MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

THE BOARD ON LAW ENFORCEMENT OFFICER STANDARDS AND TRAINING (BLEOST) PROFESSIONAL CERTIFICATION POLICY AND PROCEDURES MANUAL

Promulgated under the authority of Mississippi Code as Annotated, §45-6-7. First published in 1982; rev - 1988, 1991, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2013, 2014 and 2015.

Table of Contents

Law Enforcement Code of Ethics 1

Preface 3

Composition and Authority 4

Organizational Chart of the Office of Standards and Training 5

Law Enforcement Agencies Coming under the Jurisdiction of the LEOTP 6

Training Academies 7
Full-Time Academies 7
Part-Time Academies 7

Definitions 11

Chapter 1 . . . Applicant Evaluation, Employment and Certification Procedures 15

Chapter 2 . . . Professional Certificates 25

Chapter 3 . . . Hearings, Denial or Other Sanctions of Certificates 29

Chapter 4 . . . Compliance Monitoring and Noncompliance 37

Chapter 5 . . . Reimbursement of Training Costs 43
Claim for Reimbursement Form 49

Chapter 6 . . . Standards for the Successful Completion of Law Enforcement Training 51
Full-Time Law Enforcement Training Curriculum 61
Part-Time Law Enforcement Training Curriculum 63

Chapter 7 . . . Physical Fitness Program 67
Event I - Agility Run Standards 75
Event II – Push-up Standards 77
Event III -1.5 Mile Run Standards 79
- 81
Physical Fitness Testing Score Sheet . . . . . Page 1 of 1
Event I . . . . . Page 1 of 1
Event II . . . . . Page 1 of 1
Event III . . . . . Page 1 of 1

Chapter 8 . . . Certification Based on Equivalency of Training and Refresher Training 87
Refresher Law Enforcement Training Curriculum 95

Chapter 9 . . . Continuing Education and Course Certification 99

Chapter 10 . . . Constable Training Requirements 107

Chapter 11 . . . Constable Identification 113
Emblem, Badge and Door Decal 117

Chapter 12 . . . Criminal Investigators Employed by District Attorneys 119

Chapter 13 . . . Instructor Certification 123

Chapter 14 . . . Academy Accreditation 129

Chapter 15 . . . Official BLEOST Forms 141

Chapter 16 . . . Law Enforcement Officers Training Program Enabling Legislation 149

Appendixes A . . . 165
Official Certification Forms . . . 165
Full-Time Law Enforcement Application for Certification - Part I . . . Page 1 of 4
Instructions . . . Page 2 of 4
Part II - Applicant's Background Investigation Review . . . Page 3 of 4
Part III - Agency Background Investigation Review . . . Page 4 of 4
Part-Time Law Enforcement Application for Certification - Part I . . . Page 1 of 4
Instructions . . . Page 2 of 4
Part II - Applicant's Background Investigation Review . . . Page 3 of 4
Part III - Agency Background Investigation Review . . . Page 4 of 4
Full-time Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Full-time Municipal Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Part-Time Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Part-Time Municipal Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Law Enforcement Termination/Reassignment Report . . . Page 1 of 2
Instructions . . . Page 2 of 2
Request for Information & Training Notification . . . Page 1 of 1
Request for Information . . . Page 1 of 1
Training Notification . . . Page 1 of 1
Academy Remedial Exit Form . . . Page 1 of 2
General Information . . . Page 2 of 2
Full-Time Basic Training Packet . . . Page i of iii
Memorandum . . . Page i of iii
Information for the Physician . . . Page ii of iii
Information for the Physician - Continued . . . Page iii of iii
Medical Examination Report . . . Page 1 of 8
Health Questionnaire . . . Page 1 of 8
Health Questionnaire - Continued . . . Page 2 of 8
Physical Fitness Examination . . . Page 3 of 8
Threshold Weight Table . . . Page 3 of 8
Body Fat Limits . . . Page 3 of 8
Physician's Affidavit . . . Page 5 of 8
NCIC Report . . . Page 6 of 8
Salary Information . . . Page 6 of 8
Law Enforcement Agency's Affidavit . . . Page 7 of 8
Applicant's Affidavit & Injury Liability Waiver . . . Page 7 of 8
Application for Training and Personal Information Summary . . . Page 8 of 8
Part-Time Basic Training Packet . . . Page i of iii
Memorandum . . . Page i of iii
Information for the Physician . . . Page ii of iii
Information for the Physician - Continued . . . Page iii of iii
Medical Examination Report . . . Page 1 of 8
Health Questionnaire . . . Page 1 of 8
Health Questionnaire - Continued . . . Page 2 of 8
Physical Fitness Examination . . . Page 3 of 8
Threshold Weight Table . . . Page 3 of 8
Body Fat Limits . . . Page 3 of 8
Physician's Affidavit . . . Page 5 of 8
NCIC Report . . . Page 6 of 8
Salary Information . . . Page 6 of 8
Law Enforcement Agency's Affidavit . . . Page 7 of 8
Applicant's Affidavit & Injury Liability Waiver . . . Page 7 of 8
Application for Training and Personal Information Summary . . . Page 8 of 8
Refresher Training Packet . . . Page 1 of 3

NCIC Report . . . . . Page 2 of 3
Salary Information . . . . . Page 2 of 3
Law Enforcement Agency's Affidavit . . . . . Page 3 of 3
Applicant's Affidavit & Injury Liability Waiver . . . . . Page 3 of 3
Course Certification Request . . . . . Page 1 of 2
Instructions for Completion of the Course Certification Request . . . . . Page 2 of 2
Law Enforcement Course Evaluation Instrument . . . . . Page 1 of 2
Law Enforcement Course Roster . . . . . i of ii
Instructions for Completing the Course Roster Form . . . . . ii of ii

Appendixes B 223
Instructor Application and Evaluation Forms 223
Instructor Application . . . . . Page 1 of 4
Applicant's Affidavit . . . . . Page 3 of 4
Instructions . . . . . Page 4 of 4
Instructor Evaluation . . . . . Page 1 of 2

Appendixes C 231
Application for Academy Accreditation and Program Monitoring Guide 231
BLEOST Application for Academy Accreditation . . . . . Page 1 of 2
Cover Page . . . . . Page 1 of 2
Academy Application Instructions . . . . . Page 2 of 2
BLEOST Program Monitoring Guide . . . . . Page 1 of 2

Appendixes D 237
Background Investigations 239

Appendixes E 249
Areas of Inquiry 251
Sample Personal History Statement 263
Personal History Statement . . . . . Page 1 of 14
Personal History Statement Agreement . . . . . Page 13 of 14
Instructions . . . . . Page 14 of 14
Sample Release Forms and Questionnaires 277
Notice of Authorization to Release Information . . . . . Page 1 of 1
Authorization to Release Information . . . . . Page 1 of 1
Request for Local Records Check . . . . . Page 1 of 1
Authorization to Release Medical Records . . . . . Page 1 of 1
Confidential Questionnaire to Employers . . . . . Page 1 of 3
Confidential Questionnaire to Personal References . . . . . Page 1 of 4
Confidential Questionnaire to Educational Institutions . . . . . Page 1 of 1
Confidential Questionnaire to Landlords . . . . . Page 1 of 1
Confidential Questionnaire to Physicians . . . . . Page 1 of 1
Telephone Check . . . . . Page 1 of 1

Law Enforcement Code of Ethics

adopted - 02/1982

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession…Law Enforcement.

Preface

adopted - 07/1981; rev - 10/1991

The l98l regular session of the Mississippi Legislature enacted legislation to establish minimum standards for employment, training and education of law enforcement officers. Governor William Winter signed the "Law Enforcement Officers Training Program (LEOTP) Act" in April of 1981, and the law became effective l July l98l.

The Law Enforcement Officers Training Program established the Board on Law Enforcement Officer Standards and Training (BLEOST) to implement the law and its provisions. The Act directed the Criminal Justice Planning Commission to provide the Board with administrative and fiscal support and designated the Executive Director of the Commission to serve as staff director of the Board on Law Enforcement Officer Standards and Training. Since 1981, the Commission has changed its form several times. Currently, the Commission is known as Public Safety Planning, a division of the Department of Public Safety.

This "**Professional Certification Policy and Procedures Manual**" describes the policies and procedures the BLEOST has established concerning the employment of law enforcement officers in Mississippi. This manual is promulgated pursuant to authority granted the Board on Law Enforcement Officer Standards and Training by Chapter 474, General Laws of Mississippi, Section 4. The policies and procedures therefore have the force and effect of law and are written for the guidance of agency heads and personnel officers of law enforcement agencies whose personnel come under the jurisdiction of the LEOTP.

Please direct any questions you may have about this manual to the Director at:

Mississippi Department of Public Safety/Division of Public Safety Planning/
Office of Standards and Training
1025 Northpark Drive
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777; Facsimile # - (601) 977-3773

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Irene Turner - iturner@dps.ms.gov
Bebea Boney - bboney@dps.ms.gov

Juvenile Facility Monitoring Unit (JFMU)

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Jason Dillon - jdillon@dps.ms.gov
Teresa Wash - twash@dps.ms.gov

Composition and Authority

adopted - 04/1988; rev - 10/1991, 07/2010

Title: The Office of the Board on Law Enforcement Officer Standards and Training (BLEOST).

Legal Authority: The Mississippi Code as Annotated establishes the Law Enforcement Officers Training Program in Chapter 6, § 45-6-I through 45-6-I9. The Board's responsibilities as to constables are found at Chapter I9, § I9-I9-I and § I9-I9-5, and responsibilities as to investigators for district attorneys are found in Chapter 37, § 97-37-7.

Purpose: Our purpose is to establish a set of minimum standards for entrance into the profession of law enforcement and develop programs to implement standards and review the job relatedness of the established standards. We are also to establish and implement a dynamic law enforcement officer training program to deliver appropriate training at the beginning of and during an officer's career. In addition to establishing programs for law enforcement officers, the BLEOST must establish training requirements, uniform and vehicle identification requirements for constables, and training requirements for district attorney investigators.

Composition: The Board consists of thirteen (13) members, six of whom are appointed by the Governor within specific guidelines. The six gubernatorial appointees must come from the following specific categories:

Two Chiefs of Police of municipalities in this state, with one of such municipalities having a population of less than five thousand (5,000).

A sheriff in this state.

A district attorney in this state.

A representative of higher education.

A representative who is a non-supervisory rank-and-file law enforcement officer.

The remaining seven members mandated by legislation are:

The Attorney General, or his designee.

The Director of the MS Highway Safety Patrol, or his designee.

The President of the MS Municipal Association or designee.

The President of the MS Association of Supervisors or designee.

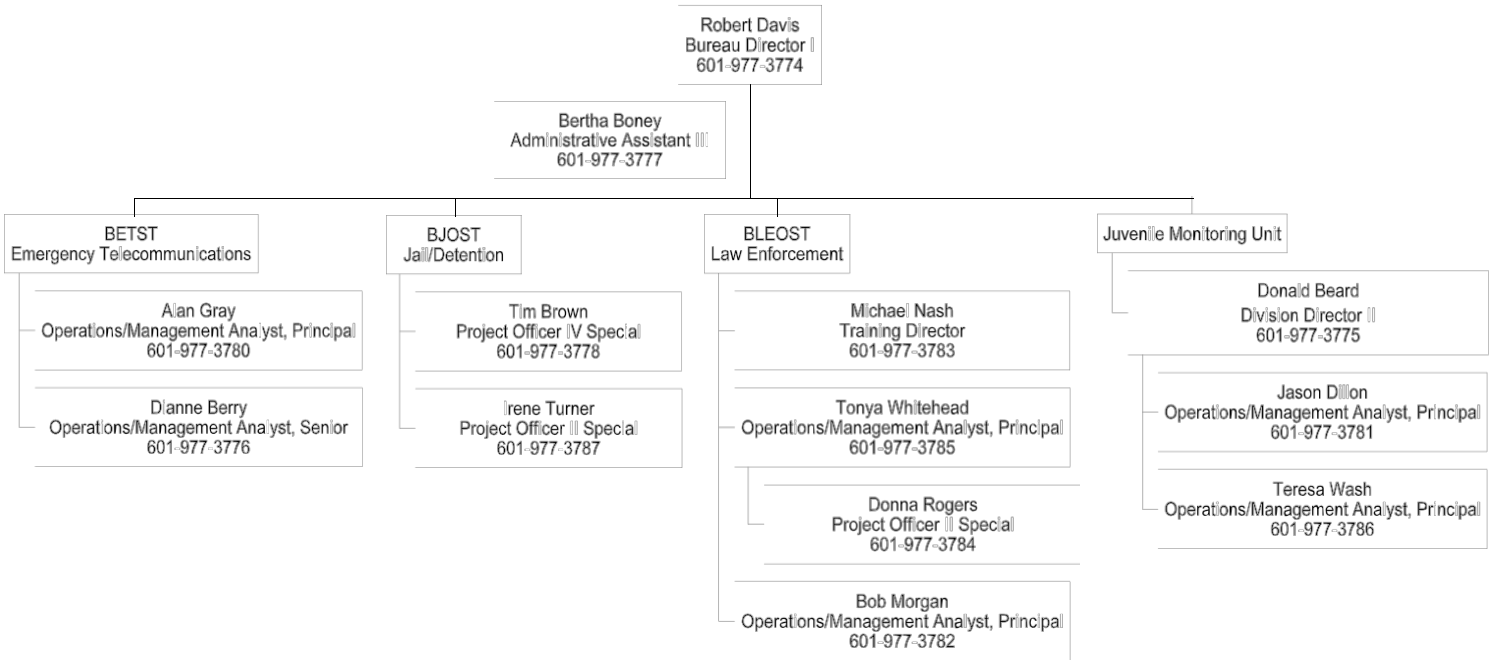
The President of the MS Constable Association or designee.

The President of the MS Campus Law Enforcement Officer Association or designee.

The President of the MS Sheriffs' Association, or his designee.

Organizational Chart of the Office of Standards and Training

adopted - 04/1988; rev - 10/1991, 04/2001, 01/2004, 07/2005, 10/2005, 09/2006, 12/2006, 01/2007, 02/2007, 06/2007, 10/2007, 02/2008, 08/2008, 2011 and 02/2014



Support Division

- Accreditation
  (601) 977-3782
- Compliance Monitoring
  (601) 977-3783; 3774
- Certification Procedure
  (601) 977-3785; 3784; 3774
- Curriculum
  (601) 977-3783; 3774
- Evaluation
  (601) 977-3783; 3774

Training Division

- In-service Training
  (601) 977-3783; 3774
- Instructor Certification
  (601) 977-3783
- Juvenile Monitoring Unit
  (601) 977-3775; 3781; 3786
- Records and Forms
  (601) 977-3785; 3784
- Media Center
  (601) 933-2100

Law Enforcement Agencies Coming under the Jurisdiction of the Law Enforcement Officers Training Program

adopted - 04/1988; rev - 10/1991; 10/2003; 06/2011

The following list contains those agencies whose employees meet the definition of "Law Enforcement Officer" as defined by Chapter 474, § 6, General Laws of Mississippi, and this policy and procedure manual:

Agency Type	Number of Departments
Municipal Police Departments *	296
County Sheriff's Departments	82
Public School Districts (School Resource Officers)	24
Community College Campus Law Enforcement (including extensions)	18
Narcotics Task Forces	17
University Campus Law Enforcement (including extensions)	11
Department of Mental Health	10
Attorney General's Office	3
International and Regional Airport Authorities	3
Railroad Police	3
State Tax Commission	3
Board of Supervisors' Road Patrol	2
Department of Corrections	2
Bureau of Capitol Police	1
Bureau of Narcotics	1
Department of Agriculture & Commerce	1
Department of Transportation	1
Department of Wildlife, Fisheries and Parks	1
Gaming Commission	1
Gulfport Municipal Court	1
Highway Safety Patrol	1
Institutions of Higher Learning	1
Marine Resources	1
Pharmacy Board	1
Public Service Commission	1
Reservoir Patrol	1
State Auditor Office	1
State Fire Marshal's Office	1
Yazoo - Mississippi Delta Levee District Police	1
	490

It is to be noted that not all employees of the above organizations meet the criteria for "law enforcement" and that other unlisted organizations do have certain law enforcement roles but do not meet the criteria established by state law.

* All municipalities within the State of Mississippi are empowered to have Police Departments. However, many of the smaller communities have opted to leave positions vacant.

Training Academies

FULL-TIME ACADEMIES **Academy Name and Mailing Address**
Harrison County Law Enforcement Training Academy P.O. Box 1480 Gulfport, MS 39502 Phone # - (228) 863-1767; Fax # - (228) 863-1768
Hattiesburg Police and Fire Training Academy 53 Academy Drive Hattiesburg, MS 39401 Phone # - (601) 545-4650; Fax # - (601) 545-4652
Jackson Police Department Training Academy 3000 St. Charles Street Jackson, MS 39209 Phone # - (601) 960-1378; Fax # - (601) 960-1376
Mississippi Delta Community College Law Enforcement Training Academy Post Office Box 668 Moorhead, MS 38761 Phone # - (662) 246-6436; Fax # - (662) 246-6436
MS Law Enforcement Officers' Training Academy 3791 Highway 468 West Pearl, MS 39208 Phone # - (601) 933-2100; Fax # - (601) 933-2200
North MS Law Enforcement Training Center One Finney Lane Tupelo, MS 38801 Phone # - (662) 841-6400; Fax # - (662) 841-6434
Southern Regional Public Safety Institute 1813 Lee Avenue Camp Shelby, MS 39407-5500 Phone # - (601) 266-6680; Fax # - (601) 558-2027

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Greater Jackson County Law Enforcement Training Consortium 503 Dewey Avenue Ocean Springs, MS 39564 Phone # - (228) 875-2211; Fax # - (228) 875-5126

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Grenada County Sheriff's Office Reserve Officer's Training School 35 Doak Street Grenada, MS 38901 Phone # - (662) 227-2877; Fax # - (662) 226-2721
Hancock County Sheriff's Department Reserve Law Enforcement Officer's Training Academy 8450 Hwy 90 Bay St. Louis, MS 39520 Phone # - (228) 466-6900; Fax # - (228) 586-1636
Hinds County Sheriff's Office Reserve Training School 1450 County Farm Rd. Raymond, MS 39154 Phone # - (601) 857-4810; Fax # - (601) 857-4940
Lafayette County Law Enforcement Officer's Training Academy j Department of Legal Studies University of Mississippi P O Box 1848 University, MS 38677 Phone # - (662) 915-7902; Fax # - (662) 915-7981
Columbia Police Department Law Enforcement Training Academy 205 Second St. Columbia, MS 39429 Phone # - (601) 736-8052; Fax # - (601) 736-6899
Lincoln County Law Enforcement Training Academy j Lincoln County Sheriff's Department 215 Justice St Brookhaven, MS 39601 Phone # - (601) 833-5231; Fax # - (601) 833-4492
Columbus Police Department Law Enforcement Training Academy 1501 Main St. Columbus, MS 39701 Phone # - (662) 244-3528; Fax # - (662) 244-3687
Meridian Public Safety Training Facility Law Enforcement Academy 1180 Sandflat Rd Meridian, MS 39301 Phone # - (601) 484-6890; Fax # - (601) 484-6895
Desoto County Sheriff's Office Law Enforcement Training Academy 311 West South St. Hernando, MS 38632 Phone # - (662) 429-1475; Fax # - (662) 429-1379

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Rankin County Sheriff's Department Law Enforcement Officer's Training Institute 221 North Timber St Brandon, MS 39042 Phone # - (601) 825-1480; Fax # - (601) 824-7120
Sandersville Regional Law Enforcement Officer Training Academy 110 E. Main St. Sandersville, MS 39477 Phone # - (601) 649-3068; Fax # - (601) 649-3622
Simpson County Law Enforcement Officer's Training Academy 111 West Pine Avenue Mendenhall, MS 39114 Phone # - (601) 847-2921; Fax # - (601) 847-2156

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

person who is performing such duties at any time whether or not they receive any compensation for duties as a law enforcement officer provided that such compensation is less than Two Hundred Fifty Dollars ($250.00) per week or One Thousand Seventy-five Dollars ($1,075.00) per month.

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

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

Chapter 01: Applicant Evaluation, Employment and Certification Procedures

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

Purpose

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

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

Policy

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

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

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

2. Duly sworn,

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Be a United States citizen,

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

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

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

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

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

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

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

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

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

2. Applicants must have been scheduled to attend a specific basic course by name and accepted for enrollment in a course which would have satisfied the probationary period requirement. Once it is determined that an officer cannot complete the course as scheduled, the hiring agency must provide written documentation that fully describes the event which prevents the student from successfully completing the course. The written documentation must include

adequate documentation that the event was indeed beyond the student's control. A student's dismissal from the training program due to misconduct or failure to meet the academic/training standards would not constitute an event beyond that student's control. Illnesses, injuries or other events which could be reasonably avoided would not excuse a student's failure to achieve the training standards. Events, which are precipitated by a student's negligence, misconduct or illegal activity, will not be considered as "beyond the student's control". For example, a vehicular accident in which the student operator was found to be operating the vehicle in a willfully reckless fashion or under the influence of intoxicating substances would not be beyond that student's control as such events can be readily avoided.

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

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

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

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

7. The Board staff shall review the facts and circumstances for each instance where an applicant's department requests to continue service beyond the probationary period. The staff shall determine whether the applicant was eligible to be employed as a law enforcement officer, whether the applicant was scheduled to attend a basic course within the probationary period, whether the injury, illness or other event was beyond the control of the applicant and

whether the situation will be temporary or permanent in nature.

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

Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   a. The full-time or part-time "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III shall be submitted

for either officers who have not obtained certification in this state or officers who have had a break in service of two years or more. Part II of this form must be signed and dated by the applicant. Part III of this form must be signed and dated by the agency head or an authorized designee. Both Parts II and III must be signed and dated before a notary public.

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

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

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

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

a. Any of the questions in Part II, items one (1) through ten (10), that are answered "yes" must be explained in writing to the Board. The explanation must be typed or printed in ink on separate 8.5 x 11 sheets of paper, signed and dated by the applicant and include all related court documents. All crimes (regarding questions 4 and 5) must be reported. The only exceptions to this requirement are traffic offenses where the fine is less than one hundred dollars ($100.00) and where the applicant has had fewer than four (4) traffic offenses within the preceding twenty-four (24) months (excluding drug or alcohol related offenses).

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

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

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

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

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

1. Shall determine that all appropriate forms are included.

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

3. Shall determine the Certification Status of each applicant;

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

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

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

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

e. Or not eligible for certification.

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

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

102.05 After the staff has notified the agency head of the applicant's certification status, the agency head must then ensure that all arrangements are made to enroll the officer in an appropriate training program. Once the applicant has successfully

completed the prescribed training and the Board has approved the individual or group of applicants, the staff will distribute certificates and provide reimbursement of authorized expenses.

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

Chapter 02: Professional Certificates

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

Purpose

100 This section establishes policies and procedures governing professional certificates.

Policy

101 Vested by law with ownership of and full responsibility for law enforcement officers' certificates, the Board's policy is to ensure that certificates are issued only to fully qualified officers and revoked when appropriate and that all certificates are accounted for at all times. The law specifies that any certificate for a law enforcement officer issued as a result of the Law Enforcement Officers Training Program is the property of the Board. Although the certificate is issued in the name of the individual officer, the Board shall place the certificate in the stewardship of the employer and shall retain the right to require return of the certificate to the Board. The employer shall not transfer a certificate issued by the Board to any person or agency except through the Board director.

Procedures

102 All law enforcement employers included under the Law Enforcement Officers Training Program as described in this Policy and Procedures Manual should follow these steps in safekeeping certificates issued to their employees by the Board.

102.01 The employer, upon receiving the certificate from the Board director, should record the certificate number and the date issued in the employee's personnel file.

102.02 The certificate should remain in the physical custody of the employer at a site which houses agency operations. The employer may provide the employee with a photostatic copy of the certificate.

102.03 The certificate, if defaced, destroyed, misplaced, or stolen while in the stewardship of the employer, will normally be replaced with a photostatic copy. The production of duplicate certificates shall be minimized. The staff will evaluate each incident prior to the issuance of a duplicate certificate.

102.04 The employer should return the certificate to the Board director, along with a complete "**Termination/Reassignment Report**" form, within ten working days after:

1. the employee no longer meets all of the qualifications for employment (i.e.- the employee has been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a crime involving moral turpitude, etc. **[the employer shall provide official documentation of any such conviction]**);

2. receiving written notice from the Board of evidence that the certificate was obtained through misrepresentation or fraud;

3. the employee dies, resigns, laterally transfers or is terminated;

4. the employee takes leave or is assigned leave from actual performance of law enforcement duties from the employer for any reason for an indefinite period or for a period planned to last more than twelve months;

5. and receiving written notice from the Board that the certificate shall be returned for other due cause as determined by the Board.

102.05 The staff shall decide the disposition of a certificate within a reasonable time after receiving notice that a certificate has been returned. The Board may decide to:

1. delay consideration of the return of the certificate;

2. inactivate the certificate;

3. assign stewardship of the certificate to a new law enforcement employer or;

4. annul/revoke a certificate, if issued in error or through misrepresentation or fraud.

102.06 In the case of lateral transfer, the staff shall forward the certificate to the appropriate employer.

102.07 The staff shall maintain the certificate and all other file information of officers who have died or whose certificates have been inactivated in the Board files.

102.08 When the staff has inactivated a certificate because an officer is no longer in law enforcement employment as described in this Policy and Procedures Manual, is on indefinite leave or leave for more than one year, or for other reasons the Board director may reactivate the certificate when the certified officer resumes employment for the employer who returned the certificate or under a new law enforcement employer included under the Law Enforcement Officers Training Program. In any case, the employer may initiate the reactivation process by forwarding a "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III to the Director. The Board director shall forward a reactivated certificate to the employer.

102.09 When an officer, certified by Mississippi statute, leaves law enforcement employment for a period of two years or more, his or her certification will lapse. Upon receiving a request to reactivate the officer's certification, the staff shall notify the employer, by letter, that the officer's certification has lapsed, and that the officer must qualify for Board certification within one year for full-time status and two years for part-time status of his or her current date of hire.

Professional Certificates

Chapter 03: Hearings, Denial or Other Sanctions of Certificates

adopted - 10/1989; rev - 10/1991, 04/1997 01/1998, 11/2003 and 09/2009

Purpose

100 This section establishes policy and procedures governing the classification of "not eligible for certification" or the reprimand, suspension (under conditions imposed by the board), recall or cancellation of the professional certificate of a law enforcement officer. This section also establishes the policy and procedures for board hearings for anyone aggrieved of a finding by the staff or to make special requests for relief under board policies.

Policy

101 The Board may reject any unqualified applicant for certification by a classification of not eligible for certification. Further, the Board reserves the right to reprimand, suspend or cancel and recall any certificate when:

101.01 The certificate was issued by administrative error;

101.02 The certificate was obtained through misrepresentation or fraud;

101.03 The holder has been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a crime involving moral turpitude;

101.04 The holder has committed an act of malfeasance or has been dismissed from his employing law enforcement agency;

101.05 Or other due cause as determined by the Board.

1. The Board has established standards and qualifications by rule and regulation for the employment of law enforcement officers as they relate to the competence and reliability of persons to discharge the responsibilities of that position of public trust. These standards address minimum age, education, training, physical and mental standards, citizenship, good moral character and experience.

2. Any condition, conduct or action that would breach the established minimum standards, violate the *Law Enforcement Code of Ethics* or would greatly diminish the public trust in the competence and reliability of a law enforcement officer would be actionable as due cause for reprimand, suspension (under conditions), recall or cancellation of a certificate.

Procedures

102 The procedures listed herein shall be followed to ensure a fair and expedient

process consistent with law.

102.01 The Board staff shall open a certification review file upon the instruction of the assistant director or the director. The director or the assistant may base the opening of a review file on a number of sources.

1. Routine activity by the Board staff that discloses noncompliance with the LEOTP or established policy shall be considered as possible basis for opening a certification review file.

2. Law enforcement agency heads may request in writing to the assistant director or the director that a certification review file be opened.

3. The investigative divisions of the state or a political subdivision thereof may request in writing to the assistant director or the director that a certification review file be opened.

   a. All such requests in Chapter-03, Section-102, Subsection-102.01, Paragraph-2 and 3 above, should be accompanied by documents to support the review request. All accepted materials shall become a part of the individual officer's application packet.

   b. The release of these materials shall be in accordance with the Board's policy and the Open Meetings and Records Act.

102.02 Once the certification review file has been opened, the Board staff shall be responsible for organizing the materials submitted as a result of the review process. The staff may correspond with the employer, official records clerks or investigative agencies to clarify information. The staff may also initiate a request through the director to the investigative division of the Office of the Attorney General for further investigative support if needed.

102.03 The staff will indicate whether criminal charges have been initiated and maintain a current status report for each opened certification review file. (Information on court dates, hearings, pleas, adjudication status and sentencing shall be maintained to enable the director to take immediate action once a case has been heard.)

102.04 The director or the assistant director shall review the status of all open certification review files on a regular basis.

102.05 Once the director believes that there is sufficient cause to support a Board action in the case, the director shall decide whether a sanction should be initiated. The director may elect to:

1. delay consideration pending further information;

2. proceed with an administrative action such as a declaration of ineligible for certification or other approved sanction,

3. proceed with a hearing to enable the full Board to evaluate the case.

102.06 The director shall have the administrative authority to issue both temporary or permanent declarations of ineligibility for certification as well as an administrative revocation of those certificate holders who have been adjudicated guilty of a felony crime.

102.07 Individuals must be notified in writing of any administrative sanction including non-eligibility. The notification letter must contain the reasons for the sanction as well as a statement of the specific findings by the staff. The notification letter must also include instructions for requesting a board hearing.

102.08 Board hearings may be convened at the request of the director or upon the receipt of a request from an individual aggrieved of a staff finding, administrative action or to obtain relief under board policies. The director shall inform the Chair of any requests for a hearing and provide any additional information related to the hearing. The Chair may elect to hold the hearing at the next regularly scheduled meeting or at a specially convened meeting for that purpose.

1. Once the date has been established for the hearing, the director shall notify the officer and the agency head of the hearing date. The letter shall state, in clear terms, the time and place of the hearing, purpose of the hearing and proposed action to be taken. The letter will also:

   a. Invite the officer to appear personally before the Board to make a presentation on his certification.

   b. Advise the officer that they have a right to be heard, present evidence and that they may bring people to give oral testimony or to provide assistance in the presentation. They also may question any adverse witnesses.

   c. Advise the officer that they may have counsel assist and/or represent them at the hearing.

   d. Advise the officer that strict rules of evidence do not apply.

   e. Advise the officer that documents may be submitted for consideration. All copies of any official documents must be submitted under the county seal or notary public. Any written testimony must be presented in the form of duly sworn affidavits. All documents must be submitted to the Board staff not later than five working days before the hearing.

102.09 Any document available under the Open Records Act shall be made available to the respondent upon request. A continuance for the hearing may be granted provided the respondent demonstrates good cause.

102.10 At the appointed time, the chair shall convene the certification hearing. The chair or the vice chair shall be the presiding officer and control the course of the hearing. The Board itself shall constitute the hearing panel.

1. The proceedings of the hearing shall be recorded electronically and a record made by a qualified court reporter.

2. The Board shall consider all oral and written material presented at the hearing.

3. The Board Attorney shall begin by putting information into the record including:

   a. The fact that the respondent received notice of hearing and complaint,

   b. The fact that the respondent has applied for certification or has been certified by the board.

   c. The fact that the respondent was advised of his right to have counsel present, to be heard, present evidence, witnesses and question any adverse witnesses.

4. The Board Attorney shall have the court reporter administer an oath to all those present who desire to speak on record.

5. The hearing shall proceed with the board's representatives presenting their evidence and/or witnesses. The respondent may cross examine any witness. At the conclusion of the board's presentation, the respondent will then be given an opportunity to present evidence or witnesses. The board's representative may cross examine any witness. The Board Members may ask any questions they have of any witness during the hearing.

6. At the conclusion of all presentations and arguments, the Board may vote to enter executive session to deliberate their findings and conclusions. The final vote shall be recorded for the record. During the executive session, members may request the director, other staff or witnesses to provide assistance or to review previous information on the record.

7. During deliberations the Board shall first consider the factual charges against the officer and determine if the information presented supports the charges. If the Board finds that one or more of the charges are supported, then the Board shall consider the appropriate sanction.

8. The Board action shall be reduced to writing and entered into the written record of the proceedings. This record shall report the Board's findings of fact relative to each charge and the certification sanction by the Board.

102.11 The director shall notify the employing agency and the officer in writing of the Board's decision. If the Board suspended or recalled the certificate, the notification shall advise the employer that no person shall serve as a law enforcement officer

during a period when that person's certificate has been suspended, canceled or recalled in accordance with Mississippi Code Annotated, § 45-6-11 (3).

102.12 An officer aggrieved by the findings and order of the Board may file an appeal with the chancery court of the county in which the officer was employed. The officer must submit written notice of the appeal and the appropriate venue to the Board within thirty days after the date of the Board's final order.

Chapter 04: Compliance Monitoring and Noncompliance

adopted - 04/1988; rev - 04/1997, 07/1998 and 07/2013

Purpose

100 This section establishes the policy and procedures for compliance monitoring and for addressing any instances of noncompliance that may come to the Board's attention.

Policy

101 The intent of the Legislature in enacting the Law Enforcement Officers Training Program (LEOTP) was clearly to establish standards for the selection and training of law enforcement officers as soon as possible upon beginning the officer's career. This action was for the benefit of all the people of the state in that trained officers could better meet the needs of a complex society. Due to that very complex nature of today's society, coupled with the ever increasing demands for the services of the law enforcement professional, the need for competent, capable and credible officers has never been greater. The issue of competence has become a hotly debated topic in the nation's courts as the incidence of litigation against law enforcement officers for negligence continues to rise unabated. To further exacerbate matters, law enforcement agencies, towns, cities, counties and even state levels of government are being named by litigants for negligence and violation of civil rights. Simply stated, the potential penalty for failure to do the right thing at the right time is so great that the state and local governments can not afford to ignore the risks. In a large measure, training and standards reduce the risk potential for failure on the part of law enforcement officers. The Board's policy is to ensure that the established standards are enforced to the maximum extent practically possible and that officers receive needed training throughout their careers. As a part of ensuring that standards are met, the Board will strive to encourage agencies and officers to achieve compliance by utilizing every asset and resource available to the Board.

Procedures

102 The primary tools the Board will use in compliance monitoring are the various forms discussed in the section of this manual concerning "**Official Certification Forms**". These forms provide the Board information upon which to base decisions as to the eligibility of an applicant to become a law enforcement officer and the level of training required to meet or exceed the mandated requirement. The Board will use other sources of information as necessary to determine who is serving as a law enforcement officer and whether or not the individual is certified and thereby authorized to serve.

102.01 Compliance shall be evaluated on both an individual and organizational basis.

1. The individual must supply information to the Board through his employer. The

employer must conduct a background investigation to verify the Board certification specifics (see the "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts II and III). This information will be reviewed by the staff to determine eligibility and training. Random checks of the information will be conducted to obtain independent verification. Once the review is completed, the Board will inform the individual on the type of training required to obtain certification. The individual will have achieved compliance only after successful completion of the training and the Board's formal action of certification. Individuals must obtain certification within one year for full-time status and two years for part-time status after their date of hire.

2. Law enforcement agencies must establish policy that ensures only authorized (certified) officers perform duties as full-time, part-time, reserve, or auxiliary law enforcement officer. In addition to this policy, the agencies must provide requested information to the Board on a timely basis. The probationary period should prove to be ample time to achieve certification for any officer. Delays in submitting required paperwork and procrastinating in completing required training can easily result in noncompliance. No provisions are provided to waive, excuse or nullify the requirement to achieve certification within the probationary period. Agencies who have officers who can not achieve certification within the established time limit must reassign the affected individuals to other duties or terminate their employment.

102.02 The Board staff will make every reasonable effort to assist agencies in achieving compliance. The staff, the Board and the Law Enforcement Officers Training Program (LEOTP) exist to serve the needs of the law enforcement community. Hopefully, a spirit of understanding and cooperation will prevail in order that the law enforcement profession will continue to advance and obtain the recognition so richly deserved. The Board will strive to keep lines of communication open and provide assistance in overcoming problems with the certification process before the probation period expires, thereby avoiding serious problems requiring drastic measures.

1. The staff will attempt to contact the agency head to resolve any conflicting information or problems with compliance.

2. The heads of related agencies such as the mayor, Board of supervisors, etc., will be contacted as needed to resolve problems.

3. Communication with agencies shall be in writing with additional backup communication through the use of telephone and staff visits.

102.03 In addition to the information on compliance that the staff discovers through routine monitoring, the staff receives information from a variety of other sources, such as the media and citizen complaints. Information that indicates a potential compliance problem will be reviewed to determine if further information is required. Before taking any action on such information, the staff will attempt to verify the

information with the agency head involved.

102.04 The Board will make every effort to identify the need for compliance and assist those agencies in meeting the requirements of the LEOTP prior to the expiration of the probation period.

1. **If the Board discovers that a violation of the Act has been committed (i.e. an individual performs law enforcement duties in excess of one year for full-time status and two years for part-time status from their date of hire without obtaining Board certification), the Board will notify the agency head in writing of their potential liability. The Board will further notify the State Auditor that public funds may have been paid out in violation of state law. A copy of this notification will be provided to the local executive officer.**

2. In addition to the above measures, the Board will not reimburse the training costs incurred by any agency who is not in compliance with the LEOTP or the provisions of this Policy and Procedures Manual. Simply stated, the payment of an officer's salary, who performs law enforcement duties in excess of a period of one year for full-time status and two years for part-time status without obtaining certification, is prohibited. Therefore, the Board cannot reimburse any cost of salary incurred, after the expiration of the probationary period, by an officer in training, even if the agency is otherwise in compliance.

102.05 In the event an agency disagrees with the Board as to the certification process pertaining to their organization, the agency is encouraged to submit a request in writing to have a representative appear before the Board at the next regularly scheduled meeting.

Chapter 05: Reimbursement of Training Costs

adopted - 07/1981; rev - 04/1988, 10/1991, 09/1993, 04/1997, 07/1998, 03/2007, 09/2008 and 07/2013

Purpose

100 This section establishes the policy and procedures governing the reimbursement of training costs to the law enforcement agencies governed by the Law Enforcement Officers Training Program.

Policy

101 The Law Enforcement Officers Training Program created the board for the primary purpose of developing and implementing guidelines for the selection and training of law enforcement officers. Accordingly, the legislature mandated that the board authorize, but only from such funds authorized and appropriated by the Legislature, the reimbursement to each political subdivision and to state agencies of at least fifty percent (50%) of the allowable salary and allowable tuition, living and travel expense incurred by law enforcement officers in attendance at approved training programs, provided said political subdivisions and state agencies do in fact adhere to the selection and training standards established by the board. The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the direct funding of a part-time law enforcement officer training program. The board shall require the payment of a reasonable tuition fee to aid in funding the costs of administering the part-time law enforcement officer training program.

Note: Reimbursement is authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) Act to include those policies and procedures established by the board pursuant to the Act.

101.01 The priority of reimbursement funding shall be toward the development of:

1. basic training;
2. refresher/equivalency training; and
3. in-service training programs.

101.02 Reimbursement shall be allowable for officers in attendance at board-approved training programs established at such agencies or institutions as the board may deem appropriate. Contact the board staff for information on available programs.

101.03 Employers are entitled to an additional reimbursement, herein after to be known as a **"transfer reimbursement"**, of training expenses from other law enforcement employers should their officer leave law enforcement employment within three (3) years after the date of his employment and immediately become employed by another governmental entity in a law enforcement capacity.

1. The **"transfer reimbursement"** shall be a proportionate share of the training expenses incurred. For the purposes of calculating the transfer reimbursement, transfer reimbursement expenses shall include the allowable tuition, salary and documented travel costs incurred while the officer in question was enrolled in a training course. Transfer reimbursement expenses do not include any related costs to your department such as replacement officer salaries or in kind contributions. To determine the proportionate share of expenses incurred, total the Transfer reimbursement expenses. Subtract the monies reimbursed by the Board. Divide the remainder by 36. Multiply the product times the number of months remaining in the officer's three year service period [36 less the number of months the officer has served]. An example follows:

   Officer Jones was employed as a full-time law enforcement officer by the Sparta Police Department on November 1, 2005. He attended basic training and successfully completed basic training in March of 2006. During training he was paid at a rate of $9.00 per hour. Tuition for the basic course was $3,000.00 and the documented allowable travel expenses incurred were $727.50 [ten round-trips of 150 miles at $.485 per mile or the current rate at which state and federal employees are reimbursed for mileage]. He left full-time employment with Sparta P.D. on May 31, 2006. He began working as a full-time law enforcement officer with the Wabash Police Department on June 20, 2006.

Salary [$9.00/hr x 400 hours (length of training)]	**=**	**$3,600.00**
Tuition	**=**	**3,000.00**
Allowable travel costs (1,500 miles @ $.485/mile)	**=**	**727.50**
T = Total transfer reimbursement expenses	**=**	**$7,327.50**
R = Reimbursement	**=**	**$3,000.00**
S = Number of months served	**=**	**7 months**
P = Statutory 3 year period of service	**=**	**36 months**

Transfer Reimbursement = [(T - R)/P](P-S)
= [($7,327.50 - 3,000.00)/36](36-7)
= ($4,327.50/36)29
= $120.21 x 29
= $3,486.09

2. For purposes of determining eligibility for the transfer reimbursement, immediate re-employment shall be defined as obtaining another full-time, part-time, reserve, or auxiliary law enforcement appointment within thirty days of termination and/or receipt of compensation for services, accrued personal leave or compensatory leave.

101.04 Agencies must meet the following requirements in order to be eligible to receive

reimbursement:

1. agency must be an organization of the state or a political subdivision of the state;

2. officers attending training must be full-time, part-time, reserve, or auxiliary law enforcement officers;

3. agency must have adhered to the selection and training standards established by the board;

4. all administrative requirements must have been completed pursuant to this Policy and Procedures Manual to include all forms completed in full; and

5. agency must have settled all accounts with the institution or academy where training was conducted.

101.05 For the duration of training, the academy or institution shall be the assigned place of duty. For the purposes of calculating the Standards and Training reimbursement, allowable costs of training are as follows:

1. The Board will establish the allowable training costs. Training costs shall be derived from subsistence and tuition expenses. The Board will set the allowable costs for both areas and will prorate allowable costs dependant upon the subsistence and tuition received by the student.

