

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

adopted - 07/1981; rev. - 04/1988, 10/1990, 11/1993, 01/1995, 11/1995, 07/1996, 11/1997, 07/1998, 09/2000, 11/2003, 09/2004, 11/2007 and 05/2009

### **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.

101.01 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%).

101.02 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.

101.03 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.

101.04 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**

102

### **102.01 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.

#### **102.02 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-06, 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.

#### **102.03 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-06, 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-06, 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.

#### **102.04 Scoring Procedures**

1. All events shall be scored under supervision of the academy staff using

## **Standards for Successful Completion of Law Enforcement Training**

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.

### **102.05 Firearms**

1. Students must achieve a final score of seventy-five percent (75%) on the approved courses of fire to successfully complete the basic course. The passing score of the approved course of fire shall be averaged with other scores recorded during firearms training to determine the students overall score. A final average score of seventy-five percent (75%) must be achieved 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.

#### **a. Board Approved Firearms Qualification Course**

- i. The weapon is a duty revolver or semi-automatic pistol. See Section 103.3 of Chapter 9 for the approved target list and scoring procedure. This is a 50 round course using duty ammunition or equivalent. The start position is loaded handgun in secured holster. All firing is two-handed standing unless noted otherwise. The initial loading procedure for semi-automatic handguns is to load with full magazine, magazine number two loaded with 5 rounds and all other magazines loaded to capacity. The initial loading procedure for revolvers is to load with 6 rounds. All speed loaders, speed strips, ammunition pouches, or loops loaded to capacity. All reloading must be from secured ammunition pouch. No reloading commands will be given. Ammunition management is the responsibility of the shooter after Stage II. Shooter

is responsible for speed reloading or tactical reloading in order to maintain a loaded handgun. Running out of ammunition during a stage is not a valid excuse. Rounds not fired are scored as misses.

- 1) **STAGE 1** 3 Yard Line, on command, draw and fire 2 rounds weapon hand only in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.

**Note:** After Stage 1, weapon will be loaded with 6 rounds only. Semi-autos will be loaded with the 5 round magazine.

- 2) **STAGE 2** 5 Yard Line, on command, draw and fire 6 rounds weapon hand only and reload in 14 seconds. (Mandatory speed reload). On completion of time, scan and holster. Total of 6 rounds.
- 3) **STAGE 3** 5 Yard Line, on command, shooter will draw and transfer handgun to support hand and remain at the ready position for the next string. On command, fire 6 rounds support hand only in 6 seconds. On completion of time, scan and holster. Total of 6 rounds.
- 4) **STAGE 4** 5 Yard Line, on command, draw and fire 2 rounds center mass and 1 round within the head in 4 seconds. On completion of time, scan and holster. Repeat one additional time. Total of 6 rounds.
- 5) **STAGE 5** 7 Yard Line, on command, draw and fire 2 rounds in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.
- 6) **STAGE 6** 15 Yard Line, on command, draw and fire 3 rounds standing, drop to a kneeling position and fire 3 additional rounds in 12 seconds. On Completion of time, scan, stand, scan and holster. Repeat one additional time. Total of 12 rounds.
- 7) **STAGE 7** 25 Yard Line, if range has barricades, they will be used as simulated cover for this stage. Barricades may not be used for support. On command, draw and fire 4 rounds standing and 4 rounds kneeling in 45 seconds. On completion of time, scan and holster. Total of 8 rounds.

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 cannot 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.

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.

#### **102.08 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.

#### **102.09 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 two (2) opportunities, within three (3) months after the completion of the academy, 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 three (3) month period the student will be required to repeat the entire course. Students must achieve a passing score in each event included in the test to successfully complete the test.
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 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.
- 101.01 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-08, 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-08, 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.
- 101.02 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-08, Section-101, Subsection-101.03. Applicants who were excluded or "grandfathered" 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-08, Section-101, Subsection-101.03.

101.03 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

### **Certification Based on Equivalency of Training and Refresher Training**

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.
- 101.04 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-08, 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,
    - c. or as an investigator for a district attorney, or investigator for a state level agency responsible for enforcing criminal statutes.
- 101.05 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-08, 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.

### **Certification Based on Equivalency of Training and Refresher Training**

- 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.

101.06 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.

101.07 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%

101.08 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.

101.09 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.
- 102.01 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.
- 102.02 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.
- 102.03 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.
- 102.04 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.

## Chapter 15: Official BLEOST Forms

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



## Official Certification Forms

### 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:**

- 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.

## Official Certification Forms

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 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.

## **Official Certification Forms**

- 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.

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

adopted - 07/1981; rev. - 04/1988, 10/1990, 11/1993, 01/1995, 11/1995, 07/1996, 11/1997, 07/1998, 09/2000, 11/2003, 09/2004, 11/2007, 05/2009 and 07/2013

### 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.

101.01 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. and a 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%).~~

101.02 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.

101.03 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.

101.04 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**

102

### **102.01 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. The candidate's



NCIC report, certificate of high school/GED completion and verification of First Aid/CPR certification must be attached. 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 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.

