Definitions

adopted - 07/1981; rev - 04/1988, 10/1991, 07/1998, 07/2004, 07/2006, 07/2007, 09/2008 and 05/2013

Herein are defined certain terms used in this Policy and Procedures Manual.

1. **Administrative Hold** - Shall mean the withholding of all training funds and certification certificates due to non-compliance with Board policy or official requests for information.

2. **Board** - Shall mean the Board on Law Enforcement Officer Standards and Training.

3. **Board Director** - Shall mean the Director of the Division of Public Safety Planning.

4. **Break in Service** - Any period of time when an individual is not a law enforcement officer as defined in this policy.

5. **Certificates** - Shall mean certificates issued only to fully qualified officers.

6. **Certified** - Shall mean the Board has acknowledged that all requirements mandated by this policy and the Law Enforcement Officers Training Program have been achieved and that a certificate has been issued as documentation of the same.

7. **Chief of Police** - Shall mean the chief law enforcement officer of the municipality, who shall have control and supervision of all police officers employed by the municipality. The officer in charge of municipal law enforcement officers, regardless of title, is acting as the Chief of Police.

8. **Employment Standards - All law enforcement applicants must meet the following guidelines to be employed as a law enforcement officer.** They must be at least twenty-one (21) years of age; be a high school graduate (or obtain a General Educational Development (GED) Diploma); be a United States citizen; be of good physical and mental condition, capable of performing the duties, under conditions inherent to the profession, as verified by a licensed physician, and be of good moral character as evidenced among other things by having neither a conviction, a plea of guilty, a plea of nolo contendere, probation, pre-trial diversion or the payment of any fine for a felony or a misdemeanor involving moral turpitude. Individuals must have been discharged from the Armed Forces under honorable conditions. Fitness for service as it relates to moral character must be verified by an appropriate background investigation.

9. **Equivalency of Training** - Shall mean the assessment of an applicant's law enforcement training, education, experience and qualifications.

10. **"Grand-fathered" or exempt officers** - Shall mean full-time law enforcement officers already serving under permanent appointment on July 1, 1981, and personnel of the division of community services under § 47-7-9, Mississippi Code of 1972, serving on July 1, 1994, are not required to meet any of the provisions of the Law Enforcement Officers Training Program.

11. **Lateral Transfer** - A transfer by a certified officer to a different law enforcement agency.

12. **Law Enforcement Employer** - Shall mean the agency which employs the law enforcement officer.

13. **Law Enforcement Officer** - Shall mean any person appointed or employed full time by the state or any political subdivision thereof, or by the state military department as provided in Section 33-1-33, who is duly sworn and vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime, the apprehension of criminals and the enforcement of the criminal and traffic laws of this state and/or the ordinances of any political subdivision thereof. The term "law enforcement officer" also includes employees of the Department of Corrections who are designated as law enforcement officers by the Commissioner of Corrections pursuant to Section 47-5-54, and includes those district attorney criminal investigators who are designated as law enforcement officers. However, the term "law enforcement officer" shall not mean or include any elected official or any person employed as a legal assistant to a district attorney in this state, compliance agents of the State Board of Pharmacy, or any person or elected official who, subject to approval by the board, provides some criminal justice related services for a law enforcement agency. As used in this paragraph, "appointed or employed full time" means any person who is receiving gross compensation for his duties as a law enforcement officer of Two Hundred Fifty Dollars ($250.00) or more per week or One Thousand Seventy-five Dollars ($1,075.00) or more per month.

14. **Law Enforcement Trainee** - Shall mean any person appointed or employed in a full-time, part-time, reserve or auxiliary capacity by the state or any political subdivision thereof for the purposes of completing all the selection and training requirements established by the board to become a law enforcement officer or a part-time law enforcement officer. Such individuals shall not have the authority to use force, bear arms, make arrests or exercise any of the powers of a peace officer unless:

    (a) The trainee is under the direct control and supervision of a law enforcement officer;
    (b) The trainee was previously certified under this chapter; or
    (c) The trainee is a certified law enforcement officer in a reciprocating state.

15. **Moral Turpitude** - Any conduct, or pattern of conduct, contrary to justice, honesty, honor, modesty or good morals that would tend to disrupt, diminish or otherwise jeopardize public trust and fidelity in law enforcement.