2. The authorized base salary of full-time, part-time, reserve, or auxiliary law enforcement officers is eligible for reimbursement for the period of enrollment in training courses. Salary shall be computed based on the gross monthly salary of the most recent full month prior to graduation. Reimbursement will only include base compensation for a standard 40 hour week. Uniform allowance or other pay benefits will not be considered for reimbursement. Reimbursement will only be authorized for salaries paid for the performance of law enforcement duties.

   a. Officers who are not certified within one year for full-time status and two years for part-time status from their date of hire are not authorized to be paid a salary. Accordingly, the board will not reimburse any salaries paid under such circumstances.

3. Allowable travel expenses shall be determined by multiplying the standard state mileage rate times the mileage for one round trip. Agencies with more than one student enrolled in a course will be expected to car pool and will receive travel for one round trip. No travel reimbursement shall be authorized for employees of state agencies who are enrolled in training programs.

4. The board shall provide training reimbursement for required mandated training

only if the training program completed satisfies the requirements. The board will designate the appropriate training program for certification purposes. If an applicant completes a course other than the designated course, the applicant will not be certified and the agency will not be reimbursed for training costs.

5. Only successfully completed board-approved training programs are allowable. The board will not reimburse the training costs of partially completed training or failed training. If the officer fails either the academic, skill areas, firearms or fitness programs, the board will not reimburse any costs of training.

   Note: Evaluate your officers and correct any weaknesses before enrolling them in the training program. You should consider withdrawing your officers from training if they have difficulty in achieving course requirements for any reason at any time. Officers may return after additional preparation to attempt the course requirements.

6. The priority of training reimbursement funds shall be for the completion of mandated training. Should funds become available, grand fathered officers who attend a board-approved training course may be reimbursed for training expenses. It is recommended that the agency contact the director prior to enrolling certified personnel in board-approved courses.

Procedure

102 The board staff shall review all the information available on each academy class and determine the eligibility and amount of reimbursement to each agency.

102.01 The staff shall maintain a running balance of available funds. The estimated training demand and funds available shall be utilized to compute the reimbursement percentage.

102.02 The students enrolled in training shall provide the academy staff either a copy of a payroll voucher or a letter documenting the base salary for the month preceding enrollment. Students who fail to provide this salary or any other requested information will not be processed for certification or reimbursement until the information is received.

102.03 The academies shall provide the staff an official roster of students within five working days of the day the class begins. The roster shall include the name, social security number and agency of each student. Along with the roster, the academy shall also provide the staff the training packets (medical evaluation) and entry physical fitness test scores for each student enrolled.

102.04 The academies shall notify the staff of any withdrawals or dismissals from training during the course of the program. The notification shall include whether the officer withdrew or was dismissed and the reason (i.e. - deficiency in academics, firearms, physical fitness or skill areas). If the officer was dismissed for a violation of academy rules and regulations, the academy staff must provide a written report of

the investigation into the incident and the disposition of any charges.

102.05 Once the class graduates, the academy shall prepare a graduation roster and score sheets. The graduation roster shall positively indicate that all students have met the basic course requirements. Any students who have not completed the requirements because they have been medically excused from physical activities due to injury or illness sustained while enrolled in the academy should be listed on a separate sheet. Once the student completes the requirements, the academy shall notify the staff in writing. This notification must be received prior to any further certification processing or reimbursement.

102.06 The staff will determine the amount of the reimbursement based on the total of: board-approved training costs, the applicant's documented base monthly salary, and round trip mileage from the agency to the academy. This total shall then be multiplied by the reimbursement percentage factor to determine the dollar amount of the reimbursement. Eligibility will be determined by presence of all required forms, information, photographs and compliance with the Act.

102.07 After determining eligibility and amount of reimbursement, the board staff shall complete a **"Claim for Reimbursement"** form and submit the form to the agency head for review. The form shall contain the name and other personal data of the trainee, course attended, tuition, salary and travel costs. The agency head shall review the form, sign and return the form within five working days of receipt. Any discrepancies or misinformation on the form should be annotated and corrected, and the form should be returned unsigned. The staff shall correct the form and return it to the agency. It is imperative that this form be processed without delay as it is the basis for any funds the agency receives.

102.08 The staff will submit the **"Claim for Reimbursement"** to the Department of Finance and Administration for payment after the board members approve the graduates for certification. The board will maintain a copy of the claims and the warrants of payment in the board files.

102.09 Agencies should receive payment within forty-five days of receipt of the graduate's Professional Certificate. Normally the certificates are mailed the same date the claims are submitted for payment. If the payment is not received in forty-five days, notify the board staff in writing.

102.10 The Board staff will notify the law enforcement agency from which an officer departed if an officer immediately (within thirty days) transfers within three years of employment. The notification shall state that the agency may be eligible for a **"transfer reimbursement"** and provide the name of the agency which has incurred the obligation.

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

CLAIM FOR REIMBURSEMENT FORM

Sign the affidavit below and return this claim for reimbursement form within 5 working days of receipt.

Affidavit:

I certify that I am a duly authorized official of the herein named department; that the claim is in all respects true, correct and has not heretofore been paid, and is in accordance with the Law Enforcement Officers Training Program (LEOTP), and with the policy and procedures promulgated therein. I further certify that I have not violated any of the provisions of applicable state law in incurring these items of expense, if included in this claim. I hereby make application for the maximum funds allowed to defray the cost of training the following described law enforcement officer(s).

Authorized Signature: _____ Date: _____ Rank/ Title: _____

Agency/ Department: _____ Phone Number: _____

Agency's Address:

Post Office Box or Street Address City Zip Code

1		6				
	Name of graduate(s)		Dates of attendance			
2		7	400		400	
	Social security number(s)		# of classroom hours per graduate		# of hours of salary	
3		8	$	$	$	$
	Date(s) of hire as a full-time law enforcement officer(s)	Salary(ies):	Monthly	Bi-weekly	Weekly	Hourly
4		9		$		
	Board-certified school attended		# of graduates	Tuition per graduate	Round-trip mileage	
5	Basic Law Enforcement Class #	10	Standard Reimbursement			$
	Class number		Reim[illegible] nen[illegible]p to [illegible] n[illegible] greater th[illegible] $3,000.00 per graduate			

(DO NOT WRITE BELOW: FOR BLEOST USE ONLY)

I, the undersigned, do hereby duly authorize the disbursement of the above described reimbursement funds.

_____ _____

Director of Standards & Training Date

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

rev. - 26 April 2001

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

EXAMPLE

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, 5/2009 and 7/2013

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 average score of eighty percent (80%), plus a Pass/Fail Practical Examination.

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 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 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**

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 course~~s~~ 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 speedloaders, 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.

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 can not complete the fitness program due to an illness, injury or other event beyond their control may submit any previous passing score (seventy percent - 70%) on either the entrance fitness evaluation or a diagnostic fitness test to fulfill the requirements of the program. To receive this credit, students must not exceed the maximum allowance of five percent (5%) for excused absences. Further, each student must satisfy the academy and board that the illness, injury or event was not caused due to willful misconduct or negligent activity. Any illness or injury must be documented by appropriate treatment records submitted by licensed health care professionals. Any student who suffers an illness or injury that would result in a permanent condition that would prevent further participation in any fitness testing must undergo a fitness for duty evaluation. The evaluation must establish that the officer is capable of performing all the essential functions of the position. The record must clearly indicate the student's condition, illness or injury and state limitations for activity. Other events must be documented by the student's department and submitted to the academy for a decision under this program. If a student had not successfully completed a fitness test prior to the injury or illness, the student may be retested sixty days after release from medical treatment including any periods of therapy.

102.07 **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 other skill courses. A student must demonstrate proficiency in Defensive Driving and Defensive Tactics. 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 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, 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.

Full-Time Law Enforcement Training Curriculum

adopted - 07/1981; rev - 01/1989, 10/1990 and 11/1993

			HOURS
1	POLICE KNOWLEDGE		
	1.1	Patrol Operations	56
	1.1.1	History of the Criminal Justice System	
	1.1.2	Ethics	
†	1.1.3	Law Enforcement Officer Rights	
	1.1.4	Police Image	
	1.1.5	Crime and its Prevention	
†	1.1.6	Stop and Approach	
	1.1.7	Basic Radio Communications	
†	1.1.8	Use of Force and Incident Reporting and Documentation	
	1.1.9	Service of Process	
†	1.1.10	Cultural Awareness and Human Relations	
	1.1.11	Handling the Mentally Ill	
	1.2	Basic Criminal Investigation	31
†	1.2.1	Crime Scene and Forensic Services	
	1.2.2	Basic Investigative Matters	
	1.2.3	Narcotics Investigation	
	1.3	Traffic	58
†	1.3.1	Rules of the Road	
†	1.3.2	DUI Law, Detection and Field Sobriety	
	1.3.3	Accident Investigation	
	1.3.4	Traffic Control and Roadblocks	
†	1.3.5	Intoxilyzer	
	1.3.6	Radar	

			HOURS
1	**POLICE KNOWLEDGE (continued)**		
	1.4	Basic Law for Law Enforcement Officers	50
	1.4.1	Evidence, Arrest, Search and Seizure	
	1.4.2	Mississippi Criminal Statutes	
	1.4.3	Juvenile Law and Procedure	
	1.4.4	Civil Liability and Use of Force	
2	**POLICE SKILLS**		
	2.1	Mechanics of Arrest	98
	2.1.1	Physical Fitness and Conditioning	
†	2.1.2	Subject Control Techniques	
†	2.1.3	Officer Survival and Crisis Intervention	
	2.2	Testimony in Court	6
	2.2.1	Courtroom Procedures and Techniques	
	2.2.2	Moot Court	
†	2.3	Firearms Training	52
†	2.4	First Aid, HIV/AIDS Awareness and CPR	14
†	2.5	Driver Training	22
	2.6	Administrative Time	13
†	**TOTAL CLASS LENGTH**		**400**

† In November of 1993 the length of the basic training curriculum was increased to a total of four hundred (400) hours by the addition of new courses and by lengthening existing courses.

Part-Time Law Enforcement Training Curriculum

adopted - 09/1998; rev - 11/2001

			HOURS
1	POLICE KNOWLEDGE		
	1.1	Patrol Operations	37
	1.1.1	History of the Criminal Justice System	
	1.1.2	Ethics	
	1.1.3	Law Enforcement Officer Rights	
	1.1.4	Police Image	
	1.1.5	Crime and its Prevention	
	1.1.6	Stop and Approach	
	1.1.7	Basic Radio Communications	
	1.1.8	Use of Force and Incident Reporting and Documentation	
	1.1.9	Service of Process	
	1.1.10	Cultural Awareness and Human Relations	
	1.1.11	Handling the Mentally Ill	
	1.2	Basic Criminal Investigation	17
	1.2.1	Crime Scene and Forensic Services	
	1.2.2	Basic Investigative Matters	
	1.2.3	Narcotics Investigation	
	1.3	Traffic	20
	1.3.1	Rules of the Road	
	1.3.2	DUI Law, Detection and Field Sobriety	
	1.3.3	Accident Investigation	
	1.3.4	Traffic Control and Roadblocks	
†	1.3.5	Intoxilyzer	
†	1.3.6	Radar	

1	**POLICE KNOWLEDGE (continued)**	**HOURS**
	1.4 Basic Law for Law Enforcement Officers	50
	1.4.1 Evidence, Arrest, Search and Seizure	
	1.4.2 Mississippi Criminal Statutes	
	1.4.3 Juvenile Law and Procedure	
	1.4.4 Civil Liability and Use of Force	
2	**POLICE SKILLS**	
	2.1 Mechanics of Arrest	50
	2.1.1 Physical Fitness and Conditioning	
	2.1.2 Subject Control Techniques	
	2.1.3 Officer Survival and Crisis Intervention	
	2.2 Testimony in Court	3
	2.2.1 Courtroom Procedures and Techniques	
	2.2.2 Moot Court	
	2.3 Firearms Training	4
	2.4 First Aid, HIV/AIDS Awareness and CPR	8
	2.5 Driver Training	4
	2.6 Administrative Time	7
	TOTAL CLASS LENGTH	**200**

† Intoxilyzer and radar training may be both coordinated by and conducted at the local law enforcement agency. While it is required, it does not necessarily have to be taught as a part of the Part-time Officer training course. It can be taught at a later date, after the student has completed the part-time course.

Chapter 07: Physical Fitness Program

adopted - 01/1987; rev - 12/1993, 01/1995, 01/1996, 09/2004 and 03/2015

Purpose

100 This section establishes policy and procedures governing the Physical Fitness Program.

Policy

101 The Board requires that each law enforcement officer be able to demonstrate an acceptable level of fitness before graduation from the basic course.

101.01 The Board recognizes that fitness can greatly mitigate the effects of stress, heart and back problems. These three problems are the leading causes of lost time in law enforcement agencies nationwide. By reducing these effects, productivity will be improved.

101.02 Other additional areas of concern that fitness can effectively influence are self-defense, arrest and use of force techniques. Fitness increases exponentially the options available to the enforcer in a confrontational setting. The appearance of law enforcement officers is a major influencing factor in the development of a citizen's first impression. An officer who appears to be profoundly unfit would make a poor first impression and diminish the public's trust in the institution. The officer's confidence and appearance are improved as fitness levels improve, thereby adding greatly to the officer's credibility. Confident, credible and competent officers are more effective in the performance of their duties.

101.03 Upper body strength, agility, cardiorespiratory endurance, and body fat are four measurable characteristics of fitness. The officer's body fat percentage is evaluated as a part of the medical examination required prior to attendance at the training academy. The Board has adopted a fitness test that measures each of the following areas: upper body strength - through push-ups; agility - through a timed agility run; and cardiovascular endurance - through a 1½ mile run. The minimum acceptable score for this test is 70% for each event. The test has been age and gender adjusted to ensure that the scoring reflects the average for the general population of each group.

Note: The passing score represents the average ability of the total population for each age and gender group, therefore an officer need only possess average fitness abilities to pass the test.

101.04 Following academy registration activities, the first physical fitness test shall be administered. To remain in the program, each candidate must demonstrate an acceptable level of fitness by achieving a score of not less than 50% on each

event. Requiring students to achieve a 50% score at the beginning of the training program optimizes the chance that every student will achieve 70% by the end of the program. Further, insuring that all students begin the program at an acceptable level of fitness will diminish the incidence of injuries.

Procedures

102 The fitness program is a part of the probationary period activities which lead to the eventual professional certification of the law enforcement officer.

102.01 The program actually begins upon the officer's date of hire. Officers must be deemed physically fit to satisfactorily meet the employment guidelines (See **"Law Enforcement Officer Applicant Evaluation, Employment and Certification Procedures**"). The **"Law Enforcement Basic Training Packet"** contains a medical evaluation section which should be utilized as an employment physical evaluation. This section provides the candidate, agency head and academy director information on the candidate's potential to successfully pass the fitness test and more importantly, successfully perform all the duties of a law enforcement officer.

102.02 The packet contains a list of enforcement duties and a sample of the minimum activity required to pass the fitness test. A copy is normally included as a part of the academy registration packet.

1. The agency head and candidate must be aware of the requirements. Agencies are encouraged to administer the fitness test events to their prospective employees to provide additional information on the individual's fitness ability.

2. The agency head must also ensure that the physician who conducts the physical examination is aware of the physical fitness conditioning requirements of the basic course, the duties and working conditions of law enforcement officers.

3. **The agency head must ensure that candidates consult their physician and begin any needed exercise and/or diet plan in ample time prior to reporting to the academy. The fitness program will markedly improve fitness levels, but cannot overcome individuals who are profoundly unfit.**

102.03 Each Academy Director is ultimately responsible for the safety and welfare of the law enforcement officers given over to their care while enrolled in a training program. The training packet contains key information which the Director must consider in the decision process as to whether an individual can safely participate in training. The Director may delegate the authority to some other qualified academy official to review the applications and enroll students, but the responsibility for the same cannot be delegated.

1. The academy director (or designee) shall evaluate each application prior to admittance to the academy as follows:

a. **Memorandum (page i)** - This sheet is intended to be read by the applicant, physician and the applicant's agency head. This sheet may be discarded upon receipt of a completed training packet.

b. **Information for the Physician (pages ii and iii)** - These sheets contain information for the physician about the duties and working conditions of law enforcement officers. In addition to these duties, page iii provides a description of the physical fitness conditioning program and the requirements for successful completion of the training program. This sheet may also be discarded upon receipt of a completed training packet.

c. **Medical Examination Report (pages 1 through 5)** - This section of the training packet consists of three 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 in ink or typing the physician's name and by having the physician sign and date the affidavit in the appropriate spaces.

i. **Health Questionnaire (pages 1 and 2)** - This section must be completed by the applicant. All required entries/spaces must have a response, missing entries will result in rejection of the packet. Any question numbered 1 through 56 answered "yes" must have an explanation to include a list of the physicians consulted.

ii. **Physical Fitness Examination (pages 3 through 5)** - This part of the training packet is to be completed by the attending physician. All appropriate spaces must be marked. The reviewer of the form shall check that:

(i) Height/Weight has been annotated and the doctor has marked either satisfactory or excessive/deficient. If the applicant's weight exceeds the threshold weight values to the degree that a reasonable person should know to a moral certainty that the officer's performance/safety would be adversely affected, the condition must be corrected before admittance.

(ii) Questions one (1) through fifteen (15) are marked. It should be clear that the officer has no abnormality or other problem that would adversely affect performance and/or safety. If the doctor states that the individual is able to perform law enforcement duties with some exception or qualifier, the condition must be rectified in writing before the applicant may be admitted.

iii. **Physician's Affidavit (page 5)** This section must have the physician's name printed in ink or typed, his/her signature and the date the

examination was given. The date of the examination must coincide within one month of the applicant's date of signature under the applicant's affidavit and liability waiver and must be within six months of the start of training.

d. **Salary Information (page 6)** - This page contains a brief explanation of policy on the reimbursement of training expenses. Check to ensure that the form is either completed or that documentation of the officer's salary is attached. Attach proof of high school diploma/GED and NCIC report to this page also.

e. **Law Enforcement Agency's Affidavit (page 7)** - This section must be signed by the head of the agency/department or someone with authority to sign in his/her name. The signee's name must be printed in ink or typed, and the affidavit must be signed and dated in the appropriate spaces.

f. **Applicant's Affidavit & Injury Liability Waiver (page 7)** - This section must be read and signed by the applicant trainee. The applicant must have signed and dated the affidavit and liability waiver in the appropriate spaces.

g. **Application for Training/Personal Information Summary (page 8)** - This sheet contains administrative information of use to the academies and to the Board. Check to ensure all items have been completed or marked N/A (not applicable) and that all dates requested are entered. The page has space provided to attach a photograph of the applicant for identification purposes. Although a professional photograph is not required, the applicant's photograph must be a recent picture of such clarity and finish as to allow immediate identification of the applicant.

2. If the director is unsure of the applicant's ability to safely participate in the training program, the director may refer the candidate to another physician selected by the academy director. The referral shall be at the expense of the employing agency and/or applicant. After the completion of this examination, if the director decides to refuse to admit the applicant, the director shall contact the applicant in writing.

3. The director shall provide the Board both medical examinations and a copy of the applicant's notification. The Board will evaluate the medical information, review the academy director's decision and offer the applicant a hearing to determine whether the officer meets the medical fitness requirement established in the LEOTP. In making this decision, the Board may elect a medical review panel to further evaluate the candidate's fitness for duty.

102.04 The academy director shall develop and implement a physical training program that stresses safety and optimizes the potential of students to pass the fitness test.

1. The safety and health of candidates shall be the foremost concern of the academy director and staff. The program must be designed to gradually increase performance levels. Exercise periods should be scheduled to minimize

the impact of weather extremes (particular care must be taken during summer months to avoid heat-related injuries). Exercise periods must begin with appropriate warm-up exercises and end with cool-down activities.

2. The academy director must develop contingency plans and procedures to ensure adequate communications, transportation and first aid coverage are provided during all phases of exercise periods. In addition to these requirements, plans for running on public streets must include appropriate visibility markings (e.g., reflective vests/tape, traffic cone flashlights, etc.) and procedures for interaction with traffic.

3. The fitness program will be administered throughout the training cycle. Fitness training shall be conducted as a group activity no less than three times weekly. Students shall participate in all physical fitness training unless excused in writing by a medical doctor. 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 may conduct additional fitness training.

102.05 Testing and evaluation of fitness shall be conducted by the administration of scheduled fitness tests.

1. Following academy registration activities, the first physical fitness test shall be administered. Each student must demonstrate an acceptable level of fitness by achieving a score of not less than fifty percent (50%) on each event. Candidates failing to achieve this score shall be dismissed from the academy. The agency head shall be promptly notified of the student's failure to attain an acceptable fitness score.

2. Students who fail to achieve seventy percent (70%) on each event at the scheduled fitness tests will be counseled and their agency head notified of their performance. The agency head must advise the academy of their decision to continue training for their officers. Students will be offered three attempts to pass the final fitness test. Students who fail all three attempts will not graduate from the academy. The test shall be administered as follows:

   a. Students shall be informed of the test date/time at least five working days in advance.

   b. The academy director shall ensure that adequate staff members are available to administer the test. The director shall ensure all safety procedures are enforced. Staff members shall observe the number of repetitions and elapsed time.

3. **Standards of Scoring Conversion** - The candidate's performance on each event shall be matched with that event's standard sheet for the score. If the number

of repetitions or performance of the candidate falls between values on the chart, the candidate must find an interval between the higher and lower performance that he/she received. If the performance falls in an interval lower half, the lower number is used. However, if the performance falls at half or more than half, the next whole number is selected.

4. **Event I** is the "**Agility Run**". The agility course consists of two parallel lines on a floor separated by thirty feet (30'). One line is designated as the "**Start/Finish**" line, and the other, the "**End Boundary**" line. Both of these lines have a twelve inch (12") cone (traffic pylon) placed on them. In addition, two other cones are to be placed equidistant between the lines.

   a. The candidate begins from a flat, prone position with hands on the "start/finish" line with his/her legs straight and feet together. When signaled to start the student arises and begins a thirty foot (30') sprint to the "end boundary" line, stops (placing at least one foot over the end line) and sprints back to the original starting line. The student immediately negotiates a left turn around the cone on the starting line, and commences to zig-zag in a figure eight fashion around the cones up to the "end boundary" line, then zig-zagging back to the "start/finish" line. Once across the student sprints straight to the "end boundary line" and returns.

   b. Each candidate is allowed two (2) attempts at the run to record his or her best time. Any mistake will result in a restart. In each of the two attempts, the candidate is allowed (2) mistakes. Upon the third mistake, no time will be recorded for that event.

   c. A candidate's score in this event will be determined by using the "**Agility Run Standards**" sheet.

5. **Event II** is the "**Push-Up"** test. The push-ups are done in a two (2) minute time period. The proper push-up position and form for the student is hands on the ground, feet together and arms fully extended. No other part of the body may touch the ground. The candidate shall commence in the exercise by placing his or her chest on the instructor's fist. If the student rests during the two (2) minutes, he or she may arch their back up or down, but must resume a proper push-up position before continuing with the exercise. The instructor may inform the candidate when the time remaining reaches the one minute mark and the thirty (30) second mark.

   a. If any of the above rules are not followed by a candidate, the instructor will terminate the exercise and grant the previously completed number of push-ups to the candidate.

   b. A candidate's score in this event will be determined by using the "**Push-Up Standards**" sheet.

6. **Event III** is the "**1.5 Mile Run**". Candidates will run a measured one and a half (1 ½) mile course. Candidates may walk during brief periods of rest.

7. Candidates must achieve a passing score in each event to successfully complete the fitness test. Failure of any one of the events would constitute failure of the entire test.

EVENT I - AGILITY RUN STANDARDS

EFFICIENCY SCORE	20-29 YEARS AGILITY TIME (in seconds)		30-39 YEARS AGILITY TIME (in seconds)		40-50 + YEARS AGILITY TIME (in seconds)	
	Male	Female	Male	Female	Male	Female
100	15:90	17:80	16:40	18:90	17:35	20:55
99.50	15:95	17:85	16:44	18:95	17:40	20:61
99.00	15:99	17:91	16:49	19:01	17:44	20:66
98.50	16:04	17:96	16:53	19:06	17:49	20:72
98.00	16:08	18:02	16:58	19:12	17:53	20:77
97.50	16:13	18:07	16:62	19:17	17:58	20:83
97.00	16:17	18:13	16:67	19:23	17:62	20:88
96.50	16:22	18:18	16:71	19:28	17:67	20:94
96.00	16:26	18:24	16:76	19:34	17:71	20:99
95.50	16:31	18:29	16:80	19:39	17:76	21:05
95.00	16:35	18:35	16:85	19:45	17:80	21:10
94.50	16:40	18:40	16:89	19:51	17:85	21:16
94.00	16:44	18:46	16:94	19:56	17:89	21:21
93.50	16:49	18:51	16:98	19:62	17:94	21:27
93.00	16:53	18:57	17:03	19:67	17:98	21:32
92.50	16:58	18:62	17:07	19:73	18:03	21:38
92.00	16:62	18:68	17:12	19:78	18:07	21:43
91.50	16:67	18:73	17:16	19:84	18:12	21:49
91.00	16:73	18:79	17:21	19:89	18:16	21:54
90.50	16:76	18:84	17:25	19:95	18:21	21:60
90.00	16:80	18:90	17:30	20:00	18:25	21:65
89.50	16:85	18:95	17:34	20:06	18:30	21:71
89.00	16:89	19:01	17:39	20:11	18:34	21:76
88.50	16:94	19:06	17:43	20:17	18:39	21:82
88.00	16:98	19:12	17:48	20:22	18:43	21:87
87.50	17:03	19:17	17:52	20:28	18:48	21:93
87.00	17:07	19:23	17:57	20:33	18:52	21:98
86.50	17:12	19:28	17:61	20:39	18:57	22:04
86.00	17:16	19:34	17:66	20:44	18:61	22:09
85.50	17:21	19:39	17:70	20:50	18:66	22:15
85.00	17:25	19:45	17:75	20:55	18:70	22:20
84.50	17:30	19:51	17:79	20:61	18:75	22:26
84.00	17:34	19:56	17:84	20:66	18:79	22:31

EVENT I - AGILITY RUN STANDARDS

EFFICIENCY SCORE	20-29 YEARS AGILITY TIME (in seconds)		30-39 YEARS AGILITY TIME (in seconds)		40-50 + YEARS AGILITY TIME (in seconds)	
	Male	Female	Male	Female	Male	Female
83.50	17:39	19:62	17:88	20:72	18:84	22:37
83.00	17:43	19:67	17:93	20:77	18:88	22:42
82.50	17:48	19:73	17:97	20:83	18:93	22:48
82.00	17:52	19:78	18:02	20:88	18:97	22:53
81.50	17:57	19:84	18:06	20:94	19:02	22:59
81.00	17:61	19:89	18:11	20:99	19:06	22:64
80.50	17:66	19:95	18:15	21:05	19:11	22:70
80.00	17:70	20:00	18:20	21:10	19:15	22:75
79.50	17:75	20:06	18:24	21:16	19:20	22:81
79.00	17:79	20:11	18:29	21:21	19:24	22:86
78.50	17:84	20:17	18:33	21:27	19:29	22:92
78.00	17:88	20:22	18:38	21:32	19:33	22:97
77.50	17:93	20:28	18:42	21:38	19:38	23:03
77.00	17:97	20:33	18:47	21:43	19:42	23:08
76.50	18:02	20:39	18:51	21:49	19:47	23:14
76.00	18:06	20:44	18:56	21:54	19:51	23:19
75.50	18:11	20:50	18:60	21:60	19:56	23:25
75.00	18:15	20:55	18:65	21:65	19:60	23:30
74.50	18:20	20:61	18:69	21:71	19:65	23:36
74.00	18:24	20:66	18:74	21:76	19:69	23:41
73.50	18:29	20:72	18:78	21:82	19:74	23:47
73.00	18:33	20:77	18:83	21:87	19:78	23:52
72.50	18:38	20:83	18:87	21:93	19:83	23:58
72.00	18:42	20:88	18:92	21:98	19:87	23:63
71.50	18:47	20:94	18:96	22:04	19:92	23:69
71.00	18:51	20:99	19:01	22:09	19:93	23:74
70.50	18:56	21:05	19:05	22:15	20:01	23:80
70.00	18:60	21:10	19:10	22:20	20:05	23:85

EVENT II - PUSH-UP STANDARDS

Male/Female Push-up Scores																
	% Scores for Ages 17 - 21		% Scores for Ages 22 - 26		% Scores for Ages 27 - 31		% Scores for Ages 32 - 36		% Scores for Ages 37 - 41		% Scores for Ages 42 - 46		% Scores for Ages 47 - 51		% Scores for Ages 52 +	
# of Repetitions	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
82	100															
81.00	99.00															
80.00	98.00		100													
79.00	97.00		99.00													
78.00	96.00		98.00		100											
77.00	95.00		97.00		99.00											
76.00	94.00		96.00		98.00											
75.00	93.00		95.00		97.00											
74.00	92.00		94.00		96.00											
73.00	91.00		93.00		95.00		100									
72.00	90.00		92.00		94.00		99.00		100							
71.00	89.00		91.00		93.00		98.00		99.00							
70.00	88.00		90.00		92.00		97.00		98.00							
69.00	87.00		89.00		91.00		96.00		97.00							
68.00	86.00		88.00		90.00		95.00		96.00							
67.00	85.00		87.00		89.00		94.00		95.00							
66.00	84.00		86.00		88.00		93.00		94.00		100					
65.00	83.00		85.00		87.00		92.00		93.00		99.00					
64.00	82.00		84.00		86.00		91.00		92.00		98.00					
63.00	81.00		83.00		85.00		90.00		91.00		97.00					
62.00	80.00		82.00		84.00		89.00		90.00		96.00		100			
61.00	79.00		81.00		83.00		88.00		89.00		95.00		99.00			
60.00	78.00		80.00		82.00		87.00		88.00		94.00		98.00			
59.00	77.00		79.00		81.00		86.00		87.00		93.00		97.00			
58.00	76.00	100	78.00		80.00		85.00		86.00		92.00		96.00			
57.00	75.00	99.00	77.00		79.00		84.00		85.00		91.00		95.00			
56.00	74.00	98.00	76.00	100	78.00		83.00		84.00		90.00		94.00		100	
55.00	73.00	97.00	75.00	99.00	77.00		82.00		83.00		89.00		93.00		99.00	
54.00	72.00	96.00	74.00	98.00	76.00	100	81.00		82.00		88.00		92.00		98.00	
53.00	71.00	95.00	73.00	97.00	75.00	99.00	80.00		81.00		87.00		91.00		97.00	
52.00	70.00	94.00	72.00	96.00	74.00	98.00	79.00	100	80.00		86.00		90.00		96.00	
51.00	69.00	93.00	71.00	95.00	73.00	97.00	78.00	99.00	79.00		85.00		89.00		95.00	
50.00	68.00	92.00	70.00	94.00	72.00	96.00	77.00	98.00	78.00		84.00		88.00		94.00	
49.00	67.00	91.00	69.00	93.00	71.00	95.00	76.00	97.00	77.00		83.00		87.00		93.00	
48.00	66.00	90.00	68.00	92.00	70.00	94.00	75.00	96.00	76.00	100	82.00		86.00		92.00	
47.00	65.00	89.00	67.00	91.00	69.00	93.00	74.00	95.00	75.00	99.00	81.00		85.00		91.00	
46.00	64.00	88.00	66.00	90.00	68.00	92.00	73.00	94.00	74.00	98.00	80.00		84.00		90.00	
45.00	63.00	87.00	65.00	89.00	67.00	91.00	72.00	93.00	73.00	97.00	79.00	100	83.00		89.00	
44.00	62.00	86.00	64.00	88.00	66.00	90.00	71.00	92.00	72.00	96.00	78.00	99.00	82.00		88.00	
43.00	61.00	85.00	63.00	87.00	65.00	89.00	70.00	91.00	71.00	95.00	77.00	98.00	81.00		87.00	
42.00	60.00	84.00	62.00	86.00	64.00	88.00	69.00	90.00	70.00	94.00	76.00	97.00	80.00		86.00	
41.00	59.00	83.00	61.00	85.00	63.00	87.00	68.00	89.00	69.00	93.00	75.00	96.00	79.00	100	85.00	
40.00	58.00	82.00	60.00	84.00	62.00	86.00	67.00	88.00	68.00	92.00	74.00	95.00	78.00	99.00	84.00	100
39.00	57.00	81.00	59.00	83.00	61.00	85.00	66.00	87.00	67.00	91.00	73.00	94.00	77.00	98.00	83.00	99.00

EVENT II - PUSH-UP STANDARDS

Male/Female Push-up Scores																
	% Scores for Ages 17 - 21		% Scores for Ages 22 - 26		% Scores for Ages 27 - 31		% Scores for Ages 32 - 36		% Scores for Ages 37 - 41		% Scores for Ages 42 - 46		% Scores for Ages 47 - 51		% Scores for Ages 52 +	
# of Repetitions	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
38.00	56.00	80.00	58.00	82.00	60.00	84.00	65.00	86.00	66.00	90.00	72.00	93.00	76.00	97.00	82.00	98.00
37.00	55.00	79.00	57.00	81.00	59.00	83.00	64.00	85.00	65.00	89.00	71.00	92.00	75.00	96.00	81.00	97.00
36.00	54.00	78.00	56.00	80.00	58.00	82.00	63.00	84.00	64.00	88.00	70.00	91.00	74.00	95.00	80.00	96.00
35.00	53.00	77.00	55.00	79.00	57.00	81.00	62.00	83.00	63.00	87.00	69.00	90.00	73.00	94.00	79.00	95.00
34.00	52.00	76.00	54.00	78.00	56.00	80.00	61.00	82.00	62.00	86.00	68.00	89.00	72.00	93.00	78.00	94.00
33.00	51.00	75.00	53.00	77.00	55.00	79.00	60.00	81.00	61.00	85.00	67.00	88.00	71.00	92.00	77.00	93.00
32.00	50.00	74.00	52.00	76.00	54.00	78.00	59.00	80.00	60.00	84.00	66.00	87.00	70.00	91.00	76.00	92.00
31.00	49.00	73.00	51.00	75.00	53.00	77.00	58.00	79.00	59.00	83.00	65.00	86.00	69.00	90.00	75.00	91.00
30.00	48.00	72.00	50.00	74.00	52.00	76.00	57.00	78.00	58.00	82.00	64.00	85.00	68.00	89.00	74.00	90.00
29.00	47.00	71.00	49.00	73.00	51.00	75.00	56.00	77.00	57.00	81.00	63.00	84.00	67.00	88.00	73.00	89.00
28.00	46.00	70.00	48.00	72.00	50.00	74.00	55.00	76.00	56.00	80.00	62.00	83.00	66.00	87.00	72.00	88.00
27.00	45.00	69.00	47.00	71.00	49.00	73.00	54.00	75.00	55.00	79.00	61.00	82.00	65.00	86.00	71.00	87.00
26.00	44.00	68.00	46.00	70.00	48.00	72.00	53.00	74.00	54.00	78.00	60.00	81.00	64.00	85.00	70.00	86.00
25.00	43.00	67.00	45.00	69.00	47.00	71.00	52.00	73.00	53.00	77.00	59.00	80.00	63.00	84.00	69.00	85.00
24.00	42.00	66.00	44.00	68.00	46.00	70.00	51.00	72.00	52.00	76.00	58.00	79.00	62.00	83.00	68.00	84.00
23.00	41.00	65.00	43.00	67.00	45.00	69.00	50.00	71.00	51.00	75.00	57.00	78.00	61.00	82.00	67.00	83.00
22.00	40.00	64.00	42.00	66.00	44.00	68.00	48.00	70.00	50.00	74.00	56.00	77.00	60.00	81.00	66.00	82.00
21.00	39.00	63.00	41.00	65.00	42.00	67.00	46.00	69.00	48.00	73.00	55.00	76.00	58.00	80.00	65.00	81.00
20.00	38.00	62.00	40.00	64.00	40.00	66.00	44.00	68.00	46.00	72.00	54.00	75.00	56.00	79.00	64.00	80.00
19.00	37.00	61.00	38.00	63.00	38.00	65.00	42.00	67.00	44.00	71.00	52.00	74.00	54.00	78.00	63.00	79.00
18.00	36.00	60.00	36.00	62.00	36.00	64.00	40.00	66.00	42.00	70.00	50.00	72.00	52.00	77.00	62.00	78.00
17.00	34.00	58.00	34.00	61.00	34.00	63.00	38.00	65.00	40.00	68.00	48.00	70.00	50.00	76.00	61.00	77.00
16.00	32.00	56.00	32.00	60.00	32.00	62.00	36.00	64.00	38.00	66.00	46.00	68.00	48.00	75.00	60.00	76.00
15.00	30.00	54.00	30.00	58.00	30.00	60.00	34.00	62.00	36.00	64.00	44.00	66.00	46.00	74.00	57.00	75.00
14.00	28.00	52.00	28.00	56.00	28.00	58.00	32.00	60.00	34.00	62.00	42.00	64.00	44.00	72.00	54.00	74.00
13.00	26.00	50.00	26.00	54.00	26.00	56.00	30.00	58.00	32.00	60.00	39.00	62.00	42.00	70.00	51.00	72.00
12.00	24.00	48.00	24.00	52.00	24.00	54.00	28.00	56.00	30.00	58.00	36.00	60.00	40.00	68.00	48.00	70.00
11.00	22.00	44.00	22.00	50.00	22.00	52.00	26.00	54.00	28.00	56.00	33.00	58.00	38.00	64.00	44.00	68.00
10.00	20.00	40.00	20.00	46.00	20.00	50.00	24.00	52.00	26.00	54.00	30.00	56.00	36.00	60.00	40.00	64.00
9.00	18.00	36.00	18.00	42.00	18.00	45.00	22.00	50.00	24.00	52.00	27.00	54.00	34.00	57.00	36.00	60.00
8.00	16.00	32.00	16.00	38.00	16.00	40.00	20.00	45.00	22.00	50.00	24.00	52.00	32.00	54.00	32.00	56.00
7.00	14.00	28.00	14.00	34.00	14.00	35.00	18.00	40.00	20.00	44.00	21.00	50.00	28.00	51.00	28.00	52.00
6.00	12.00	24.00	12.00	30.00	12.00	30.00	16.00	35.00	18.00	38.00	18.00	43.00	24.00	48.00	24.00	46.00
5.00	10.00	20.00	10.00	25.00	10.00	25.00	14.00	30.00	16.00	32.00	15.00	36.00	20.00	40.00	20.00	40.00
4.00	8.00	16.00	8.00	20.00	8.00	20.00	12.00	24.00	12.00	26.00	12.00	29.00	16.00	32.00	16.00	32.00
3.00	6.00	12.00	6.00	15.00	6.00	15.00	9.00	18.00	9.00	20.00	9.00	22.00	12.00	24.00	12.00	24.00
2.00	4.00	8.00	4.00	10.00	4.00	10.00	6.00	12.00	6.00	14.00	6.00	15.00	8.00	16.00	8.00	16.00
1.00	2.00	4.00	2.00	5.00	2.00	5.00	3.00	6.00	3.00	7.00	3.00	8.00	4.00	8.00	4.00	8.00

EVENT III - 1.5 MILE RUN STANDARDS

PERCENTAGE SCORE	20-29 YEARS RUN TIME (in minutes)		30-39 YEARS RUN TIME (in minutes)		40-50 + YEARS RUN TIME (in minutes)	
	Male	Female	Male	Female	Male	Female
100	9:00	10:48	10:00	12:00	11:00	13:12
99.50	9:05	10:55	10:05	12:07	11:05	13:19
99.00	9:11	11:02	10:11	12:13	11:11	13:25
98.50	9:17	11:08	10:16	12:19	11:16	13:31
98.00	9:22	11:14	10:22	12:26	11:22	13:38
97.50	9:28	11:20	10:28	12:32	11:28	13:44
97.00	9:33	11:27	10:33	12:39	11:33	13:51
96.50	9:38	11:34	10/38	12:46	11:38	13:58
96.00	9:44	11:40	10:44	12:52	11:44	14:04
95.50	9:50	11:47	10:49	12:58	11:49	14:10
95.00	9:55	11:53	10:55	13:05	11:55	14:17
94.50	10:01	11:59	11:01	13:11	12:01	14:23
94.00	10:07	12:06	11:06	13:18	12:06	14:30
93.50	10:12	12:13	11:11	13:25	12:11	14:37
93.00	10:17	12:19	11:17	13:31	12:17	14:43
92.50	10:23	12:26	11:22	13:37	12:22	14:49
92.00	10:28	12:32	11:28	13:44	12:28	14:56
91.50	10:34	12:38	11:34	13:50	12:34	15:02
91.00	10:40	12:45	11:39	13:57	12:39	15:09
90.50	10:40	12:52	11:44	14:04	12:44	15:16
90.00	10:50	12:58	11:50	14:10	12:50	15:22
89.50	10:56	13:05	11:55	14:16	12:55	15:28
89.00	11:01	13:11	12:01	14:23	13:01	15:35
88.50	11:07	13:18	12:07	14:29	13:07	15:41
88.00	11:13	13:24	12:12	14:36	13:12	15:48
87.50	11:18	13:31	12:17	14:43	13:17	15:54
87.00	11:23	13:37	12:23	14:49	13:23	16:01
86.50	11:29	13:44	12:28	14:55	13:28	16:07
86.00	11:35	13:50	12:34	15:02	13:34	16:14
85.50	11:40	13:57	12:40	15:08	13:40	16:20
85.00	11:45	14:03	12:45	15:15	13:45	16:27
84.50	11:51	14:10	12:50	15:22	13:50	16:33
84.00	11:56	14:16	12:56	15:28	13:56	16:40
83.50	12:02	14:23	13:02	15:34	14:01	16:46
83.00	12:08	14:29	13:07	15:41	14:07	16:53
82.50	12:13	14:36	13:13	15:47	14:13	16:59
82.00	12:19	14:43	13:18	15:54	14:18	17:06

EVENT III - 1.5 MILE RUN STANDARDS

PERCENTAGE SCORE	20-29 YEARS RUN TIME (in minutes)		30-39 YEARS RUN TIME (in minutes)		40-50 + YEARS RUN TIME (in minutes)	
	Male	Female	Male	Female	Male	Female
81.50	12:25	14:49	13:23	16:01	14:23	17:12
81.00	12:30	14:55	13:29	16:07	14:29	17:19
80.50	12:35	15:03	13:35	16:14	14:34	17:25
80.00	12:40	15:08	13:40	16:20	14:40	17:32
79.50	12:56	15:15	13:46	16:26	14:45	17:38
79.00	12:51	15:22	13:51	16:33	14:51	17:44
78.50	12:57	15:28	13:57	16:40	14:56	17:51
78.00	13:02	15:34	14:02	16:46	15:02	17:58
77.50	13:08	15:41	14:08	16:53	15:07	18:04
77.00	13:13	15:47	14:13	16:59	15:13	18:11
76.50	13:19	15:54	14:19	17:05	15:18	18:17
76.00	13:24	16:01	14:25	17:12	15:24	18:23
75.50	13:29	16:07	14:30	17:19	15:29	18:30
75.00	13:35	16:13	14:35	17:25	15:35	18:37
74.50	13:41	16:20	14:40	17:32	15:40	18:44
74.00	13:46	16:26	14:46	17:28	15:46	18:50
73.50	13:52	16:33	14:52	17:44	15:52	18:56
73.00	13:57	16:40	14:57	17:51	15:57	19:03
72.50	14:02	16:46	15:05	17:58	16:02	19:10
72.00	14:08	16:52	15:08	18:04	16:08	19:16
71.50	14:14	16:59	15:13	18:11	16:13	19:23
71.00	14:19	17:05	15:19	18:17	16:19	19:29
70.50	14:25	17:12	15:25	18:23	16:25	19:35
70.00	14:30	17:18	15:30	18:30	16:30	19:42

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PHYSICAL FITNESS TESTING SCORE SHEET

Trainee's Department: _____

Trainee's Name: _____ Date of Birth: _____

Age: _____ Sex: _____ Height: _____ Weight: _____

Event I	Time	Score	
Agility Run (in seconds)	_____	_____	Pass / Fail *

Event II	Repetitions	Score	
Push-ups (two minute time limit)	_____	_____	Pass / Fail *

Event III	Time	Score	
1.5 Mile Run (in minutes)	_____	_____	Pass / Fail *

*** A passing score is a score of 70%. A failing score is a score of 69%.**

_____
Training Academy

_____ _____
Signature of Scoring Official Date

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

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, 07/2013, 09/2014 and 09/2015

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. Time of Service will be determined by official Board records (applications, rosters).