#### **102.02 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-06, 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~~ probationary 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.

#### **102.03 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-06, 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-06, 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.

**102.04 Scoring Procedures**

### **Standards for Successful Completion of Law Enforcement Training**

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.

#### **102.05 Firearms**

1. Students must achieve a final score of seventy-five percent (75%) on the approved courses of fire to successfully complete the basic course. The passing score of the approved course of fire shall be averaged with other scores recorded during firearms training to determine the students overall score. A final average score of seventy-five percent (75%) must be achieved 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.

##### **a. Board Approved Firearms Qualification Course**

- i. The weapon is a duty revolver or semi-automatic pistol. See Section 103.3 of Chapter 9 for the approved target list and scoring procedure. This is a 50 round course using duty ammunition or equivalent. The start position is loaded handgun in secured holster. All firing is two-handed standing unless noted otherwise. The initial loading procedure for semi-automatic handguns is to load with full magazine, magazine number two loaded with 5 rounds and all other magazines loaded to capacity. The initial loading procedure for revolvers is to load with 6 rounds. All speed loaders, speed strips, ammunition pouches, or loops loaded to capacity. All reloading must be from secured

ammunition pouch. No reloading commands will be given. Ammunition management is the responsibility of the shooter after Stage II. Shooter is responsible for speed reloading or tactical reloading in order to maintain a loaded handgun. Running out of ammunition during a stage is not a valid excuse. Rounds not fired are scored as misses.

- 1) **STAGE 1** 3 Yard Line, on command, draw and fire 2 rounds weapon hand only in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.

**Note:** After Stage 1, weapon will be loaded with 6 rounds only. Semi-autos will be loaded with the 5 round magazine.

- 2) **STAGE 2** 5 Yard Line, on command, draw and fire 6 rounds weapon hand only and reload in 14 seconds. (Mandatory speed reloads). On completion of time, scan and holster. Total of 6 rounds.
- 3) **STAGE 3** 5 Yard Line, on command, shooter will draw and transfer handgun to support hand and remain at the ready position for the next string. On command, fire 6 rounds support hand only in 6 seconds. On completion of time, scan and holster. Total of 6 rounds.
- 4) **STAGE 4** 5 Yard Line, on command, draw and fire 2 rounds center mass and 1 round within the head in 4 seconds. On completion of time, scan and holster. Repeat one additional time. Total of 6 rounds.
- 5) **STAGE 5** 7 Yard Line, on command, draw and fire 2 rounds in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.
- 6) **STAGE 6** 15 Yard Line, on command, draw and fire 3 rounds standing, drop to a kneeling position and fire 3 additional rounds in 12 seconds. On Completion of time, scan, stand, scan and holster. Repeat one additional time. Total of 12 rounds.
- 7) **STAGE 7** 25 Yard Line, if range has barricades, they will be used as simulated cover for this stage. Barricades may not be used for support. On command, draw and fire 4 rounds standing and 4 rounds kneeling in 45 seconds. On completion of time, scan and holster. Total of 8 rounds.

## 102.06 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 cannot 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.

## **Standards for Successful Completion of Law Enforcement Training**

### **102.07 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.

### **102.08 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, and ~~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.

102.09 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 two (2) opportunities, within three (3) months after the completion of the academy, 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 three (3) month period the student will be required to repeat the entire course. Students must achieve a passing score in each event included in the test to successfully complete the test.
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 LEOTF nor shall any reimbursement be made for failed training.

## **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, 09/2010 and 07/2013

### **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.
- 101.01 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-08, 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-08, 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.
- 101.02 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-08, Section-101, Subsection-101.03. Applicants who were excluded or "grandfathered" 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-08, Section-101, Subsection-101.03.



101.03 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

### **Certification Based on Equivalency of Training and Refresher Training**

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.
- 101.04 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-08, 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 one year for full-time status and two years for part-time status of making application their date of hire.

- 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,~~

~~a.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,

~~b.e.~~ or as an investigator for a district attorney, or investigator for a state level agency responsible for enforcing criminal statutes-2

c. or in a part-time law enforcement status in this state.

101.05 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-08, 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.

101.06 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.

101.07 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%~~

101.08 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.

101.09 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.
- 102.01 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.
- 102.02 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 mechanics of arrest ~~cardiopulmonary resuscitation~~ require scores of eighty percent (80%) to graduate.
- 102.03 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.
- 102.04 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.

## Chapter 15: Official BLEOST Forms

adopted - 04/1988; rev - 10/1991, 04/1997, 08/1997, 01/1998, 11/2004, 07/2008, 11/2008 and 07/2013

### 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:**

- 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.

## Official Certification Forms

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 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/GED Completion and First Aid/CPR Certification** - Attach a copy of the applicant's NCIC report, ~~and~~ a copy of the High School Diploma/GED and First Aid/CPR Certification.
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. **Applicant NCIC Report, Verification of High School/GED Completion and First Aid/CPR Certification** - Attach a copy of the applicant's NCIC report, a copy of the High School Diploma/GED and First Aid/CPR Certification.
  4. **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.
  5. **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.