16. **Part-Time Law Enforcement Officer** - Shall mean any person appointed or employed in a part-time, reserve, or auxiliary capacity by the state or any political subdivision thereof who is duly sworn and vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime, the apprehension of criminals and the enforcement of the criminal and traffic laws of this state and/or the ordinances of any political subdivision thereof. However, the term “part-time law enforcement officer” shall not mean or include any person or elected official who, subject

to approval by the Board, provides some criminal justice related services for a law enforcement agency. As used in this paragraph "appointed or employed" means any person who is performing such duties at any time whether or not they receive any compensation for duties as a law enforcement officer provided that such compensation is less than Two Hundred Fifty Dollars ($250.00) per week or One Thousand Seventy-five Dollars ($1,075.00) per month.

17. **Probationary Period** - A period of one year for full-time status and two years for part-time status from the initial date of hire as a law enforcement trainee, in the original appointment. The probationary period cannot be enlarged by additional or multiple appointments. Individuals acquire an additional two-year period following a break in-service of more than two years.

18. **Training Packet** - Shall mean the Board adopted forms used to collect information necessary for enrollment in a basic, part-time/reserve or refresher training course.

Chapter 01: Applicant Evaluation, Employment and Certification Procedures

adopted -	10/1991; rev - 01/1995, 03/1996, 04/1997, 08/1997, 07/1998, 11/2003, 05/2005, 11/2007, 09/2008 and 05/2013

Purpose

100 This section establishes policy and procedure for certification of law enforcement officers.

Note: This section comprises sections formerly known as "grand-fathered" officers, newly employed officers and lateral transfers.

Policy

101 The Board shall certify as law enforcement professionals those persons who meet the employment guidelines established in accordance with Mississippi Code as Annotated § 45-6-11 (3). Additionally, the Board shall certify certain eligible law enforcement officers as being exempt from the requirements.

101.01 Certification under the Law Enforcement Officers Training Program (LEOTP) is limited by law to law enforcement officers only. A law enforcement officer is defined in the statute (§ 45-6-3 (c) and (d)) as any person who is:

1. Appointed or employed full-time, part-time, reserve, or auxiliary by the state or any political subdivision thereof,

2. Duly sworn,

3. Vested with the authority to bear arms, and to make arrests,

4. And assigned, as their primary responsibility, duties which are the prevention and detection of crime, the apprehension of criminals and the enforcement of criminal and traffic laws of the state and/or of a political subdivision of the state.

101.02 § 45-6-11 (1) provides an exclusion or "grand-father clause" for eligible law enforcement officers.

1. Law enforcement officers already serving under permanent appointment on July 1, 1981, and personnel of the division of community services under § 47-7-9, Mississippi Code of 1972, serving on July 1, 1994 are not required to meet any of the provisions of the LEOTP. This is the sole qualifying factor for any exemption under the "grand-father clause" of the LEOTP Act. The Act does not provide for any exemption based on prior years of service.

2. This exclusion from the requirements of the LEOTP is valid so long as the eligible officer does not have a break in law enforcement employment of more than two years. If an officer who is grand-fathered under the LEOTP leaves

employment as a law enforcement officer and is not re-employed as a law enforcement officer within two years, the officer will be required to meet all the requirements as described in the Act.

101.03 All law enforcement applicants with the noted exception in paragraph 101.02 above **must meet the following guidelines to be employed as a law enforcement officer:**

1. Be at least twenty-one (21) years of age,

2. Be a high school graduate or obtain a General Educational Development (GED) Diploma,

   a. High School graduate is defined as graduating from a secondary school in an accredited school district having earned the required Carnegie units and successfully completed any and all subject area testing as specified by the Mississippi Department of Education in the year the diploma was awarded.

   b. Accredited schools include those accredited by the Departments of Education from each State, the Private School Association from each State, the Association of Christian Schools International, the Southern Association of Colleges and Schools (SACS) or one of the six regional bodies of the Association of Colleges and Schools.

   c. If an applicant has not obtained a high school diploma from an accredited school, the applicant must obtain a GED through the Mississippi Department of Education or obtain an equivalent score on a GED test administered by the American Council on Education.

   d. Applicants may provide a standardized test score on the ACT of 15 or higher in lieu of a GED score.