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 "grand-fathered" under the provisions of another state are not eligible for any exclusion in Mississippi. All individuals applying for certification under this chapter from federal jurisdictions must have completed a law enforcement training program as defined in Chapter-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, or

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

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. Five years of law enforcement experience is required to qualify for alternative basic course equivalency.

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

   c. Previous law enforcement training or related training shall be considered for content and verifiable quality control measures. The course provider must satisfactorily document the curriculum to include learning objectives. The objectives must be the same or essentially the same objectives as adopted by the Board. No points will be awarded for duplicate or repetitive training.

The course provider must provide permanent records keeping of class and individual records such as curricula, instructor vitae, schedules, attendance records and testing. All learning objectives must be tested in either written exams or observed skill testing. Completion of the part-time basic course is required to qualify for alternative basic course equivalency. One point is awarded for the completion of the part-time basic course. Applicants may earn one point for additional approved training totaling 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.

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 in this state, whose break in service 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 certified instructor within one year for full-time status and two years for part-time status of 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 instructor in a Board-approved academy, instructor or student in criminal justice (or related subject area) at an institution of higher learning,

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

   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%

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, and mechanics of arrest 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.

Certification Based on Equivalency of Training and Refresher Training

Refresher Law Enforcement Training Curriculum

adopted - 10/1984; rev - 12/1989

1 POLICE KNOWLEDGE	HOURS
1.1 State Criminal Statutes	24
1.1.1 Mississippi Code	
1.1.2 Rules of the Road	
1.1.3 Youth Court Act	
1.1.4 Narcotics	
1.2 Constitutional Law	16
1.2.1 Search and Seizure	
1.2.2 Law of Arrest	
1.2.3 Use of Force	
1.2.4 Civil Liability	
1.3 Criminal Investigation	4
1.3.1 Crime Scene	
1.3.2 Evidence Handling	
1.3.3 Forensic Services	
1.4 Mississippi Criminal Justice System	2
1.4.1 Federal, State and Local Levels	
1.4.2 Agency Jurisdictions	
1.4.3 Court Jurisdictions	
1.4.4 Corrections	

2 POLICE SKILLS	HOURS
2.1 Firearms Qualification	16
2.2 First Aid	8
2.3 Cardiopulmonary Resuscitation (CPR)	8
2.4 Defensive Driving	24
2.5 Officer Survival	8
2.6 Mechanics of Arrest	6
2.6.1 Arrest and Search Techniques	
2.6.2 Handcuffing and Transportation	
2.7 Intoxilyzer Certification	4
TOTAL HOURS OF INSTRUCTION:	**120**

Chapter 9: Continuing Education and Course Certification

adopted - 11/2004; rev - 05/2006, 11/2007, 07/2008, 11/2008 and 09/2014

Purpose

100 This chapter defines advanced training for purposes of administration of the law enforcement officer training program and provides instructions for completion and submission of related documents.

Policy

101 The enabling legislation provides that the activities of law enforcement officers are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of such officers. Beginning in 2004, the Legislature enacted specific requirements for certain law enforcement officers to complete continuing education. This chapter shall focus on the continuing education and training during the careers of law enforcement officers.

101.01 **Continuing education requirements for municipal police chiefs and municipal officers**

1. The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses and any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. Elected chiefs, although exempt from certification requirements, are not exempt from continuing education requirements.

2. Any police officer of any municipality in the State of Mississippi is required to annually complete a specified number of hours of continuing education courses which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:

   a. 0-2 years after July 1, 2004 .....8 hours of annual training
   b. 3-4 years after July 1, 2004 .....16 hours of annual training
   c. 5 or more years after July 1, 2004..24 hours of annual training

101.02 Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his/her certification as a chief of police or municipal police officer revoked by the Mississippi Board on Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11. Failure to complete and/or report the training will place the agency on administrative hold. The Board shall notify the State Auditor's Office and the appropriate District Attorney or County Attorney of all noncompliance.

101.03 The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.

101.04 Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.

101.05 Beginning in July, 2014, all sheriffs are required to annually complete twenty (20) hours of continuing education courses in law enforcement. Such courses shall be approved by the Mississippi Board on Law Enforcement Officer Standards and Training.

101.06 **Continuing Education shall be defined as;** instruction that enhances or develops law enforcement Knowledge, Skills or Abilities (KSA's) for either generalized or specialized law enforcement essential functions as determined by the Board. The Board shall conduct ongoing assessments of KSA's to determine the critical needs wherein agencies and individual officers would most benefit from programs.

101.07 **Continuing Education Planning and Budgeting** - The Board shall develop and implement a process each fiscal year to approve advanced training for law enforcement professional associations.

Law enforcement professional associations approved for advanced training by the Board include the Mississippi Constable's Association, Mississippi Association of Chiefs of Police, and the Mississippi Sheriff's Association. These associations may provide critical needs continuing education, executive and leadership advanced training. Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP.

Procedures

102 All participating agencies included under the LEOTP as described in this manual shall follow these steps in submitting required forms:

102.01 **Law Enforcement Course Certification Request** - This form is used to request approval from BLEOST to conduct advanced training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BLEOST.

1. Training providers may submit the **Course Certification Request** to obtain recognition of training, credit for elective training toward a legislative mandate, or to meet one or more requirements of the annual continuing education plan. Providers must agree to maintain required documentation in a digital format approved by the Board including the student record, class record and training records.

2. **Course Certification Request** forms shall include all requested information including course learning objectives that are linked to the essential functions established by the board. Teaching methodologies must include interactive learning activities such as scenario training. All approved training must have an assessment component which must include written or hands on demonstration of meeting the learning objectives for every participant.

102.02 **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.

102.03 **Law Enforcement Course Roster** - The **Course Roster** form is to be completed and submitted by the course coordinator to BLEOST **within** ten working days following completion of the course. In addition to the printed roster, the Board may require submission of electronic data base information. The roster shall also include appropriate reimbursement worksheets to facilitate payment.

103 **Law Enforcement Officer Firearms Standard for Active Duty and Off-Duty/Back-Up Handgun -** The State standard for law enforcement officer annual firearm training for all active duty and off-duty/back-up handguns is as follows:

103.01 **Active Duty Board Approved Firearms Qualification Course**

1. 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 speedloaders, 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.

   a. **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.

b. **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.

c. **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.

d. **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.

e. **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.

f. **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.

g. **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.

103.02 **Off Duty/Backup Board Approved Firearms Qualifications Course**

1. The weapon is a handgun used for off-duty/backup (ONLY). See the approved target list and scoring procedure in Section 103.3 of Chapter 9 . This is a 25 round course using approved ammunition. All stages are from holster, two-handed standing firing position unless noted otherwise. The loading procedure is 5 rounds unless otherwise directed by the Firearms Instructor. A final score of seventy-five percent (75%) must be achieved to successfully complete the course.

   a. **STAGE 1** 3 Yard Line, draw and fire 2 rounds weapon hand ONLY. Time limit is 3 seconds. Draw and fire 3 rounds weapon hand ONLY. Time limit is 4 seconds. Total of 5 rounds.

   b. **STAGE 2** 3 Yard Line (Disabled hand drill), when instructed, shooter will

draw, transfer handgun to support hand and remain at the ready position for the next string. (To simulate that weapon hand is disabled). On command, fire 5 rounds support hand ONLY. Time limit is 5 seconds. Total of 5 rounds.

c. **STAGE 3** 5 Yard Line, draw and fire 5 rounds standing. Time limit is 6 seconds. Total of 5 rounds.

d. **STAGE 4** 7 Yard Line, draw and fire 3 rounds standing. Time limit is 5 seconds. Draw and fire 2 rounds standing. Time limit is 4 seconds. Total of 5 rounds.

e. **STAGE 5** 10 Yard Line, draw and fire 2 rounds standing. Time limit is 5 seconds. Draw and fire 3 rounds standing. Time limit is 6 seconds. Total of 5 rounds.

103.03 **Approved Target List and Scoring Procedures**

1. Values on all targets: Regardless of target type, rounds breaking a scoring line count the lesser value. Rounds breaking the edge of the silhouette are scored as a miss. For the Off-Duty/Backup Qualification course point values will be double of those listed for a 50 round course.

   a. Target B-27 (All Versions). Hits inside 8 ring counts 5 points, hits inside 7 ring counts 4 points, and hits outside 7 ring and in black count 3 points. Multiply total number of points by .4 for score.

   b. Target TQ-19 (All Versions). Hits inside center mass and head area count 2 points and hits on other area of the silhouette count 1 point.

   c. Target TQ-21 (All Versions). Hits inside center mass and head area count 2 points and hits on other areas of the silhouette count 1 point.

   d. Target DOE-15. Hits inside center mass and head circle count 5 points, hits inside larger center mass area count 4 points, and hits on other areas of the silhouette count 3 points. Multiply total number of points by .4 for score.

   e. Target Q (All Versions). 2 points for each hit inside bowling pin area.

2. Qualification scores are 75 to 85 percent = Marksman (Minimum passing), 86 to 92 percent = Sharpshooter, and 93 to 100 percent = Expert.

Chapter 10: Constable Training Requirements

adopted - 12/1987; rev - 04/1990/1997

Purpose

100 This section establishes policy and procedures governing the training requirements for constables.

Policy

101 The Board on Law Enforcement Officer Standards and Training is responsible for the establishment of an appropriate training program for constables. According to the statute, constables have the same duties and responsibilities enumerated in the definition of a law enforcement officer as found in § 45-6-3 (c) of the Mississippi Code as annotated. Since constables have essentially the same duties as "law enforcement officers", it follows that constables would have the same training needs. The Board-approved training standards for certification as a law enforcement officer and the policies governing the selection of the appropriate training program (e.g., basic or refresher) shall apply to constables.

Note: § 45-6-3 excludes elected officials from the definition of the term "law enforcement officer" thereby ensuring such officials would not be required to meet the provisions of the Law Enforcement Officers Training Program (LEOTP). Although constables shall be treated as law enforcement officers for the purposes of accomplishing the mandated training requirement of the Constable Training and Identification Act of 1986, constables are excluded from all other requirements of the LEOTP.

101.01 The Board shall examine each constable's documented record of experience, training and education on a case by case basis.

101.02 Constables shall be required to successfully complete assigned training within one year from their taking the oath of office. Constables shall meet the same performance standards established for successful completion of the assigned training program. Constables must meet the admission requirements (medical evaluation) and also adhere to the rules and regulations established at the Board-approved academy.

Procedure

102 The Board of Supervisors shall submit a completed "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts I, II and III for each constable within their jurisdiction. This form is to be submitted to the BLEOST staff no later than thirty days after the constables have taken their oath of office. The form shall accurately reflect the constable's law enforcement experience, training and education, and shall attest to the satisfaction of the employment guidelines for a law enforcement officer. The "**Law Enforcement Application for**

Certification and Background Investigation Review" form Part II shall be completed, signed and dated by the applicant constable. A written explanation for any questions answered "yes" must accompany the form. The "**Law Enforcement Application for Certification and Background Investigation Review**" form Part III shall be signed and dated by the President of the Board of Supervisors and accompanied by photocopies of any training certificates referenced in the law enforcement training section of the form. Both Parts II and III must be signed in the presence of a notary public. The Board staff shall review each applicant in accordance with the following:

102.01 All re-elected incumbent constables who have successfully met the requirements of the Constable Training and Identification Act of 1986 or the 1989 revision of the Act shall be excluded from the requirement to successfully complete a training program. All other elected constables shall be required to successfully complete a training program selected by the Board.

102.02 Constables must successfully complete the basic course to satisfy the mandated training requirement. Constables who have successfully completed an acceptable basic law enforcement training course prior to their election would meet the mandated requirements based on equivalency of training.

1. An acceptable basic law enforcement training course shall be defined as one that meets an approved state standard for mandated training and professional certification as a full-time law enforcement officer. In situations where the course predated state statutory requirements for law enforcement training or the course was administered by a federal law enforcement agency, the course curriculum will be compared to the Mississippi curriculum.

2. The Board staff will review the actual basic course completed. Non-standard courses or federal 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.

3. Part-time training courses presented on weekend or night sessions are considered to be reserve training. They are not acceptable replacements in lieu of full-time law enforcement training.

4. Acceptable non-standard 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.

102.03 All constables having experience/training from another state or federal jurisdiction must have met the requirements for a basic course as defined in paragraph 33.2. Constables who meet this training requirement and break in service limits, shall be eligible to attend the refresher course. Applicants who were excluded or "grand-fathered" under the provisions of another state are not eligible for any exclusion in Mississippi.

102.04 Constables who have had basic as in 33.2 above and are elected/sworn to their office within two years after leaving a law enforcement position (break in service less than two years) will be granted equivalency status. Constables who have had basic as in 33.2 above and their break in service is more than two years will be eligible to attend the refresher course provided they are elected/sworn to their office within ten years of their last employment as a law enforcement officer.

102.05 Any in-state applicant whose break in service as a full-time law enforcement officer was due to service in a closely related criminal justice position may meet the requirement by completing the hands on portions of the refresher course.

1. Applicants must have: completed the basic course as in 33.2 above and completed each of the hands on skill tests to the satisfaction of a Board certified instructor within one year of taking the oath of office.

2. Applicants must have served in a full-time capacity in one of the following positions (or in a position approved by the Board): Sheriff or elected chief of police, instructor in a Board-approved academy, instructor or student in criminal justice at an institution of higher learning, investigator for a district attorney, and investigator for a state level agency responsible for enforcing criminal statutes.

102.06 Once the Board staff has determined whether the applicant has met the equivalency of training, the Board of Supervisors will be notified of the training requirements (a copy will be sent to the constable). The county must contact the appropriate academy to enroll their constables.

Chapter 11: Constable Identification

adopted - 12/1987; rev - 08/1991

Purpose

100 This section establishes the design of the uniform, motor vehicle identification and flashing blue light to be used by constables in order that all of said officers within the state shall be similarly equipped.

Policy

101 The constable shall at all times while on official duty wear his uniform and when in his vehicle, clearly display his official motor vehicle identification. The motor vehicle shall also have a blue flashing light affixed to the vehicle. The uniform shall be maintained and worn so as to present a professional appearance. The uniform shall be kept clean, free of tears, holes and stains. Decals shall be installed so as to present a professional appearance. Worn, illegible and missing decals should be replaced. The design of such items is as follows:

101.01 **Uniform** - The uniform shall consist of a shirt with permanently affixed emblems, a badge and trousers. The design of these items is as follows:

1. **Shirts** - Shirts are to be a solid navy blue color. They are to have at least two pockets. The pockets are to be pleated and covered with scalloped pocket flaps. The shirts are to be equipped with two shoulder straps which have been finished with an old gold color soutache (edging). The shirts shall also be equipped with a badge tab over the left pocket. Both long and short sleeve shirts shall be authorized as appropriate for the weather conditions.

2. **Emblem** - Emblems are to be sewn on both sleeves three quarters of an inch (¾") down from the shoulder seam. The authorized emblem shall be an embroidered elongated oval patch with a two inch (2") radius, a four inch (4") width and a five inch (5") overall length. The emblem shall contain an old gold color seven (7) point star with a light blue color state seal design centered on the star. The star itself shall be placed in the center of the emblem on a navy blue background. The word constable shall be embroidered in old gold color block letters forming a semicircle above the star. The county name shall be in the old gold color block letters forming a semicircle below the star. The emblem shall be finished with a light blue soutache (edging) about the circumference of the design. (See **Figure 1** for representative sample) No other emblems are authorized to be attached to the uniform shirt.

3. **Trousers** - Trousers are to be a solid taupe color. The waistband shall be capable of accommodating a one and three quarter inch (1¾") belt. The style of the front pockets may be a quarter of an inch (¼") top, straight side seam or a three-quarter of an inch (¾") drop western style. Patch or bellows pockets are not acceptable. The trousers are to be finished without cuffs. A navy blue

color stripe with old gold color soutache shall be sewn along the side seam of the trousers.

4. **Badge** - Badges are to be attached to the badge tab of the uniform shirt. The badge shall be a seven (7) point design with one (1) banner space, a circular space and a number district space. The banner shall contain the word constable. The circular space shall contain the constable's name and the district number shall be in the space provided. All lettering shall be blue enameled block style lettering. The state seal shall be rendered in blue and white enamel and set in the inset provided in the center of the star. The star shall be a gold color with blue enamel background. (see **Figure 2** for a representative sample)

5. **Other Equipment** - All constables may be fitted with other equipment (e.g., leather gear, head and foot gear, accoutrements etc.) as needed. Equipment worn in addition to the uniform described herein shall be worn in accordance with instructions established by the local Board of Supervisors or the rules adopted by the Mississippi Constable Association.

101.02 **Motor Vehicle Identification** - The constable's vehicle shall be identified whenever used for official business. The identification shall consist of markings on the front fenders, front doors and rear. In addition to the markings, the constable's vehicle shall be equipped with flashing blue lights. The design of these items shall be as follows:

1. **Front Fender** - Both the left and right front fenders shall be marked with a reflective adhesive type decal containing the word constable in three inch (3") block letters. The lettering shall be blue in color with either a clear or white background. The decal shall be affixed to the fenders so that the word constable is legible when viewed from the side of the vehicle.

2. **Front Doors** - The front doors of the vehicle shall contain a seven point star shaped reflective adhesive type decal. This decal shall be centered on the vehicles front door. The star shall be gold in color with black detailing and lettering. The word constable shall appear on the star in block letters (see **Figure 3** for a representative sample). There shall be a second decal centered under the star decal containing the county name in one and a half inch (1½") block style letters. The lettering shall be blue in color with either a clear or white background.

3. **Rear** - The rear markings shall consist of a reflective adhesive decal with the word constable in one and a half inch (1½") block letters. The lettering shall be blue in color with either a clear or white background. This decal shall be affixed in the center of the vehicle so that the word constable is visible from the rear.

4. **Blue Flashing Lights** - The constable's motor vehicle shall have an enclosed blue lens light bar installed over the roof. The fixture shall have provisions for at least two lights not less than thirty-five watts that are capable of being rotated or visible from the front and rear of the vehicle. Direct wiring with a dash mount control shall be provided for each installation.

EMBLEM, BADGE AND DOOR DECAL

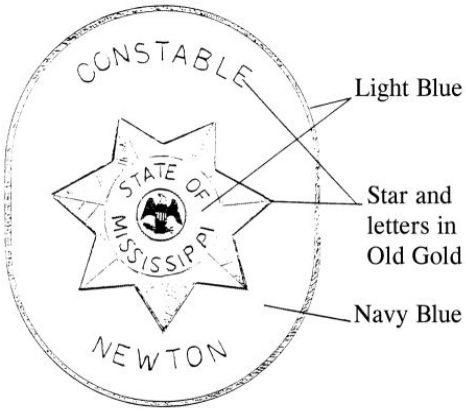


Figure 1 Emblem

Figure 2 Badge

County Name
(in one and a half inch letters)

Figure 3 Door Decal

Chapter 12: Criminal Investigators Employed by District Attorneys

adopted - 04/1988; rev - 10/1991 and 04/1997

Purpose

100 This section establishes policy and procedures governing the professional standards of Criminal Investigators employed by District Attorneys.

Policy

101 Criminal Investigators employed by District Attorneys of this state shall be eligible to a carry a pistol, firearm or other suitable and appropriate weapon if they meet the following:

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

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

101.03 Be a United States citizen.

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

101.05 Be of good moral character as evidenced among other things by having neither a conviction nor a plea of guilty or nolo contendere for a felony or a misdemeanor involving moral turpitude. Individuals must have been discharged from the Armed Forces under honorable conditions. Fitness for service, as it relates to moral character, must be verified by an appropriate background investigation. **(See Background Investigations)**

101.06 Have demonstrated proficiency with their pistol, firearm or other suitable and appropriate weapon specifically authorized for use by the District Attorney.

101.07 Have a sufficient knowledge and understanding of constitutional limitations to the use of force and of federal, state and local laws regarding the use of force.

101.08 Or, in lieu of 101.01 through 101.07 above, have completed a training program required to be an agent in the Federal Bureau of Investigation.

Procedure

102 Within thirty days of an investigator's employment, the District Attorney will complete and submit an "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts I, II and III for those investigators authorized to carry a weapon.

102.01 Within one year from the date of hire, the District Attorney shall ensure that the investigator has demonstrated proficiency with the authorized weapons.

102.02 For those authorized pistols, the investigator shall have attained a score of seventy-five percent (75%) or higher on the National Rifle Association or basic law enforcement course modified Police Pistol Certification course. Qualification shall be under the administration and observation of a certified firearms instructor. District Attorneys who authorize other weapons may contact the Board staff to determine the current qualification standard.

102.03 Upon completion of the qualification, the District Attorney shall submit a letter to the Board attesting to completion of the firearms training including use of force. The letter shall be accompanied by a copy of the score sheet and a copy of the credentials of the firearms instructor who administered the qualification.

Chapter 13: Instructor Certification

adopted - 08/1984; rev - 01/1991

Purpose

100 This section establishes policy and procedures governing the standards and qualifications to be used to certify instructors for Board-approved training.

Policy

101 All persons instructing law enforcement officers in Board-approved training courses of four hours or less must be qualified as determined by the academy director. All persons instructing more than four hours in a Board-approved training course must be certified as an instructor by the Board on Law Enforcement Officer Standards and Training.

Procedures

102 Minimum requirements for certification of training instructors.

102.01 Individuals applying for certification to instruct in BLEOST approved courses must apply through the completion of a formal application (BLEOST Instructor Application Packet). Applications must be submitted to the Director of a Board approved training academy. That Director will review the application and forward the endorsed application to the Board for consideration. Each nominee for certification must meet the following requirements:

1. **Education and Experience** - The applicant must show an educational and criminal justice experience equal to one (1) of the following:

   a. A high school graduate and five (5) or more years of experience in the subject area,
   b. Two (2) years of college and three (3) or more years experience in subject area,

   c. A bachelors degree and one (1) or more years of experience in subject area,

   d. Or persons with specialized, identifiable skills not meeting the above requirements, may be certified upon academy director's request and staff review.

2. **Sufficient Knowledge of Subject Matter** - The applicant must demonstrate an adequate history as determined by the Board based on training, education, experience, professional credentials and/or proficiency skills suitable to the topic of instruction of which certification is being sought. Specific additional education or training will be required for the following designated special subject blocks:

a. Legal subjects - An applicant shall be a graduate of a law school or possess a qualification of substantial legal training and experience in the practical application of law to be certified to instruct legal subjects.

b. Firearms - An applicant shall have been trained in an acceptable firearms instructor course as determined by the Board to be certified to instruct firearms training.

c. Police Driving - An applicant shall have been trained in an acceptable police driving instructor course as determined by the Board to be certified to teach police driving.

d. Emergency Medical Procedures - An applicant shall have been trained in an acceptable emergency medical procedures instructor course and an acceptable cardiopulmonary resuscitation (CPR) instructor course as determined by the Board to be certified to teach emergency first aid and CPR.

e. Defensive Tactics - An applicant shall have been trained in an acceptable defensive tactics instructor course as determined by the Board to be certified to teach defensive tactics.

f. Physical Conditioning - An applicant shall have been trained in an acceptable physical conditioning instructor course as determined by the Board to be certified to teach physical conditioning.

3. **Knowledge of Instruction** - The applicant shall be cognizant of the methods of instruction and the aids available. Instructors must be able to clearly present the course material and meet the objectives outlined by the Board.

a. Instructor Training - All applicants must have completed a Board-approved instructor development training course of 40 hours or a comparable instructor course as determined by staff review. Persons with professional credentials recognized by the Board may be exempted.

b. Internship - The new instructor nominee will serve an internship wherein the nominating official will evaluate (BLEOST Instructor Evaluation Form) the nominee during actual instruction. The internship shall be at least two (2) hours in length and shall be conducted prior to certification. These evaluations shall be reviewed by the nominating official and forwarded to the Board along with the application.

c. Evaluation - The instructor shall be evaluated periodically by students on dimensions determined by the academy. Evaluations shall remain on file at the academy for a period of at least one (1) year.

d. Activity - All instructors shall remain active during their period of

certification. If an instructor does not instruct in a Board approved curriculum during the period of his certification, his certification shall not be renewed.

102.02 Expiration - All instructor certifications expire three (3) years from the date issued. Individuals applying for renewal of instructor certification must complete a formal application for renewal. Applications must be submitted to the director of a Board-approved training academy. That individual will review the application and forward the endorsed application to the Board for its consideration. Each renewal certificate must meet the following requirements:

1. **Reissuance will be based on submission of an updated application including:**

   a. The instructor must provide documentation that he/she has conducted training in a Board-approved curriculum during the certification period expiring.

   b. The instructor must provide documentation of his/her continuing knowledge in the requested area of re-certification to the satisfaction of the academy director.

2. **As with the professional certificate the instructor certificate remains the property of the Board. The possession and stewardship of the certificate is the responsibility of the sponsoring agency. The Board may revoke any instructor certificate upon a showing of just cause, which includes, but is not limited to:**

   a. Administrative error in issuance,

   b. Falsification of any information on the application,

   c. Failure to complete the prescribed internship,

   d. Conviction or the entering of a plea of either guilty or nolo contendere, being fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude,

   e. Mistreatment, abuse, or improper behavior involving a student,

   f. Consistent failure to follow Board-approved training guidelines, learning objectives and lesson plans (where established),

   g. And any other actions detrimental to professional law enforcement training.

3. **Exemption from certification -** In the event of exceptional emergency or other circumstances determined by the academy director a qualified non-certified instructor may be utilized; however, the non-certified instructor shall teach under the supervision of the nominating official. Facts explaining the utilization of the uncertified instructor shall be documented and maintained on file by the nominating official.

Chapter 14: Academy Accreditation

adopted - 01/1991; rev - 10/1991, 09/2004, 11/2004 and 05/2013

Purpose

100 This section establishes policy and procedures governing the standards and qualifications to be used to accredit training facilities for Board-approved law enforcement training.

Policy

101 All facilities conducting Board-approved training shall be accredited. Any facility that presents training in basic law enforcement, basic reserve or part-time law enforcement and/or basic refresher course training must be accredited to present that training. Any student who completes a course in an unaccredited facility after 1 January 2005 will not be certified.

Procedures

102 An institution or facility operated for the purpose of training law enforcement officers or any officials covered by this act shall submit a formal application to the Board for review and approval (see Appendix C for Application form). Training requiring Board-approval conducted prior to accreditation of the training facility shall not be Board certified. An institution making application for Board-approved training shall meet all the criteria stated in this section to ensure continuity among approved facilities.

102.01 **Administrative Requirements**

1. **Administrative Staffing** - Accredited facilities must provide full-time minimal staffing as follows:

   a. **Director of Training** - Academies certified to conduct Board-approved law enforcement training shall designate a full-time, salaried employee who shall be responsible for actions of the facility. The Director's responsibilities will include at the minimum the following:

      i. scheduling and presentation of training programs,

      ii. selection and training of staff,

      iii. and preparation, maintenance and timely filing of BLEOST reports and records.

   b. **Training Officer** - Academies certified to conduct Board-approved law enforcement training shall designate an individual (or individuals) who shall be responsible for assisting the Director of Training. The training officer

must hold an instructor certificate as issued by the Board.

c. **Support Staff** - Academies certified to conduct Board-approved law enforcement training shall designate adequate individuals to support all training activities and Board requirements.

2. **Academy Policy and Procedures Manual** - All accredited facilities must maintain an academy policy and procedures manual.

   a. This manual should provide guidance to all staff of the facility in the following policy areas:

      i. admission and readmission or release to another academy,

      ii. use and storage of firearms,

      iii. use and storage of mock weapons,

      iv. hours of operation of the academy,

      v. policy regarding class hours, breaks, etc.,

      vi. policy regarding student conduct and classroom procedures,

      vii. classroom rules and regulations,

      viii. dress and uniform regulations of staff and students,

      ix. testing and grading procedures,

      x. student code of conduct barring lying, cheating, stealing or tolerance of others who commit such acts, disciplinary hearing composition and procedures within the academy,

      xi. policy for reporting absences.

      xii. policy for posting of class schedule, changing posted schedules, timely submission of schedule changes and assuring all items are rescheduled as needed.

   b. The manual should provide emergency operation plans to cover accidents or mishaps concerning:

      i. firearms and firing range,

      ii. driver training and driving range,

      iii. physical fitness and facilities,

iv. medical,

v. fire,

vi. and natural disaster.

3. **Academy Records** - Accredited facilities must provide documentation of all activities of Board-approved programs. Records shall reflect the entire period for which a Board-approved training program was conducted and shall when appropriate be prepared in advance of program.

a. **Academy Administrative Record** - All accredited facilities shall maintain an **Academy Administrative Record** to conduct Board-approved training programs. The **Academy Administrative Record** must contain the following information:

i. a copy of the "**Academy Accreditation Application**", as submitted and approved by the Board on Law Enforcement Officer Standards and Training,

ii. the "**Academy Accreditation Certification**",

iii. copies of the BLEOST Monitoring Reports,

iv. a copy of the "**Instructor Application**" form on each instructor employed,

v. the "**Instructor Certificates**",

vi. a copy of the instructors' training records,

vii. the "**Performance Objectives**" for all Board-approved training conducted at the facility,

viii. Any revision to the "**Performance Objectives**' shall be retained along with the original Performance Objectives (including the date of change),

ix. And a copy of the written policy concerning the academy's procedure for the security of examinations.

b. The **Academy Administrative Record** shall also contain a copy of the "**Student Handbook**". The handbook should contain at the minimum the following information:

i. the rules and regulations of the academy,

ii. the identification of the academy staff, their duties and responsibilities,

iii. a copy of the Law Enforcement Officer Training Program,

iv. the academic requirements,

v. the firearms requirements,

vi. the physical fitness requirements,

vii. and any information for which the student will be held accountable.

c. **Class (School) Record** - All accredited facilities shall maintain a Class Record for each Board-approved training program. The Class Record must contain the following information:

i. Class Schedule - giving specific hour of instruction, subject matter to be covered during the time period, and the instructor conducting the training. This schedule, list of instructors and new instructor applications must be submitted to and approved by BLEOST ten (10) working days prior to class being conducted, the schedule must be posted at the academy, any changes to the schedule must be submitted as they occur to the Board to include rescheduling of original items. A final schedule with all amendments shall be submitted within 10 working days after the end of the course.

ii. Entrance roster of students and their agencies submitted to the Board within 10 working days of the class start and updated with entrance fitness scores and submitted 5 working days after the class start ,

iii. Master copy of all tests (answer key must be stored separate from test) that were administered to students in this class, include any performance testing documentation,

iv. Attendance record of students and explanation for non-attendance,

v. A student who is absent for more than five percent (5%) of Board-approved training as a result of illness and /or emergency and/or required court appearance (s) and/or military duty may be dismissed without prejudice from the class. The academy director shall make this determination upon review of student's training record,

vi. Completed copy of the “Course Curriculum Instruction Approval Form” which includes all learning goals and performance objectives used during this class. The instructor shall complete the form ensuring his/her compliance with the instruction of the required learning goals and performance objectives for class being conducted,

vii. Final roster of students completing the class and their ranking copy submitted to the Board within 10 working days after the completion of

the class,

viii. Written documentation of any student dismissal for conduct, failure or withdrawal from the academy. Documentation should include name, department, date, time, reason for dismissal or withdrawal and a copy submitted to the Board within 10 working days after completion of the class,

ix. Copy of all correspondence to and from the Board on Law Enforcement Officer Standards and Training concerning this class,

x. Copy of "Student Handbook",

xi. And student's evaluation of the program.

d. **Student Record** - All accredited facilities must maintain a Student Record for each student attending Board-approved training. The Student Record must contain the following:

i. Copy of Board on Law Enforcement Officer Standards and Training "Training Packet", received and reviewed prior to the start of any fitness activities and copy submitted to the Board within 5 working days after the start of the class.

ii. Documentation of student's orientation to the "Student Handbook", iii.

Student's performance results on examinations, performance testing or any other means of evaluating the students capabilities, and copies of score sheets submitted to the Board and the agency within 10 working days after the end of the course,

iv. Documentation of any and all counseling with the student while in attendance,

v. Copy of any disciplinary action taken against the student,

vi. Authorization for student to take medication or for limited participation in structured program,

vii. Copy of documentation of injury or accident concerning the student,

viii. Copy of all correspondence between academy and student and/or department,

ix. Authorization of student to be absent from class, and

x. Copy of all awards and certificates bestowed upon the student.

e. **Safety Requirements** - All accredited academies are charged with the health

and safety of all students while in training. Therefore, all academies shall comply with the following:

i. All full-time professional staff shall have current First-Aid and CPR certification

ii. Every academy shall meet or exceed the fire and sanitation codes requirements of their locality

iii. Every academy shall be inspected on an annual basis by the appropriate public health and/or safety officials

iv. Every academy shall have a written emergency operation plan concerning:

v. firearms and firing range

vi. driver training and range

vii. physical training and facilities

viii. medical

ix. fire, and

x. natural disaster.

102.02 **Physical Requirements**

1. **Physical Facilities** - It shall be the responsibility of the accredited academy to provide the following minimum physical facilities for training.

   a. **Office Areas** - There shall be adequate, comfortable and dedicated areas for administrative duties of the staff to facilitate the administration of the Law Enforcement Officer Training Program,

   b. **Administrative Equipment**:

      i. dedicated telephone system,

      ii. means to reproduce written documents on-site, and

      iii. additional office equipment as needed to perform common administrative duties.

   c. **Record Storage Area**:

      i. There shall be adequate space and method for storage of required

academy records,

ii. And this area must be secure and accessible by authorized persons only.

d. **Classroom Facility** - Two (2) comfortable, well lit, classrooms dedicated to law enforcement training which will seat at least 25 adult students in each room. Students shall have desks, tables or other acceptable work areas in the classroom.

e. **Audio-visual and other instructional equipment** necessary to provide effective training must be dedicated to the law enforcement training facilities:

i. overhead projector

ii. 16 mm projector

iii. projector screen

iv. transparency maker

v. video-tape recorder, playback unit and monitor,

vi. chalk/marker board at least 20 square feet (4' x 5'),

vii. and additional training aids to conduct Board-approved courses (e.g., handcuffs, CPR mannequins, mock weapons, etc.)

f. **Resident Housing (Residential Accreditation)**

i. Student will be provided on site resident housing and twenty-four (24) hour supervision for basic course.

ii. Resident housing shall consist of sleeping quarters, personal hygiene areas, day room and laundry room.

iii. All necessary linen, etc will be provided by the academy.

iv. Resident housing shall be approved by the local fire authorities annually.

v. Residential housing shall be inspected and approved by the public health department and/or other responsible authority annually.

g. **Resident Dining (Residential Accreditation)**

i. All meals will be provided to the students at the academy or on-site during field training exercises.

ii. Students will be provided three meals each full day of training.

iii. Student meals must be reviewed and approved by a registered dietitian.

iv. Resident dining facilities shall be inspected by the public health department and/or other responsible authority annually.

h. **Reference Library**

i. The academy shall provide an on-site library facility for students to review reference materials concerning law enforcement subjects.

ii. The library shall provide current state code reference materials, copies of landmark court decisions, current publications of law enforcement professional journals and additional text material determined appropriate by the academy director.

iii. The library shall be made available to students at scheduled periods.

iv. The library shall be kept current with the latest material at all times.

i. **Firearms (Range) Facility**

i. The range shall have a bullet impact area, or berm, which is a minimum of fifteen feet high and of sufficient material to stop all bullets without ricochets. Berm must enclose three (3) sides of the range.

ii. The range shall have a minimum of twenty (20) firing positions and a range control tower of sufficient height to allow the range officer clear and unrestricted vision of all firing points and all areas within the confines of the berm.

iii. The range shall have a public address system capable of transmitting instructions to all areas of the range, so that shooters on the firing line can hear commands while shooting with their ear protectors in place.

iv. There shall be a complete, industrial-type first aid kit with immediate accessibility to the students or instructors on the range.

v. Rest rooms and drinking water must be either available at the range or within close proximity to the range.

vi. There shall be telephone or radio communication immediately available to the range instructors.

vii. Signs warning, “SHOOTING RANGE - WARNING - KEEP OUT”, or similar warning shall be conspicuously posted around the perimeter of the range.

viii. The range shall have clearly identifiable means to indicate when live fire is being conducted at the range.

ix. The range shall provide each student with ear and eye protectors while on the firing line. The academy shall determine under what circumstances wear is appropriate.

j. **Driver Training Range**

i. The driver training range area shall be not less than 100,000 square feet.

ii. The area shall be free of any utility poles, curbs, fencing or any traffic hazards.

iii. The driving surface shall be of asphalt or concrete material.

iv. The driving area shall be level with no obstructions within twenty (20) feet of the edge of the track area.

v. The surface shall be smooth with no "pot holes" or severe cracks that would impede safe conduct of planned driving activities.

vi. The driving range shall have appropriate support equipment. Example traffic cones, stop watches, etc.

vii. There shall be a complete, industrial-type first aid kit with immediate accessibility of the students or instructors on the range.

viii. The driving range shall have operational fire suppression equipment on-site or within close proximity to the driving range.

ix. Rest rooms and drinking water must be either available at the range or within close proximity to the driving range.

x. There shall be telephone or radio communication immediately available to the driving instructors.

k. **Physical Fitness Center**

i. The Physical Fitness Center shall provide shelter from environmental elements.

ii. The Center shall be air conditioned in the summer and heated in the winter.

iii. The Center shall have ample protective material for use to prevent injury from contact with the floor or walls during scheduled training

activity.

iv. The area shall have adequate space for safe participation for a minimum of twenty (20) students.

v. There shall be a complete, industrial-type first aid kit with immediate accessibility to the students or instructors in or near the Physical Fitness Center.

102.03 **Classification of Accreditation** - An institution approved for Board-approved training will receive an academy classification as determined by the Board. Classification will be referred to as Residential, Non-Residential Full-time and Part-Time or Reserve.

1. **Residential**

   a. meets all requirements stated in this procedure to conduct Board-approved training,

   b. certified to provide full-time or part-time basic and in-service law enforcement training on a continuing basis to any student to comply with the LEOTP,

2. **Non - Residential Full-Time**

   a. meets all requirements stated in this procedure to conduct Board-approved training, except for resident housing (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-f) and resident dining (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-g),

   b. certified to provide full-time basic law enforcement training to students that are complying with the LEOTP for certification as employees with the sponsoring agency of the academy, and part-time reserve basic law enforcement training for any student to comply with the LEOTP.

   c. certified to conduct in-service training for any student to comply with the LEOTP,

3. Part-Time or Reserve

   a. meets all requirements stated in this procedure to conduct Board-approved training, except for resident housing (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-f) and resident dining (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-g),

   b. certified to provide basic part-time or reserve and in-service law enforcement training on a continuing basis to any student to comply with the LEOTP,

102.04 **Awarding and Maintenance of Accreditation** - The Accreditation shall be awarded for a five-year period for all full time residential and non-residential facilities and two years for all part-time or reserve facilities. The Board may approve or disapprove accreditation based upon the following criteria:

1. completion of application,

2. continuing compliance with accreditation requirements,

3. continuing quality of physical facilities,

4. continuing fiscal responsibility of applicant,

5. current training needs of the state as determined by the Board,

6. and the evaluation of announced and unannounced compliance monitoring visits or additional data the Board may require to complete the accreditation process.

102.05 **Revocation of Accreditation** - The Board may decide to either revoke or not renew the accreditation of a training facility upon showing just cause, which includes, but is not limited to:

1. administrative error in accreditation,

2. falsification of any information on the application,

3. facility becomes inadequate,

4. academy is no longer required to meet the training needs of the state,

5. academy fails to correct, upon notification, any non-compliance with Board-approved training guidelines, rules or regulations,

6. academy fails to make reports or falsely reports to the Board,

7. when an academy fails to conduct one Board-approved basic law enforcement training course during the calendar year,

8. and any other action detrimental to professional law enforcement training.

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.

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, 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.

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.

Chapter 16: Law Enforcement Officers Training Program Enabling Legislation

adopted - 07/1981; rev - 04/1988, 03/1990, 10/1990, 07/1991, 10/1992, 03/1993, 04/1993, 07/1992, 07/1993, 03/1995, 03/1996, 07/1998, 07/2000, 07/2004, 04/2009 and 07/2010

§ 45-6-1. Legislative findings and intent.

The Legislature finds that the administration of criminal justice is of statewide concern, and that the activities of law enforcement officers are important to the health, safety and welfare of the people of this state and are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of law enforcement officers. It is the intent of the Legislature to provide for the coordination of training programs for law enforcement officers and to set standards therefor.

Sources: Laws, 1981, ch. 474, § 1; Laws, 1998, ch. 394, § 1, eff from and after July 1, 1998.

§ 45-6-3. Definitions.

For the purposes of this chapter, the following words shall have the meanings ascribed herein, unless the context shall otherwise require:

(a) "Commission" means the Criminal Justice Planning Commission.

