11/2007 and 09/2010

**Purpose**

100 This section establishes policy and procedures governing the certification of law enforcement officers who have an established record of experience, training and education. The Board will establish procedures to review the record of those officers whose certification has lapsed and those officers who have training and experience in another jurisdiction (i.e., federal service). The Board will establish procedures to verify such applicants can demonstrate an adequate degree of knowledge, skills and abilities to perform the essential functions of the job.

**Policy**

101 The Board shall evaluate each applicant's documented record of experience, education and training. The accomplishments in each area shall be weighed to compare the applicant's credentials with the current standards for professional certification.

101.1 The certification status of any law enforcement officer shall lapse after a break in service of more than two years.

1. Officers who have had basic as in Chapter-8, Section-101, Subsection-101.03 below and meet the employment guidelines will be eligible to attend the refresher course to restore their certification if they reenter law enforcement service.

2. Officers who leave full time law enforcement service (who have had basic as in Chapter-8, Section-101, Subsection-101.03 below) and return as a part-time officer will be eligible to attend the refresher course, an acceptable refresher curriculum or may elect to complete the part-time training curriculum to restore their certification. Such certification shall meet the requirements of part-time or full-time.

3. Part-time officers who have a break in service of more than two years may complete the refresher curriculum to restore their part-time certification.

101.2 All transfer applicants applying for certification under Equivalency of Training must have completed training and the required on the job training as defined in Chapter-8, Section-101, Subsection-101.03. Applicants who were excluded or "grand-fathered" under the provisions of another state are not eligible for any exclusion in Mississippi. All individuals applying for certification under this chapter from federal jurisdictions must have completed a law enforcement

training program as defined in Chapter-8, Section-101, Subsection-101.03.

101.3 Officers must have successfully completed an acceptable basic law enforcement training course to be eligible for certification based on equivalency of training. Officers who have not met this requirement must complete the basic course to obtain certification.

1. An acceptable basic law enforcement training course shall be defined as:

   a. one that meets an approved state standard for mandated training which leads to certification as a law enforcement officer. In addition to having completed a state approved basic course, officers whose total basic course hours are below the hours of the Mississippi curriculum, must also have completed on the job training consisting of at least six months of full-time law enforcement experience in the same jurisdiction wherein the training was completed;

   b. a basic course, equivalent to the Mississippi curriculum, sponsored by a federal agency for its law enforcement officer;

   c. a basic course, equivalent to the Mississippi curriculum, conducted by the Department of Defense for personnel classified as law enforcement under military specialty codes. To qualify for equivalency under this Subsection, the applicant must meet the following criteria:

      i. not have a break from the military in excess of five (5) years; and

      ii. provide DD Form 214, certificate of law enforcement training completion, and course curriculum.

2. Applicants may qualify for an alternative basic course equivalency based on experience, education and training. The alternative basic course equivalency shall be awarded on a point system.

   a. Previous law enforcement experience shall be considered at one point for every five years experience. Experience as a part-time or volunteer law enforcement officer shall be awarded at one point for every five years with at least five hundred hours within a five year period. No more than three points shall be awarded for experience. **Partial credit shall not be awarded**. In addition to total years experience, applicants must provide a detailed record of experience. This record shall be in the form of an affidavit based on the list of essential functions developed from the job task analysis wherein an experienced officer has verified the applicant's ability to successfully perform all tasks.

   b. Secondary Education in criminal justice or related fields shall be considered at one point for associate degree, two for a baccalaureate,

three for a master's level and four for a doctorate. If the Secondary Education is not in Criminal Justice or a related field it shall be considered at one point for a baccalaureate, two for a master's level and three for a doctorate. To merit points, degrees must have been earned from institutions accredited by an approved accrediting association as provided in Chapter-01, Section 101, Subsection 101.03.

c. Previous law enforcement training or related training shall be considered for content and verifiable quality control measures. The course provider must satisfactorily document the curriculum to include learning objectives. The objectives must be the same or essentially the same objectives as adopted by the Board. No points will be awarded for duplicate or repetitive training. The course provider must provide permanent records keeping of class and individual records such as curricula, instructor vitae, schedules, attendance records and testing. All learning objectives must be tested in either written exams or observed skill testing. Applicants may earn up to two points for training programs at the rate of one point for every 200 hours.

d. Applicants with an aggregate total of five or more points shall have met the alternative basic course equivalency requirements. Such applicants may obtain full-time certification upon successful completion of the refresher course curriculum and any courses or modules of the basic course needed to meet or exceed all the performance objectives contained in the basic course.

3. In situations where the course predated state statutory requirements for law enforcement training or the course was administered by a federal jurisdiction, the course curriculum will be compared to the Mississippi curriculum. Basic law enforcement training courses which were conducted by the former Mississippi Game and Fish Commission or the Mississippi Bureau of Narcotics prior to the enactment of the Law Enforcement Officer Training Program shall be acceptable for purposes of granting equivalency.

4. The Board staff will review the actual basic course completed. Courses will be compared to the curriculum offered during the same period in this state. In addition to the courses listed, the staff will review the standards for successful graduation, the duration of the course and the training delivery method. The course must equal or exceed our existing standards to be considered an acceptable course.

5. Acceptable courses include written and hands-on examinations. Candidates must have passed all course requirements or achieved a minimum score of seventy percent (70%), whichever is higher.