3. Be a United States citizen,

4. Be of good physical and mental condition, capable of performing the duties, under conditions inherent to the profession, as verified by a licensed physician,

5. And be of good moral character as evidenced among other things by having neither a conviction, a plea of guilty, a plea of nolo contendere, having been ordered into probation or pre-trial diversion or have been fined in relation to a felony or a misdemeanor involving moral turpitude. Individuals must have been discharged from the Armed Forces under honorable conditions. Fitness for service as it relates to moral character must be verified by an appropriate background investigation. **(See Background Investigations)**

101.04 Individuals who meet both the definition for a law enforcement officer in 101.03 above and who meet the minimum employment guidelines are eligible to be employed as a law enforcement officer.

1. Such officers must successfully complete prescribed training and obtain certification within one year for full-time status and two years for part-time status from their date of hire.

   Note: Although the statute provides up to one year for full-time status and two years for part-time status from the date of hire and under certain limited conditions individuals may lawfully serve beyond this period, agencies should adopt policies to provide training as soon as possible, preferably prior to the assignment of any law enforcement duties. Law enforcement administrators are responsible for providing adequate and appropriate training to reduce the potential risks of conduct which could result in a violation of someone's civil rights, injury or death. Failure to do so has been construed by the courts as being deliberately indifferent.

2. The probationary period begins upon the initial date of hire as a law enforcement officer. Individuals who begin employment with an agency in a non-law enforcement position such as a jailer must report the effective date of their transfer to a law enforcement position as their initial date of hire.

3. The probationary period is cumulative in nature and cannot be enlarged by additional or multiple employments. If an officer transfers from one department to another department prior to obtaining certification, the total time served will count toward the probationary period. For example, if a part-time officer began employment and quits after three months, the officer would have twenty-one months remaining upon subsequent employment. The full probationary period may only be reinstated upon a break in service of two years or more.

101.05 The LEOTP makes no provision to waive, enlarge or extend the probationary period nor does the Act authorize the Board on Law Enforcement Officer Standards and Training to waive, enlarge or extend the period. However the Act does provide that any person, who, due to illness or other events beyond his/her control, could not attend the required school/training as scheduled, may serve with full pay and benefits in such a capacity until he/she can attend the required school/training.

1. To qualify as being eligible to continue receiving pay beyond the probationary period, individuals generally must have met all selection criteria upon employment and in particular must have been able to meet the physical fitness guidelines as determined by a licensed physician. Any individual employed as a law enforcement officer with a pre-existing medical or other condition that would preclude his/her participation in the law enforcement training program does not meet the entry level standards and is not eligible for law enforcement service.

2. Applicants must have been scheduled to attend a specific basic course by name and accepted for enrollment in a course which would have satisfied the

probationary period requirement. Once it is determined that an officer cannot complete the course as scheduled, the hiring agency must provide written documentation that fully describes the event which prevents the student from successfully completing the course. The written documentation must include adequate documentation that the event was indeed beyond the student's control. A student's dismissal from the training program due to misconduct or failure to meet the academic/training standards would not constitute an event beyond that student's control. Illnesses, injuries or other events which could be reasonably avoided would not excuse a student's failure to achieve the training standards. Events, which are precipitated by a student's negligence, misconduct or illegal activity, will not be considered as "beyond the student's control". For example, a vehicular accident in which the student operator was found to be operating the vehicle in a willfully reckless fashion or under the influence of intoxicating substances would not be beyond that student's control as such events can be readily avoided.

3. Any such event which prevents a student from completing the course as scheduled must be temporary in nature. Applicants must have reasonable potential to recover from the illness, injury or other event and make a reasonable effort to successfully complete the training course. In any case, applicants must complete the training within one year for full-time status and two years for part-time status from the date of their illness or injury or be reevaluated as to their ability to meet the physical fitness employment guidelines. Such evaluations will be conducted in accordance with the Board's policy on recall or cancellation of certificates. In addition to those procedures, applicants must submit a Board-approved medical examination dated within six months of the review hearing.

4. Events precipitated by natural disaster, civil disturbance, war or acts of God which would reasonably interfere with the normal conduct of law enforcement activities within a political subdivision or disrupt the law enforcement training programs of the state would enable an applicant to continue to serve and receive salary as a law enforcement officer.