(b) "Board" means the Board on Law Enforcement Officer Standards and Training.

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

(d) "Part-time law enforcement officer" shall mean any person appointed or employed in a part-time, reserve or auxiliary capacity by the state or any political subdivision thereof who is duly sworn and vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime, the apprehension of criminals and the enforcement of the criminal and traffic laws of this state or the ordinances of any political subdivision thereof. However, the term "part-time law

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

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

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

Sources: Laws, 1981, ch. 474, § 2; Laws, 1990, ch. 434, § 1; Laws, 1992, ch. 531, § 8; Laws, 1993, ch. 416, § 29; Laws, 1996, ch. 422, § 2; Laws, 1998, ch. 394, § 2; Laws, 2003, ch. 490, § 2; Laws, 2004, ch. 388, § 1; Laws, 2007, ch. 510, § 1, eff from and after July 1, 2007.

§ 45-6-5. Board on Law Enforcement Officer Standards and Training created; appointment, terms of office and compensation of members; officers; meetings; reports; advisors.

(1) There is hereby created the Board on Law Enforcement Officer Standards and Training, which shall consist of thirteen (13) members.

(2) The Governor shall appoint six (6) members of the board from the following specified categories:

(a) Two (2) members, each of whom is a chief of police of a municipality in this state, with one (1) of the appointees being appointed from a municipality having a population of less than five thousand (5,000) according to the latest federal decennial census.

(b) One (1) member shall be a sheriff in this state.

(c) One (1) member shall be a district attorney in this state.

(d) One (1) member who is a representative of higher education and who has a degree in one (1) of the following areas of study: corrections, criminal justice or public administration.

(e) One (1) member who is a nonsupervisory rank-and-file law enforcement officer.

The initial appointments to the board shall be made by the Governor no later than twenty (20) days after the effective date of this chapter, as follows: the chief of police and the representative of higher education each shall be appointed for a term of two (2) years; and the sheriff and the district attorney each shall be appointed for a term of three (3) years. Upon the

expiration of the terms of the initial appointees to the board, each subsequent appointment shall be made for a term of three (3) years, beginning on the date of the expiration of the previous term. A vacancy in any appointed position on the board prior to the expiration of a term shall be filled by appointment of the Governor only for the balance of the unexpired term. Appointments shall be made within sixty (60) days of the occurrence of the vacancy.

Any member appointed under this subsection who fails to attend three (3) consecutive meetings of the board shall be subject to removal by the Governor. The president of the board shall notify the Governor in writing when a member has failed to attend three (3) consecutive regular meetings.

(3) The remaining seven (7) members of the board shall be the following:

(a) The Attorney General, or his designee.

(b) The Director of the Mississippi Highway Safety Patrol, or his designee.

(c) The President of the Mississippi Municipal Association, or his designee who is a member of the association.

(d) The President of the Mississippi Association of Supervisors, or his designee who is a member of the association.

(e) The President of the Mississippi Constable Association, or his designee who is a member of the association.

(f) The President of the Mississippi Campus Law Enforcement Officers Association or his designee.

(g) The President of the Mississippi Sheriffs' Association, or his designee who is a member of the association.

The Attorney General, the Director of the Mississippi Highway Safety Patrol and the respective presidents of the foregoing associations, or their designees shall serve only for their respective terms of office.

(4) Members of the board shall serve without compensation, but shall be entitled to receive reimbursement for any actual and reasonable expenses incurred as a necessary incident to such service, including mileage, as provided in § 25-3-41.

(5) There shall be a chairman and a vice chairman of the board, elected by and from the membership of the board. The board shall adopt rules and regulations governing times and places for meetings and governing the manner of conducting its business, but the board shall meet at least every three (3) months.

(6) The Governor shall call an organizational meeting of the board not later than thirty (30) days after the effective date of this chapter.

(7) If a person appointed to the board no longer occupies the status qualifying that person's appointment, that position on the board shall be immediately vacated and filled ex officio or by appointment of the Governor as otherwise provided in this section.

(8) The board shall report annually to the Governor and the Legislature on its activities, and may make such other reports as it deems desirable.

(9) The training officers of all police academies in the state whose curricula are approved by the board shall be advisors to the board. They shall be entitled to all privileges of the board members, including travel expenses and subsistence, but shall not be eligible to vote at board meetings.

Sources: Laws, 1981, ch. 474, § 3; Laws, 1991, ch. 596, § 1, Laws, 2008, ch. 480, § 2; Laws, 2010, ch. 515, § 1, eff from and after July 1, 2010.

§ 45-6-7. Powers of board.

In addition to the powers conferred upon the board elsewhere in this chapter, the board shall have power to:

(a) Promulgate rules and regulations for the administration of this chapter, including the authority to require the submission of reports and information by law enforcement agencies of the state and its political subdivisions.

(b) Establish minimum educational and training standards for admission to employment or appointment as a law enforcement officer or a part-time law enforcement officer: (i) in a permanent position; and (ii) in a probationary status.

(c) Certify persons as being qualified under the provisions of this chapter to be law enforcement officers or part-time law enforcement officers.

(d) Revoke certification for cause and in the manner provided in this chapter. The board is authorized to subpoena documents regarding revocations. The board shall maintain a current list of all persons certified under this chapter who have been place on probation, suspended, subjected to revocation of certification, or any combination of these.

(e) Establish minimum curriculum requirements for basic and advanced courses and programs for schools operated by or for the state or any political subdivision thereof for the specific purpose of training police and other law enforcement officers, both full- and part-time.

(f) Consult and cooperate with counties, municipalities, state agencies, other governmental agencies, and with universities, colleges, community and junior colleges and other institutions concerning the development of training schools, programs or courses of instruction for personnel defined in this chapter.

(g) Make recommendations concerning any matter within its purview pursuant to this chapter.

(h) Make such inspection and evaluation as may be necessary to determine if governmental

units are complying with the provisions of this chapter.

(i) Approve law enforcement officer training schools for operation by or for the state or any political subdivision thereof for the specific purpose of training personnel defined in this chapter.

(j) Upon the request of agencies employing personnel defined in this chapter, conduct surveys or aid municipalities and counties to conduct surveys through qualified public or private agencies and assist in the implementation of any recommendations resulting from such surveys.

(k) Upon request of agencies within the purview of this chapter, conduct general and specific management surveys and studies of the operations of the requesting agencies at no cost to those agencies. The role of the board under this subsection shall be that of management consultant.

(l) Adopt and amend regulations consistent with law, for its internal management and control of board programs.

(m) Enter into contracts or do such things as may be necessary and incidental to the administration of this chapter.

(n) Establish jointly with the State Board of Education the minimum level of basic law enforcement training required of persons employed by school districts as school security guards, or school resource officers or in other positions that have the powers of a peace officer.

Sources: Laws, 1981, ch. 474, § 4; Laws, 1990, ch. 434, § 2; Laws, 1998, ch. 394, § 6; Laws, 2000, ch. 437, § 2; Laws, 2009, ch. 539, § 1, eff from and after passage (approved April 15, 2009.)

§ 45-6-9. Administrative and fiscal support provided by criminal justice planning commission.

The criminal justice planning commission shall provide administrative and fiscal support for the board on law enforcement officer standards and training, and the executive director of the commission shall serve as the director of the board.

Sources: Laws, 1981, ch. 474, § 5, eff from and after passage (approved April 7, 1981).

§ 45-6-11. Law enforcement officer qualifications; recertification after leaving law enforcement; certification; reprimand, suspension or revocation of certification.

(1) Law enforcement officers already serving under permanent appointment on July 1, 1981, and personnel of the division of community services under § 47-7-9, Mississippi Code of 1972, serving on July 1, 1994, shall not be required to meet any requirement of subsections (3) and (4) of this section as a condition of continued employment; nor shall failure of any such law enforcement officer to fulfill such requirements make that person ineligible for any promotional examination for which that person is otherwise eligible. Provided, however, if any law enforcement officer certified under the provisions of this chapter leaves his employment as such and does not become employed as a law enforcement officer within

two (2) years from the date of termination of his prior employment, he shall be required to comply with board policy as to rehiring standards in order to be employed as a law enforcement officer; except, that, if any law enforcement officer certified under this chapter leaves his employment as such to serve as a sheriff, he may be employed as a law enforcement officer after he has completed his service as a sheriff without being required to comply with board policy as to rehiring standards. Part-time law enforcement officers serving on or before July 1, 1998, shall have until July 1, 2001, to obtain certification as a part-time officer.

(2) (a) Any person who has twenty (20) years of law enforcement experience and who is eligible to be certified under this section shall be eligible for recertification after leaving law enforcement on the same basis as someone who has taken the basic training course. Application to the board to qualify under this subsection shall be made no later than June 30, 1993.

(b) Any person who has twenty-five (25) years of law enforcement experience, whether as a part-time, full-time, reserve or auxiliary officer, and who has received certification as a part-time officer, may be certified as a law enforcement officer as defined in Section 45-6-3(c) without having to meet further requirements. Application to the board to qualify under this paragraph shall be made no later than June 30, 2009.

(3) (a) No person shall be appointed or employed as a law enforcement officer or a part-time law enforcement officer unless that person has been certified as being qualified under the provisions of subsection (4) of this section.

(b) No person shall be appointed or employed as a law enforcement trainee by any law enforcement unit for a period to exceed two (2) years. The prohibition against the appointment or employment of a law enforcement trainee for a period not to exceed two (2) years may not be nullified by terminating the appointment or employment of such a person before the expiration of the time period and then rehiring the person for another period. Any person, who, due to illness or other events beyond his control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he can attend the required school or training.

(c) No person shall serve as a law enforcement officer in any full-time, part-time, reserve or auxiliary capacity during a period when that person's certification has been suspended, cancelled or recalled pursuant to the provisions of this chapter.

(4) In addition to the requirements of subsections (3), (7) and (8) of this section, the board, by rules and regulations consistent with other provisions of law, shall fix other qualifications for the employment of law enforcement officers, including minimum age, education, physical and mental standards, citizenship, good moral character, experience and such other matters as relate to the competence and reliability of persons to assume and discharge the responsibilities of law enforcement officers, and the board shall prescribe the means for presenting evidence of fulfillment of these requirements. Additionally, the board shall fix qualifications for the appointment or employment of part-time law enforcement officers to essentially the same standards and requirements as law enforcement officers. The board shall develop and implement a part-time law enforcement officer training program that meets

the same performance objectives and has essentially the same or similar content as the programs approved by the board for full-time law enforcement officers and the board shall provide that such training shall be available locally and held at times convenient to the persons required to receive such training.

(5) Any elected sheriff, constable, deputy or chief of police may apply for certification. Such certification shall be granted at the request of the elected official after providing evidence of satisfaction of the requirements of subsections (3) and (4) of this section. Certification granted to such elected officials shall be granted under the same standards and conditions as established by law enforcement officers and shall be subject to recall as in subsection (7) of this section.

(6) The board shall issue a certificate evidencing satisfaction of the requirements of subsections (3) and (4) of this section to any applicant who presents such evidence as may be required by its rules and regulations of satisfactory completion of a program or course of instruction in another jurisdiction equivalent in content and quality to that required by the board for approved law enforcement officer education and training programs in this state, and has satisfactorily passed any and all diagnostic testing and evaluation as required by the board to ensure competency.

(7) Professional certificates remain the property of the board, and the board reserves the right to either reprimand the holder of a certificate, suspend a certificate upon conditions imposed by the board, or cancel and recall any certificate when:

(a) The certificate was issued by administrative error;

(b) The certificate was obtained through misrepresentation or fraud;

(c) The holder has been convicted of any crime involving moral turpitude;

(d) The holder has been convicted of a felony;

(e) The holder has committed an act of malfeasance or has been dismissed from his employing law enforcement agency; or

(f) Other due cause as determined by the board.

(8) When the board believes there is a reasonable basis for either the reprimand, suspension, cancellation of, or recalling the certification of a law enforcement officer or a part-time law enforcement officer, notice and opportunity for a hearing shall be provided in accordance with law prior to such reprimand, suspension or revocation.

(9) Any full- or part-time law enforcement officer aggrieved by the findings and order of the board may file an appeal with the chancery court of the county in which such person is employed from the final order of the board. Such appeals must be filed within thirty (30) days of the final order of the board.

(10) Any full- or part-time law enforcement officer whose certification has been cancelled

pursuant to this chapter may reapply for certification, but not sooner than two (2) years after the date on which the order of the board cancelling such certification becomes final.

Sources: Laws, 1981, ch. 474, § 6; Laws, 1990, ch. 434, § 3; Laws, 1992, ch. 415, § 1; Laws, 1993, ch. 584, § 1; Laws, 1994, ch. 516, § 2; Laws, 1998, ch. 394, § 3; Laws, 1999, ch. 506, § 1; Laws, 2009, ch.539, § 2, eff from and after passage (approved April 15, 2009.)

§ 45-6-13. Reimbursement for attending training program; professional library.

(1) The board shall establish, provide or maintain law enforcement training programs through such agencies and institutions as the board may deem appropriate.

(2) The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the reimbursement to each political subdivision and to state agencies of at least fifty percent (50%) of the allowable salary and allowable tuition, living and travel expense incurred by law enforcement officers in attendance at approved training programs, provided said political subdivisions and state agencies do in fact adhere to the selection and training standards established by the board. The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the direct funding of a part-time law enforcement officer training program. The board shall require the payment of a reasonable tuition fee to aid in funding the costs of administering the part-time law enforcement officer training program.

(3) The board is authorized to expend funds for the purpose of providing a professional library and training aids that will be available to state agencies and political subdivisions.

(4) If any full- or part-time law enforcement officer in this state who is employed by a municipality, county or other governmental entity shall, within three (3) years after the date of his employment, resign from, or be terminated from, employment by such entity and immediately become employed by another governmental entity in a law enforcement capacity, then the governmental entity by which the resigned or terminated officer is employed shall reimburse the governmental entity from which the officer resigned or was terminated a proportionate share of the officer's law enforcement training expenses which were incurred by such entity, if any.

Sources: Laws, 1981, ch. 474, § 7; Laws, 1993, ch. 458, § 1; Laws, 1998, ch. 394, § 4, eff from and after July 1, 1998.

§ 45-6-15. Law Enforcement Officers Training Fund.

(1) (a) Such assessments as are collected under § 99-19-73, Mississippi Code of 1972, and contributions, grants and other monies received by the board under the provisions of this chapter shall be deposited in a special fund hereby created in the State Treasury and designated the "Law Enforcement Officers Training Fund," which shall be expended by the board to defray the expenses of the program as authorized and appropriated by the Legislature.

(b) Twenty-five percent (25%) of the assessments collected under § 99-19-73, Mississippi Code of 1972, shall be deposited into the "Jail Officer Training Account" which is hereby created in the "Law Enforcement Officers Training Fund." The funds in such

account shall be expended by the Board on Jail Officer Standards and Training to defray the expenses of the jail officers training program as authorized and appropriated by the Legislature.

(c) Unexpended amounts remaining in the fund and account at the end of the fiscal year shall not lapse into the State General Fund and any interest earned on the fund shall be deposited to the credit of the fund.

(2) The board may accept for any of its purposes and functions under this chapter any and all donations, both real and personal property, and grants of money from any governmental unit or public agency, or from any institution, person, firm or corporation.

(3) Money authorized and appropriated by the Legislature shall be paid by the State Treasurer upon warrants issued by the Department of Finance and Administration, which shall issue its warrants upon requisitions signed by the proper person, officer or officers of the commission, in the manner provided by law.

Sources: Laws, 1981, ch. 474, § 8; Laws, 1990, ch. 329, § 8; Laws, 1999, ch. 482, § 8; Laws, 2000, ch. 515, § 11, eff from and after July 1, 2000.

§ 45-6-17. Non-complying officers and officers with certificates revoked or suspended not to exercise powers; salary not to be paid.

(1) Any full- or part-time law enforcement officer who does not comply with the provisions of this chapter, or whose certificate has been suspended or revoked under provisions of this chapter, shall not be authorized to exercise the powers of law enforcement officers generally, and particularly shall not be authorized to exercise the power of arrest.

(2) Any state agency or political subdivision that employs a person as a full- or part-time law enforcement officer who does not meet the requirements of this chapter, or who employs a person whose certificate has been suspended or revoked under provisions of this chapter, is prohibited from paying the salary of such person, or providing any public monies for the equipment or support of the law enforcement activities of such person and any person violating this subsection shall be personally liable for making such payment.

Sources: Laws, 1981, ch. 474, § 9; Laws, 1992, ch. 415, § 2; Laws, 1998, ch. 394, § 5, eff from and after July 1, 1998.

§ 45-6-19. Continuing education requirement for municipal police chiefs.

(1) The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. Any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service. Such education courses may be provided by an accredited law enforcement academy or by the Mississippi Association of Chiefs of Police.

(2) Any police officer of any municipality in the State of Mississippi is required to annually

complete a specified number of hours, as stated in this subsection, of continuing education courses which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:

0-2 years after July 1, 2004 .....8 hours of annual training
3-4 years after July 1, 2004 .....16 hours of annual training
5 or more years after July 1, 2004..24 hours of annual training

Such education courses may be provided by an accredited law enforcement academy or by the Mississippi Association of Chiefs of Police.

(3) The Mississippi Board on Law Enforcement Officers Standards and Training shall reimburse each municipality for the expense incurred for chiefs of police and municipal police officers in attendance at approved training programs as required by this section.

(4) Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his certification as a chief of police or municipal police officer revoked by the Mississippi Board on Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11.

(5) The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.

(6) Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.

Sources: Laws, 1993, ch. 413, § 1; Laws, 2004, ch. 418, § 1, eff from and after July 1, 2004.

§ 99-19-73. Standard State monetary assessment for certain violations, misdemeanors and felonies; suspension or reduction of assessment prohibited; collection and deposit of assessments; refunds.

(1) Traffic Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any violation in Title 63, Mississippi Code of 1972, except offenses relating to the Mississippi Implied Consent Law (§ 63-11-1 et seq.) and offenses relating to vehicular parking or registration:

FUND AMOUNT

State Court Education Fund ..... $ 1.50

State Prosecutor Education Fund ..... .50

Driver Training Penalty Assessment Fund 7.00

Law Enforcement Officers Training Fund 5.00

Spinal Cord and Head Injury Trust Fund (for all moving violations) 4.00

Emergency Medical Services Operating Fund 10.00

Mississippi Leadership Council on Aging Fund 1.00

TOTAL STATE ASSESSMENT ..... $ 29.00

(2) Implied Consent Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or any other penalty for any violation of the Mississippi Implied Consent Law (§ 63-11-1 et seq.):

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Driver Training Penalty Assessment Fund 22.00

Law Enforcement Officers Training Fund 11.00

Emergency Medical Services Operating Fund 10.00

Mississippi Alcohol Safety Education Program Fund 5.00

Federal-State Alcohol Program Fund 10.00

Mississippi Crime Laboratory Implied Consent Law Fund 25.00

Spinal Cord and Head Injury Trust Fund 25.00

State General Fund 35.00

TOTAL STATE ASSESSMENT $155.00

(3) Game and Fish Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any

violation of the game and fish statutes or regulations of this state:

FUND AMOUNT

State Court Education Fund ..... $ 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

Hunter Education and Training Program Fund 5.00

State General Fund 30.00

TOTAL STATE ASSESSMENT ..... $ 42.00

(4) Litter Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any violation of § 97-15-29 or 97-15-30:

FUND AMOUNT

Statewide Litter Prevention Fund ..... $ 25.00

TOTAL STATE ASSESSMENT ..... $ 25.00

(5) Other Misdemeanors. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any misdemeanor violation not specified in subsection (1), (2) or (3) of this section, except offenses relating to vehicular parking or registration:

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

State General Fund 30.00

State Crime Stoppers Fund 1.50

TOTAL STATE ASSESSMENT ..... $ 48.50

(6) Other Felonies. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any felony violation not specified in subsection (1), (2) or (3) of this section:

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

State General Fund 60.00

Criminal Justice Fund 50.00

TOTAL STATE ASSESSMENT $127.00

(7) If a fine or other penalty imposed is suspended, in whole or in part, such suspension shall not affect the state assessment under this section. No state assessment imposed under the provisions of this section may be suspended or reduced by the court.

(8) After a determination by the court of the amount due, it shall be the duty of the clerk of the court to promptly collect all state assessments imposed under the provisions of this section. The state assessments imposed under the provisions of this section may not be paid by personal check. It shall be the duty of the chancery clerk of each county to deposit all such state assessments collected in the circuit, county and justice courts in such county on a monthly basis with the State Treasurer pursuant to appropriate procedures established by the State Auditor. The chancery clerk shall make a monthly lump-sum deposit of the total state assessments collected in the circuit, county and justice courts in such county under this section, and shall report to the Department of Finance and Administration the total number of violations under each subsection for which state assessments were collected in the circuit, county and justice courts in such county during such month. It shall be the duty of the municipal clerk of each municipality to deposit all such state assessments collected in the municipal court in such municipality on a monthly basis with the State Treasurer pursuant to appropriate procedures established by the State Auditor. The municipal clerk shall make a monthly lump-sum deposit of the total state assessments collected in the municipal court in such municipality under this section, and shall report to the Department of Finance and Administration the total number of violations under each subsection for which state assessments were collected in the municipal court in such municipality during such month.

(9) It shall be the duty of the Department of Finance and Administration to deposit on a monthly basis all such state assessments into the proper special fund in the State Treasury. The monthly deposit shall be based upon the number of violations reported under each

subsection and the pro rata amount of such assessment due to the appropriate special fund. The Department of Finance and Administration shall issue regulations providing for the proper allocation of these special funds.

(10) The State Auditor shall establish by regulation procedures for refunds of state assessments, including refunds associated with assessments imposed before July 1, 1990, and refunds after appeals in which the defendant's conviction is reversed. The Auditor shall provide in such regulations for certification of eligibility for refunds and may require the defendant seeking a refund to submit a verified copy of a court order or abstract by which such defendant is entitled to a refund. All refunds of state assessments shall be made in accordance with the procedures established by the Auditor.

Sources: Laws, 1990, ch. 329, § 1; Laws, 1991, ch. 356, § 3; Laws, 1995, ch. 500, § 2; Laws, 1996, ch. 505, § 7; Laws, 1996, ch. 506, § 14; Laws, 1997, ch. 550, § 3; Laws, 1997, ch. 574, § 2; Laws, 1998, ch. 429, § 7, eff from and after July 1, 1998.

§ 19-19-5. General duties of constables; training program.

(1) It shall be the duty of every constable to keep and preserve the peace within his county, by faithfully aiding and assisting in executing the criminal laws of the state; to give information, without delay, to some justice court judge or other proper officer, of all riots, routs and unlawful assemblies, and of every violation of the penal laws which may come to his knowledge in any manner whatsoever; to execute and return all process, civil and criminal, lawfully directed to him, according to the command thereof; and to pay over all monies, when collected by him to the person lawfully authorized to receive the same. In addition, the constable is authorized to serve process issued by any county, chancery or circuit court, and shall receive the same fee as he would receive for service of process in justice court. No constable shall receive any fee provided by law for making an arrest, or attending any trial, wherein the defendant has been arrested, or is being tried for any violation of the motor vehicle laws committed on any designated United States highway located within the district or county of the constable.

(2) (a) During a constable's term of office, each constable shall attend and, to the extent to which he is physically able, participate in a curriculum having a duration of two (2) weeks which addresses the nature and scope of specific duties and responsibilities of a constable and which includes firearm use and safety training, to be established by the Board on Law Enforcement Officers Standards and Training in the field of law enforcement at the Mississippi Law Enforcement Officers' Training Academy or such other training programs that are approved by the Board on Law Enforcement Officers Standards and Training pursuant to § 45-6-9. No physical fitness test shall be required to be successfully completed in order to complete the training program. The board of supervisors of the county shall be responsible for paying, only one (1) time, the tuition, living and travel expenses incurred by any constable of that county in attendance at such training program or curriculum. If such constable does not attend and, to the extent to which he is physically able, participate in the entirety of the required program or curriculum, any further training which may be required by this section shall be completed at the expense of such constable. No constable shall be entitled to the receipt of any fees, costs or compensation authorized by law after the first twenty-four (24) months in office if he fails to attend the required training and, to the extent to which he is physically able, participate in the entirety of the appropriate program or curriculum. Any constable who does not complete the required training when required may

execute and return civil process but thereafter shall not be paid any fees, costs or compensation for executing such process and shall not be allowed to exercise any law enforcement functions or to carry a firearm in the performance of his duties until he has completed such training.

(b) (i) The Board of Law Enforcement Officers Standards and Training shall develop a program of continuing education training for constables to attend consisting of eight (8) hours annually. The program shall be divided equally between firearms training and safety and instruction in both substantive and procedural law. The training program shall be conducted by the Mississippi Constables Association, and appropriate parts of the program may be conducted by members who have been certified by the board to conduct the training program. The cost of travel, tuition and living expenses in attending the continuing training shall be paid out of the Law Enforcement Officers Training Fund created in § 45-6-15.

(ii) No constable elected prior to January 1, 2000, shall be required to comply with the continuing education requirements of this paragraph (b); however, any constable may elect to attend the annual training and shall be reimbursed therefor as provided in this paragraph (b).

(c) The provisions of this subsection shall not apply to a constable who has received a certificate from the Board on Law Enforcement Officers Standards and Training evidencing satisfaction of subsections (2) and (3) of § 45-6-11, or who is exempt from the requirements of subsections (2) and (3) of § 45-6-11 by the provisions of subsection (1) of § 45-6-11.

Sources: Codes, Hutchinson's 1848, ch. 50, art 4 (3); 1857, ch. 6, art 176; 1871, § 280; 1880, § 389; 1892, § 769; Laws, 1906, § 831; Hemingway's 1917, § 637; Laws, 1930, § 632; Laws, 1942, § 3887; Laws, 1962, ch. 330; 986, ch. 441, § 3; Laws, 1989, ch. 586, § 1; Laws, 1993, ch. 343, § 1; Laws, 2000, ch. 578, § 1; Laws, 2003, ch. 320, § 1, eff from and after July 1, 2003.

Appendixes A Official Certification Forms

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME LAW ENFORCEMENT APPLICATION FOR CERTIFICATION - PART I

READ THE INSTRUCTIONS ON PAGE 2

In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000.00 and a jail sentence of up to 5 years. Further, the LEOTP authorizes the BLEOST in § 45-6-11 (7) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. Name: _____ 2. SSN: _____
Give Full Name - First Middle Last

3. Date of Hire: ___/___/___ 4. Date of Birth: ___/___/___ 5. Title/Rank: _____

6. Department: _____ 7. Telephone: _____

8. Dept.'s Address: _____
Post Office Box or Street City & Zip Code

9. Has the applicant ever been certified under the LEOTP? No ( ) Yes ( ) 10. Certificate No. _____

11. **Education**, Number of Years Completed _____, High School Diploma _____or GED _____, Degree(s) _____

12. **EMPLOYMENT RECORD** List all employment. Begin with your most previous employment and work back. Use an additional 8.5 x 11 sheet of paper if necessary.

Agency/Department	Position	City/State		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

13. **TRAINING RECORD** List all completed law enforcement training consisting of eighty (80) hours or more. Include copies of certificates of completion. Use an additional 8.5 x 11 sheet of paper if necessary.

Name of Course	Location	Course Length		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Complete Parts I, II and III of the "Application for Certification" form for all newly hired full-time law enforcement officers. Return the form to the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the officer's date of hire.

Part I

Type or print in ink when completing this form. Record the applicant's full name, social security number, date of hire as a full-time law enforcement officer, date of birth, current position or rank, the name of the employing agency/department, the department's telephone number and mailing address. Check whether or not the applicant has ever been certified under the Law Enforcement Officers Training Program (LEOTP). If the answer is yes, enter the applicant's certificate number. State the number of years of education completed by the applicant. Check whether the applicant has a high school diploma or GED, and denote any degrees earned other than a high school diploma or GED (i.e., BS - Bachelor of Science, BA - Bachelor of Arts, etc.).

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.

List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Include copies of the certificates of completion and any other documentation available, such as a course curriculum.

Part II

This portion of the form must be completed by the applicant. **Circle** the answer that applies. A *"yes"* answer to any of these questions does not automatically bar anyone from obtaining certification. Any of the questions, items one (1) through ten (10) that are answered *"yes"* must be explained to the Board. **The explanation must be typed or printed in ink on a separate eight and a half (8½") by eleven (11") inch sheet of paper, 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 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. Any alternative to sentencing that has been decreed by any political subdivision must be reported including, but not limited to: pre-trial diversion, probation, fines, restitution, or community service.** The applicant must sign and date "Part II - Applicant's Background Investigation Review" before a Notary Public.

Part III

This part of the background investigation review must be completed by the head of the department or someone with authority to sign as the department head. There must be a letter on file, at this office, stating specifically who has the authority to sign as the department head. This letter of authorization will have to be signed by the head of the department.

Each procedure must be **initialed** (ex. - JD 1. A personnel ...) by the agency head to indicate completion of said procedure. **The applicant's fingerprints must be submitted to the Criminal Information Center of the Mississippi Department of Public Safety (see the address below).** If procedure number four (4) is not applicable to the officer in question enter N/A in the space provided. "Part III - Agency's Background Investigation Review" must be signed and dated before a Notary Public by the department head or someone with authority to sign as the department head.

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

PART II - APPLICANT'S BACKGROUND INVESTIGATION REVIEW

Important, read the instructions before completing this form

		Circle One	
1	Have you ever been a defendant in a court martial, Article 15, Captain's Mast or other nonjudicial punishment?	Yes	No
2	Has a judgement ever been issued against you?	Yes	No
3	Have you ever declared bankruptcy?	Yes	No
4	Have you ever been arrested or charged with a crime?	Yes	No
5	Have you ever received any alternatives to sentencing such as probation before judgement, pretrial diversion,	Yes	No
	non- adjudication of guilt or have you ever had an expungement?	Yes	No
6	Have you ever been found guilty or pled guilty or no contest to a crime?	Yes	No
7	Have you ever been refused a surety bond or turned down for employment that required a surety bond?	Yes	No
8	Have you ever: (a) been suspended for any reason from any employment; (b) been terminated from any employment; (c) resigned to prevent termination from any employment; (d) resigned prior to, during or at the conclusion of any such investigation into your activities?	Yes	No
9	Have you ever been addicted to or hospitalized for the use of alcohol or drugs?	Yes	No
10	Have you ever had a certificate, license or privilege removed, revoked, suspended, or voluntarily relinquished the same under state, federal or other laws?	Yes	No

I, the undersigned do hereby authorize and direct any duly authorized representative of a public safety agency to provide the POST full and complete disclosure of any information, public and private, pertaining to myself or my employment as required by the POST regarding my certification and my qualifications to be a certified law enforcement officer. It is my intent to provide full and free access to all information about me including my: work record, background and reputation, military records, educational records, financial status, criminal history and/or arrest record, information in investigatory files, job performance, attendance records, complaints or grievances, records or recollections of attorneys whether representing me or another person in any case in which I have had an interest, polygraph examinations, internal affairs investigations, discipline files and files which are deemed to be confidential and/or sealed.

I further authorize and direct the POST to provide copies of said records and/or any other record or document contained or related to my certification application and record to any duly authorized representative of a public safety agency.

I hereby release the POST and its authorized agents, the public safety agency and its authorized agents and all others, individually and collectively, from any and all liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand that should any information of a criminal nature surface, the information may be turned over to the appropriate authorities.

I, the undersigned, do hereby swear and affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, **that I have provided my employer with a full explanation (without any omissions) of each and every "yes" answer to the above questions, one (1) through ten (10) of Part II of the "Application for Certification" form, and that these explanations (if any) are attached to this form**, that I am at least twenty-one (21) years old, that I have read and understand this form, all the instructions contained therein and do hereby confirm that all of the information contained in this application and/or all other information I furnish in conjunction with my application is true and correct.

Witness my signature this, the _____ day of _____, 20___.

_____ _____

Applicant's Signature Print Applicant's Name

NOTARY PUBLIC

I, the undersigned authority in and for _____ County and State, do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part II of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part II of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the _____day of _____, 20___.

Notary Public _____

PART III - AGENCY BACKGROUND INVESTIGATION REVIEW

***Warning*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a Board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years. Further, the Law Enforcement Officers Training Program authorizes the Board in MCA § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.**

The agency head or authorized signatory must **initial** (ex. - __JD__ 1. A personnel ...) the procedures that have been completed on the applicant named in this form. **All the procedures are required to be completed with the possible exception of procedure number four (4).** If the applicant has not served in the military enter N/A in the space provided.

____1. initial A personnel file on the applicant has been created and is being maintained at this agency. The file includes a release of information form or a letter allowing the release of information signed by the applicant. Copies of all the documents referenced below, in items two (2) through seven (7) of Part III of the "Application for Certification" form, are included in this file. This file will be maintained as long as the applicant is employed with this agency, and the file will be made available to the BLEOST upon receipt of a written request.

____2. initial A complete background investigation on the applicant has been performed, has been reviewed by me and a copy of the background investigation is included in the applicant's personnel file.

____3. initial The applicant's fingerprints have been submitted to the Criminal Information Center of the Mississippi Department of Public Safety as a part of the background investigation and a copy of the FBI report will be included in the applicant's personnel file.

____4. initial The applicant's official Certificate of Release or Discharge From Active Duty (D.D. Form 214) has been reviewed by me and a copy is included in the applicant's personnel file.

____5. initial The applicant's official documentation certifying successful completion of high school or completion of the General Educational Development (GED) Testing Program has been reviewed by me and a copy is included in the applicant's personnel file.

____6. initial I have reviewed appropriate official documents certifying the applicant's age and citizenship and copies of said documents are included in the applicant's personnel file.

____7. initial The applicant has completed a medical examination by a licensed physician and the results have been reviewed by me. A copy of said examination is included in the applicant's personnel file.

I, the undersigned, do hereby swear and affirm that I or individuals under my supervision have made a thorough background investigation of this applicant, (print applicant's name) _____, including any answers of "yes" to questions one (1) through ten (10) in Part II of this form and written explanations for those answers are attached. I certify that all the procedures in Part III, one (1) through seven (7), that are applicable to the officer in question have been completed, that to the best of my knowledge the applicant is physically qualified to perform duties as a law enforcement officer, that the applicant is at least twenty-one (21) years of age, that I have contacted each of the applicant's past employers (if any), that I am satisfied that the applicant is of good moral character, that the applicant has never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, and that the applicant is a law enforcement officer as defined in **MCA § 45-6-3 (c)**.

Witness my signature this, the _____day of _____, 20___.

_____ _____

Agency Head's/Authorized Signatory's Signature Title

NOTARY PUBLIC

I the undersigned authority in and for _____ County and State do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part III of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part III of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the _____day of _____, 20___.

Notary Public _____

MISSISSIPPI
PEACE OFFICER STANDARDS & TRAINING

PART-TIME LAW ENFORCEMENT APPLICATION FOR CERTIFICATION - PART I

READ THE INSTRUCTIONS ON PAGE 2

In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000.00 and a jail sentence of up to 5 years. Further, the LEOTP authorizes the BLEOST in § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. Name: _____ 2. SSN: _____
Give Full Name - First Middle Last

3. Date of Hire: ___/___/___ 4. Date of Birth: ___/___/___ 5. Title/Rank: _____

6. Department: _____ 7. Telephone: _____
Dept.'s

8. Address: _____
Post Office Box or Street City & Zip Code

9. Has the applicant ever been certified under the LEOTP? No ( ) Yes ( ) 10. Certificate No. _____

11. **Education**, Number of Years Completed _____, High School Diploma _____or GED _____, Degree(s) _____

12. **EMPLOYMENT RECORD** List all employment. Begin with your most previous employment and work back. Use an additional 8.5 x 11 sheet of paper if necessary.

Agency/Department	Position	City/State		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

13. **TRAINING RECORD** List all completed law enforcement training consisting of eighty (80) hours or more. Include copies of certificates of completion. Use an additional 8.5 x 11 sheet of paper if necessary.

Name of Course	Location	Course Length		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

PART-TIME

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Complete Parts I, II and III of the "Application for Certification" form for all newly hired part-time/reserve law enforcement officers. Return the form to the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the officer's date of hire.

Part I

Type or print in ink when completing this form. Record the applicant's full name, social security number, date of hire as a part-time/reserve law enforcement officer, date of birth, current position or rank, the name of the employing agency/department, the department's telephone number and mailing address. Check whether or not the applicant has ever been certified under the Law Enforcement Officers Training Program (LEOTP). If the answer is yes, enter the applicant's certificate number. State the number of years of education completed by the applicant. Check whether the applicant has a high school diploma or GED, and denote any degrees earned other than a high school diploma or GED (i.e., BS - Bachelor of Science, BA - Bachelor of Arts, etc.).

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.

List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Include copies of the certificates of completion and any other documentation available, such as a course curriculum.

Part II

This portion of the form must be completed by the applicant. **Circle** the answer that applies. Any of the questions, items one (1) through ten (10) that are answered *"yes"* must be explained to the Board. **The explanation must be typed or printed in ink on a separate eight and a half (8½") by eleven (11") inch sheet of paper, 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 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. Any alternative to sentencing that has been decreed by any political subdivision must be reported including, but not limited to: probation, fines, restitution, or community service.** The applicant must sign and date "Part II - Applicant's Background Investigation Review" before a Notary Public.

Part III

This part of the background investigation review must be completed by the head of the department or someone with authority to sign as the department head. There must be a letter on file, at this office, stating specifically who has the authority to sign as the department head. This letter of authorization will have to be signed by the head of the department.

Each procedure must be **initialed** (ex. - JD 1. A personnel ...) by the agency head to indicate completion of said procedure. **The applicant's fingerprints must be submitted to the Criminal Information Center of the Mississippi Department of Public Safety (see the address below).** If procedure number four (4) is not applicable to the officer in question enter N/A in the space provided. "Part III - Agency's Background Investigation Review" must be signed and dated before a Notary Public by the department head or someone with authority to sign as the department head.

PART-TIME

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

PART II - APPLICANT'S BACKGROUND INVESTIGATION REVIEW

Important, read the instructions before completing this form

		Circle One	
1	Have you ever been a defendant in a court martial, Article 15, Captain's Mast or other nonjudicial punishment?	Yes	No
2	Has a judgement ever been issued against you?	Yes	No
3	Have you ever declared bankruptcy?	Yes	No
4	Have you ever been arrested or charged with a crime?	Yes	No
5	Have you ever received any alternatives to sentencing such as probation before judgement, pretrial diversion,	Yes	No
	non- adjudication of guilt or have you ever had an expungement?	Yes	No
6	Have you ever been found guilty or pled guilty or no contest to a crime?	Yes	No
7	Have you ever been refused a surety bond or turned down for employment that required a surety bond?	Yes	No
8	Have you ever: (a) been suspended for any reason from any employment; (b) been terminated from any employment; (c) resigned to prevent termination from any employment; (d) resigned prior to, during or at the conclusion of any such investigation into your activities?	Yes	No
9	Have you ever been addicted to or hospitalized for the use of alcohol or drugs?	Yes	No
10	Have you ever had a certificate, license or privilege removed, revoked, suspended, or voluntarily relinquished the same under state, federal or other laws?	Yes	No

PART-TIME

I, the undersigned do hereby authorize and direct any duly authorized representative of a public safety agency to provide the POST full and complete disclosure of any information, public and private, pertaining to myself or my employment as required by the POST regarding my certification and my qualifications to be a certified law enforcement officer. It is my intent to provide full and free access to all information about me including my: work record, background and reputation, military records, educational records, financial status, criminal history and/or arrest record, information in investigatory files, job performance, attendance records, complaints or grievances, records or recollections of attorneys whether representing me or another person in any case in which I have had an interest, polygraph examinations, internal affairs investigations, discipline files and files which are deemed to be confidential and/or sealed.

I further authorize and direct the POST to provide copies of said records and/or any other record or document contained or related to my certification application and record to any duly authorized representative of a public safety agency.

I hereby release the POST and its authorized agents, the public safety agency and its authorized agents and all others, individually and collectively, from any and all liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand that should any information of a criminal nature surface, the information may be turned over to the appropriate authorities.

I, the undersigned, do hereby swear and affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, **that I have provided my employer with a full explanation (without any omissions) of each and every "yes" answer to the above questions, one (1) through ten (10) of Part II of the "Application for Certification" form, and that these explanations (if any) are attached to this form**, that I am at least twenty-one (21) years old, that I have read and understand this form, all the instructions contained therein and do hereby confirm that all of the information contained in this application and/or all other information I furnish in conjunction with my application is true and correct.

Witness my signature this, the _____ day of _____, 20___.

_____ _____

Applicant's Signature Print Applicant's Name

NOTARY PUBLIC

I, the undersigned authority in and for _____ County and State, do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part II of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part II of the foregoing "Application for Certification and Background Investigation Review" form.

PART-TIME

GIVEN under my hand and official seal this, the_____day of_____, 20___.

Notary Public _____

PART III - AGENCY BACKGROUND INVESTIGATION REVIEW

***Warning*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a Board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years. Further, the Law Enforcement Officers Training Program authorizes the Board in MCA § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.**

The agency head or authorized signatory must **initial** (ex. - __JD__ 1. A personnel ...) the procedures that have been completed on the applicant named in this form. **All the procedures are required to be completed with the possible exception of procedure number four (4).** If the applicant has not served in the military enter N/A in the space provided.

____1. A personnel file on the applicant has been created and is being maintained at this agency. The file includes a release of information form or a letter allowing the release of information signed by the applicant. Copies of all the documents referenced below, in items two (2) through seven (7) of Part III of the "Application for Certification" form, are included in this file. This file will be maintained as long as the applicant is employed with this agency, and the file will be made available to the BLEOST upon receipt of a written request.
initial

____2. A complete background investigation on the applicant has been performed, has been reviewed by me and a copy of the background investigation is included in the applicant's personnel file.
initial

____ 3. The applicant's fingerprints have been submitted to the Criminal Information Center of the Mississippi Department of Public Safety as a part of the background investigation and a copy of the FBI report will be included in the applicant's personnel file.
initial

____4. The applicant's official Certificate of Release or Discharge From Active Duty (D.D. Form 214) has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____5. The applicant's official documentation certifying successful completion of high school or completion of the General Educational Development (GED) Testing Program has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____6. I have reviewed appropriate official documents certifying the applicant's age and citizenship and copies of said documents are included in the applicant's personnel file.
initial

____7. The applicant has completed a medical examination by a licensed physician and the results have been reviewed by me. A copy of said examination is included in the applicant's personnel file.
initial

I, the undersigned, do hereby swear and affirm that I or individuals under my supervision have made a thorough background investigation of this applicant, (print applicant's name) _____, including any answers of "yes" to questions one (1) through ten (10) in Part II of this form and written explanations for those answers are attached. I certify that all the procedures in Part III, one (1) through seven (7), that are applicable to the officer in question have been completed, that to the best of my knowledge the applicant is physically qualified to perform duties as a law enforcement officer, that the applicant is at least twenty-one (21) years of age, that I have contacted each of the applicant's past employers (if any), that I am satisfied that the applicant is of good moral character, that the applicant has never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, and that the applicant is a law enforcement officer as defined in **MCA § 45-6-3 (c)**.