101.4 Any officer, certified as a full-time officer in this state, whose break in service as a full-time law enforcement officer was due to service in a closely related

criminal justice position may restore their certification by completing the hands-on portions of the refresher course.

1. Applicants must have: completed the basic course as in Chapter-8, Section-101, Subsection-101.03 above, met the current employment guidelines and completed each of the hands-on skill tests to the satisfaction of a Board certified instructor within two years of making application.

    a. Firearms,

    b. First Aid and CPR,

    c. Defensive Driving and

    d. Mechanics of Arrest

2. Applicants must have served in a full-time capacity in one of the following positions (or other position as approved by the Board):

    a. as an elected constable, elected deputy sheriff or elected chief of police,

    b. as an instructor in a Board-approved academy, instructor or student in criminal justice (or related subject area) at an institution of higher learning, or

    c. as an investigator for a district attorney, or investigator for a state level agency responsible for enforcing criminal statutes.

101.5 Any officer, certified in this state, whose break in service was due to serving as a law enforcement officer in another state or federal jurisdiction may restore their certification. Eligible officers need only complete the hands-on portions of the refresher course, provided that the break in service is not more than four years.

1. Applicants must have completed the basic course as in Chapter-8, Section-101, Subsection-101.03 above and met the current employment guidelines.

2. Applicants must have not had a break in service of more than four years.

3. Applicants must have served in a full-time capacity as a law enforcement officer in one of the following positions (or other position as approved by the Board):

    a. A municipal police officer, county deputy sheriff or other law enforcement officer appointed or employed full-time in a recognized political subdivision of any state, province or territory of the United States of America who is vested with the authority to bear arms, make

arrests and has as their primary duty the prevention and detection of crime, the apprehension of criminals and the enforcement of criminal and traffic laws of the political subdivision.

b. An agent, police officer or other law enforcement officer appointed or employed full-time by; the United States Department of Justice or its law enforcement subdivisions, the Department of Defense or its recognized military service branches, the Department of the Interior, the Department of the Treasury or its law enforcement subdivisions or the District of Columbia who is vested with the authority to bear arms, make arrests and has as their primary duty the prevention and detection of crime, the apprehension of criminals and the enforcement of criminal and traffic laws of the United States of America.

101.6 The Board shall establish the acceptable curriculum and training delivery methods for the refresher course.

1. Any Board accredited training academy may present the refresher course curriculum. With prior Board approval, academies may tailor the curriculum delivery to that method best suited for their service area. Training standards shall also include certified instructors, record keeping and testing.

2. Should agencies decide to integrate refresher course students into existing basic course classes, the refresher student shall be expected to complete the entire module to obtain credit for the refresher curriculum.

101.7 Standards for successful completion of the Refresher Course are:

1. an average academic score of 70%

2. a firearms qualifying score of 75%

3. a defensive driving score of 80%

4. a mechanics of arrest score of 80%

5. a cardiopulmonary resuscitation score of 80%

6. a first aid score of 80%

101.8 The Refresher Course is administered as a whole unit of training. The entire course must be completed satisfactorily to obtain certification. No credit will be given for partially completed training. In addition to the course standards, all students must adhere to all academy rules and regulations.

101.9 It is incumbent upon the law enforcement agency to ensure that all officers obtain certification. Employers should ensure that all applications for certification

are submitted on a timely basis. Once the staff has provided instructions for the certification of a particular officer, employers should encourage their personnel to attempt testing/enrolling in training programs so that each officer will be assured of completing any and all requirements within the time period.

**Procedure**

102 All procedures applicable to certification for newly employed officers must be followed in seeking certification based on equivalency and refresher course training. In addition to the forms required for the certification process, the employer shall provide documentation of law enforcement training (copies of certificates, etc.). The board staff will authenticate all documents submitted to the board from other jurisdictions. The employer shall be prepared to submit the curriculum for training completed in another jurisdiction. The staff will request curriculums as needed for the Board files. Once an officer has been deemed eligible to attend the refresher course, the department head will be notified by the Board. The training packet must then be completed and submitted to the assigned academy.

102.1 The students will be evaluated by the administration of written examinations. Any student who fails to achieve a final academic average of at least seventy percent (70%) will not graduate. Any student who becomes mathematically eliminated during training will be academically dismissed. Any student who fails will be eligible for re-admittance only to the academy where training was given.

102.2 Any student who does not achieve a score of at least seventy-five percent (75%) on the firearms portion of training will not graduate from the course. The skill areas of defensive driving, first aid, and cardiopulmonary resuscitation require scores of eighty percent (80%) to graduate.

102.3 Students shall be afforded excused absences for not more than five percent (5%) of the scheduled training. Students enrolled as a refresher student in a basic course may be given not more than two scheduled opportunities to complete a required class. Students who miss more than the five percent (5%) or fail to attend a scheduled class two times, shall be dismissed.

102.4 Every training academy shall promulgate a set of written rules and regulations governing the conduct of students who are at the academy for refresher training. A copy of the approved rules shall be made available to the student at the beginning of training. Student misconduct may result in a dismissal. Prior to dismissal for disciplinary reasons, students will be afforded the opportunity to have a hearing before an impartial review board. The review board will make a recommendation to the academy director whose decision is then final. Students may be re-admitted only to the same academy. The academy director will weigh the circumstances and decide whether to re-admit the student. The director's decision may be appealed to the Board by the student's agency head.