5. Agencies must make every reasonable effort to provide training to their officers and adopt policies which ensure that their officers complete the prescribed training requirements within the probationary period. Agencies which fail to provide adequate funding or other appropriate resources to ensure compliance with the LEOTP will not be eligible to continue the service of officers who have not completed the training requirements within the probationary period.

6. Should the State fail to provide adequate resources or funding to enable each officer to complete the required law enforcement training within the two-year time limit, agencies may continue to employ such officers until they have the opportunity to complete the next available training program.

7. The Board staff shall review the facts and circumstances for each instance where an applicant's department requests to continue service beyond the

probationary period. The staff shall determine whether the applicant was eligible to be employed as a law enforcement officer, whether the applicant was scheduled to attend a basic course within the probationary period, whether the injury, illness or other event was beyond the control of the applicant and whether the situation will be temporary or permanent in nature.

101.06 The LEOTP makes provision to penalize agencies who employ officers without obtaining certification beyond the probationary period. These penalties include a loss of peace officer powers and authorization to receive a salary. To avoid these penalties, agencies should consider all contingencies in the planning of the evaluation, employment and training of their personnel.

Procedures

102 All law enforcement employers shall follow these steps in the evaluation, employment and certification of law enforcement officers.

102.01 The employing agency must evaluate each law enforcement applicant to ensure each applicant meets the minimum employment criteria prior to employment. This evaluation must include the following:

1. A complete background investigation **(See Background Investigations)**. This investigation is a critical factor in determining whether law enforcement applicants meet the requirements established under the LEOTP. The primary purpose of the investigation is to provide the law enforcement employer with enough factual information to determine if a particular candidate would ensure the continued public trust in the competence and reliability of the department.

2. The submission of the applicant's fingerprints to the Criminal Information Center of the MS Department of Public Safety (DPS/CIC) as a part of the background investigation.

   Criminal Information Center/MJIC
   Department of Public Safety
   "Fingerprints"
   3891 Highway 468 West
   Pearl, Mississippi 39208
   Telephone # - (601) 933-2600; Fax # - (601) 933-2676

   Do not send fingerprints to the Board or to any of the academies. None of these agencies will forward your applicant's prints.

3. A review of the official Certificate of Release or Discharge From Active Duty, DD Form 214 for all applicants who have military service.

4. A review of appropriate official documents to certify successful completion of high school or the General Educational Development (GED) Testing Program as per Chapter-01, Section-101, Subsection-101.03, Paragraph-2, Subparagraph-a

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5. A review of appropriate official documents to certify age and citizenship.

6. A medical and psychological review completed by a licensed physician. A medical and psychological exam is also required to enter the academy. Agencies shall use the training packet medical form required for entry into the academy to accomplish both requirements with one medical evaluation. Please note that the medical evaluation is valid for six months. Medical evaluations completed more than six months prior to enrollment in an academy must be updated.

7. A review of appropriate documents to verify current certification status for those applicants transferring from another law enforcement agency or jurisdiction.

8. **Officers who transfer from another Mississippi law enforcement agency with a valid certificate (with a break in-service of less than two years) must continue to meet all the minimum employment standards. Therefore, agencies must conduct a background investigation and medical/psychological exam of all applicants to include those officers who may already hold certification.**

102.02 Once the employer has verified all the minimum employment standards and has employed the candidate, the employing agency shall create and maintain an individual personnel file containing a release of information form signed by the applicant, documentation of the aforementioned minimum employment specifics, documentation of the background investigation and the medical exam (i.e. official diplomas, birth certificate, DD Form 214, naturalization forms, FBI fingerprint report, etc.). The individual personnel file shall be maintained by the agency as long as the named officer is employed as a law enforcement officer within the agency. The agency head shall readily make the contents of the file available to the Board on Law Enforcement Officer Standards and Training upon receipt of a written request.

102.03 **Law enforcement agencies must notify the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the date of hire of any full-time, part-time, reserve, or auxiliary law enforcement officer.** This notification shall be via a full-time or part-time "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III. The Board will use this form to determine if the applicant meets the minimum employment and training standards required for certification.

Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements 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.