Witness my signature this, the _____day of _____, 20___.

_____ _____
Agency Head's/Authorized Signatory's Signature Title

NOTARY PUBLIC

I the undersigned authority in and for _____ County and State do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part III of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part III of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the_____day of_____, 20 .

Notary Public _____

PART-TIM

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for full-time law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all full-time law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

This form is to be completed by the employing agency/department and returned to this office within thirty days of receipt. Make as many copies of this form as needed. You may use your own computer-generated form(s) only if it contains all the information that is requested on this form.

1. When completing this form type or print in ink.

2. Type the name of the employing agency/department and the phone number.

3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a full-time officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a full-time officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME MUNICIPAL LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for full-time law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #	YTD Training Hours
		CHIEF			

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all full-time law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

This form is to be completed by the employing agency/department and returned to this office within thirty days of receipt. Make as many copies of this form as needed. You may use your own computer-generated form(s) only if it contains all the information that is requested on this form.

1. When completing this form type or print in ink.

2. Type the name of the employing agency/department and the phone number.

3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a full-time officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a full-time officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number. For agencies required to report in-service training, the year to date training hours must be listed in the appropriate column.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for part-time, reserve, or auxiliary law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #

PART-TIME

PART-TIME

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all part-time, reserve, or auxiliary law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

This form is to be completed by the employing agency/department and returned to this office within thirty days of receipt. Make as many copies of this form as needed. You may use your own computer-generated form(s) only if it contains all the information that is requested on this form.

1. When completing this form type or print in ink.

2. Type the name of the employing agency/department and the phone number.

3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a part-time, reserve, or auxiliary officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a part-time, reserve, or auxiliary officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

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Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

PART-TIME

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME MUNICIPAL LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for part-time, reserve, or auxiliary law enforcement officers only and return to the address listed at the bottom of this page.

(Last, First Middle)	Number	Rank	(Month / Day / Year)	YTD #	Hours
		CHIEF			

PART-TIME

PART-TIME

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all part-time, reserve, or auxiliary law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

This form is to be completed by the employing agency/department and returned to this office within thirty days of receipt. Make as many copies of this form as needed. You may use your own computer-generated form(s) only if it contains all the information that is requested on this form.

1. When completing this form type or print in ink.

2. Type the name of the employing agency/department and the phone number.

3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a part-time, reserve, or auxiliary officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a part-time, reserve, or auxiliary officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number. For agencies required to report in-service training, the year to date training hours must be listed in the appropriate column.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Jackson, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

PART-TIME

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT TERMINATION/REASSIGNMENT REPORT

SEE INSTRUCTIONS ON REVERSE

Department: _____ Telephone: _____

Address: _____
Post Office Box or Street Number City & Zip Code

Name of Officer: _____ SSN: _____

Date of Termination/Reassignment _____

Is the officer certified? Yes ___ No ____
Full-Time ____ Part-Time ____
If yes, please return the original certificate.

Reason for termination.

___ Deceased.

___ Discharged. (Please explain below.)

___ Reassigned to non law enforcement duties.

___ Resigned in good standing/eligible for re-hire.

___ Resigned in good standing/ineligible for re-hire. (Please explain below.)

___ Resigned to prevent termination. (Please explain below.)

___ Resigned prior to, during or at the conclusion of an investigation. (Please explain below.)

___ Retired.

___ Other. (Please explain below.)

Comments: _____

_____

_____

_____

_____

_____

_____

(Use additional 8.5 x 11 sheets of paper if necessary)

_____ _____
Signature of Agency/Department Head Date

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rev. - 26 February 2009

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Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Please complete this form on all law enforcement officers who have left law enforcement duty by reassignment, retirement or resignation, etc.

1. This form must be completed and submitted within ten (10) working days of change in employment status.

2. Type or print in ink when completing this form.

3. Type the name of the employing agency/department and telephone number.

4. Enter the employing department's mailing address.

5. Record the full name of the officer concerned and his/her social security number.

6. Enter the date of termination/reassignment. Indicate whether or not the officer is certified, certified full-time or part-time, reserve, or auxiliary. If the officer is certified then return his/her original certificate with the form. Specify the reason for termination. Sign and date the form where indicated and return to the address below.

7. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

8. Once completed, signed and dated return to the address below.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

REQUEST FOR INFORMATION & TRAINING NOTIFICATION

DATE: _____

NAME OF OFFICER(S): _____ SSN(S): _____

_____ _____

_____ _____

_____ _____

NOTE: In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. MCA § 45-6-7 (a) states that in addition to powers conferred upon the board elsewhere in this chapter, the board shall have power to promulgate rules and regulations for the administration of this chapter, including the authority to require the submission of reports and information by law enforcement agencies of the state and its political subdivisions.

REQUEST FOR INFORMATION

☐ **THE FOLLOWING INFORMATION OR FORM IS NEEDED ON THE PERSON(S) LISTED ABOVE.**

( ) Application for Certification and Background Information form(s)

( ) Termination/Reassignment Report

( ) Complete the attached form(s) & return

( ) Sign & return the enclosed form(s)

( ) A copy of the above's professional certificate

( ) Return the above's original certificate

_____

( ) Other (see below)

Comments: _____

_____

_____

TRAINING NOTIFICATION

☐ **YOUR OFFICER WILL BE CERTIFIED UPON COMPLETION OF THE FOLLOWING RECOMMENDED TRAINING.**

( ) **Basic Course Training** - Your officer must complete a basic course ***within*** two (2) years from his or her date of full-time law enforcement employment. Please plan a primary and an alternate training cycle for your officer to insure compliance with the two-year probationary period. Contact an academy to enroll your officer in training.

( ) **Equivalency of Training** - Action will be taken, at the next scheduled BLEOST board meeting, on what will be required in order for your officer to meet certification standards. You will be notified of the board's decision as to what training will be required.

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MISSISSIPPI
PEACE OFFICER STANDARDS & TRAINING

ACADEMY REMEDIAL EXIT FORM

SEE INSTRUCTIONS ON REVERSE PAGE

No student, upon failure of academics, firearms, defensive tactics, defensive driving, cpr/1st aid or physical fitness shall be permitted to perform any law enforcement duty in any full-time, part-time, reserve/auxiliary basis until that failure has been corrected.

Trainee Information:

Name - _____ SSN - _____ Employer -

Employer address -

Academy of Record
and Class Attended - _____ Instructor(s) of Record - _____

Dates of Attendance - From: _____ To:

Area of Deficiency -

Final Score while in attendance to academy - _____ Score required for passage -

Describe testing remedial attempts/practice or trial runs and scores - _____

_____

_____

Comments (note weather conditions, trainee's readiness, etc.): _____

_____

_____

Agency Re-mediation - indicate who, when, where, and how the officer was trained in the deficient area:

_____

_____

_____
Agency Head

Date/time set for re-test - _____

Note any special conditions, equipment or materials needed by the trainee.

I the undersigned do hereby attest that the trainee has been given all the remedial opportunities as prescribed by Standards and Training policy and that the trainee has been fully briefed on re-testing requirements.

I the undersigned do hereby attest that I have been fully informed on the requirements that I must meet in order to correct the skill area deficiency. I further affirm that I have prepared for this event and agree with the date, time and conditions.

_____
Academy Director or Instructor of Record

_____
Trainee

General Information

Scores required to successfully complete skill areas:

- physical fitness average score of seventy percent (70%),
- firearms qualifying score of seventy-five percent (75%),
- defensive driving average score of eighty percent (80%),
- defensive tactics (PPCT) average score of eighty percent (80%), plus a Pass/Fail Practical Examination.
- cardiopulmonary resuscitation average score of eighty percent (80%), and
- first aid average score of eighty percent (80%).

Any student who fails to achieve a passing score on the first attempt shall be given remedial training and not more than five opportunities 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.**

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.

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.

Any student who should fail firearms, defensive tactics, defensive driving, cpr/1st 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.**

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.**

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 re-testing of applicants. No re-testing fees shall be authorized for reimbursement under the LEOTP nor shall any reimbursement be made for failed training.

Trainees upon exiting the academy shall be informed as to the requirements to qualify for re-testing. To include affirmation of re-testing date and time, confirmation of remedial training conducted outside the academy of record's environs, and equipment needed to conduct the re-test to be supplied by the trainee or his/her employer.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME BASIC TRAINING PACKET
MEMORANDUM

Dear Law Enforcement Administrator and Examining Physician:

This training packet contains a medical evaluation, a reimbursement supplement and an application for enrollment to the academy. Please complete all forms in accordance with the instructions below. Submit the completed packet *(pages 1 - 8)* to the academy at least two weeks prior to attending a training course (forms that have been completed six months or more prior to training cannot be accepted). With an increased awareness of the importance of physical fitness in the law enforcement profession, as well as in the overall maintenance of quality of life, the Board on Law Enforcement Officer Standards and Training (**BLEOST**) has enhanced fitness standards for law enforcement candidates. Students will be participating in vigorous physical fitness training and defensive tactics, as well as stress-related training (physical and mental), in such areas as driving, firearms and officer survival. Driving and firing events incorporate seasonal inclement weather with day and night sessions to further enhance stress-related training.

This medical examination report should provide an adequate evaluation of the physical condition of a law enforcement candidate and identify potential problem areas in each candidate's ability to successfully complete training. Agencies are urged to consider carefully any decision to enroll a student in training who has a potential problem. Students with weight problems, who have not been active in a physical fitness program or who have some medical difficulty, will have a greater probability of not completing the course. If at all possible, fitness levels should be at or above the minimum levels established in this packet prior to attending the basic course. **The procedures for completing these forms are as follows:**

Title/Page Number	Usage	Disposition
Memorandum page i	Provide information to the trainee's agency & to the examining physician	To be read and used by the agency and the attending physician, then discarded
Law Enforcement Officer's Duties & Working Conditions page ii	Provide information to the attending physician and to the applicant	To be read by the physician and the applicant, then discarded
Physical Fitness Requirements page iii	Provide information to the physician and to the applicant	To be read by the physician and the applicant, then discarded
Medical Examination Report Health Questionnaire pages 1 & 2	Provide the physician with the trainee's current health information	To be completed by the trainee and agency then given to the physician prior to the trainee's examination
Medical Examination Report Physical Fitness Examination pages 3, 4 & 5	To determine the applicant's ability to participate in the physical fitness program	To be completed and signed by the physician and returned to applicant's agency
NCIC Report and HS Diploma or GED First Aid / CPR Certification Salary Information page 6	Provide information to BLEOST for certification and reimbursement purposes	To be completed by the agency
Law Enforcement Agency's Affidavit and Applicant's Affidavit & Injury Liability Waiver page 7	To swear and affirm the validity of the information given within this document to the training academy and to BLEOST	To be signed and dated by the agency head or authorized signee and by the applicant
Application for Training & Personal Information Summary page 8	Provide training eligibility information to the training academy and to BLEOST	To be completed by the trainee and agency, and returned to the academy at least two weeks prior to training

If you have any questions, please call the BLEOST staff at (601) 977-3777.

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INFORMATION FOR THE PHYSICIAN

Duties and Working Conditions
Encountered by Law Enforcement Officers

Every law enforcement officer employed by a law enforcement unit must be examined by a licensed physician. **The physician's report must conclude that, in the opinion of the physician, the applicant has the ability to physically perform the duties of a law enforcement officer.**

The duties of a law enforcement officer include, but may not be limited to, performance of the following physical activities:

1. Use of Firearms
2. Driving Emergency Vehicles
3. Handcuff Prisoners
4. Administer First Aid
5. Rescue Operations
6. Lifting & Carrying 0-70 lbs.
7. Direct Traffic
8. Subdue Prisoners
9. Pursue Suspects
10. Walking-Lateral Mobility
11. Walking Rough Terrain
12. Bending
13. Stooping
14. Crouching
15. Sitting
16. Standing
17. Standing-Long Periods
18. Kneeling
19. Twisting Body
20. Pushing
21. Pulling
22. Running
23. Sense of Touch
24. Reaching
25. Gripping Hands & Fingers
26. Climbing Stairs
27. Climbing Ladders
28. Hearing Alarms
29. Hearing Voice Conversation
30. Color Identification
31. Close Vision
32. Far Vision
33. Side Vision-Depth Perception
34. Night Vision
35. Maintaining Balance
36. Operating Passenger Vehicles
37. Finger Dexterity
38. Speaking

Working conditions for law enforcement officers may include, but may not be limited to, the following:

1. Exposure to the Sun
2. Exposure to Inside Temperature Extremes
3. Exposure to Outside Temperature Extremes
4. Dampness
5. High Humidity
6. Noisy Work Areas
7. Work at Heights
8. Work in Confined Space
9. Work in Crowded Areas
10. Working Alone
11. Work with Inmates
12. Exposure to Intense Light
13. Exposure to Noxious Odors
14. Work on High Ladders
15. Working in Remote Locations
16. Wearing Helmets
17. Wearing Safety Glasses
18. Wearing Chemical-Resistant Clothing
19. Wearing Ear Plugs-Muffs
20. Wearing Rubber Boots
21. Exposure to Bee Stings
22. Exposure to Poison Oak
23. Exposure to Dust or Pollen
24. Exposure to Fumes
25. Air Travel
26. Working Long Hours
27. Working with Adult Mental Patients
28. Working Night Shifts
29. Working Day Shifts
30. Working Weekends
31. Exposure to Tobacco Smoke
32. Exposure to Other Smoke
33. Working at High Elevation
34. Working With Mentally Retarded Persons
35. Providing Remote Emergency Medical Assist.
36. Scuba Diving

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Physical Fitness Requirements

The Board on Law Enforcement Officer Standards and Training (BLEOST), in recognizing the importance of physical fitness for academy performance and subsequent job performance, has established physical fitness training standards that must be achieved in order to successfully complete the training program. The board has established a test that effectively measures cardiovascular endurance and strength. An additional component of fitness, body weight and composition (% of body fat), has a great impact on the examinee's ability to perform the other tests. The evaluation of the candidate's fitness begins with a physician's examination and a determination of the ratio of fat to lean tissue. If an individual's weight exceeds the threshold weight, then a skinfolds caliper measurement should be taken to determine body fat percentage.

Beginning July 1, 1995, the BLEOST will require all board-approved training academies to administer an entry physical fitness test for those students reporting to the basic training program. The examination will be given immediately upon reporting for training and will determine whether a student can remain in the program. This test is an eligibility requirement. A passing score of 50% must be achieved. Those students who fail the examination must leave the academy. They may, however, resubmit their application to attend a future training class.

The test is comprised of three components: agility run, push-ups, and a 1½ mile run. It is the same test administered at the end of the program with one exception: The entry examination requires 50% to pass while the final test mandates 70%. This new requirement does not relieve students from participating in P.T. training once they pass the entry requirement. Trainees will continue to participate in scheduled P.T. training and must also pass a final P.T. test with a minimum score of 70% in order to graduate. It is important that all students understand this since even a physically fit person who has engaged in poor eating or drinking habits before reporting could fail the test.

Physical fitness can only be achieved over time. It requires a commitment to regular exercise and good eating habits. Thus it is important to disseminate this information so that all impacted personnel can prepare ahead of time. Scores needed to enter training and to graduate are as follows:

AGE GROUPS		20-29		30-39		40-50+	
	Score	Male	Female	Male	Female	Male	Female
AGILITY RUN (maximum allowed times for each group measured in seconds)	100%	15:90	17:80	16:40	18:90	17:35	20:55
	70%	18:60	21:10	19:10	22:20	20:05	23:85
	50%	20:40	23:30	20:90	24:40	21:85	26:05
1.5 MILE RUN (maximum allowed times for each group measured in minutes)	100%	9:00	10:48	10:00	12:00	11:00	13:12
	70%	14:30	17:18	15:30	18:30	16:30	19:42
	50%	18:10	21:38	19:10	22:50	20:10	24:02

AGE GROUPS		17-21		22-26		27-31		32-36		37-41		42-46		47-51		52 +	
	Score	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
PUSH-UPS (minimum required in a two minute time limit)	100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
	70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
	50%	32	13	30	11	28	10	23	9	22	8	18	7	17	6	12	6

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MEDICAL EXAMINATION REPORT
HEALTH QUESTIONNAIRE

To be completed by the applicant & the applicant's agency.
Print or type

Applicant's Name	Doctor's Name
Applicant's Department/Agency	Name of Office or Clinic
Department's Address	Clinic's Address
Telephone Number	Telephone Number

TO THE APPLICANT: Medical clearance is required by the Board on Law Enforcement Officer Standards and Training. Your cooperation in completing this questionnaire in a complete and detailed manner will expedite the evaluation and avoid delay. Complete this form (sections A, B. and C) prior to your physical examination and give it to the examining physician at the time of examination. Explain all items answered **Yes** in this questionnaire. Write your own account in **Sections B** and **C**. Include diagnosis and dates.

SECTION A - check each condition or ailment that applies **Yes or No**.
Explain each **Yes** answer in **Section B** and list physicians consulted in **Section C**.

	Condition	No	Yes	Hosp		Condition	No	Yes	Hosp
1	Head injury				24	Sensitivity to dust			
2	Back trouble, pain				25	Other allergies			
3	Any defect of bones/joints including amputations, dislocations or breaks				26	Frequent colds			
					27	Cancer, malignancy			
4	Lameness				28	Tumor, growth, cyst			
5	Rheumatism, arthritis				29	Complications from childhood diseases			
6	Trick/locked knee, knee injury				30	Polio			
7	Foot trouble				31	Rheumatic fever			
8	Eye injury, surgery, disease				32	Heart trouble, circulatory trouble			
9	Wear or have worn glasses/contacts				33	High, low blood pressure			
10	Hard of hearing, hearing problems				34	Varicose veins			
11	Wear or have worn a hearing aid				35	Pernicious anemia, leukemia, other blood disorders or ailments			
12	Headaches								
13	Mental illness, nervous breakdown				36	Hepatitis, jaundice, other liver ailments			
14	Addiction to drugs, alcohol				37	Diabetes, sugar in urine			
15	Fainting, dizzy spells				38	Ulcers, other stomach trouble			
16	Epilepsy, fits				39	Colitis			
17	Any disorder of the nervous system				40	Gall bladder trouble			
18	Tuberculosis, other lung trouble				41	Kidney/bladder trouble			
19	Shortness of breath				42	Piles/hemorrhoids			
20	Asthma				43	Rupture/hernia			
21	Bronchitis				44	Mononucleosis			
22	Allergic reaction to poison oak, ivy				45	HIV/ARC/AIDS			
23	Skin trouble								

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HEALTH QUESTIONNAIRE - CONTINUED

SECTION A (contd.)		No	Yes
46	Have you ever had or been advised to have an operation?		
47	Have you ever been a patient (committed or voluntary) in a mental hospital?		
48	Have you had any other illness, injury or physical condition not previously named (other than in childhood)?		
49	Have you had an injury within the last 5 years which caused you to lose time from work?		
50	Have you ever been denied employment or insurance for medical reasons?		
51	Have you ever been deferred from military service for medical, emotional or health reasons?		
52	Have you ever been discharged or released from employment or from the armed forces for medical, emotional or health reasons?		
53	Have you ever received or applied for pension or compensation for disability or injury?		
54	Are you presently under the doctor's care for any condition?		
55	Have you taken any prescribed medication in the last 12 months for any reasons?		
56	Do you or have you ever had any physical or emotional limitations?		

SECTION B Condition #	Explain all items answered **Yes** in **Section A** of this questionnaire. Continue on 8.5 x 11 sheets of paper, if necessary, and attach to this page.

SECTION C	If you saw a doctor for any conditions answered **Yes** then list the physician's name and office address below.	
Condition #	Physician's Name	Office Address (street/p.o. box, city, state)

NOTE: Any falsification, withholding or failure to answer all questions completely and accurately may cause revocation of certification and/or expulsion from training. MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.

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PHYSICAL FITNESS EXAMINATION

Name _____ Age ____ Male ____ Female ____ Height _____ Weight _____

THRESHOLD WEIGHT TABLE

Height in Inches	Threshold Weight	Height in Inches	Threshold Weight
52	75	69	176
53	80	70	184
54	85	71	192
55	89	72	200
56	94	73	209
57	99	74	217
58	105	75	226
59	110	76	235
60	116	77	245
61	121	78	255
62	128	79	265
63	134	80	275
64	141	81	285
65	147	82	297
66	154	83	307
67	161	84	318
68	168		

Threshold weight (height in inches divided by 12.3, then cubed) shall be utilized to evaluate an individual's fitness as it relates to body fat composition. Individuals who exceed the threshold weight will then be checked by skinfolds for percent body fat.

BODY FAT LIMITS

MALE	AGE GROUPS			
	20-29	30-39	40-49	50-59
% of Body Fat	20.4	23.5	25.5	27.1
FEMALE	**AGE GROUPS**			
	20-29	**30-39**	**40-49**	**50-59**
% of Body Fat	27.7	28.9	32.1	35.6

Considering the threshold weight, body fat percentage and other individual characteristics, I consider this individual's present weight of _____ pounds to be: ___ satisfactory; ___ excessive; ___ deficient. Under proper medical supervision, the applicant should: ___ lose/___ gain - ___ lbs.

Comments: _____

_____

_____

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Ridgeland, Mississippi 39157
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1. **VISUAL ACUITY** (If applicant wears glasses, test and record with and without glasses.)

With Glasses right 20/___ left 20/____ both 20/___ Fields of Vision right ___ left ___

W/out Glasses right 20/___ left 20/____ both 20/___ Depth Perception _____ Color Perception ____

Note any abnormalities or comments: _____

_____

2. **HEARING** right 15/___ left 15/___

Drum perforation or damage: _____

Hearing aid ___ (Normal hearing is generally considered to be able to distinguish the words in a whispered conversation from ten (10) feet away.)

Note any abnormalities or comments: _____

_____

3. **HEAD** Note any injury, deformity or disease involving:

nose and sinus _____ throat and neck

mouth _____ teeth and jaw

Note any abnormalities or comments: _____

_____

4. **LUNGS** Note any abnormalities or comments: _____

_____

5. **CARDIOVASCULAR SYSTEM**

action	blood pressure	pulse	sounds	rhythm
at rest	____/____	____	____	____
after moderate exercise	____/____	____	____	____
two minutes after moderate exercise	____/____	____	____	____

Circulation to extremities: _____

EKG results: _____
(The trainee cannot start P.T. without undergoing an EKG examination.)

Note any abnormalities or comments: _____

_____

_____

_____

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6. **MUSCULO-SKELETAL SYSTEM** (Test by bending, stooping and squatting. Also, test by head, arm, hand, finger, leg and foot motions.)

Spine: Mobility _____ Symmetry _____ Posture _____ Upper Extremities _____ Lower Extremities _____

Note any abnormalities or comments: _____

_____

7. **NERVOUS SYSTEM** Note any abnormalities or comments: _____

_____

8. **ABDOMEN, RECTAL** Note any abnormalities or comments: _____

_____

9. **GENITO-URINARY** Urinalysis: Specific gravity _____ Sugar _____ ALB _____

Note any abnormalities or comments: _____

_____

10. **SKIN** Note any abnormalities or comments: _____

_____

11. Are there any conditions physical, mental or emotional which in your opinion suggest a need for further examination? _____ If yes, explain on a separate 8½ by 11 inch sheet of paper.

12. With respect to the duties and conditions listed on page ii, do you have any reservations about this candidate's ability to physically perform the duties of a law enforcement officer? _____
If so, explain on a separate 8½ by 11 inch sheet of paper.

13. Does the examinee have any defects or injuries that would prohibit safe operation of a motor vehicle under adverse or stressful situations? _____ If so, please explain.

14. Does the examinee have any physical defects or injuries that would prohibit participation or represent a safety hazard while participating in firearms training? _____ If so, please explain.

15. Is the examinee capable of or able to perform the physical exercises listed on page iii at the levels that are indicated? _____ If **not**, please explain on a separate 8½ by 11 sheet of paper.

PHYSICIAN'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I completed a physical examination of the applicant named in this Medical Examination Report. Further, it is my medical opinion that the examinee **is** physically able to successfully complete basic training and physically able to perform the duties of a law enforcement officer.

_____ _____
Print or Type the Name of the Attending Physician Date of Examination

_____
Signature of the Attending Physician

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Attach a copy of the applicant's NCIC Report, proof of successful completion High School education (e.g. - High School Diploma or GED) and First Aid/CPR Certification to the top left corner of this page.

SALARY INFORMATION

Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP. The board staff shall review all the information available on each graduating class and determine the eligibility and amount of reimbursement to each agency.

> ***NOTE*: As of July 1, 2013 any officer (law enforcement trainee) who is not certified within one year from his or her date of hire is not authorized to be paid a salary. Accordingly, the Board will not reimburse any salaries paid under such circumstances. However, any person, who, due to illness or other events beyond his or her control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he or she can attend the required school or training.**

Attach a copy of the applicant's payroll voucher in the blank space below or complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly salary in the amount of $_____ during his or her basic training.

Attach the applicant's payroll voucher below, if needed.

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***NOTE*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.**

LAW ENFORCEMENT AGENCY'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I reviewed the results of this candidate's Medical Examination Report, to include all comments and/or abnormalities, the Application for Training and Personal Information Summary. I certify that to the best of my knowledge the applicant is physically qualified to perform the duties of a law enforcement officer and that he or she has passed a physical examination, that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, that all statements and answers are true and correct to the best of my knowledge and belief, that the fingerprints of the applicant are on file with the Department of Public Safety/Criminal Investigation Bureau and with the FBI. Further, I certify that the applicant is a law enforcement officer as defined in MCA § 45-6-3 (c) and that he or she has been recruited pursuant to Chapter 474, Sections 6 and 11 of the General Laws of the State of Mississippi and is approved, by me, for attendance at the _____ Academy and will be considered on active duty status, with my organization, during his or her training period.

_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

APPLICANT'S AFFIDAVIT & INJURY LIABILITY WAIVER

I, the undersigned, do hereby swear and affirm that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, and that all statements and answers are true and correct to the best of my knowledge and belief. I agree to obey the Academy regulations and understand that I am subject to dismissal from the Academy for any infraction. Should a question of my integrity or that of a fellow student arise because of some incident while attending the Academy, I will voluntarily submit to a polygraph examination upon request. I understand that any reported criminal violation will be turned over to the appropriate law enforcement agency for investigation. I understand that I will only be covered to the extent that I would be covered for any illness or injury incurred while on duty at my employing agency under personal or department medical insurance. Further, I certify that I am in good health, physically fit, and of good moral character. I hereby release the Board on Law Enforcement Officer Standards and Training (BLEOST) and any department officially associated or connected with the academy of attendance from liability in case of illness or accident.

I also understand that by gaining entrance into Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

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APPLICATION FOR TRAINING AND PERSONAL INFORMATION SUMMARY

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of full-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ____ First Aid Card? ____

High School Graduate ___or G. E. D. ____ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Rank Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

Attach the applicant's photograph below. Trim the photograph to fit.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME BASIC TRAINING PACKET MEMORANDUM

Dear Law Enforcement Administrator and Examining Physician:

This training packet contains a medical evaluation, a reimbursement supplement and an application for enrollment to the academy. Please complete all forms in accordance with the instructions below. Submit the completed packet *(pages 1 - 8)* to the academy at least two weeks prior to attending a training course (forms that have been completed six months or more prior to training cannot be accepted). With an increased awareness of the importance of physical fitness in the law enforcement profession, as well as in the overall maintenance of quality of life, the Board on Law Enforcement Officer Standards and Training (**BLEOST**) has enhanced fitness standards for law enforcement candidates. Trainees will be participating in vigorous physical fitness training and defensive tactics, as well as stress-related training (physical and mental), in such areas as driving, firearms and officer survival. Driving and firing events incorporate seasonal inclement weather with day and night sessions to further enhance stress-related training.

This medical examination report should provide an adequate evaluation of the physical condition of a law enforcement candidate and identify potential problem areas in each candidate's ability to successfully complete training. Agencies are urged to consider carefully any decision to enroll a student in training who has a potential problem. Trainees with weight problems, who have not been active in a physical fitness program or who have some medical difficulty, will have a greater probability of not completing the course. If at all possible, fitness levels should be at or above the minimum levels established in this packet prior to attending the basic course. **The procedures for completing these forms are as follows:**

Title/Page Number	Usage	Disposition
Memorandum page i	Provide information to the trainee's agency & to the examining physician	To be read and used by the agency and the attending physician, then discarded
Law Enforcement Officer's Duties & Working Conditions page ii	Provide information to the attending physician and to the applicant	To be read by the physician and the applicant, then discarded
Physical Fitness Requirements page iii	Provide information to the physician and to the applicant	To be read by the physician and the applicant, then discarded
Medical Examination Report Health Questionnaire pages 1 & 2	Provide the physician with the trainee's current health information	To be completed by the trainee and agency then given to the physician prior to the trainee's examination
Medical Examination Report Physical Fitness Examination pages 3, 4 & 5	To determine the applicant's ability to participate in the physical fitness program	To be completed and signed by the physician and returned to applicant's agency
NCIC Report and HS Diploma or GED Salary Information page 6	Provide information to BLEOST for certification and reimbursement purposes	To be completed by the agency
Law Enforcement Agency's Affidavit and Applicant's Affidavit & Injury Liability Waiver page 7	To swear and affirm the validity of the information given within this document to the training academy and to BLEOST	To be signed and dated by the agency head or authorized signee and by the applicant
Application for Training & Personal Information Summary page 8	Provide training eligibility information to the training academy and to BLEOST	To be completed by the trainee and agency, and returned to the academy at least two weeks prior to training

If you have any questions, please call the BLEOST staff at (601) 977-3777.

PART-TIME

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INFORMATION FOR THE PHYSICIAN

Duties and Working Conditions
Encountered by Law Enforcement Officers

Every law enforcement officer employed by a law enforcement unit must be examined by a licensed physician. **The physician's report must conclude that, in the opinion of the physician, the applicant has the ability to physically perform the duties of a law enforcement officer.**

The duties of a law enforcement officer include, but may not be limited to, performance of the following physical activities:

1. Use of Firearms
2. Driving Emergency Vehicles
3. Handcuff Prisoners
4. Administer First Aid
5. Rescue Operations
6. Lifting & Carrying 0-70 lbs.
7. Direct Traffic
8. Subdue Prisoners
9. Pursue Suspects
10. Walking-Lateral Mobility
11. Walking Rough Terrain
12. Bending
13. Stooping
14. Crouching
15. Sitting
16. Standing
17. Standing-Long Periods
18. Kneeling
19. Twisting Body
20. Pushing
21. Pulling
22. Running
23. Sense of Touch
24. Reaching
25. Gripping Hands & Fingers
26. Climbing Stairs
27. Climbing Ladders
28. Hearing Alarms
29. Hearing Voice Conversation
30. Color Identification
31. Close Vision
32. Far Vision
33. Side Vision-Depth Perception
34. Night Vision
35. Maintaining Balance
36. Operating Passenger Vehicles
37. Finger Dexterity
38. Speaking

Working conditions for law enforcement officers may include, but may not be limited to, the following:

1. Exposure to the Sun
2. Exposure to Inside Temperature Extremes
3. Exposure to Outside Temperature Extremes
4. Dampness
5. High Humidity
6. Noisy Work Areas
7. Work at Heights
8. Work in Confined Space
9. Work in Crowded Areas
10. Working Alone
11. Work with Inmates
12. Exposure to Intense Light
13. Exposure to Noxious Odors
14. Work on High Ladders
15. Working in Remote Locations
16. Wearing Helmets
17. Wearing Safety Glasses
18. Wearing Chemical-Resistant Clothing
19. Wearing Ear Plugs-Muffs
20. Wearing Rubber Boots
21. Exposure to Bee Stings
22. Exposure to Poison Oak
23. Exposure to Dust or Pollen
24. Exposure to Fumes
25. Air Travel
26. Working Long Hours
27. Working with Adult Mental Patients
28. Working Night Shifts
29. Working Day Shifts
30. Working Weekends
31. Exposure to Tobacco Smoke
32. Exposure to Other Smoke
33. Working at High Elevation
34. Working With Mentally Retarded Persons
35. Providing Remote Emergency Medical Assist.
36. Scuba Diving

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Physical Fitness Requirements

The Board on Law Enforcement Officer Standards and Training (BLEOST), in recognizing the importance of physical fitness for academy performance and subsequent job performance, has established physical fitness training standards that must be achieved in order to successfully complete the training program. The board has established a test that effectively measures cardiovascular endurance and strength. An additional component of fitness, body weight and composition (% of body fat), has a great impact on the trainee's ability to perform the other tests. The evaluation of the candidate's fitness begins with a physician's examination and a determination of the ratio of fat to lean tissue. If an individual's weight exceeds the threshold weight, then a skinfolds caliper measurement should be taken to determine body fat percentage.

Beginning July 1, 1995, the BLEOST will require all board-approved training academies to administer an entry physical fitness test for those trainees reporting to the 10-week basic training program. The examination will be given immediately upon reporting for training and will determine whether a student can remain in the program. This test is an eligibility requirement. A passing score of 50% must be achieved. Those trainees who fail the examination must leave the academy. They may, however, resubmit their application to attend a future training class.

PART-TIM

The test is comprised of three components: agility run, push-ups, and a 1½ mile run. It is the same test administered at the end of the program with one exception: The entry examination requires 50% to pass while the final test mandates 70%. This new requirement does not relieve trainees from participating in P.T. training once they pass the entry requirement. Trainees will continue to participate in scheduled P.T. training and must also pass a final P.T. test with a minimum score of 70% in order to graduate. It is important that all trainees understand this since even a physically fit person who has engaged in poor eating or drinking habits before reporting could fail the test.

Physical fitness can only be achieved over time. It requires a commitment to regular exercise and good eating habits. Thus it is important to disseminate this information so that all impacted personnel can prepare ahead of time. Scores needed to enter training and to graduate are as follows:

AGE GROUPS ▼		20-29		30-39		40-50+	
	Score	Male	Female	Male	Female	Male	Female
AGILITY RUN (maximum allowed times for each group measured in seconds)	100%	15:90	17:80	16:40	18:90	17:35	20:55
	70%	18:60	21:10	19:10	22:20	20:05	23:85
	50%	20:40	23:30	20:90	24:40	21:85	26:05
1.5 MILE RUN (maximum allowed times for each group measured in minutes)	100%	9:00	10:48	10:00	12:00	11:00	13:12
	70%	14:30	17:18	15:30	18:30	16:30	19:42
	50%	18:10	21:38	19:10	22:50	20:10	24:02

AGE GROUPS ▼		17-21		22-26		27-31		32-36		37-41		42-46		47-51		52 +	
	Score	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
PUSH-UPS (minimum required in a two minute time limit)	100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
	70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
	50%	32	13	30	11	28	10	23	9	22	8	18	7	17	6	12	6

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MEDICAL EXAMINATION REPORT
HEALTH QUESTIONNAIRE

To be completed by the applicant & the applicant's agency.
Print or type in ink

Applicant's Name

Doctor's Name

Applicant's Department/Agency

Name of Office or Clinic

Department's Address

Clinic's Address

Telephone Number

Telephone Number

PART-TIME

TO THE APPLICANT: Medical clearance is required by the Board on Law Enforcement Officer Standards and Training. Your cooperation in completing this questionnaire in a complete and detailed manner will expedite the evaluation and avoid delay. Complete this form (sections A, B. and C) prior to your physical examination and give it to the examining physician at the time of examination. Explain all items answered **Yes** in this questionnaire. Write your own account in **Sections B** and **C**. Include diagnosis and dates.

SECTION A - check each condition or ailment that applies **Yes or No**.
Explain each **Yes** answer in **Section B** and list physicians consulted in **Section C**.

	Condition	No	Yes	Hosp		Condition	No	Yes	Hosp
1.	Head injury				24.	Sensitivity to dust			
2.	Back trouble, pain				25.	Other allergies			
3.	Any defect of bones/joints including amputations, dislocations or breaks				26.	Frequent colds			
					27.	Cancer, malignancy			
4.	Lameness				28.	Tumor, growth, cyst			
5.	Rheumatism, arthritis				29.	Complications from childhood diseases			
6.	Trick/locked knee, knee injury				30.	Polio			
7.	Foot trouble				31.	Rheumatic fever			
8.	Eye injury, surgery, disease				32.	Heart trouble, circulatory trouble			
9.	Wear or have worn glasses, contacts				33.	High/low blood pressure			
10.	Hard of hearing, hearing problems				34.	Varicose veins			
11.	Wear or have worn a hearing aid				35.	Pernicious anemia, leukemia, other blood disorders or ailments			
12.	Headaches								
13.	Mental illness, nervous breakdown				36.	Hepatitis, jaundice, other liver ailments			
14.	Addiction to drugs, alcohol				37.	Diabetes, sugar in urine			
15.	Fainting, dizzy spells				38.	Ulcers, other stomach trouble			
16.	Epilepsy, fits				39.	Colitis			
17.	Any disorder of the nervous system				40.	Gall bladder trouble			
18.	Tuberculosis, other lung trouble				41.	Kidney/bladder trouble			
19.	Shortness of breath				42.	Piles/hemorrhoids			
20.	Asthma				43.	Rupture/hernia			
21.	Bronchitis				44.	Mononucleosis			
22.	Allergic reaction to poison oak, ivy				45.	HIV/ARC/AIDS			
23.	Skin trouble								

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HEALTH QUESTIONNAIRE - CONTINUED

SECTION A (contd.)		No	Yes
46.	Have you ever had or been advised to have an operation?		
47.	Have you ever been a patient (committed or voluntary) in a mental hospital?		
48.	Have you had any other illness, injury or physical condition not previously named (other than in childhood)?		
49.	Have you had an injury within the last 5 years which caused you to lose time from work?		
50.	Have you ever been denied employment or insurance for medical reasons?		
51.	Have you ever been deferred from military service for medical, emotional or health reasons?		
52.	Have you ever been discharged or released from employment or from the armed forces for medical, emotional or health reasons?		
53.	Have you ever received or applied for pension or compensation for disability or injury?		
54.	Are you presently under the doctor's care for any condition?		
55.	Have you taken any prescribed medication in the last 12 months for any reasons?		
56.	Do you or have you ever had any physical or emotional limitations?		

PART-TIME

SECTION B Condition #	Explain all items answered **Yes** in **Section A** of the questionnaire on numbered 8.5 x 11 sheets of paper, if necessary, and attach to this page.

SECTION C	If you saw a doctor for any conditions answered **Yes** then list the physician's name and office address below.	
Condition #	Physician's Name	Office Address (street/p.o. box, city, state)

PART-TIME

NOTE: Any falsification, withholding or failure to answer all questions completely and accurately may cause revocation of certification and/or expulsion from training. MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.

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PHYSICAL FITNESS EXAMINATION

Name _____ Age ____ Male ____ Female ____ Height _____ Weight _____

THRESHOLD WEIGHT TABLE

Height in Inches	Threshold Weight	Height in Inches	Threshold Weight
52	75	69	176
53	80	70	184
54	85	71	192
55	89	72	200
56	94	73	209
57	99	74	217
58	105	75	226
59	110	76	235
60	116	77	245
61	121	78	255
62	128	79	265
63	134	80	275
64	141	81	285
65	147	82	297
66	154	83	307
67	161	84	318
68	168		

PART-TIME

Threshold weight (height in inches divided by 12.3, then cubed) shall be utilized to evaluate an individual's fitness as it relates to body fat composition. Individuals who exceed the threshold weight will then be checked by skinfolds for percent body fat.

BODY FAT LIMITS

MALE	AGE GROUPS			
	20-29	30-39	40-49	50-59
% of Body Fat	20.4	23.5	25.5	27.1
FEMALE	**AGE GROUPS**			
	20-29	30-39	40-49	50-59
% of Body Fat	27.7	28.9	32.1	35.6

PART-TIME

Considering the threshold weight, body fat percentage and other individual characteristics, I consider this individual's present weight of _____ pounds to be: ___ satisfactory; ___ excessive; ___ deficient. Under proper medical supervision, the applicant should: ___ lose / ___ gain - _____ lbs.

Comments: _____

_____

_____

_____

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1. **VISUAL ACUITY** (If applicant wears glasses, test and record with and without glasses.)

With Glasses right 20/___ left 20/____ both 20/___ Fields of Vision right ___ left ___

W/out Glasses right 20/___ left 20/____ both 20/___ Depth Perception _____ Color Perception ____

Note any abnormalities or comments: _____

_____

2. **HEARING** right 15/___ left 15/___

Drum perforation or damage: _____

Hearing aid ___ (Normal hearing is generally considered to be able to distinguish the words in a whispered conversation from ten (10) feet away.)

Note any abnormalities or comments: _____

_____

PART-TIME

3. **HEAD** Note any injury, deformity or disease involving:

nose and sinus _____ throat and neck _____

mouth _____ teeth and jaw _____

Note any abnormalities or comments: _____

_____

4. **LUNGS** Note any abnormalities or comments: _____

_____

5. **CARDIOVASCULAR SYSTEM**

action	blood pressure	pulse	sounds	rhythm
at rest	_____/_____	_____	_____	_____
after moderate exercise	____/____	_____	_____	_____
two minutes after moderate exercise	___/____	_____	_____	_____

PART-TIME

Circulation to extremities: _____

EKG results: _____

(The trainee cannot start P.T. without undergoing an EKG examination.)

Note any abnormalities or comments: _____

_____

_____

_____

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6. **MUSCULO-SKELETAL SYSTEM** (Test by bending, stooping and squatting. Also, test by head, arm, hand, finger, leg and foot motions.)

Spine: Mobility _____ Symmetry _____ Posture _____ Upper Extremities _____ Lower Extremities _____

Note any abnormalities or comments: _____

_____

7. **NERVOUS SYSTEM** Note any abnormalities or comments: _____

_____

8. **ABDOMEN, RECTAL** Note any abnormalities or comments: _____

_____

9. **GENITO-URINARY** Urinalysis: Specific gravity _____ Sugar _____ ALB _____

Note any abnormalities or comments: _____

_____

PART-TIME

10. **SKIN** Note any abnormalities or comments: _____

_____

11. Are there any conditions physical, mental or emotional which in your opinion suggest a need for further examination? _____ If yes, explain on a separate 8½ by 11 inch sheet of paper.