Law Enforcement Officer Applicant Evaluation, Employment and Certification Procedures

The agency head is responsible for conducting a background investigation. The investigation should reveal whether the applicant is a "grandfathered" officer, a certified officer or an officer who has not obtained certification in Mississippi.

a. The full-time or part-time "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III shall be submitted for either officers who have not obtained certification in this state or officers who have had a break in service of two years or more. Part II of this form must be signed and dated by the applicant. Part III of this form must be signed and dated by the agency head or an authorized designee. Both Parts II and III must be signed and dated before a notary public.

b. Agency heads must designate persons to sign BLEOST forms in writing. Such authorizations shall be submitted to the Board.

c. If the applicant for certification is the agency head, (i.e., Chief or director) forms must be signed by the next individual in the chain of command such as a mayor or college dean, etc.

2. To obtain credit for completion of basic training, agencies must submit appropriate documentation with the "**Law Enforcement Application for Certification and Background Investigation Review**" form. Appropriate documentation shall consist of a copy of a training certificate, a score sheet or a letter authenticated by an academy official. Credit may also be granted for completion of an advanced training course such as the Southern Police Institute or the FBI Academy.

3. In all cases, the employing agency must submit Parts I, II and III of the "**Law Enforcement Application for Certification and Background Investigation Review**" form within thirty days whenever any individual is employed as a law enforcement officer. Part II lists questions with a choice of a "yes" or "no" answer, and contains a statement to be signed and dated by the applicant. Part III lists procedures to be initialed, to signify completion, by the head of the agency/department or his/her authorized signee, and contains a statement to be signed and dated by the agency head or the authorized signee. Both Parts II and III must be signed and dated before a notary public.

a. Any of the questions in Part II, items one (1) through ten (10), that are answered "yes" must be explained in writing to the Board. The explanation must be typed or printed in ink on separate 8.5 x 11 sheets of paper, signed and dated by the applicant and include all related court documents. All crimes (regarding questions 4 and 5) must be reported. The only exceptions to this requirement are traffic 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 (excluding drug or alcohol related offenses).

b. Traffic offenses where the fine was more than one hundred dollars ($100.00) or offenses that involve drugs or alcohol must be reported and explained. If the applicant has had four (4) or more traffic offenses within the previous twenty-four (24) month period, the date and disposition of each offense must be listed.

c. All other types of offenses are crimes and must be reported, regardless of the fine, pleas entered, or the adjudication status. This would include but is not limited to cases that are non-adjudicated, nolle prossed, dismissed or acquitted.

d. Explanation of crimes or related matters should include the date of the offense and the status of the case.

4. Agencies must submit a "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III and an explanation for any answers of "yes" in Part II. Agencies should also submit documentation of basic training if applicable. No other forms or documents should be sent to the Board unless requested by the staff in writing. Other diplomas, in-service training certificates, birth records, fingerprint cards etc. should be retained in the agency personnel file.

102.04 The Board Certification Section shall review each set of forms submitted to the Board. The Certification Section:

1. Shall determine that all appropriate forms are included.

2. Shall analyze each document to verify certification specifics which the Board must consider in accordance with established policy and procedure.

3. Shall determine the Certification Status of each applicant;

a. Eligible for exclusion ("grand-fathered") under § 45-6-11 (1),

b. Eligible for transfer of current certification to another law enforcement agency (break in service of less than two years),

c. Eligible for certification after successful completion of the Refresher Course (completion of a Board-approved basic training course and break in service of more than two years),

d. Eligible for certification after successful completion of Board-approved basic training course,

e. Or not eligible for certification.

4. Shall communicate with the employing agency in writing to clarify information as needed and to inform the agency of the applicant's certification status.

5. Shall track progress toward completion of assigned training of all applicants.

102.05 After the staff has notified the agency head of the applicant's certification status, the agency head must then ensure that all arrangements are made to enroll the officer in an appropriate training program. Once the applicant has successfully completed the prescribed training and the Board has approved the individual or group of applicants, the staff will distribute certificates and provide reimbursement of authorized expenses.

102.06 Individuals aggrieved by the actions of the BLEOST staff may request to present their request before the Board at a regularly scheduled meeting. Such requests must be presented to the staff in writing not later than 10 working days prior to the next regularly scheduled Board meeting.

Chapter 02: Professional Certificates

adopted - 07/1981; rev - 04/1988/1997, 07/1998, 11/2003, 09/2006, 11/2006 and 05/2013

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 ensure 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 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 one year for full-time status and two years for part-time status of his or her current date of hire.