12. With respect to the duties and conditions listed on page ii, do you have any reservations about this candidate's ability to physically perform the duties of a law enforcement officer? _____ If so, explain on a separate 8½ by 11 inch sheet of paper.

13. Does the examinee have any defects or injuries that would prohibit safe operation of a motor vehicle under adverse or stressful situations? _____ If so, please explain.

14. Does the examinee have any physical defects or injuries that would prohibit participation or represent a safety hazard while participating in firearms training? _____ If so, please explain.

15. Is the examinee capable of or able to perform the physical exercises listed on page iii at the levels that are indicated? _____ If **not**, please explain on a separate 8½ by 11 sheet of paper.

PART-TIME

PHYSICIAN'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I completed a physical examination of the applicant named in this Medical Examination Report. Further, it is my medical opinion that the examinee **is** physically able to successfully complete basic training and physically able to perform the duties of a law enforcement officer.

_____ _____

Print or Type the Name of the Attending Physician Date of Examination

_____

Signature of the Attending Physician

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

Attach a copy of the applicant's NCIC Report and proof of successful completion High School education (e.g. - High School Diploma or GED) to the top left corner of this page.

SALARY INFORMATION

Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP. The board staff shall review all the information available on each graduating class and determine the eligibility and amount of reimbursement to each agency.

> ***NOTE*: As of July 1, 1998 any officer (law enforcement trainee) who is not certified within two years from his or her date of hire is not authorized to be paid a salary. Accordingly, the Board will not reimburse any salaries paid under such circumstances. However, any person, who, due to illness or other events beyond his or her control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he or she can attend the required school or training.**

PART-TIME

Attach a copy of the applicant's payroll voucher in the blank space below <u>or</u> complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly

salary in the amount of $_____ during his or her part-time basic training.

Attach the applicant's payroll voucher below, if needed.

PART-TIME

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

***NOTE*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.**

LAW ENFORCEMENT AGENCY'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I reviewed the results of this candidate's Medical Examination Report, to include all comments and/or abnormalities, the Application for Training and Personal Information Summary. I certify that to the best of my knowledge the applicant is physically qualified to perform the duties of a law enforcement officer and that he or she has passed a physical examination, that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, that all statements and answers are true and correct to the best of my knowledge and belief, that the fingerprints of the applicant are on file with the Department of Public Safety/Criminal Investigation Bureau and with the FBI. Further, I certify that the applicant is a law enforcement officer as defined in MCA § 45-6-3 (c) and that he or she has been recruited pursuant to Chapter 474, Sections 6 and 11 of the General Laws of the State of Mississippi and is approved, by me, for attendance at the _____ Academy and will be considered on active duty status, with my organization, during his or her training period.

PART-TIM

_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

APPLICANT'S AFFIDAVIT & INJURY LIABILITY WAIVER

I, the undersigned, do hereby swear and affirm that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, and that all statements and answers are true and correct to the best of my knowledge and belief. I agree to obey the Academy regulations and understand that I am subject to dismissal from the Academy for any infraction. Should a question of my integrity or that of a fellow student arise because of some incident while attending the Academy, I will voluntarily submit to a polygraph examination upon request. I understand that any reported criminal violation will be turned over to the appropriate law enforcement agency for investigation. I understand that I will only be covered to the extent that I would be covered for any illness or injury incurred while on duty at my employing agency under personal or department medical insurance. Further, I certify that I am in good health, physically fit, and of good moral character. I hereby release the Board on Law Enforcement Officer Standards and Training (BLEOST) and any department officially associated or connected with the academy of attendance from liability in case of illness or accident.

PART-TIM

I also understand that by gaining entrance into _____ Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

APPLICATION FOR TRAINING AND PERSONAL INFORMATION SUMMARY

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of part-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ___ First Aid Card? ____

High School Graduate ___ or G. E. D. __ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Rank Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

Attach the applicant's photograph below. Trim the photograph to fit.

PART-TIME
PART-TIME

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

REFRESHER TRAINING PACKET

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of full-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ____First Aid Card? ____

High School Graduate ____ or G. E. D. ____ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Ranks Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

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Office of Standards and Training
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Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

Attach a copy of the applicant's NCIC Report and proof of successful completion High School education (e.g. - High School Diploma or GED) to the top left corner of this page.

Attach the applicant's photograph below. Trim the photograph to fit.

SALARY INFORMATION

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> ***NOTE*: As of July 1, 1998 any officer (law enforcement trainee) who is not certified within two years from his or her date of hire is not authorized to be paid a salary. Accordingly, the Board will not reimburse any salaries paid under such circumstances. However, any person, who, due to illness or other events beyond his or her control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he or she can attend the required school or training.**

Attach a copy of the applicant's payroll voucher in the blank space below <u>or</u> complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly salary in the amount of $_____ during his or her basic training.

Attach the applicant's payroll voucher below, if needed.

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***NOTE*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.**

LAW ENFORCEMENT AGENCY'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I reviewed the results of this candidate's Medical Examination Report, to include all comments and/or abnormalities, the Application for Training and Personal Information Summary. I certify that to the best of my knowledge the applicant is physically qualified to perform the duties of a law enforcement officer and that he or she has passed a physical examination, that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, that all statements and answers are true and correct to the best of my knowledge and belief, that the fingerprints of the applicant are on file with the Department of Public Safety/Criminal Investigation Bureau and with the FBI. Further, I certify that the applicant is a law enforcement officer as defined in MCA § 45-6-3 (c) and that he or she has been recruited pursuant to Chapter 474, Sections 6 and 11 of the General Laws of the State of Mississippi and is approved, by me, for attendance at the _____ Academy and will be considered on active duty status, with my organization, during his or her training period.

_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

APPLICANT'S AFFIDAVIT & INJURY LIABILITY WAIVER

I, the undersigned, do hereby swear and affirm that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, and that all statements and answers are true and correct to the best of my knowledge and belief. I agree to obey the Academy regulations and understand that I am subject to dismissal from the Academy for any infraction. Should a question of my integrity or that of a fellow student arise because of some incident while attending the Academy, I will voluntarily submit to a polygraph examination upon request. I understand that any reported criminal violation will be turned over to the appropriate law enforcement agency for investigation. I understand that I will only be covered to the extent that I would be covered for any illness or injury incurred while on duty at my employing agency under personal or department medical insurance. Further, I certify that I am in good health, physically fit, and of good moral character. I hereby release the Board on Law Enforcement Officer Standards and Training (BLEOST) and any department officially associated or connected with the academy of attendance from liability in case of illness or accident.

I also understand that by gaining entrance into Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

COURSE CERTIFICATION REQUEST

Agency Submitting Request:

Agency Address:

Course Title:

Course Location: Course Length: /hours

Format: _____ Hours Per Day _____ Days Per Week Date(s) of Course

Number of Weeks of Presentations: from to

Enrollment Restrictions: Maximum Number of Students:

Lodging Accommodations:
_____ On Campus _____ Commercial _____ Not Applicable Cost: $

Meal Arrangements:
_____ On Campus _____ Commercial _____ Not Applicable Cost: $

Address of Course:

Tuition: $

Method of Presentation (indicate all techniques used)
___ Lecture ___ Demonstration ___ Simulation ___ Role Playing ___ Conference ___ Other

Course Objectives and Narrative Description of Course (use additional paper if necessary)

Training Aids Used: Number of Instructors:

Text and Reference Materials:

Required Projects: Method of Student Evaluation:

Name & Title of Person Making Request Date of Request:

BLEOST USE ONLY

Received: Outline Schedule BLEOST Approved Type: Trng Attn
Roster Certificates

Reviewed by: Course Number:

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

rev. - 26 April 2001

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Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS FOR COMPLETION OF THE COURSE CERTIFICATION REQUEST

The Course Certification Request form is to be completed and submitted by the coordinator to BLEOST prior to course being conducted.

Complete the sections of the form as indicated below.

Agency Submitting Request: Self-explanatory.

Agency Address: Self-explanatory.

Course Title: Enter the names of the course as it will be presented to trainees.

Course Location: Enter the physical location of the course (i.e., MLEOTA or Hattiesburg Days Inn).

Course Length: Enter the total number of training hours.

Format: Enter the number of hours per days and the number of days per week and number of weeks the course will be conducted. If the course is to be repeated indicated how many times.

Date(s) of Course: Self-explanatory.

Enrollment Restrictions: Enter any restrictions the class may have placed upon trainees. If none, so state.

Maximum Number Students: Enter the total amount of students allow in the class. If no maximum, enter none.

Lodging Accommodations: Self-explanatory.

Lodging Cost: Enter the amount being charged for lodging.

Meal Arrangements: Self-explanatory.

Meal Cost: Enter the amount being charged for meals.

Address of Course: Enter the street address.

Tuition: Enter the amount being charged for tuition.

Method of Presentation: Self-explanatory.

Course Objectives and Narrative Description of Course: List the objectives that will be covered during presentations. Provide a short narrative of the course. Use additional paper if necessary.

Training Aids Used: Enter the types of training aids that will be used during this course.

Number of Instructors: Self-explanatory.

Text and Reference Materials: Enter the names of source material used in this course.

Required Projects: Enter any projects required of the trainees.

Method of Evaluation: Enter the type of method use to evaluate the trainees completion of the course.

Name and Title of Person Making Request: Self-explanatory.

Date of Request: Self-explanatory.

Please return Course Certification Request sixty (60) days in advance of training to:

Mississippi Department of Public Safety/
Division of Public Safety Planning/ **Office of Standards and Training**
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT COURSE EVALUATION INSTRUMENT

Name of Course: _____ Course #: _____ Date: _____

This questionnaire is a primary means used by BLEOST to gather information to assist in maintaining high quality courses. Your cooperation in completing this form is appreciated.

Agency and Rank Information The first two questions regarding your agency and rank will provide BLEOST information as to the composition of this class.

1. Please circle the number representing the type of agency where you are employed.
   1. Campus Police 2. Narcotics Task Force 3. Police Department 4. Sheriff's Department 5. State 6. Other _____

2. Please circle the number representing the response which most nearly describes your rank.
   1. Patrolman/ Deputy 2. Sergeant 3. Lieutenant 4. Captain and above 5. Other _____

Using the following rating scale, please indicate the extent to which you agree or disagree with the following statements. Space is provided at the end of the questionnaire for your comments and/or suggestions. If you rate an item low, we would appreciate your comments in order that improvement may be made.
1. Strongly Disagree 2. Disagree 3. Neither Agree nor Disagree 4. Agree 5. Strongly Agree

1 ___ The course material was well organized and presented in a systematic manner.

2 ___ The course content was relevant and up to date.

3 ___ The course objectives and expectations for student achievement were clearly stated at the beginning of the course.

4 ___ The course met the stated objectives.

5 ___ The course provided me skills and/or knowledge which will help me in my current or future assignment.

6 ___ The course was free from outside distractions (e.g., noise, interruptions).

7 ___ The physical comforts were conducive to learning (e.g., seating arrangements, desk space, classroom conditions).

8 ___ The course site was convenient (e.g.,accessible to lodging, meals, transportation).

9 ___ The instructor(s) clearly demonstrated a command of the subject matter.

10 ___ The instructor(s) lectured at a level the student could understand.

11 ___ The instructor(s) used a variety of methods of instruction in the course (e.g., lecture, class discussion, media, and role play).

12 ___ The instructor(s) encouraged student(s) questions and generally answered them satisfactorily.

Please identify any instructor(s) and/or block of instruction that may have been deficient and briefly describe the deficiency or deficiencies.

COMPLETE QUESTIONS 13 AND 14 ONLY IF AN EXAMINATION WAS GIVEN.

13 ___The examination was well prepared and it stressed important course material.

14 ___There was consistency between course content and examination questions.

OVERALL EVALUATION

15 ___How would you rate this course?

1. Very poor 2. Poor 3. Fair 4. Good 5. Very good

16 ___How would you generally rate the effectiveness of the instructor(s)?

1. Very poor 2. Poor 3. Fair 4. Good 5. Very good

Please use this space for general comments or suggestions.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT COURSE ROSTER

Course Name and Location:	Name(s) of Instructor(s):	Course Date: From ____/____/____to _____/____/_____

Name of Trainee Last, First Middle	Social Security Number	Certified Law Enforcement Officer			Name of Department/Agency	Hours Attended	Satisfactorily Completed		
		Yes	BLEOST Cert. #	No			Yes	No - Reason	

Signature of Coordinator:	Date:	Phone Number:	Fax Number:

INSTRUCTIONS FOR COMPLETING THE COURSE ROSTER FORM

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.

Complete each section of the form for each trainee attending the course. Ditto marks may be used where appropriate. Make as many copies of this form as needed.

Page ____ Of ____ : Record the current page number followed by the total number of pages submitted.

Course Name and Location: Enter the title of the course and location where the course was conducted.

Name(s) of Instructor(s): Enter the name(s) of the instructor(s) who presented the course.

Course Date: Enter the date the training began and ended.

Name of Trainees: Enter the names of all trainees enrolled in this course by last name, first name, and middle name or initial.

Social Security Number: Enter each trainee's social security number. This number will be used as a reliable identifier.

Certified Telecommunicator: Enter an "X" in the "Yes" column for each certified trainee. Enter the trainee's BLEOST certification number (if known). Enter an "X" in the "No" column for each non-certified trainee. This information will be used primarily for future classes after initial certification is completed.

Name of Department/Agency: Enter the name of the trainee's employer.

Hours Attended: Enter the total number of hours attended by the trainee. It is important that the instructor(s) keep a daily account of each trainee's hours of attendance. Credit will not be given to any trainee who misses five percent or more in attendance.

Satisfactorily Completed: Enter an "X" in the appropriate column. An "X" in the "Yes" column denotes that the trainee satisfactorily completed all the requirements of the course. Give a brief explanation for each trainee that does satisfactorily complete training.

Signature of Coordinator: The roster must be verified by signature. Only the course coordinator or instructor should sign the Course Roster form.

Date: Enter the date the Course Roster was signed.

Please return Course Roster and Course Evaluation Instrument within 10 working days to the address below:

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

Appendixes B
Instructor Application and Evaluation Forms

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

INSTRUCTOR APPLICATION

SEE INSTRUCTIONS ON LAST PAGE

Name: _____ Rank/ Title: _____
Last First Middle

Date of Birth: _____ SSN: _____
Month / Day / Year

Agency/ Department: _____ Phone: _____

Mailing Address: _____
Post Office Box or Street City Zip Code

Are you now or have you ever been a certified law enforcement officer in MS? Yes __ No __

I am requesting: ___New Certification ____Renewal of Certification ____Certification in an Additional Subject Area

I. Education and Experience

Please indicate your education and experience by checking one (1) of the following and attaching a copy of your highest diploma/degree.

___High school graduate & 5 or more years experience. ____Two years college & 3 or more years experience.
___BS or BA Degree and 1 or more years experience. ___Specialized instruction (academy director's request)

If none of the above are checked, you do not meet the requirements for instructor certification as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

Please list your criminal justice employment/experience within the last 5 years.

Agency: _____

Rank/ Position: _____ Date of Employment: _____ to _____

(If more space is required, please attach an additional 8.5" x 11" sheet of paper.)

II. General Subject

BLEOST certification in this area only recognizes the applicant's general knowledge of training and instruction. Subject matter competency based on experience, education and training is endorsed by the director of a board-approved training academy, then forwarded to BLEOST for its consideration.

Please check all general subject areas you are requesting instructor certification for on this application. Attach documentation of training and experience for each general subject area for which you have requested certification.

Patrol Operations
___ A. Reporting
___ B. Human Relations

Traffic
___ E. Rules of the Road
___ F. Accident Investigation
___ G. Traffic Controls and Roadblocks
___ H. Intoxilizer
___ I. Radar

Mechanics of Arrest
___ N. Officer Survival and Crisis Intervention Techniques
___ O. Impact Weapon Techniques

Basic Criminal Investigation
___ C. Crime Scene & Forensic Service
___ D. Basic Investigative Matters

Basic Law for Law Enforcement Officers
___ J. Evidence, Arrest, Search & Seizure
___ K. MS Criminal Statute
___ L. Juvenile Law and Procedure
___ M. Civil Liability and Use of Force

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A. Do you hold professional credentials (excluding BLEOST professional certification) recognized by the BLEOST?
Yes __ No __

If yes, attach copy of degree, license, professional credentials or other documentation. If no, proceed to questions "B" and "C".

B. Have you completed a BLEOST 40 hour instructor techniques course or an approved equivalent?
Yes __ No __ If so, attach the appropriate certificates.

C. Have you completed an instructor internship of at least two (2) hours in length with your nomination official?
Yes __ No __ If yes, attach a copy of the appropriate documentation. If no to questions "B" or "C", you do not meet the requirements for instructor certification as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

Note: Only subjects listed in the following portion of the application require BLEOST instructor certification.

III. Designated Special Subjects

BLEOST certification is required to instruct each of these subject areas and is awarded upon documentation of specific training or education. For each of these subjects you must answer "yes" to at least one (1) question in order to receive certification in that subject area.

A. Basic Law for Law Enforcement Officers
Do you have a law degree and criminal justice experience? Yes _ No __ If yes, attach a copy of degree, transcript, diploma, or bar membership and attestation of experience.

Do you have substantial legal training and experience in the practical application of law?
Yes __ No __ If yes, attach documentation of training and attestation of experience.

B. Firearms
Have you completed an acceptable law enforcement firearms instructor course?
Yes __ No __ If yes, attach copy of certification.

C. Police Driving
Have you completed an acceptable police driving instructor course? Yes ___ No ___ If yes, attach copy of certification.

D. Emergency Medical Procedures
Have you completed an acceptable emergency medical system instructor's course?
Yes __ No __

Are you currently registered by the American Red Cross or other agency as an instructor for first aid and/or cpr?
Yes __ No __ If yes to either question, attach copy of certificate(s).

E. Defensive tactics
Have you completed an acceptable law enforcement defensive tactics instructor course?
Yes __ No __

Do you have substantial training and experience in teaching defensive tactics?
Yes __ No __ If yes to either question, attach documentation of training, attestation of experience and a letter from the academy director indicating demonstrated instructional competency.

F. Physical conditioning
Have you completed an acceptable law enforcement physical conditioning instructor course?
Yes __ No __

Do you have substantial training and experience in teaching physical conditioning?
Yes __ No __ If yes to either question, attach documentation of training, attestation of experience, and letter from the academy director indicating demonstrated instructional competency.

IV. Renewal of Certification

1. Have you conducted training in your certified area(s) of instruction in a board-approved curriculum during the previous certification period? Yes ___ No ___ If yes, attach documentation. If no, you do not meet the requirements for instructor re-issuance as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

2. Have you provided documentation of continuing knowledge in the requested area of re-certification?
Yes __ No __ If yes, attach documentation.

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Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

APPLICANT'S AFFIDAVIT

I hereby testify that all the information contained in this application and the copies of all materials and certificates that I have furnished with this application are true and correct. I have met the requirement as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III. I also affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted of a felony or a misdemeanor involving moral turpitude, that my discharge (if any) from the armed forces was under honorable conditions and that I am of good moral character. I understand that any misrepresentation of information on this application is cause for revocation.

Signature of Applicant Date of Application

BELOW TO BE COMPLETED BY THE ACADEMY DIRECTOR

I have reviewed the credentials and evaluated the instructional abilities of this applicant as required in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III, and recommend certification as an instructor. If this is an application for renewal, this applicant has documented instructional activity of BLEOST certified programs during his current period of certification. I am satisfied with the continuing knowledge of this individual in the area(s) of re-certification. I understand it is my responsibility to utilize this instructor only in the areas of his/her expertise and provide stewardship of his/her certification.

Academy Director's Signature Date Name of Academy

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Please read these instructions before completing the instructor application. All documentation of education, training and experience should be attached to insure speedy process of your request. Return to the address below.

Type or print in ink when completing this form.

1. Record your full name, title, date of birth and social security number, your employer (the organization that you are employed with, not the organization you will be teaching for, unless they are one and the same), and the agencies mailing address and telephone number.

2. Check whether or not if you have ever been a certified law enforcement officer in Mississippi.

3. Check new certification, if you have never been issued an instructor certificate by the Board on Law Enforcement Officer Standards and Training (BLEOST). If you have previously held an instructor certificate issued by BLEOST check Renewal of certification. If you currently hold an instructor certificate issued by BLEOST and wish to have certification in additional areas check Certification in an additional subject area.

4. Indicate the highest level of education and experience you have achieved (attach documentation of education and experience). If none are applicable, you do not meet the education and experience requirement for BLEOST instructor certification.

5. Check the subjects that you desire the BLEOST to recognize as your area if instructor certification. Also, provide any documentation as to your qualifications or knowledge in the requested subject areas.

6. Provide the requested information asked in questions "A", "B" or "C". Question "A" applies to applicants that hold professional credentials other than BLEOST issued certificates (e.g., attorneys, state certified teachers, certified public accountants, etc.). Provide copies of professional membership cards, certificates, etc. if you have checked "yes" to this question. If you do not qualify under question "A" then you must qualify under both questions "B" <u>and</u> "C". Provide a copy of the Board-approved instructor-development or techniques course you attended, and a copy of your "Instructor Evaluation" form.

7. Instructor certification in a designated special subject area has specific requirements for each subject area. If you do not meet the stated requirement and are not able to document the training, certification will not be issued in the area.

8. The renewal of instructor certification will require that an instructor provide documentation of instruction in Board-approved training programs during the previous three (3) year period for which the expiring certificate was issued. This can be shown by a letter from the academy director or a copy of the training schedule. Instructor renewal will also be based on the continued education of the instructor in the area of requested renewal.

9. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

10. Once completed, signed and dated return to the address below.

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

INSTRUCTOR EVALUATION

The BLEOST "Instructor Evaluation" form is to be used when conducting the two (2) hour internship evaluation required for instructor certification. Enclose a copy of this form with the "Instructor Application for Certification" form.

The following information should be completed by the nominating official. During the two hour internship indicate the degree of effectiveness of the instructor candidate as determined by the nominating official. A copy of the evaluation form should be provided to the instructor candidate prior to his/her presentation.

Name of Instructor: _____ Name of Evaluator:

Location where evaluation took place: _____ Date of Evaluation:

Subject Presented: _____

			Rate of Effectiveness [most effective (5) to least effective (1)]				
PREPARATION							
Was a complete lesson plan presented?	Yes	No	5	4	3	2	1
Was a lesson plan available for the evaluator?	Yes	No	5	4	3	2	1
Did the instructor explain how the course material would be introduced and evaluated?	Yes	No	5	4	3	2	1
PRESENTATION							
Did the instructor's choice of vocabulary led to clear and concise communications with the students?	Yes	No	5	4	3	2	1
Did the instructor make frequent eye contact with different students?	Yes	No	5	4	3	2	1
Did the instructor keep his/her voice at the proper volume and pitch for the room?	Yes	No	5	4	3	2	1
Was the course material presented in a logical learning sequence?	Yes	No	5	4	3	2	1
Were the most important points of the presentation emphasized?	Yes	No	5	4	3	2	1
Did the instructor use personal experiences to illustrate points during his/her presentation?	Yes	No	5	4	3	2	1
Were the students actively encouraged to comment?	Yes	No	5	4	3	2	1
Did the instructor demonstrate respect for all students?	Yes	No	5	4	3	2	1

			Rate of Effectiveness [most effective (5) to least effective (1)]				
APPLICATION							
Were the students given opportunities to put newly learned ideas and skills to work?	Yes	No	5	4	3	2	1
Did the instructor communicate with the students to see if they understood the practical uses of the course material?	Yes	No	5	4	3	2	1
EVALUATION							
Were any formal test questions directly based on the learning objectives?	Yes	No	5	4	3	2	1
Were the test questions clear and unambiguous?	Yes	No	5	4	3	2	1
SUMMARY AND REVIEW							
Did the instructor end his presentation with a summary and review of the course materials?	Yes	No	5	4	3	2	1

Comments: _____

_____

_____

_____

_____

Acceptable ___ Unacceptable ___

_____ _____

Signature of Evaluator Date

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Ridgeland, Mississippi 39157
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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

BLEOST APPLICATION FOR ACADEMY ACCREDITATION
COVER PAGE

Name of Applicant Agency: _____

Mailing Address: _____
P.O. Box or Street Address City/State Zip Code

Contact Person: _____ Telephone Number: _____

Type of Application:

___Original Accreditation

___Accreditation Renewal

Classification of Accreditation Requested:

___Residential

___Non-Residential Full-Time

___Non-Residential Part-Time/Reserve

Date of Application: _____

MS Dept. of Public Safety/Div. Of Public Safety Planning/
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1025 Northpark Dr.
Ridgeland, Mississippi 39157
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ACADEMY APPLICATION INSTRUCTIONS

1 LETTER OF REQUEST FOR ACCREDITATION

The applicant agency must submit a letter of request for accreditation. This letter must originate from the agency head and commit both financial and administrative support for the program.

2 APPLICATION COVER PAGE

The BLEOST "Application Cover Page" must accompany the completed application.

3 APPLICATION TEXT

The narrative text of the application must demonstrate the ability of the applicant agency to comply with requirements as outlined in the BLEOST Policy and Procedures Manual and those listed below. Supporting documentation, consisting of copies of required information, should be submitted in this section of the application. If information is not available, then the method of complying with the requirement should be addressed in this section.

3.1 ADMINISTRATIVE REQUIREMENTS

3.1.1 ADMINISTRATIVE STAFFING

This section of the application should address the entire full-time, salaried staff. The qualification and assignment of the staff should be delineated to include an organizational chart.

3.1.1.1 Director of Training
3.1.1.2 Training Officer
3.1.1.3 Support Staff

3.1.2 ACADEMY POLICY AND PROCEDURES MANUAL

A copy of the applicant academy's "Policy and Procedures Manual" should be provided in this section.

3.1.3 ACADEMY RECORDS

A copy of each of the records below should be enclosed. If no record exists, please enclose a sample of how you propose to maintain the required information.

3.1.3.1 Academy administrative records
3.1.3.2 Class records
3.1.3.3 Student records

3.1.4 SAFETY REQUIREMENTS

Provide documentation of compliance with this requirement.

3.2 PHYSICAL REQUIREMENTS

3.2.1 PHYSICAL FACILITIES

Please provide physical descriptions, diagrams, maps or any other information that may assist our office in determining the adequacy of the academy's physical facilities that are listed below. It should be noted that an inspection of these facilities will be conducted prior to any determination as to accreditation.

3.2.1.1 Administrative facilities
3.2.1.2 Classroom facilities
3.2.1.3 Resident housing
3.2.1.4 Resident dining
3.2.1.5 Reference library
3.2.1.6 Firearms facility
3.2.1.7 Driver training range
3.2.1.8 Physical fitness center

3.3 CLASSIFICATION OF ACCREDITATION

State the training intention of your academy in respect to the classification of accreditation requested.

3.3.1 Residential

General law enforcement student enrollment

3.3.2 Non-Residential Full-Time or Part-Time/Reserve

Specific law enforcement student enrollment

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

BLEOST PROGRAM MONITORING GUIDE

Location of Program: _____ Date Program was presented: _____

Name of Instructor: _____ Subject presented: _____

Name of Observer: _____ Name of Sponsoring Agency: _____

The below listed areas are to be reviewed upon the monitoring of BLEOST approved training programs.

PREPARATION:	YES	NO	N/A
1 Is the instructor using a complete lesson plan?	Y	N	___
a. Are learning objectives included?	Y	N	___
b. Is an evaluation method included?	Y	N	___
2. Did the instructor or sponsor provide a lesson plan for the monitor?	Y	N	___
3. Is the training area prepared for the scheduled activity?	Y	N	___
4. Do the course objectives follow the current BLEOST uniform learning objectives?	Y	N	___

PRESENTATION:			
1. Does the material being presented reflect the content of the lesson plan?	Y	N	___
2. Does the instructor communicate the lesson plan to the class?	Y	N	___
3. Does the instructor encourage class participation?	Y	N	___
4. Does the instructor demonstrate respect for all students?	Y	N	___
5. Is the subject matter being presented correspond with the posted schedule of events?	Y	N	___

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EVALUATION:	YES	NO	N/A
1. Is the evaluation method appropriate to the type of training received?	Y	N	___
2. Are the test questions based on the learning objectives?	Y	N	___
3. Are the test questions clear and understandable?	Y	N	___
4. If a skill test is conducted:			
a. Are the directions clear?	Y	N	___
b. Are the questions answered?	Y	N	___
c. How many trainees successfully completed the skill test?	Y	N	___
d. How many trainees did not successfully complete the skill test?	Y	N	___

Comments: (all areas marked "no" must be explained)

_____

_____

_____

_____

_____

_____

Course Rating: Acceptable ___ Unacceptable ____

Are additional comments attached? Yes ___ No ____

_____ _____
Signature of Monitor Date

_____ _____
Signature of Agency Representative Date

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Appendixes D Background Investigations

Background Investigations

adopted - 10/1991; rev - 04/1997 and 11/2003

Purpose

100 The Board on Law Enforcement Officer Standards and Training has prepared this handbook to **provide a useful guide for developing a policy** for use by law enforcement investigators and executives to assess the ability of an individual to perform the duties of law enforcement officer in a competent and reliable manner. This section in not intended to be a stand alone manual for the conduct of background investigations. Individual agencies must develop local policies to accomplish background investigations for their department.

Policy

101 The law enforcement employer is responsible for insuring that officers meet the minimum standards for employment. Agencies must conduct an adequate background investigation to ensure these standards are met.

101.01 Administrators must determine the individual's age, education, experience, physical condition, mental condition and moral character. Of these areas, the latter two are probably the most difficult to evaluate. There is no form, certificate or test that will definitively state whether an applicant's mental condition, moral character and/or subsequent behavior will be acceptable for law enforcement employment. Factually, no one can accurately predict another's behavior under the stressful and often life threatening conditions encountered by law enforcement officers. Yet that very behavior or response is a critical factor in successfully protecting the health, safety and welfare of the citizens and officers involved.

101.02 Although we cannot accurately predict behavior, agencies can identify those individuals who have the greatest potential for failure. Thankfully there are many tools available to the law enforcement community to aid in screening applicants in order to identify and reduce the risks of unacceptable behavior. Some of the more commonly used tools are:

1. Test instruments such as the Minnesota Multiphasic Personality Inventory (MMPI), Intelligence Quotient, Rorschach Ink Blot and Clinical Analysis Questionnaire,

2. Psychological screening by trained mental health professionals,

3. Background Investigations,

4. Polygraph testing,

5. And probationary period evaluation.

101.03 These tools have each been used by diverse law enforcement agencies with varying degrees of success. Each technique has inherent drawbacks and disadvantages, therefore agencies may seek to mitigate the inherent problems by combining some or all of the tools in their applicant screening policies.

1. The critical element in using these techniques is the development and use of a policy tailored to the unique requirements of a particular law enforcement agency. A good policy will maximize utilization of available resources and exploit the benefits offered through each technique selected. The Board recommends that every agency develop and implement a screening policy that encompasses one or more of the aforementioned techniques. A good background policy should:

   a. Increase the likelihood of uncovering job related facts that may influence the employment decision,

   b. And decrease the likelihood of using employment practices that are not job related which could adversely affect an individual's employment opportunity.

2. The background investigation is one of the most useful techniques for evaluating the qualifications of a law enforcement officer applicant. A thorough background investigation is within the capabilities of every law enforcement agency in the state.

101.04 This policy section **does not** establish standards beyond those required by the LEOTP and BLEOST. The information in this section is in the form of guidelines and recommendations for policy on background investigations. These guidelines should not be confused with mandated procedures.

1. The word routine is used in a specific way in this manual. The recommended practices and procedures in this section are descriptive of those actions that would be included or excluded in a typical policy for a routine background investigation. Due to the great diversity of law enforcement agencies and among officer applicants, there will probably be justifiable and job-related reasons for going beyond the “routine” investigation.

2. Nothing in this manual should be interpreted as preventing the employer from delving into any background area which the employer believes can be justified as being job-related.

101.05 The evaluation of background information as it relates to a law enforcement officer candidate is difficult and must be done on an individual basis. No one can predict what facts and circumstances constitute an individual's background; therefore a specific background investigation model would not be feasible. Nevertheless, steps can be taken to improve the efficiency and effectiveness of the background investigation and to reduce the potential for using the information in an inappropriate manner:

1. **What kind of person do I want in my organization?** Establish job dimensions and desired personal characteristics which can be used as a bench mark in evaluating applicants.

2. **What kind of person do I not want to represent me and my department?** Establish written guidelines for the kind of past behavior which is rationally incompatible with acceptable law enforcement officer performance.

3. **How can I best determine whether an applicant can meet my standards?** Establish procedure to *gather data*, *evaluate data*, *develop information* relevant to the job dimensions/personal characteristics and *make use of the information* in the decision making process.

4. **Why do I need job dimensions/personal characteristics? Can't I just do the background investigation and employ the officer if I like what I see?** It is very important from a legal point of view that you establish some guidelines for your law enforcement positions. Each of your requirements must be a "bona fide occupational qualification". Any decision not to employ an individual based on information developed in the background investigation should be directly related to a bona fide occupational qualification.

5. **What can I do to reduce problems that may occur from not hiring an applicant?** Establish procedure to provide an appeal process to handle complaints resulting from adverse employment decisions.

101.06 There are several legal considerations in the conduct of background investigations.

1. In the enactment of the Law Enforcement Officers Training Program Act, the legislature stated that law enforcement activities required selection, education and training of a professional nature upon the entrance and during the career of law enforcement officers. The legislation also required the Board to establish qualifications for the employment of law enforcement officers to include minimum age, education, physical and mental standards, citizenship, good moral character, experience and other matters as relate to the competence and reliability of persons to assume and discharge the responsibilities of law enforcement officers.

2. The Board on Law Enforcement Officer Standards and Training established minimum employment standards requiring officers to:

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

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

   c. Be a United States citizen,

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

e. And be of good moral character as evidenced among other things by having neither a conviction, a plea of guilty, a plea of nolo contendere, probation, pre-trial diversion or the payment of any fine for a felony or a misdemeanor involving moral turpitude. Individuals discharged from the Armed Forces must have served under honorable conditions and not been removed from the service under a dishonorable or bad conduct discharge. Fitness for service as it relates to moral character must be verified by an appropriate background investigation. (See Background Investigations)

3. In general, any act or conduct may be explored which is related to an applicant's fitness for the job and/or qualifications mandated by the Board under state law. There are certain areas of investigation prohibited by various state and federal laws, rules and regulations. The judicial branch has been active in establishing case law in this arena.

   a. The primary engine driving this activity has been Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination on the grounds of race, color, religion, sex or national origin and the Age Discrimination in Employment Act of 1967.

   b. A full discourse on all the law and rule of employment practices is beyond the scope of this manual. The recommendations of this manual reflect a consideration of applicable laws. Any agency should seek the advice of counsel before enacting policy on employment practices.

Procedure

102 The intent of this section is to aid policy makers in developing policy to provide a structured procedure for the systematic acquisition, organization and reporting of information from the background investigation ("**BI**").

102.01 **Considerations** - The "**BI**" should be an objective process which entails descriptive rather than evaluative reporting. The role of the background investigator is different from that of a criminal investigator in that the criminal investigation is usually oriented on development of information to obtain a conviction. The criminal investigator usually ignores evidence of extenuating or mitigating circumstances. The opposite is true of the background investigator's mission. The mere fact of a negative item discovered as a part of the "**BI**" is rarely indicative of the individual's qualifications for the job. The facts, extenuating/mitigating circumstances and past behavior are important pieces of the total picture. As a result, the "**BI**" report should provide sufficient information about the applicant to enable the employer to judge the significance of past behavior and the possible outcomes of a decision to hire the applicant.

1. Each agency should develop a list of desired personal characteristics. The list should be provided to every contact made during an investigation. With the list, the investigator will be able to assist the contacts in providing relevant information about the applicant's ability to be a law enforcement officer. Rarely will a contact have information about each and every characteristic and most do not have the qualifications to evaluate a candidate in every listed area. The investigator must weigh the knowledge and qualifications of every contact to determine which areas the contact is most likely to have relevant and accurate information.

2. Confidentiality of information developed pursuant to a background investigation should be safeguarded. It is the investigator's responsibility to avoid any unwarranted invasion of the applicant's privacy while ensuring a fair and thorough "**BI**" is conducted. All information given by the applicant and obtained by the investigator is private and confidential. Only authorized persons designated in unit policy should be given access to the information. As a general rule, information should not be revealed to the applicant.

3. No attempt has been made to address specific disqualifying characteristics, such as, undesirable behavior or unlawful activity. Practically speaking, there is a wide range of possible examples of aberrant/deviant behavior that may be indicative of a mental disorder or behavior that may violate the public sense of propriety. Decisions concerning whether an applicant fulfills the requirements of the LEOTP and the agency can best be made after consideration of the relevant facts. Indications of illegal, aberrant, deviant or outrageous behavior should be fully investigated and evaluated to determine if the applicant is of good mental condition and moral character.

4. In the course of conducting the background investigation, investigators may discover that the applicant has committed a crime for which no arrest has been made. Appropriate action should be taken in accordance with agency policy. Additionally, investigators may discover that the applicant has made fraudulent statements on submitted documents. Such activity is a felony under Mississippi Code as Annotated § 97-7-10 "**Fraudulent Statements and Representations**" (1972). Generally, this statute provides that any person who, with intent to defraud the government, knowingly makes false statements shall be punished by a fine of not more than ten thousand dollars ($10,000.00) and/or imprisonment of not more than five years.

5. A fair selection system should include a mechanism for appealing the employment decision. Each department should develop policy to outline the steps an applicant may take to appeal a disqualification based upon the "**BI**". In handling appeals, the department should consider two main aspects of the "**BI**" decision:

   a. The information upon which the disqualification is based should be verified

and determined to be accurate,

b. And a rational connection between the disqualification and the job requirements should be established (bona fide occupational qualification, BFOQ).

102.02 **Beginning the Investigation** - The applicant is the primary source of information in a "**BI**". One of the basic essentials to the investigation effort is the personal history statement.

1. The personal history statement provides the basis of information the investigator will use to plan and conduct interviews, research records and conduct mail surveys.

   a. Personal history forms are essentially similar to employee application forms with the exception that the personal history form usually contains more detail than an application. The subsection contains a typical personal history statement form for agencies to use in developing forms useful for their department.

      TIP: The personal history statement could be useful in completing forms required by the Board.

   b. Applicants should be given a personal history form along with a list of necessary documents. Ample time should be given the applicant to complete the form and obtain the documents.

   c. Some of the paperwork the candidate should be required to provide are those items that verify the department's standards such as:

      i. Birth Certificate,

      ii. High School Diploma (or GED),

      iii. Driver's License,

      iv. Military Discharge Form (DD Form 214),

      v. And transcripts, Diplomas and Certificates for any other education or training.

2. The investigator should arrange a preliminary interview. This phase is critical to the investigator because it will lay the foundation for the rest of the "**BI**". The investigator should prepare for the interview by preparing a folder and a checklist of required documents, release forms and probable contacts. At the meeting:

   a. The investigator should scrutinize all submitted materials to ensure all

needed documents are present and valid. Official documents such as birth certificates and transcripts should be logged on the checklist, photocopied and returned to the applicant for safekeeping,

b. Prepare and submit fingerprint cards,

c. Ensure the personal history statement is complete and that all omissions, inconsistencies and conflicting statements are resolved. If any unusually favorable or unfavorable information is discovered in the materials submitted by the applicant, the investigator should obtain full details of each incident or event. Special care should be taken to ensure names, addresses and telephone numbers for possible contacts are included in the personal history statement,

d. And obtain signatures on a sufficient number and type of release of information forms. The investigator should have a good estimate of the number and type of releases needed following the review of the personal history statement. Many organizations and institutions must have a signed release of information form before they will provide any assistance to a background investigator. See the subsection for examples of the various types of release forms.

102.03 **Information Gathering** - Immediately following the interview, the investigator should evaluate the materials gathered thus far and begin planning the information gathering phase. This phase will be the most time consuming portion of the "**BI**". Planning and organization are critical to insuring that resources are used wisely and efficiently during this phase.

1. The personal interview is the preferred method of contacting an information source. However, such interviews are often impractical and alternative methods must be adopted. The investigator should determine which sources should be interviewed in person, via the telephone, and which should be contacted in writing.

2. Any written inquiries or requests for information should be prepared and mailed prior to initiating other activities due to the inherent delays in the postal system.

   a. The letter should address specific questions relating to the job dimensions and personal characteristics of a law enforcement officer. Suggested questionnaires for the various contacts are included in the subsection.

   b. Investigators should be sure to enclose a signed release form and a list of the desired personal characteristics. The inclusion of a stamped and self-addressed envelope will aid immensely in obtaining responses.

   c. Replies should be reviewed as they are received. Questionable areas to be pursued should be incorporated with the remaining information gathering

plans.

3. The remaining contacts should be arranged in a logical sequence to map the personal interviews. Such organization should serve to improve the efficiency and timeliness of the investigation.

   a. The investigator should make appointments with each personal contact in advance and build in flexibility in the daily schedule.

   b. The investigator should review the department's interview procedure, evaluate data gathered to date and develop a question list prior to each interview. Possible interview questions are discussed in the subsection entitled **Areas of Inquiry**.

   c. During the interview the investigator should:

      i. Obtain specific facts to support any general statements given by a contact.

      ii. Quote or paraphrase remarks rather than make subjective conclusions.

      iii. Record name, address, telephone, date, time, location and relationship of the contact for each interview conducted.

102.04 **Evaluating the Data** - Once all possible sources of information have been contacted or checked, the investigator must then complete the process of sorting the data gathered to develop a useful report.

1. At this point, the investigator should attempt to resolve any discrepancies, inconsistencies or contradictions developed during the "**BI**". A discrepancy interview may be scheduled with the applicant to attempt to resolve the problems. During this interview, the investigator should not reveal the source of any information obtained during the "**BI**".

2. The final step in the process is reporting to the chief/sheriff or other officer designated to make the hire/no hire decision. This report should be a concise narrative evaluation of the applicant's qualifications with regard to bona fide occupational qualifications. Every effort should be taken to ensure the report is factual and free of bias or opinion.

3. The investigator should include the following items with the report:

   a. Copies of all official documents.

   b. Any verifying documents collected.

   c. Any unused signed authorizations.

d. Returned questionnaires and letters.

e. The investigator's notes.

f. Other pertinent material.

Appendixes E
Areas of Inquiry

Areas of Inquiry

adopted - 10/1991; rev - 11/2003

Purpose

100 This subsection to the background investigation ("**BI**") manual lists typical areas of inquiry and provides rationale for and against asking specific questions.

Policy

101 Nothing in this "**BI**" manual should be construed as establishing a standard for the conduct of investigations. The manual was constructed to serve as a guideline in the development of local investigation procedure. Although the Board has attempted to provide sufficient instruction in this area, the areas of inquiry listed herein are not inclusive or exclusive. Further, where specific examples are cited, there is always an exception wherein the employer believes there is a bona fide occupational qualification.

Procedure

102 Each of the areas of inquiry are listed along with comments.

102.01 **Applicant Identification** - The personal information requested on the personal history form is sought primarily for the purpose of verifying the identity of the applicant and to provide a means of contacting the applicant during the selection process.

1. All names used by the candidate should be noted. If the investigator finds that the applicant has used other names for fraudulent purposes, this could reflect unfavorably on the applicant's integrity or credibility as a witness.

2. The use of religious or ancestral names, the use of two last names with a hyphen, the use of a single name without a first or last designation or the decision of a woman not to use her husband's name should not be considered improper action by the candidate. The law permits individuals to use any name as long as the change of name is not for fraudulent purposes.

102.02 **Citizenship** - An applicant must be a citizen of the United States of America.

1. U.S. citizenship can be verified by review of common documents.

   a. Citizens of this country by birth may be verified by a copy of birth certificate, copy of court documentation attesting to citizenship in the absence of a record or a current valid passport.

   b. A child born of American parents on foreign soil has the option of being a citizen of that country or the United States. Neither is legally recognized until declared by the individual. To be recognized as a U.S. citizen, the

individual must have one of the following documents:

i. A Certificate of Naturalization from the Department of Immigration and Naturalization Service (INS) (form N-550),

ii. Report of Birth Abroad of a Citizen of the United States issued by a consular officer,

iii. Current valid U. S. passport,

iv. Or department of Immigration and Naturalization Form G-641 (Application for Verification of Information from Immigration and Naturalization Service Records.)

c. Immigrants to this country who obtain U. S. citizenship are known as naturalized citizens. Documentation of citizenship status would include:

i. A Certificate of Citizenship from the Department of Immigration and Naturalization Service (INS),

ii. A Birth Card wallet identification issued by INS,

iii. Or a current and valid U. S. passport.

d. Documentation of citizenship status should be verified by independent sources. The U. S. District Court keeps a record of citizenship records. The New Orleans, Louisiana office of the INS (504-589-6527) serves this area. The INS is able to verify documents offered up by candidates as proof of citizenship upon receipt of a written request accompanied by a signed waiver/release of information.

e. The INS publishes a pamphlet entitled "Handbook for Employers" (M274) that offers additional information on this subject. Please write the INS at:

U. S. Immigration and Naturalization Service
Attn.: Employment Sanctions Unit
701 Loyola Avenue, Room T-8011
New Orleans, Louisiana 70113

2. The Board recommends that inquiries not be made into the applicant's lineage, ancestry, national origin, descent, parentage, or mother tongue. In addition to these areas, inquiries are not recommended into the nationality of the applicant's parents or spouse or how the candidate acquired the ability to read, write or speak a foreign language. [Prohibited by Title VII of the Civil Rights Act of 1974, 42 U. S. C. 2000 (e)]

102.03 **Photograph** - A photograph may be solicited from the candidate to help identify the candidate when references are contacted. Investigators should carefully document

the specific request or necessity for applicant photographs. To ensure that a photograph is not improperly used, certain cautionary steps should be taken. Foremost, the photograph should only be used for identification purposes. Where possible, the photograph should be removed from the file prior to forwarding the background investigation material to the decision maker authorized to make the employment decision. Remember, there are many laws and relevant court decisions at both the state and local level which prohibit non-job related inquiries which express, directly or indirectly, any limitation, specification or discrimination as to age, race, religion, color, national origin, ancestry, physical or mental handicap, or sex. [Prohibited by Title VII of the Civil Rights Act of 1974, 42 U. S. C. 2000 (e)]

Note: The Board on Law Enforcement Officer Standards and Training requires a photograph to be submitted along with the training packet. This photograph is used by the training academies and the Board staff for identification purposes only.

102.04 **Residences** - The reason for requesting an applicant to list current and previous residences is to contact neighbors, landlords, apartment managers, anyone acquainted with the candidate by reason of residence, in order to gather information about the applicant's qualifications. The residence list, coupled with the work history, also provides the investigator a list of all relevant law enforcement agencies which should be checked.

Note: The courts have upheld residency requirements by governmental employers.

1. Current and previous neighbors and landlords who are familiar with the applicant may be able to provide information on any of the desired personal characteristics. The key to appropriateness of contacting these people is the degree and recency of their interaction with the applicant. A contact with whom the candidate has had only a casual intermittent relationship would not be a good choice as a source of information. The investigator must determine the extent of the contact with the applicant. Information developed from these sources must be carefully evaluated before making any conclusions about the applicant's qualifications.

    a. When interviewing neighbors and landlords, the investigator might ask such questions as:

        i. How long have you known the applicant?

        ii. How well do you know the applicant?

        iii. Do you know how well the applicant gets along with neighbors?

        iv. Can you think of any reason why the applicant might not be qualified to become a law enforcement officer?

        v. Can you recall anything about the applicant that would question their

reputation for truthfulness and respect for the law?

vi. Can you suggest any other persons who might have information about the applicant?

vii. Does the applicant make rent (mortgage) payments promptly?

b. It is acceptable to inquire into the reasons for changes in the applicant's residence. Inquiries may reveal something about the applicant's interpersonal sensitivity, dependability or integrity. If there appears to be a pattern of frequent moves, further investigation may be indicated.

2. Asking neighbors and landlords about an applicant's style of living as it relates to such matters as the number of persons living in the residence, housekeeping habits, condition of home, yard, or vehicle should generally be avoided because of the subjectivity involved. However, where condition of the home borders on health violations or indicates other illegality, the situation warrants further investigation. No conclusions should be drawn from the mere fact of the applicant either owning, renting or living with relatives or friends.

102.05 **Experience and Employment** - An investigation into the applicant's experience and employment history is one of the most important areas in the background investigation. The employment setting may have given the applicant the opportunity to learn and demonstrate behaviors relating to several job dimensions. Self control, dependability, truthfulness and respect for law are personal characteristics to look for in such an investigation. The applicant should provide a complete listing of all employments, summer jobs or volunteer work and indicate whether contact with the current employer would jeopardize continued employment. The investigator should contact current and past employers, supervisors and co-workers. The investigator must be careful to evaluate the degree and recency of contact between a contact and the applicant. For example, information from a past employer who only dimly recalls the applicant from a summer job five years ago, should be viewed cautiously.

1. When interviewing employers or supervisors the investigator may ask:

a. Why was the applicant's employment terminated?

b. Was the applicant punctual and dependable?

c. Do you have any record of disciplinary problems with the applicant?

d. Do you know how the applicant got along with other employees?

e. Do you know if the applicant is honest and truthful?

f. Do you have any record of salary garnishments or other financial problems of the applicant?

g. Did the applicant have any extended or frequent work absences?

h. Did the applicant ever file a claim for worker's compensation?

i. Is the applicant eligible for rehire?

j. Can you think of any reason why the applicant might not be qualified to become a law enforcement officer?

2. When interviewing past or present co-workers, the investigator may ask:

a. How did the applicant get along with co-workers?

b. Do you know if the applicant is dependable?

c. Can you think of any reason why the applicant may not be qualified to become a law enforcement officer?

d. Can you suggest any other persons who may have information about the applicant?

e. Are you aware of any substance abuse by the applicant?

3. There are several specific areas of inquiry the investigator should consider:

a. It is appropriate to inquire into the reason for an applicant's having no previous employment or long periods of unemployment. Such an inquiry might lead to information concerning the applicant's willingness to confront problems, dependability and desire for self-improvement. However, there are many legitimate reasons for unemployment and no conclusions about the applicant should be drawn from that mere fact alone. The investigator must look into the circumstances of the applicant's lack of employment.

b. Receipt of welfare assistance, unemployment compensation or worker's compensation is legal and generally no judgement about the applicant should be based upon the applicant's having received such assistance. However, if the investigator finds that the applicant has received assistance through fraudulent means, that would reflect upon the applicant's integrity. Additionally, information garnered about the applicant's worker's compensation claims history would provide some indication about the applicant's physical ability.

c. Extended or frequent work absences may reflect adversely on the applicant's dependability. The investigator should inquire into the circumstances of the absences to determine if they were reasonable or justifiable.

d. Having been fired or asked to resign from employment may reflect on an applicant's integrity or dependability. Information from a previous employer who fired or asked the candidate to resign must be carefully evaluated and should be balanced against the applicant's explanation of the occurrence.

e. A candidate's interpersonal sensitivity or willingness to confront problems might be revealed by an inquiry into the applicant's reason for leaving a job.

f. The investigator should inquire into the reasons for the rejection of the applicant from another law enforcement or closely related position. Obviously, this type of information may be highly relevant to the applicant's qualifications as a law enforcement officer. Such information must be carefully verified and evaluated.

4. Some types of employment information have little relevancy to employment as a law enforcement officer and should be avoided unless a bona fide occupational qualification for such areas can be established. Some of these areas include:

a. Routine inquiries concerning the number of persons the applicant has supervised are usually irrelevant since entry-level law enforcement positions are non-supervisory.

b. No conclusions should be drawn from the current salary of the applicant. Salaries do not indicate anything about a person's qualifications to be a law enforcement officer.

c. Inquiries should not be routinely made about whether the applicant has been a member of a labor or employee organization. Membership in an employee organization is not related to job performance as a law enforcement officer.

102.06 **Legal** - The applicant's relationship with the law is obviously an important area of inquiry for the background investigator. Non-law enforcement employers must establish business necessity as narrowly interpreted in order to make employment decision based on criminal history. However, law enforcement employers may consider convictions and disqualify applicants for employment based on criminal history. The courts have upheld good moral character as a standard for law enforcement officers provided adequate safeguards are present to ensure protection of the applicant's privacy, freedom of speech and association. These rights are balanced against the government's interest in having a work force that can be relied upon and which can maintain the public's confidence. It is recommended that the investigator inquire whether the applicant has ever been arrested or detained, charged with a crime or convicted of a crime.

1. No conclusions should be drawn from the mere fact that an applicant has been arrested or detained without consideration of other factors.

2. Inquiring into the applicant's involvement as a plaintiff or defendant may lead to information concerning the applicant's integrity, dependability or credibility as a witness in a court of law.

3. The policy and statute prohibit employment of officers convicted of a felony and/or a crime involving moral turpitude. This prohibition extends to anyone who has entered either a plea of guilty, a plea of nolo contendere, has been ordered into probation or pre-trial diversion or has been fined in relation to such crimes. Should an investigator discover that an applicant has been convicted of such crimes, the agency head should be consulted as to whether to continue the investigation.

   a. Not all states use the terms felony or misdemeanor to differentiate between crimes. Further, a felony in one state, may not be a felony in other jurisdictions. In jurisdictions where the felony/misdemeanor system is not used, the maximum sentence that could be imposed for the crime is your guide for determining eligibility regardless of the actual sentence imposed. Where the maximum prison sentence is over two-year, the crime would exclude service as a law enforcement officer in this state.

   b. Investigators should not consider crimes that have been expunged which may include felonies or crimes involving moral turpitude. All other classes and types of convictions and/or relief for such crimes are open for consideration. For example, an individual who has been pardoned is not eligible for service as a law enforcement officer unless that pardon also includes an expungement. Other forms of ineligible applicants would be, non-adjudication of guilt where the plea entered was guilty or nolo-contendere or where the applicant was ordered into probation or pre-trial diversion, fined, had suspended sentences, or the finding of guilty with no imposition of a sentence.

   c. Access to sealed juvenile records by a law enforcement agency varies from jurisdiction to jurisdiction. In Mississippi, law enforcement agencies may release records to other law enforcement agencies. Otherwise, investigators must obtain an order from the youth court to disclose records. Where an investigator finds that an applicant's record is sealed, the investigation must concentrate on other sources to complete the background investigation.

4. Drug and alcohol offenses should key the investigator to explore the extent of the applicant's history of drug and alcohol usage. The courts generally allow drug prohibitions as long as they are job related and take into consideration such things as frequency of prior use, type of drugs used, and the length of time since last use. For example, marijuana usage varies widely among the population. In Mississippi, marijuana possession in small quantities is a misdemeanor. Investigators should weigh all factors in considering whether the applicant has a drug problem, lacks moral character or simply exercised poor judgement in experimenting with an illegal substance.

5. Homosexual offenses normally would be cause for rejection as illegal conduct. However, if the applicant has merely established a particular sexual orientation, adverse action cannot be taken unless there is a showing that homosexuality has a relationship to the ability to perform the job.

6. Criminal records may be obtained by returns from the fingerprint cards submitted to the State Bureau of Investigation and the FBI. In order to ensure a complete records check, the investigator should also check the applicant's local record where they have worked or resided.

102.07 **Motor Vehicle Operation** - The operation of a motor vehicle is an integral part of a law enforcement officer's duties. The investigator should be thorough in inquiries in this area. It is recommended that the investigator inquire into the applicant's driving record to include traffic infractions, motor vehicle accidents, reasons for the refusal of any state to grant a license to the applicant and whether the applicant is complying with law regarding insurance, licensing, inspection stickers and tags.

1. The applicant's driving record can reveal past behavior concerning operation of a motor vehicle, observation skills, or dependability. Further, the applicant's driving record could be a very important indicator of attitudes toward authority, judgement and maturity.

2. Offenses involving alcohol should be fully checked for any indication of a pattern of abuse. DUI offenses by themselves do not automatically eliminate a candidate from consideration for certification unless the candidate has been convicted of a felony DUI offense. Investigators should consider all elements of the DUI offenses along with the applicant's total background investigation in making a recommendation to the employing official. Factors such as the frequency of DUI, length of time since the last offense, attempts at alcohol rehabilitation and insurability should all be considered in determining the probability of the applicant's successful job performance.

3. In evaluating the applicant's driving habits, the investigator should rely primarily on a review of driving records. Remember that all local records should be checked in addition to the state repositories. It is not uncommon to discover traffic offenses and DUI's that do not exist on the state level driver history.

102.08 **Military Service** - An inquiry into the applicant's military history can lead to information concerning many desired personal characteristics of a law enforcement officer. Most notably, the nominee's reputation for honor and truth, respect for law, ability to work within a structured environment and performance of duty in the face of adversity can be derived from the military records. It is recommended that the investigator inquire into the applicant's military history, determine the type of discharge the applicant received, inquire whether the applicant has ever been the subject of any judicial or non-judicial disciplinary action while in the military.

1. Much of the information about an applicant's military service can be gleaned

from examining one document, the DD Form 214, "Report of Transfer or Discharge". All individuals separated from the military receive a copy of this document. Law enforcement agencies should require that applicant's produce this document along with other required documentation. In addition to the DD 214, applicants should sign a "Request Pertaining to Military Records", GSA Form 180. The nearest recruiting office can provide you with copies of this form.

a. There are several copies of the original DD 214. The "member" copy or long copy should be the only acceptable document as this document includes discharge information and reenlistment codes. It is important to note that many individuals have more than one period of military service, therefore the DD 214 should be submitted for each period of military service. The dates of service should be carefully compared to the dates noted on the personal history statement. Members may attempt to submit earlier DD 214's under which they were honorably discharged and omit recent periods of service that resulted in a less than honorable discharge.

b. Investigators should also be aware that all service obligations should total six years. For example, most active duty enlistments are four years in length followed by a two year period in the reserve component. Periods of service that are considerably shorter than the norm should cause the investigator to query deeper into the service record to determine why the applicant left before expiration of the enlistment period.

c. Promotions in the military are based on a number of factors to include seniority and duty performance. Advancement in the enlisted grades of E-1 to E-3 is practically automatic. Most individuals should be able to earn the rank of E-4 within two to three years of active duty. Individuals who leave the service after four years of active duty with the rank of E-1 have probably experienced problems which should be examined further to determine the full extent and nature of the situation.

d. Each individual has been assigned skill codes and attended training related to their assigned skill area. Many of these codes have additional extenders which relate to additional skill areas or qualifications. Investigators should familiarize themselves with the skill codes for military police in each of the branches to enable immediate verification when applicants claim military police as a skill area. Many military police duty assignments are primarily composed of guard duty rather than law enforcement. Again, your local recruiting office should be able to provide you with up to date information on the various codes.

2. The candidate's original application and DD 214 should be reviewed to see if they have ever been tried, punished, reprimanded, or reduced in rank for any infraction of military rules. If disciplinary problems are indicated, it could be a reflection on the candidate's unwillingness to adhere to limitations or an

unwillingness to comply with orders.

a. It should be noted that there is a very distinct difference between an Honorable Discharge and those classified as discharged under honorable conditions. In many cases, a service member may apply for an upgrade of a less than honorable discharge which would be reflected on the DD 215.

b. Only applicants with Honorable Discharges or General Discharges under Honorable Conditions should be considered for law enforcement service. Lesser discharges to include any discharge which has been upgraded to a discharge under honorable conditions are generally indicative of disciplinary problems or criminal activity.

c. All discharges are based on a particular chapter which is descriptive of the overall nature of the discharge. This information is usually entered in the separation authority block. A final indicator of the individual's service is the re-enlistment code. This code tells recruiters whether the service member is eligible for re-enlistment.

3. Information on the DD 214, DD 215, and other military records may be obtained by sending the release form GSA 180, to the appropriate military records center listed on the back of the form. Former commanders, supervisors and military acquaintances may be contacted by letter using the World-wide locator service. Any contact with such personnel should be evaluated as to the degree and recency of contact with the applicant.

102.09 **Education** - Inquiries into the applicant's educational background can lead to information concerning the applicant's integrity, learning ability, communication skills and desire for self-improvement. Generally the most productive areas would be high school and post-secondary school levels. Grammar school and junior high experiences would normally be too remote to be relevant. It is recommended that the investigator validate whether the applicant possesses a high school diploma or GED and validate any higher degrees claimed by the candidate. The investigator should also inquire into the applicant's educational background, and inquire into the applicant's disciplinary incidents such as expulsion or suspension from school.

1. The socialization process of maturing is largely cemented during the high school and post-secondary years. The applicant's success in this all important area may be reflected in academic successes or failures, extra-curricular activities, demonstration of leadership, dependability or erratic behavior. Much of this information can be gleaned from official school records, administrators and teachers.

2. It is important to consider the time element which has elapsed since the applicant was a student. Data developed from school days should be considered along with the rest of the story.

102.10 **Financial** - The applicant's behavior regarding the handling of finances is an

important area of investigation. Inquiries into this area can lead to information bearing upon an applicant's integrity, problem-solving and dependability.

1. A credit reporting agency is quite often a valuable source of information regarding a candidate's financial condition. For a nominal fee, most will provide a comprehensive credit history for all places of residence.

2. Areas that should be evaluated are the applicant's debt ratio, garnishments, bankruptcies, repossessions, delinquent taxes and child support payments. A pattern of indebtedness, outstanding judgements or failure to meet obligations would be indicative of the candidate's inability to live within one's means.

102.11 **Relatives, References, Acquaintances, Clubs and Organizations** - Anyone who knows the applicant is a potential source of relevant information. The degree and recency of contact along with the nature of the relationship will be critical factors in determining the relevancy of information developed from such sources. Interviews with relatives, references and acquaintances should be carefully prepared from the agencies' desired list of personal characteristics.

1. Potentially, a relative could comment on any of the desired personal characteristics. However the investigator may find it more useful to center interviews with relatives around the applicant's willingness to solve problems, interest in people, interpersonal sensitivity, dependability and integrity. The investigator may ask a relative to describe a situation in which the applicant demonstrated dependability.

2. References and acquaintances are potential sources of both information about the officer and additional sources of information such as other acquaintances. Close friends, Sunday school teachers, Scout masters and the like may tend to emphasize the positive aspects of a candidate due in part to the circumstances of their acquaintance. A more balanced evaluation of the candidate may be gathered by interviewing other acquaintances not provided by the applicant.

3. Conclusions from the mere fact of membership or office holding in any legal club or organization should be avoided. Routine inquiries into membership in organizations which some feel may indicate a lack of interpersonal sensitivity are not recommended. Illegal behavior in connection with membership in clubs and organizations is relevant to an applicant's qualifications and should be investigated.

Sample Personal History Statement

adopted - 10/1991; rev - 04/1997

The Board has developed a sample personal history statement for use in conducting **background investigations** (“**BI's**”). The sample may be extracted and photocopied for your agency's use or you may elect to develop your own history statement. This document should provide the start point for conducting a “**BI**”.

NOTICE: This form is for the agency's use only. Do not send this form or similar forms to the Board. This form may serve as the basis for completing the mandatory “Application for Certification” form Parts I, II and III.

Personal History Statement

A. Applicant Identification - Information Provided in this Section Is Used for Identification Purposes Only.

1. Name: _____
   Last First Middle

2. Address: _____
   Street Address or Post Office Box Number

   _____
   City State Zip

3. Phone #: _____

4. Birthday: _____
   Month / Day / Year

5. Nickname(s), maiden name, or other names by which you have been known:

   _____

6. Social Security No.: _____

7. Place of Birth: _____
   City County State

8. Driver's License No.:

   Expiration Date:

   State of Issue: _____

9. Height: ___ 10. Weight: ____ 11. Eye Color: _____ 12. Hair Color: _____

13. U.S. Citizen? Yes ___ No ____

14. Scars, tattoos, or other distinguishing marks: _____

   _____

   _____

   _____

   _____

B. Residences - List all addresses where you have lived during the past 10 years, beginning with your present address. List date by month and year. Attach extra page if necessary.

From	To	Address

C. Work History - Beginning with your present or most recent job, list all employment held for the past ten years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary. Please indicate if you are fearful that your present job would be in jeopardy if inquiries are made.

1. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

2. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

3. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title _____

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

_____

4. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

_____

5. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

D. Military Record

1. Have you served in the U.S. Armed Forces? Yes___No ____
   (include National Guard service)

2. Date of Service: From _____To _____Military Service No.: _____

   Branch of Service: _____Unit Designation: _____

   Highest Rank Held: _____Type of Discharge: _____

3. Were you ever disciplined while in the military service (include court-martials, captain's masts, company punishment, etc.)?

   Yes ___ No ____

Charge	Agency	Date	Age at Time	Disposition

If you received a discharge other than honorable, give complete details.

_____

_____

_____

_____

_____

_____

E. Educational History

1 School or College Attended	City & State	Dates Attended From	Dates Attended To	Graduated Yes	Graduated No	Major

2. List any law enforcement training attended. Give name and dates of any schools or courses.

_____

_____

_____

_____

_____

3. List other schools attended (trade, vocational, business, etc.) give name and address of school, dates attended, course of study, certificate, and any other pertinent information.

_____

_____

_____

_____

_____

F. Special Qualifications & Skills

1. List any special licenses you hold (such as pilot, radio operator, scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

_____

_____

_____

_____

_____

2. List any specialized machinery or equipment which you can operate.

_____

_____

_____

_____

_____

3. If you are fluent in a foreign language, indicate in each area your degree of fluency (excellent, good, fair).

Language	Reading	Speaking	Understanding	Writing

4. List any other special skills or qualifications you may possess.

_____

_____

G. Convictions, Arrests, Detentions and Litigation

1. Have you ever been convicted, arrested, detained or summoned into court?

Yes ___ No ___ If yes, complete the following (list juvenile as well as adult occurrences):

Crime Charged	City & State	Date	Disposition of Case

2. Have you ever been involved as a party in civil litigation?

Yes ___ No ____If yes, give details.

_____

_____

_____

_____

H. Traffic Record

1. Has your driver's license ever been suspended or revoked?

Yes ___ No ____If yes, give date, location and reasons.

_____

_____

_____

_____

2. With what company do you carry auto insurance?

_____

3. List to the best of your memory all driving citations you have received as an adult or juvenile, excluding parking tickets.

Month & Year	Charge	City & State	Disposition

4. Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

_____

_____

_____

_____

I. Marital & Family History

1. Are you? Single ___; Married ___; Separated ___; Divorced ___; Widowed ___

If married: Date of Marriage _____ City & State

Spouse's maiden name

Separated, or divorced (circle one if applicable):

Date of Order or Decree _____

Court & State where Issued

Present Address _____

_____

Phone Number _____

2. List all children related to you or your spouse. (Natural, in-vitro, step-children, adopted & foster children)

Name	Relation	Date of Birth	Address	Supported by whom

3. List all other dependents.

Name	Relation	Address

4. List other relatives in the following order: father, mother (include maiden name), brothers & sisters. If deceased, so indicate.

Name	Relation	Date of Birth	Address	Phone Number

J. <u>References or Acquaintances</u> - list five persons who know you well enough to provide current information about you. <u>Do not list relatives or former employees.</u>

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

K. <u>Financial History</u>

1. What is your present salary or wages? _____

2. Do you have income from any source other than your principal occupation?

   Yes _____ No _____ If yes, how much?

   Monthly, bi-monthly, or weekly (circle one) Other:

   The source: _____

3. Do you own any real estate? Yes ___ No ___ If yes, state it's value: _____

   Location: _____

4. Do you own any bonds, government or other? Yes ___ No ___ Value: _____

5. Do you own any corporate stock? Yes ___ No ___ Value: _____

6. Do you have a bank account? Yes ____ No ____

Savings: Average Balance - _____

Name & Address of Bank _____

_____

Checking: Average Balance - _____

Name & Address of Bank _____

_____

7. Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts and payments. Include account numbers where applicable.

Name and Address of Creditor	Reason for Debt or Item Purchased	Account Number	Total Balance	Monthly Payments

L. <u>Membership in Organizations (Past And/or Present)</u>

Name and Address of Organization	Type of Organization (social, fraternal, professional, etc.)	Dates of Membership	
		From	To

M. Personal Declarations

1. Describe in your own words the frequency and extent of your use intoxicating liquors.

_____

_____

_____

_____

2. Have you ever used marijuana or any other drug not prescribed by your physician?

Yes ___ No ____If yes, what were the circumstances? _____

_____

_____

_____

3. Have you ever sold or furnished drugs or narcotics to anyone?

Yes ___ No ____If yes, explain in detail. _____

_____

_____

_____

4. Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability for employment as a law enforcement officer?

Yes ___ No ____If yes, explain. _____

_____

_____

_____

_____

Personal History Statement Agreement

See Instructions on Reverse

I hereby certify that the answers and statements in the foregoing personal history statement are true and correct without consequential omissions of any kind. I hereby agree that any falsification contained in this information shall be considered good and sufficient cause for rejection of this application and/or discharge. I understand that a complete background investigation will be conducted as a condition of this employment. I authorize the aforementioned companies, persons and/or public institutions to give any information concerning me or my employment whether or not it is on their records. I hereby release said companies or persons from all liability for any damages whatsoever from issuing this information.

As a part of this investigative process, I will submit the following documents:

- Proof of U.S. Citizenship, proof of age, verification of my identity, a social security card, and a discharge certificate or separation papers. (For applicants who have served in the Armed Forces only)

- I will accept employment for a temporary period depending upon my ability to satisfy the requirements of: this agency, the Law Enforcement Officer Training Program (§ 45-6-1 to 45-6-17 of the Mississippi Code as amended), and the Board on Law Enforcement Officer Standards and Training.

- I hereby authorize the employing agency to deduct from my wages due me at anytime, the value of monies or property advanced to me or on my behalf for which I am accountable, such as, but not limited to, travel advances, agency credit cards, and/or agency property damaged, lost or misappropriated by me.

- If employed on either a permanent or temporary basis, I agree to abide by all rules, policies, and regulations of the agency now in force or, that my be hereafter established.

ONLY SIGNED APPLICATIONS ARE CONSIDERED VALID

_____ _____

Signature Date

INSTRUCTIONS

Note: Read these instructions carefully before proceeding.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your Personal History Statement should be printed legibly in ink. Answer all questions to the best of your ability.

2. If a question is not applicable to you, enter N/A in the space provided.

3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.

4. You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.

5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.

6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.

Sample Release Forms and Questionnaires

adopted - 10/1991; rev - 03/1997

The Board has developed a sample set of release forms and questionnaires. Your agency may use these or elect to develop your own forms.

The following pages consist of:

- A cover letter to be sent with any mailed requests for information.
- A letter to be sent to Law Enforcement Agencies for record checks.
- A general information release form.
- A medical information release form.
- A questionnaire for employers, references, schools, landlords and physicians.
- A telephone check.

These pages should be reproduced on agency letterhead whenever possible. Any mailings needed to conduct an investigation should be mailed as soon as possible to avoid any delays. Enclosing a stamped/self-addressed envelope will assist in getting a timely response.

Notice of Authorization to Release Information

To Whom it May Concern:

The _____ (name of agency/department) is considering for employment, as a law enforcement officer, the individual whose name appears on the attached questionnaire. The applicant has informed us that you may have information which might be of assistance to us in reaching a decision as to whether or not this individual should be employed. I am sure you will recognize the need to guarantee that persons appointed as law enforcement officers are fully qualified to undertake the important responsibilities of that position. You may be of substantial assistance to us in this regard. Please note that the applicant has authorized the release of the information requested and a copy of that authorization is attached.

We are quite anxious to expedite the processing of this applicant and would very much appreciate it if you would complete and return the attached questionnaire as promptly as possible. Please mail the questionnaire in the stamped/self-addressed envelope which is enclosed.

You have my assurance that any and all information that you provide concerning this applicant will be held in strict confidence. If you have pertinent information concerning this applicant, but would rather not put it in writing, please contact:

_____ _____

Investigator's Name Telephone Number

Your assistance is greatly appreciated.

Very truly yours,

_____

Signature of Agency Head

enclosure: Authorization to release information

Authorization to Release Information

(Please print or type)

TO: _____

Name of Agency/Department from which information is being requested

I hereby request and authorize you to furnish the (agency/department) with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and my past/or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment as a law enforcement officer.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as a law enforcement officer. This release will expire 60 days after the date signed.

_____ _____

Signature of Releaser Date

Request for Local Records Check

(Please print or type)

Name: _____ DOB: _____ SSN: _____

Height: _____ Weight: _____ Fingerprint Class: _____

The above person is an applicant for a law enforcement officer position in this department and at one time resided or was employed in your jurisdiction.

It will be greatly appreciated if you will cause a check to be made of your files and let us know whether or not this individual has ever come to your attention. A brief synopsis of any derogatory information will materially assist in determining his/her suitability for employment. You may use the bottom or reverse side of this sheet in replying.

Thank you for your cooperation. If we can be of similar service to you at any time, please call upon us.

Very truly yours,

_____ _____

Signature of Agency Head Title

_____

Law Enforcement Agency

Authorization to Release Medical Records

(Please print or type)

Dear Sir:

I am an applicant for the position of _____with the _____(name of agency/department), and it is essential for the department to evaluate my medical background.

For the purpose of this evaluation, the above mentioned department requires that I furnish them with a list of all injuries and illnesses for which I have been treated.

Please forward to me, in care of the agency's personnel division, any information you may have regarding my medical background.

This is a matter of great importance to me, and your prompt reply will be greatly appreciated.

This release will expire 60 days after the date signed.

_____ _____

Signature of Applicant Date

_____

Agency/Department's Mailing Address

Confidential Questionnaire to Employers

(Please print or type)

Name of Employer: _____

Name of Applicant: _____

Social Security No.: _____ Employed From: _____ To: _____

Name of Supervisor: _____

1. Are the employment dates listed correctly? Yes __ No __ If not, what are the correct dates?

   _____

2. What were the primary duties for which this person was responsible? _____

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

3. What were his/her gross earnings per pay period? _____

4. Was this person's work considered to be satisfactory? Yes ___No ___If not, please explain.

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

5. Is this person eligible for rehire? Yes ___ No ___ If not, why? _____

   _____

   _____

   (use extra sheets of paper if necessary)

6. What was the reason for termination of employment? _____

_____

_____

_____

_____

7. If the person resigned, was the resignation voluntary? Yes __ No __ If not, explain.

_____

_____

_____

_____

_____

8. Was there any problem with absenteeism or excessive use of sick leave?

Yes __ No __ If yes, please explain.

_____

_____

_____

_____

_____

9. Did this person get along well with supervisors, co-workers, and/or the public?

Yes __ No __ If not, please explain. _____

_____

_____

_____

10. Was there ever any reason to doubt this person's honesty? Yes __ No ___

If yes, please explain. _____

_____

_____

_____

11. Has this person ever collected Worker's Compensation or other disability payments?

Yes __ No __ If yes, for what reason? _____

_____

_____

_____

12. Did he/she ever have any personal, domestic or financial problems which interfered with work? Yes __ No __ If yes, please explain.

_____

_____

_____

13. Please describe this person's general reputation among co-workers and supervisors.

_____

_____

_____

_____

_____ _____

Signature of Supervisor Title

_____ _____

Date Telephone Number

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Personal References

(Please print or type)

Name of Reference: _____

Address: _____

_____

Name of Applicant: _____

Address: _____

_____

Please answer the following questions to the best of your knowledge or recollection. Your cooperation is sincerely appreciated.

1. How long have you known the applicant? _____

2. Does this person work regularly? Yes ____ No ____

3. Has he/she ever been unemployed for an unusually long period of time?

   Yes __ No __ If yes, what were the approximate dates? _____

4. Has he/she ever been fired from a job? Yes ___ No ___ If yes, what were the circumstances, and when did it occur?

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

5. Does he/she get along well with other people? Yes __ No __ If not, please explain.

_____

_____

_____

_____

6. Has this person ever had any significant academic or disciplinary problems while in school? Yes __ No __ If yes, please explain.

_____

_____

_____

_____

_____

7. Has he/she ever been arrested or convicted of a criminal offense, or been a party to civil litigation? Yes __ No __ If yes, please give details.

_____

_____

_____

_____

8. Has this person ever had domestic problems? Yes __ No __ If yes, please give details.

_____

_____

_____

_____

_____

9. Does he/she generally pay his/her bills on time? Yes ____ No ____

10. Has he/she ever had any significant financial problems? Yes __ No __ If yes, please give details.

_____

_____

_____

11. Has this person ever been seriously ill or injured? Yes __ No __ If yes, explain.

_____

_____

_____

12. Does this person take medication of any kind, prescription or nonprescription? Yes __ No __ If yes, what is the medication for?

_____

_____

_____

13. Have you ever known this person to use alcohol to excess? Yes __ No __ If yes, please describe the circumstances.

_____

_____

_____

_____

14. Have you ever known this person to use any illegal drugs? Yes __ No __ If yes, please describe the circumstances.

_____

_____

_____

15. Have you ever known this person to intentionally engage in an unlawful activity?
Yes __ No __ If yes, please explain.

_____

_____

_____

_____

16. How would you describe this person's general reputation among his/her friends and associates?

_____

_____

_____

_____

17. Please list the names of two other persons who may also know the applicant. (Please include addresses and telephone number, if known).

Name	Name
Address	Address
Address	Address
Phone Number	Phone Number

_____
Signature of Personal Reference

_____
Date

_____
Telephone Number

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Educational Institutions

(Please print or type)

Name of School:

Name of Applicant:

Social Security No.: _____ Last Year Attended: _____

1. What were the dates during which this individual was enrolled? _____

   _____

   (use extra sheets of paper if necessary)

2. Was a diploma or degree awarded to this person? Yes __ No __ If yes, please provide the details.

   _____

3. What was this person's overall grade point average or class standing? _____

4. Was he/she ever suspended or placed on probation? Yes ___ No ____ If yes, please describe the circumstances.

   _____

   _____

5. Did this person ever have difficulty getting along with students, instructors or administrators? Yes __ No __ If yes, please explain.

   _____

   _____

   _____

   _____

_____ _____

Print Name Signature

_____ _____ _____

Title Date Telephone Number

THANK YOU FOR YOUR COOPERATION!

Confidential Questionnaire to Landlords

(Please print or type)

Name of Landlord:

Address: _____

Name of Applicant:

Address: _____

Dates of Residence: From _____ To

Please answer the following questions to the best of your knowledge or recollection. Your cooperation is sincerely appreciated.

1. How long have you known this person? _____

2. Did this person pay his/her rent regularly? Yes __ No __ If not, please explain.

   _____

   (use extra sheets of paper if necessary)

3. Did the applicant get along well with the neighbors? Yes ___ No ____ If not, please explain.

   _____

4. Why did this person leave your housing? _____

5. Did this person display any prejudices towards any racial, ethnic, or religious groups? Yes __ No __ If yes, please explain.

   _____

6. Would you recommend this person for a position in law enforcement? Yes __No ___

7. Are you aware of any circumstances which might disqualify the person from public service? Yes __ No __ If yes, please explain.

   _____

8. Please give any other pertinent facts which may occur to you on a separate sheet of paper.

_____ _____

Signature of Landlord Date

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Physicians

Name of Physician:

Name of Applicant: _____ Social Security No.:

Current address: _____

1. Is this individual currently receiving treatment or taking medication for any medical problem, including emotional disorders? Yes __ No __ If yes, please explain.

   _____

   _____
   (use extra sheets of paper if necessary)

2. Does this individual have any permanent disability or medical problem?
   Yes __ No __ If yes, please explain.

   _____

   _____

3. Do you know of any medical or other reason why this individual should perhaps not be employed as a law enforcement officer? Yes __ No __ If yes, please explain.

   _____

   _____

_____ _____
Signature of Physician Date

THANK YOU FOR YOUR COOPERATION!

Telephone Check

Name of Applicant: _____

SUGGESTED WORDING FOR TELEPHONE CONVERSATION

I'm calling to verify the previous employment of (name the applicant), who has authorized us to discuss this with you.

1. Was the applicant employed by your organization? Yes __ No ___
2. Can you tell me the dates of employment? No __ Yes __- _____/_____
3. What was the nature of the work? _____

   _____
   (use extra sheets of paper if necessary)
4. He stated that he earned $_____. Is this correct? Yes __ No __ If not, then how much? $_____
5. Was he promoted while employed with you? Yes __ No ___
6. Did he follow instructions satisfactorily? Yes __ No ___
7. Did the applicant lose any significant time due to poor health? Yes __ No ___
8. How did he get along with people? _____

   _____
9. What were his/her reasons for leaving? _____

   _____
   (use extra sheets of paper if necessary)
10. Would you rehire this person? Yes __ No __ If not, why? _____

    _____
    (use extra sheets of paper if necessary)
11. Were there any aspects of the applicant's character, reliability or honesty that adversely affected his or her job performance?

    _____
    (use extra sheets of paper if necessary)

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

THE BOARD ON LAW ENFORCEMENT OFFICER STANDARDS AND TRAINING (BLEOST) PROFESSIONAL CERTIFICATION POLICY AND PROCEDURES MANUAL

Promulgated under the authority of Mississippi Code as Annotated, §45-6-7. First published in 1982; rev - 1988, 1991, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2013, 2014 and 2015.

Table of Contents

Law Enforcement Code of Ethics 1

Preface 3

Composition and Authority 4

Organizational Chart of the Office of Standards and Training 5

Law Enforcement Agencies Coming under the Jurisdiction of the LEOTP 6

Training Academies 7
Full-Time Academies 7
Part-Time Academies 7

Definitions 11

Chapter 1 . . . Applicant Evaluation, Employment and Certification Procedures 15

Chapter 2 . . . Professional Certificates 25

Chapter 3 . . . Hearings, Denial or Other Sanctions of Certificates 29

Chapter 4 . . . Compliance Monitoring and Noncompliance 37

Chapter 5 . . . Reimbursement of Training Costs 43
Claim for Reimbursement Form 49

Chapter 6 . . . Standards for the Successful Completion of Law Enforcement Training 51
Full-Time Law Enforcement Training Curriculum 61
Part-Time Law Enforcement Training Curriculum 63

Chapter 7 . . . Physical Fitness Program 67
Event I - Agility Run Standards 75
Event II – Push-up Standards 77
Event III -1.5 Mile Run Standards 79
- 81
Physical Fitness Testing Score Sheet . . . . . Page 1 of 1
Event I . . . . . Page 1 of 1
Event II . . . . . Page 1 of 1
Event III . . . . . Page 1 of 1

Chapter 8 . . . Certification Based on Equivalency of Training and Refresher Training 87
Refresher Law Enforcement Training Curriculum 95

Chapter 9 . . . Continuing Education and Course Certification 99

Chapter 10 . . . Constable Training Requirements 107

Chapter 11 . . . Constable Identification 113
Emblem, Badge and Door Decal 117

Chapter 12 . . . Criminal Investigators Employed by District Attorneys 119

Chapter 13 . . . Instructor Certification 123

Chapter 14 . . . Academy Accreditation 129

Chapter 15 . . . Official BLEOST Forms 141

Chapter 16 . . . Law Enforcement Officers Training Program Enabling Legislation 149

Appendixes A . . . 165
Official Certification Forms . . . 165
Full-Time Law Enforcement Application for Certification - Part I . . . Page 1 of 4
Instructions . . . Page 2 of 4
Part II - Applicant's Background Investigation Review . . . Page 3 of 4
Part III - Agency Background Investigation Review . . . Page 4 of 4
Part-Time Law Enforcement Application for Certification - Part I . . . Page 1 of 4
Instructions . . . Page 2 of 4
Part II - Applicant's Background Investigation Review . . . Page 3 of 4
Part III - Agency Background Investigation Review . . . Page 4 of 4
Full-time Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Full-time Municipal Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Part-Time Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Part-Time Municipal Law Enforcement Officer Roster . . . i of ii
Affidavit . . . i of ii
Instructions . . . ii of ii
Law Enforcement Termination/Reassignment Report . . . Page 1 of 2
Instructions . . . Page 2 of 2
Request for Information & Training Notification . . . Page 1 of 1
Request for Information . . . Page 1 of 1
Training Notification . . . Page 1 of 1
Academy Remedial Exit Form . . . Page 1 of 2
General Information . . . Page 2 of 2
Full-Time Basic Training Packet . . . Page i of iii
Memorandum . . . Page i of iii
Information for the Physician . . . Page ii of iii
Information for the Physician - Continued . . . Page iii of iii
Medical Examination Report . . . Page 1 of 8
Health Questionnaire . . . Page 1 of 8
Health Questionnaire - Continued . . . Page 2 of 8
Physical Fitness Examination . . . Page 3 of 8
Threshold Weight Table . . . Page 3 of 8
Body Fat Limits . . . Page 3 of 8
Physician's Affidavit . . . Page 5 of 8
NCIC Report . . . Page 6 of 8
Salary Information . . . Page 6 of 8
Law Enforcement Agency's Affidavit . . . Page 7 of 8
Applicant's Affidavit & Injury Liability Waiver . . . Page 7 of 8
Application for Training and Personal Information Summary . . . Page 8 of 8
Part-Time Basic Training Packet . . . Page i of iii
Memorandum . . . Page i of iii
Information for the Physician . . . Page ii of iii
Information for the Physician - Continued . . . Page iii of iii
Medical Examination Report . . . Page 1 of 8
Health Questionnaire . . . Page 1 of 8
Health Questionnaire - Continued . . . Page 2 of 8
Physical Fitness Examination . . . Page 3 of 8
Threshold Weight Table . . . Page 3 of 8
Body Fat Limits . . . Page 3 of 8
Physician's Affidavit . . . Page 5 of 8
NCIC Report . . . Page 6 of 8
Salary Information . . . Page 6 of 8
Law Enforcement Agency's Affidavit . . . Page 7 of 8
Applicant's Affidavit & Injury Liability Waiver . . . Page 7 of 8
Application for Training and Personal Information Summary . . . Page 8 of 8
Refresher Training Packet . . . Page 1 of 3

NCIC Report . . . . . Page 2 of 3
Salary Information . . . . . Page 2 of 3
Law Enforcement Agency's Affidavit . . . . . Page 3 of 3
Applicant's Affidavit & Injury Liability Waiver . . . . . Page 3 of 3
Course Certification Request . . . . . Page 1 of 2
Instructions for Completion of the Course Certification Request . . . . . Page 2 of 2
Law Enforcement Course Evaluation Instrument . . . . . Page 1 of 2
Law Enforcement Course Roster . . . . . i of ii
Instructions for Completing the Course Roster Form . . . . . ii of ii

Appendixes B 223
Instructor Application and Evaluation Forms 223
Instructor Application . . . . . Page 1 of 4
Applicant's Affidavit . . . . . Page 3 of 4
Instructions . . . . . Page 4 of 4
Instructor Evaluation . . . . . Page 1 of 2

Appendixes C 231
Application for Academy Accreditation and Program Monitoring Guide 231
BLEOST Application for Academy Accreditation . . . . . Page 1 of 2
Cover Page . . . . . Page 1 of 2
Academy Application Instructions . . . . . Page 2 of 2
BLEOST Program Monitoring Guide . . . . . Page 1 of 2

Appendixes D 237
Background Investigations 239

Appendixes E 249
Areas of Inquiry 251
Sample Personal History Statement 263
Personal History Statement . . . . . Page 1 of 14
Personal History Statement Agreement . . . . . Page 13 of 14
Instructions . . . . . Page 14 of 14
Sample Release Forms and Questionnaires 277
Notice of Authorization to Release Information . . . . . Page 1 of 1
Authorization to Release Information . . . . . Page 1 of 1
Request for Local Records Check . . . . . Page 1 of 1
Authorization to Release Medical Records . . . . . Page 1 of 1
Confidential Questionnaire to Employers . . . . . Page 1 of 3
Confidential Questionnaire to Personal References . . . . . Page 1 of 4
Confidential Questionnaire to Educational Institutions . . . . . Page 1 of 1
Confidential Questionnaire to Landlords . . . . . Page 1 of 1
Confidential Questionnaire to Physicians . . . . . Page 1 of 1
Telephone Check . . . . . Page 1 of 1

Law Enforcement Code of Ethics

adopted - 02/1982

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession…Law Enforcement.

Preface

adopted - 07/1981; rev - 10/1991

The l98l regular session of the Mississippi Legislature enacted legislation to establish minimum standards for employment, training and education of law enforcement officers. Governor William Winter signed the "Law Enforcement Officers Training Program (LEOTP) Act" in April of 1981, and the law became effective l July l98l.

The Law Enforcement Officers Training Program established the Board on Law Enforcement Officer Standards and Training (BLEOST) to implement the law and its provisions. The Act directed the Criminal Justice Planning Commission to provide the Board with administrative and fiscal support and designated the Executive Director of the Commission to serve as staff director of the Board on Law Enforcement Officer Standards and Training. Since 1981, the Commission has changed its form several times. Currently, the Commission is known as Public Safety Planning, a division of the Department of Public Safety.

This "**Professional Certification Policy and Procedures Manual**" describes the policies and procedures the BLEOST has established concerning the employment of law enforcement officers in Mississippi. This manual is promulgated pursuant to authority granted the Board on Law Enforcement Officer Standards and Training by Chapter 474, General Laws of Mississippi, Section 4. The policies and procedures therefore have the force and effect of law and are written for the guidance of agency heads and personnel officers of law enforcement agencies whose personnel come under the jurisdiction of the LEOTP.

Please direct any questions you may have about this manual to the Director at:

Mississippi Department of Public Safety/Division of Public Safety Planning/
Office of Standards and Training
1025 Northpark Drive
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777; Facsimile # - (601) 977-3773

e-mail addresses

BETST, BJOST & BLEOST

Robert Davis, Director - rdavis@dps.ms.gov
Dianne Berry - dberry@dps.ms.gov
Tim Brown - timbrown@dps.ms.gov
Alan Gray - agray@dps.ms.gov
Bob Morgan - bmorgan@dps.ms.gov
Michael Nash - mnash@dps.ms.gov
Donna Rogers - drogers@dps.ms.gov
Tonya Whitehead - twhitehead@dps.ms.gov
Irene Turner - iturner@dps.ms.gov
Bebea Boney - bboney@dps.ms.gov

Juvenile Facility Monitoring Unit (JFMU)

Donald Beard - dbeard@dps.ms.gov
Jason Dillon - jdillon@dps.ms.gov
Teresa Wash - twash@dps.ms.gov

Composition and Authority

adopted - 04/1988; rev - 10/1991, 07/2010

Title: The Office of the Board on Law Enforcement Officer Standards and Training (BLEOST).

Legal Authority: The Mississippi Code as Annotated establishes the Law Enforcement Officers Training Program in Chapter 6, § 45-6-I through 45-6-I9. The Board's responsibilities as to constables are found at Chapter I9, § I9-I9-I and § I9-I9-5, and responsibilities as to investigators for district attorneys are found in Chapter 37, § 97-37-7.

Purpose: Our purpose is to establish a set of minimum standards for entrance into the profession of law enforcement and develop programs to implement standards and review the job relatedness of the established standards. We are also to establish and implement a dynamic law enforcement officer training program to deliver appropriate training at the beginning of and during an officer's career. In addition to establishing programs for law enforcement officers, the BLEOST must establish training requirements, uniform and vehicle identification requirements for constables, and training requirements for district attorney investigators.

Composition: The Board consists of thirteen (13) members, six of whom are appointed by the Governor within specific guidelines. The six gubernatorial appointees must come from the following specific categories:

Two Chiefs of Police of municipalities in this state, with one of such municipalities having a population of less than five thousand (5,000).

A sheriff in this state.

A district attorney in this state.

A representative of higher education.

A representative who is a non-supervisory rank-and-file law enforcement officer.

The remaining seven members mandated by legislation are:

The Attorney General, or his designee.

The Director of the MS Highway Safety Patrol, or his designee.

The President of the MS Municipal Association or designee.

The President of the MS Association of Supervisors or designee.

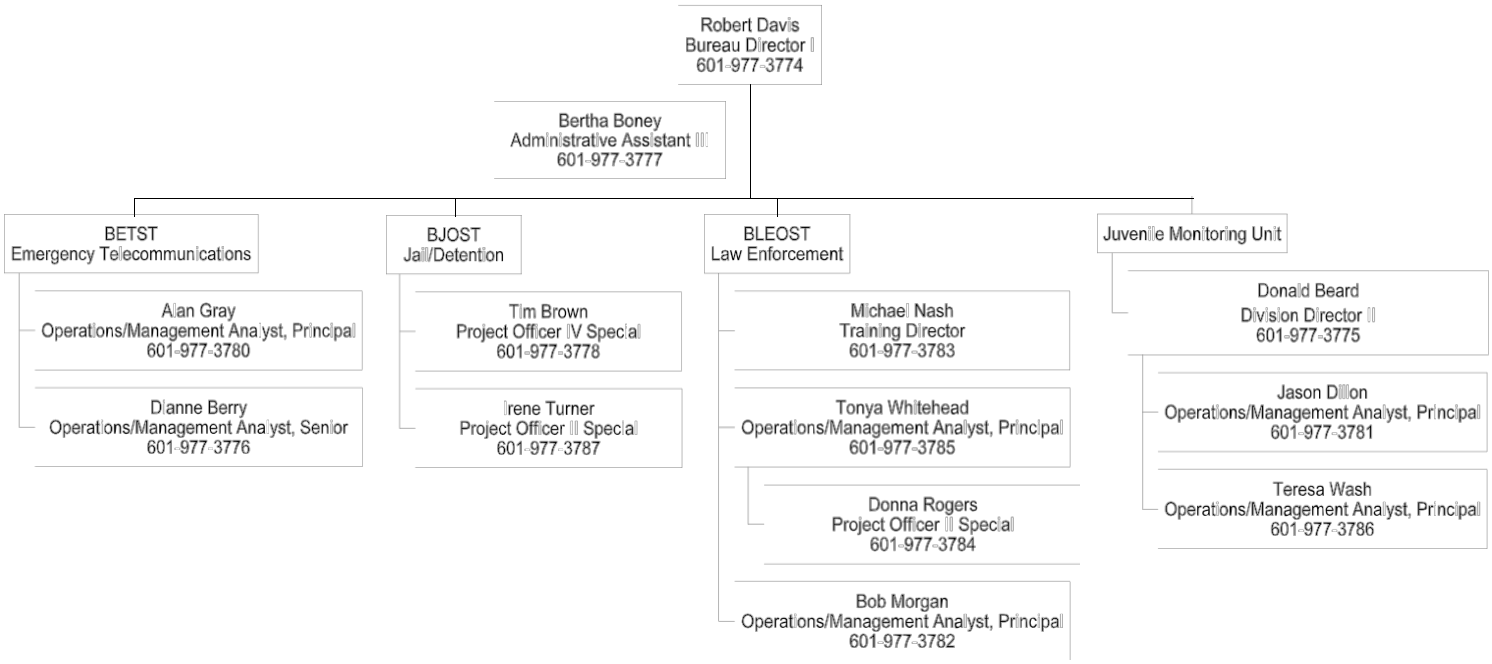
The President of the MS Constable Association or designee.

The President of the MS Campus Law Enforcement Officer Association or designee.

The President of the MS Sheriffs' Association, or his designee.

Organizational Chart of the Office of Standards and Training

adopted - 04/1988; rev - 10/1991, 04/2001, 01/2004, 07/2005, 10/2005, 09/2006, 12/2006, 01/2007, 02/2007, 06/2007, 10/2007, 02/2008, 08/2008, 2011 and 02/2014



Support Division

- Accreditation
  (601) 977-3782
- Compliance Monitoring
  (601) 977-3783; 3774
- Certification Procedure
  (601) 977-3785; 3784; 3774
- Curriculum
  (601) 977-3783; 3774
- Evaluation
  (601) 977-3783; 3774

Training Division

- In-service Training
  (601) 977-3783; 3774
- Instructor Certification
  (601) 977-3783
- Juvenile Monitoring Unit
  (601) 977-3775; 3781; 3786
- Records and Forms
  (601) 977-3785; 3784
- Media Center
  (601) 933-2100

Law Enforcement Agencies Coming under the Jurisdiction of the Law Enforcement Officers Training Program

adopted - 04/1988; rev - 10/1991; 10/2003; 06/2011

The following list contains those agencies whose employees meet the definition of "Law Enforcement Officer" as defined by Chapter 474, § 6, General Laws of Mississippi, and this policy and procedure manual:

Agency Type	Number of Departments
Municipal Police Departments *	296
County Sheriff's Departments	82
Public School Districts (School Resource Officers)	24
Community College Campus Law Enforcement (including extensions)	18
Narcotics Task Forces	17
University Campus Law Enforcement (including extensions)	11
Department of Mental Health	10
Attorney General's Office	3
International and Regional Airport Authorities	3
Railroad Police	3
State Tax Commission	3
Board of Supervisors' Road Patrol	2
Department of Corrections	2
Bureau of Capitol Police	1
Bureau of Narcotics	1
Department of Agriculture & Commerce	1
Department of Transportation	1
Department of Wildlife, Fisheries and Parks	1
Gaming Commission	1
Gulfport Municipal Court	1
Highway Safety Patrol	1
Institutions of Higher Learning	1
Marine Resources	1
Pharmacy Board	1
Public Service Commission	1
Reservoir Patrol	1
State Auditor Office	1
State Fire Marshal's Office	1
Yazoo - Mississippi Delta Levee District Police	1
	490

It is to be noted that not all employees of the above organizations meet the criteria for "law enforcement" and that other unlisted organizations do have certain law enforcement roles but do not meet the criteria established by state law.

* All municipalities within the State of Mississippi are empowered to have Police Departments. However, many of the smaller communities have opted to leave positions vacant.

Training Academies

FULL-TIME ACADEMIES **Academy Name and Mailing Address**
Harrison County Law Enforcement Training Academy P.O. Box 1480 Gulfport, MS 39502 Phone # - (228) 863-1767; Fax # - (228) 863-1768
Hattiesburg Police and Fire Training Academy 53 Academy Drive Hattiesburg, MS 39401 Phone # - (601) 545-4650; Fax # - (601) 545-4652
Jackson Police Department Training Academy 3000 St. Charles Street Jackson, MS 39209 Phone # - (601) 960-1378; Fax # - (601) 960-1376
Mississippi Delta Community College Law Enforcement Training Academy Post Office Box 668 Moorhead, MS 38761 Phone # - (662) 246-6436; Fax # - (662) 246-6436
MS Law Enforcement Officers' Training Academy 3791 Highway 468 West Pearl, MS 39208 Phone # - (601) 933-2100; Fax # - (601) 933-2200
North MS Law Enforcement Training Center One Finney Lane Tupelo, MS 38801 Phone # - (662) 841-6400; Fax # - (662) 841-6434
Southern Regional Public Safety Institute 1813 Lee Avenue Camp Shelby, MS 39407-5500 Phone # - (601) 266-6680; Fax # - (601) 558-2027

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Greater Jackson County Law Enforcement Training Consortium 503 Dewey Avenue Ocean Springs, MS 39564 Phone # - (228) 875-2211; Fax # - (228) 875-5126

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Grenada County Sheriff's Office Reserve Officer's Training School 35 Doak Street Grenada, MS 38901 Phone # - (662) 227-2877; Fax # - (662) 226-2721
Hancock County Sheriff's Department Reserve Law Enforcement Officer's Training Academy 8450 Hwy 90 Bay St. Louis, MS 39520 Phone # - (228) 466-6900; Fax # - (228) 586-1636
Hinds County Sheriff's Office Reserve Training School 1450 County Farm Rd. Raymond, MS 39154 Phone # - (601) 857-4810; Fax # - (601) 857-4940
Lafayette County Law Enforcement Officer's Training Academy j Department of Legal Studies University of Mississippi P O Box 1848 University, MS 38677 Phone # - (662) 915-7902; Fax # - (662) 915-7981
Columbia Police Department Law Enforcement Training Academy 205 Second St. Columbia, MS 39429 Phone # - (601) 736-8052; Fax # - (601) 736-6899
Lincoln County Law Enforcement Training Academy j Lincoln County Sheriff's Department 215 Justice St Brookhaven, MS 39601 Phone # - (601) 833-5231; Fax # - (601) 833-4492
Columbus Police Department Law Enforcement Training Academy 1501 Main St. Columbus, MS 39701 Phone # - (662) 244-3528; Fax # - (662) 244-3687
Meridian Public Safety Training Facility Law Enforcement Academy 1180 Sandflat Rd Meridian, MS 39301 Phone # - (601) 484-6890; Fax # - (601) 484-6895
Desoto County Sheriff's Office Law Enforcement Training Academy 311 West South St. Hernando, MS 38632 Phone # - (662) 429-1475; Fax # - (662) 429-1379

PART-TIME ACADEMIES **Academy Name and Mailing Address**
Rankin County Sheriff's Department Law Enforcement Officer's Training Institute 221 North Timber St Brandon, MS 39042 Phone # - (601) 825-1480; Fax # - (601) 824-7120
Sandersville Regional Law Enforcement Officer Training Academy 110 E. Main St. Sandersville, MS 39477 Phone # - (601) 649-3068; Fax # - (601) 649-3622
Simpson County Law Enforcement Officer's Training Academy 111 West Pine Avenue Mendenhall, MS 39114 Phone # - (601) 847-2921; Fax # - (601) 847-2156

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

person who is performing such duties at any time whether or not they receive any compensation for duties as a law enforcement officer provided that such compensation is less than Two Hundred Fifty Dollars ($250.00) per week or One Thousand Seventy-five Dollars ($1,075.00) per month.

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

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

Chapter 01: Applicant Evaluation, Employment and Certification Procedures

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

Purpose

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

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

Policy

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

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

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

2. Duly sworn,

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Be a United States citizen,

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

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

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

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

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

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

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

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

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

2. Applicants must have been scheduled to attend a specific basic course by name and accepted for enrollment in a course which would have satisfied the probationary period requirement. Once it is determined that an officer cannot complete the course as scheduled, the hiring agency must provide written documentation that fully describes the event which prevents the student from successfully completing the course. The written documentation must include

adequate documentation that the event was indeed beyond the student's control. A student's dismissal from the training program due to misconduct or failure to meet the academic/training standards would not constitute an event beyond that student's control. Illnesses, injuries or other events which could be reasonably avoided would not excuse a student's failure to achieve the training standards. Events, which are precipitated by a student's negligence, misconduct or illegal activity, will not be considered as "beyond the student's control". For example, a vehicular accident in which the student operator was found to be operating the vehicle in a willfully reckless fashion or under the influence of intoxicating substances would not be beyond that student's control as such events can be readily avoided.

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

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

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

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

7. The Board staff shall review the facts and circumstances for each instance where an applicant's department requests to continue service beyond the probationary period. The staff shall determine whether the applicant was eligible to be employed as a law enforcement officer, whether the applicant was scheduled to attend a basic course within the probationary period, whether the injury, illness or other event was beyond the control of the applicant and

whether the situation will be temporary or permanent in nature.

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

Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   a. The full-time or part-time "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III shall be submitted

for either officers who have not obtained certification in this state or officers who have had a break in service of two years or more. Part II of this form must be signed and dated by the applicant. Part III of this form must be signed and dated by the agency head or an authorized designee. Both Parts II and III must be signed and dated before a notary public.

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

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

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

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

a. Any of the questions in Part II, items one (1) through ten (10), that are answered "yes" must be explained in writing to the Board. The explanation must be typed or printed in ink on separate 8.5 x 11 sheets of paper, signed and dated by the applicant and include all related court documents. All crimes (regarding questions 4 and 5) must be reported. The only exceptions to this requirement are traffic offenses where the fine is less than one hundred dollars ($100.00) and where the applicant has had fewer than four (4) traffic offenses within the preceding twenty-four (24) months (excluding drug or alcohol related offenses).

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

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

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

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

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

1. Shall determine that all appropriate forms are included.

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

3. Shall determine the Certification Status of each applicant;

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

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

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

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

e. Or not eligible for certification.

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

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

102.05 After the staff has notified the agency head of the applicant's certification status, the agency head must then ensure that all arrangements are made to enroll the officer in an appropriate training program. Once the applicant has successfully

completed the prescribed training and the Board has approved the individual or group of applicants, the staff will distribute certificates and provide reimbursement of authorized expenses.

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

Chapter 02: Professional Certificates

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

Purpose

100 This section establishes policies and procedures governing professional certificates.

Policy

101 Vested by law with ownership of and full responsibility for law enforcement officers' certificates, the Board's policy is to ensure that certificates are issued only to fully qualified officers and revoked when appropriate and that all certificates are accounted for at all times. The law specifies that any certificate for a law enforcement officer issued as a result of the Law Enforcement Officers Training Program is the property of the Board. Although the certificate is issued in the name of the individual officer, the Board shall place the certificate in the stewardship of the employer and shall retain the right to require return of the certificate to the Board. The employer shall not transfer a certificate issued by the Board to any person or agency except through the Board director.

Procedures

102 All law enforcement employers included under the Law Enforcement Officers Training Program as described in this Policy and Procedures Manual should follow these steps in safekeeping certificates issued to their employees by the Board.

102.01 The employer, upon receiving the certificate from the Board director, should record the certificate number and the date issued in the employee's personnel file.

102.02 The certificate should remain in the physical custody of the employer at a site which houses agency operations. The employer may provide the employee with a photostatic copy of the certificate.

102.03 The certificate, if defaced, destroyed, misplaced, or stolen while in the stewardship of the employer, will normally be replaced with a photostatic copy. The production of duplicate certificates shall be minimized. The staff will evaluate each incident prior to the issuance of a duplicate certificate.

102.04 The employer should return the certificate to the Board director, along with a complete "**Termination/Reassignment Report**" form, within ten working days after:

1. the employee no longer meets all of the qualifications for employment (i.e.- the employee has been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a crime involving moral turpitude, etc. **[the employer shall provide official documentation of any such conviction]**);

2. receiving written notice from the Board of evidence that the certificate was obtained through misrepresentation or fraud;

3. the employee dies, resigns, laterally transfers or is terminated;

4. the employee takes leave or is assigned leave from actual performance of law enforcement duties from the employer for any reason for an indefinite period or for a period planned to last more than twelve months;

5. and receiving written notice from the Board that the certificate shall be returned for other due cause as determined by the Board.

102.05 The staff shall decide the disposition of a certificate within a reasonable time after receiving notice that a certificate has been returned. The Board may decide to:

1. delay consideration of the return of the certificate;

2. inactivate the certificate;

3. assign stewardship of the certificate to a new law enforcement employer or;

4. annul/revoke a certificate, if issued in error or through misrepresentation or fraud.

102.06 In the case of lateral transfer, the staff shall forward the certificate to the appropriate employer.

102.07 The staff shall maintain the certificate and all other file information of officers who have died or whose certificates have been inactivated in the Board files.

102.08 When the staff has inactivated a certificate because an officer is no longer in law enforcement employment as described in this Policy and Procedures Manual, is on indefinite leave or leave for more than one year, or for other reasons the Board director may reactivate the certificate when the certified officer resumes employment for the employer who returned the certificate or under a new law enforcement employer included under the Law Enforcement Officers Training Program. In any case, the employer may initiate the reactivation process by forwarding a "**Law Enforcement Application for Certification and Background Investigation Review**" form, Parts I, II and III to the Director. The Board director shall forward a reactivated certificate to the employer.

102.09 When an officer, certified by Mississippi statute, leaves law enforcement employment for a period of two years or more, his or her certification will lapse. Upon receiving a request to reactivate the officer's certification, the staff shall notify the employer, by letter, that the officer's certification has lapsed, and that the officer must qualify for Board certification within one year for full-time status and two years for part-time status of his or her current date of hire.

Professional Certificates

Chapter 03: Hearings, Denial or Other Sanctions of Certificates

adopted - 10/1989; rev - 10/1991, 04/1997 01/1998, 11/2003 and 09/2009

Purpose

100 This section establishes policy and procedures governing the classification of "not eligible for certification" or the reprimand, suspension (under conditions imposed by the board), recall or cancellation of the professional certificate of a law enforcement officer. This section also establishes the policy and procedures for board hearings for anyone aggrieved of a finding by the staff or to make special requests for relief under board policies.

Policy

101 The Board may reject any unqualified applicant for certification by a classification of not eligible for certification. Further, the Board reserves the right to reprimand, suspend or cancel and recall any certificate when:

101.01 The certificate was issued by administrative error;

101.02 The certificate was obtained through misrepresentation or fraud;

101.03 The holder has been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a crime involving moral turpitude;

101.04 The holder has committed an act of malfeasance or has been dismissed from his employing law enforcement agency;

101.05 Or other due cause as determined by the Board.

1. The Board has established standards and qualifications by rule and regulation for the employment of law enforcement officers as they relate to the competence and reliability of persons to discharge the responsibilities of that position of public trust. These standards address minimum age, education, training, physical and mental standards, citizenship, good moral character and experience.

2. Any condition, conduct or action that would breach the established minimum standards, violate the *Law Enforcement Code of Ethics* or would greatly diminish the public trust in the competence and reliability of a law enforcement officer would be actionable as due cause for reprimand, suspension (under conditions), recall or cancellation of a certificate.

Procedures

102 The procedures listed herein shall be followed to ensure a fair and expedient

process consistent with law.

102.01 The Board staff shall open a certification review file upon the instruction of the assistant director or the director. The director or the assistant may base the opening of a review file on a number of sources.

1. Routine activity by the Board staff that discloses noncompliance with the LEOTP or established policy shall be considered as possible basis for opening a certification review file.

2. Law enforcement agency heads may request in writing to the assistant director or the director that a certification review file be opened.

3. The investigative divisions of the state or a political subdivision thereof may request in writing to the assistant director or the director that a certification review file be opened.

   a. All such requests in Chapter-03, Section-102, Subsection-102.01, Paragraph-2 and 3 above, should be accompanied by documents to support the review request. All accepted materials shall become a part of the individual officer's application packet.

   b. The release of these materials shall be in accordance with the Board's policy and the Open Meetings and Records Act.

102.02 Once the certification review file has been opened, the Board staff shall be responsible for organizing the materials submitted as a result of the review process. The staff may correspond with the employer, official records clerks or investigative agencies to clarify information. The staff may also initiate a request through the director to the investigative division of the Office of the Attorney General for further investigative support if needed.

102.03 The staff will indicate whether criminal charges have been initiated and maintain a current status report for each opened certification review file. (Information on court dates, hearings, pleas, adjudication status and sentencing shall be maintained to enable the director to take immediate action once a case has been heard.)

102.04 The director or the assistant director shall review the status of all open certification review files on a regular basis.

102.05 Once the director believes that there is sufficient cause to support a Board action in the case, the director shall decide whether a sanction should be initiated. The director may elect to:

1. delay consideration pending further information;

2. proceed with an administrative action such as a declaration of ineligible for certification or other approved sanction,

3. proceed with a hearing to enable the full Board to evaluate the case.

102.06 The director shall have the administrative authority to issue both temporary or permanent declarations of ineligibility for certification as well as an administrative revocation of those certificate holders who have been adjudicated guilty of a felony crime.

102.07 Individuals must be notified in writing of any administrative sanction including non-eligibility. The notification letter must contain the reasons for the sanction as well as a statement of the specific findings by the staff. The notification letter must also include instructions for requesting a board hearing.

102.08 Board hearings may be convened at the request of the director or upon the receipt of a request from an individual aggrieved of a staff finding, administrative action or to obtain relief under board policies. The director shall inform the Chair of any requests for a hearing and provide any additional information related to the hearing. The Chair may elect to hold the hearing at the next regularly scheduled meeting or at a specially convened meeting for that purpose.

1. Once the date has been established for the hearing, the director shall notify the officer and the agency head of the hearing date. The letter shall state, in clear terms, the time and place of the hearing, purpose of the hearing and proposed action to be taken. The letter will also:

   a. Invite the officer to appear personally before the Board to make a presentation on his certification.

   b. Advise the officer that they have a right to be heard, present evidence and that they may bring people to give oral testimony or to provide assistance in the presentation. They also may question any adverse witnesses.

   c. Advise the officer that they may have counsel assist and/or represent them at the hearing.

   d. Advise the officer that strict rules of evidence do not apply.

   e. Advise the officer that documents may be submitted for consideration. All copies of any official documents must be submitted under the county seal or notary public. Any written testimony must be presented in the form of duly sworn affidavits. All documents must be submitted to the Board staff not later than five working days before the hearing.

102.09 Any document available under the Open Records Act shall be made available to the respondent upon request. A continuance for the hearing may be granted provided the respondent demonstrates good cause.

102.10 At the appointed time, the chair shall convene the certification hearing. The chair or the vice chair shall be the presiding officer and control the course of the hearing. The Board itself shall constitute the hearing panel.

1. The proceedings of the hearing shall be recorded electronically and a record made by a qualified court reporter.

2. The Board shall consider all oral and written material presented at the hearing.

3. The Board Attorney shall begin by putting information into the record including:

   a. The fact that the respondent received notice of hearing and complaint,

   b. The fact that the respondent has applied for certification or has been certified by the board.

   c. The fact that the respondent was advised of his right to have counsel present, to be heard, present evidence, witnesses and question any adverse witnesses.

4. The Board Attorney shall have the court reporter administer an oath to all those present who desire to speak on record.

5. The hearing shall proceed with the board's representatives presenting their evidence and/or witnesses. The respondent may cross examine any witness. At the conclusion of the board's presentation, the respondent will then be given an opportunity to present evidence or witnesses. The board's representative may cross examine any witness. The Board Members may ask any questions they have of any witness during the hearing.

6. At the conclusion of all presentations and arguments, the Board may vote to enter executive session to deliberate their findings and conclusions. The final vote shall be recorded for the record. During the executive session, members may request the director, other staff or witnesses to provide assistance or to review previous information on the record.

7. During deliberations the Board shall first consider the factual charges against the officer and determine if the information presented supports the charges. If the Board finds that one or more of the charges are supported, then the Board shall consider the appropriate sanction.

8. The Board action shall be reduced to writing and entered into the written record of the proceedings. This record shall report the Board's findings of fact relative to each charge and the certification sanction by the Board.

102.11 The director shall notify the employing agency and the officer in writing of the Board's decision. If the Board suspended or recalled the certificate, the notification shall advise the employer that no person shall serve as a law enforcement officer

during a period when that person's certificate has been suspended, canceled or recalled in accordance with Mississippi Code Annotated, § 45-6-11 (3).

102.12 An officer aggrieved by the findings and order of the Board may file an appeal with the chancery court of the county in which the officer was employed. The officer must submit written notice of the appeal and the appropriate venue to the Board within thirty days after the date of the Board's final order.

Chapter 04: Compliance Monitoring and Noncompliance

adopted - 04/1988; rev - 04/1997, 07/1998 and 07/2013

Purpose

100 This section establishes the policy and procedures for compliance monitoring and for addressing any instances of noncompliance that may come to the Board's attention.

Policy

101 The intent of the Legislature in enacting the Law Enforcement Officers Training Program (LEOTP) was clearly to establish standards for the selection and training of law enforcement officers as soon as possible upon beginning the officer's career. This action was for the benefit of all the people of the state in that trained officers could better meet the needs of a complex society. Due to that very complex nature of today's society, coupled with the ever increasing demands for the services of the law enforcement professional, the need for competent, capable and credible officers has never been greater. The issue of competence has become a hotly debated topic in the nation's courts as the incidence of litigation against law enforcement officers for negligence continues to rise unabated. To further exacerbate matters, law enforcement agencies, towns, cities, counties and even state levels of government are being named by litigants for negligence and violation of civil rights. Simply stated, the potential penalty for failure to do the right thing at the right time is so great that the state and local governments can not afford to ignore the risks. In a large measure, training and standards reduce the risk potential for failure on the part of law enforcement officers. The Board's policy is to ensure that the established standards are enforced to the maximum extent practically possible and that officers receive needed training throughout their careers. As a part of ensuring that standards are met, the Board will strive to encourage agencies and officers to achieve compliance by utilizing every asset and resource available to the Board.

Procedures

102 The primary tools the Board will use in compliance monitoring are the various forms discussed in the section of this manual concerning "**Official Certification Forms**". These forms provide the Board information upon which to base decisions as to the eligibility of an applicant to become a law enforcement officer and the level of training required to meet or exceed the mandated requirement. The Board will use other sources of information as necessary to determine who is serving as a law enforcement officer and whether or not the individual is certified and thereby authorized to serve.

102.01 Compliance shall be evaluated on both an individual and organizational basis.

1. The individual must supply information to the Board through his employer. The

employer must conduct a background investigation to verify the Board certification specifics (see the "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts II and III). This information will be reviewed by the staff to determine eligibility and training. Random checks of the information will be conducted to obtain independent verification. Once the review is completed, the Board will inform the individual on the type of training required to obtain certification. The individual will have achieved compliance only after successful completion of the training and the Board's formal action of certification. Individuals must obtain certification within one year for full-time status and two years for part-time status after their date of hire.

2. Law enforcement agencies must establish policy that ensures only authorized (certified) officers perform duties as full-time, part-time, reserve, or auxiliary law enforcement officer. In addition to this policy, the agencies must provide requested information to the Board on a timely basis. The probationary period should prove to be ample time to achieve certification for any officer. Delays in submitting required paperwork and procrastinating in completing required training can easily result in noncompliance. No provisions are provided to waive, excuse or nullify the requirement to achieve certification within the probationary period. Agencies who have officers who can not achieve certification within the established time limit must reassign the affected individuals to other duties or terminate their employment.

102.02 The Board staff will make every reasonable effort to assist agencies in achieving compliance. The staff, the Board and the Law Enforcement Officers Training Program (LEOTP) exist to serve the needs of the law enforcement community. Hopefully, a spirit of understanding and cooperation will prevail in order that the law enforcement profession will continue to advance and obtain the recognition so richly deserved. The Board will strive to keep lines of communication open and provide assistance in overcoming problems with the certification process before the probation period expires, thereby avoiding serious problems requiring drastic measures.

1. The staff will attempt to contact the agency head to resolve any conflicting information or problems with compliance.

2. The heads of related agencies such as the mayor, Board of supervisors, etc., will be contacted as needed to resolve problems.

3. Communication with agencies shall be in writing with additional backup communication through the use of telephone and staff visits.

102.03 In addition to the information on compliance that the staff discovers through routine monitoring, the staff receives information from a variety of other sources, such as the media and citizen complaints. Information that indicates a potential compliance problem will be reviewed to determine if further information is required. Before taking any action on such information, the staff will attempt to verify the

information with the agency head involved.

102.04 The Board will make every effort to identify the need for compliance and assist those agencies in meeting the requirements of the LEOTP prior to the expiration of the probation period.

1. **If the Board discovers that a violation of the Act has been committed (i.e. an individual performs law enforcement duties in excess of one year for full-time status and two years for part-time status from their date of hire without obtaining Board certification), the Board will notify the agency head in writing of their potential liability. The Board will further notify the State Auditor that public funds may have been paid out in violation of state law. A copy of this notification will be provided to the local executive officer.**

2. In addition to the above measures, the Board will not reimburse the training costs incurred by any agency who is not in compliance with the LEOTP or the provisions of this Policy and Procedures Manual. Simply stated, the payment of an officer's salary, who performs law enforcement duties in excess of a period of one year for full-time status and two years for part-time status without obtaining certification, is prohibited. Therefore, the Board cannot reimburse any cost of salary incurred, after the expiration of the probationary period, by an officer in training, even if the agency is otherwise in compliance.

102.05 In the event an agency disagrees with the Board as to the certification process pertaining to their organization, the agency is encouraged to submit a request in writing to have a representative appear before the Board at the next regularly scheduled meeting.

Chapter 05: Reimbursement of Training Costs

adopted - 07/1981; rev - 04/1988, 10/1991, 09/1993, 04/1997, 07/1998, 03/2007, 09/2008 and 07/2013

Purpose

100 This section establishes the policy and procedures governing the reimbursement of training costs to the law enforcement agencies governed by the Law Enforcement Officers Training Program.

Policy

101 The Law Enforcement Officers Training Program created the board for the primary purpose of developing and implementing guidelines for the selection and training of law enforcement officers. Accordingly, the legislature mandated that the board authorize, but only from such funds authorized and appropriated by the Legislature, the reimbursement to each political subdivision and to state agencies of at least fifty percent (50%) of the allowable salary and allowable tuition, living and travel expense incurred by law enforcement officers in attendance at approved training programs, provided said political subdivisions and state agencies do in fact adhere to the selection and training standards established by the board. The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the direct funding of a part-time law enforcement officer training program. The board shall require the payment of a reasonable tuition fee to aid in funding the costs of administering the part-time law enforcement officer training program.

Note: Reimbursement is authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) Act to include those policies and procedures established by the board pursuant to the Act.

101.01 The priority of reimbursement funding shall be toward the development of:

1. basic training;
2. refresher/equivalency training; and
3. in-service training programs.

101.02 Reimbursement shall be allowable for officers in attendance at board-approved training programs established at such agencies or institutions as the board may deem appropriate. Contact the board staff for information on available programs.

101.03 Employers are entitled to an additional reimbursement, herein after to be known as a **"transfer reimbursement"**, of training expenses from other law enforcement employers should their officer leave law enforcement employment within three (3) years after the date of his employment and immediately become employed by another governmental entity in a law enforcement capacity.

1. The **"transfer reimbursement"** shall be a proportionate share of the training expenses incurred. For the purposes of calculating the transfer reimbursement, transfer reimbursement expenses shall include the allowable tuition, salary and documented travel costs incurred while the officer in question was enrolled in a training course. Transfer reimbursement expenses do not include any related costs to your department such as replacement officer salaries or in kind contributions. To determine the proportionate share of expenses incurred, total the Transfer reimbursement expenses. Subtract the monies reimbursed by the Board. Divide the remainder by 36. Multiply the product times the number of months remaining in the officer's three year service period [36 less the number of months the officer has served]. An example follows:

   Officer Jones was employed as a full-time law enforcement officer by the Sparta Police Department on November 1, 2005. He attended basic training and successfully completed basic training in March of 2006. During training he was paid at a rate of $9.00 per hour. Tuition for the basic course was $3,000.00 and the documented allowable travel expenses incurred were $727.50 [ten round-trips of 150 miles at $.485 per mile or the current rate at which state and federal employees are reimbursed for mileage]. He left full-time employment with Sparta P.D. on May 31, 2006. He began working as a full-time law enforcement officer with the Wabash Police Department on June 20, 2006.

Salary [$9.00/hr x 400 hours (length of training)]	**=**	**$3,600.00**
Tuition	**=**	**3,000.00**
Allowable travel costs (1,500 miles @ $.485/mile)	**=**	**727.50**
T = Total transfer reimbursement expenses	**=**	**$7,327.50**
R = Reimbursement	**=**	**$3,000.00**
S = Number of months served	**=**	**7 months**
P = Statutory 3 year period of service	**=**	**36 months**

Transfer Reimbursement = [(T - R)/P](P-S)
= [($7,327.50 - 3,000.00)/36](36-7)
= ($4,327.50/36)29
= $120.21 x 29
= $3,486.09

2. For purposes of determining eligibility for the transfer reimbursement, immediate re-employment shall be defined as obtaining another full-time, part-time, reserve, or auxiliary law enforcement appointment within thirty days of termination and/or receipt of compensation for services, accrued personal leave or compensatory leave.

101.04 Agencies must meet the following requirements in order to be eligible to receive

reimbursement:

1. agency must be an organization of the state or a political subdivision of the state;

2. officers attending training must be full-time, part-time, reserve, or auxiliary law enforcement officers;

3. agency must have adhered to the selection and training standards established by the board;

4. all administrative requirements must have been completed pursuant to this Policy and Procedures Manual to include all forms completed in full; and

5. agency must have settled all accounts with the institution or academy where training was conducted.

101.05 For the duration of training, the academy or institution shall be the assigned place of duty. For the purposes of calculating the Standards and Training reimbursement, allowable costs of training are as follows:

1. The Board will establish the allowable training costs. Training costs shall be derived from subsistence and tuition expenses. The Board will set the allowable costs for both areas and will prorate allowable costs dependant upon the subsistence and tuition received by the student.

2. The authorized base salary of full-time, part-time, reserve, or auxiliary law enforcement officers is eligible for reimbursement for the period of enrollment in training courses. Salary shall be computed based on the gross monthly salary of the most recent full month prior to graduation. Reimbursement will only include base compensation for a standard 40 hour week. Uniform allowance or other pay benefits will not be considered for reimbursement. Reimbursement will only be authorized for salaries paid for the performance of law enforcement duties.

   a. Officers who are not certified within one year for full-time status and two years for part-time status from their date of hire are not authorized to be paid a salary. Accordingly, the board will not reimburse any salaries paid under such circumstances.

3. Allowable travel expenses shall be determined by multiplying the standard state mileage rate times the mileage for one round trip. Agencies with more than one student enrolled in a course will be expected to car pool and will receive travel for one round trip. No travel reimbursement shall be authorized for employees of state agencies who are enrolled in training programs.

4. The board shall provide training reimbursement for required mandated training

only if the training program completed satisfies the requirements. The board will designate the appropriate training program for certification purposes. If an applicant completes a course other than the designated course, the applicant will not be certified and the agency will not be reimbursed for training costs.

5. Only successfully completed board-approved training programs are allowable. The board will not reimburse the training costs of partially completed training or failed training. If the officer fails either the academic, skill areas, firearms or fitness programs, the board will not reimburse any costs of training.

   Note: Evaluate your officers and correct any weaknesses before enrolling them in the training program. You should consider withdrawing your officers from training if they have difficulty in achieving course requirements for any reason at any time. Officers may return after additional preparation to attempt the course requirements.

6. The priority of training reimbursement funds shall be for the completion of mandated training. Should funds become available, grand fathered officers who attend a board-approved training course may be reimbursed for training expenses. It is recommended that the agency contact the director prior to enrolling certified personnel in board-approved courses.

Procedure

102 The board staff shall review all the information available on each academy class and determine the eligibility and amount of reimbursement to each agency.

102.01 The staff shall maintain a running balance of available funds. The estimated training demand and funds available shall be utilized to compute the reimbursement percentage.

102.02 The students enrolled in training shall provide the academy staff either a copy of a payroll voucher or a letter documenting the base salary for the month preceding enrollment. Students who fail to provide this salary or any other requested information will not be processed for certification or reimbursement until the information is received.

102.03 The academies shall provide the staff an official roster of students within five working days of the day the class begins. The roster shall include the name, social security number and agency of each student. Along with the roster, the academy shall also provide the staff the training packets (medical evaluation) and entry physical fitness test scores for each student enrolled.

102.04 The academies shall notify the staff of any withdrawals or dismissals from training during the course of the program. The notification shall include whether the officer withdrew or was dismissed and the reason (i.e. - deficiency in academics, firearms, physical fitness or skill areas). If the officer was dismissed for a violation of academy rules and regulations, the academy staff must provide a written report of

the investigation into the incident and the disposition of any charges.

102.05 Once the class graduates, the academy shall prepare a graduation roster and score sheets. The graduation roster shall positively indicate that all students have met the basic course requirements. Any students who have not completed the requirements because they have been medically excused from physical activities due to injury or illness sustained while enrolled in the academy should be listed on a separate sheet. Once the student completes the requirements, the academy shall notify the staff in writing. This notification must be received prior to any further certification processing or reimbursement.

102.06 The staff will determine the amount of the reimbursement based on the total of: board-approved training costs, the applicant's documented base monthly salary, and round trip mileage from the agency to the academy. This total shall then be multiplied by the reimbursement percentage factor to determine the dollar amount of the reimbursement. Eligibility will be determined by presence of all required forms, information, photographs and compliance with the Act.

102.07 After determining eligibility and amount of reimbursement, the board staff shall complete a **"Claim for Reimbursement"** form and submit the form to the agency head for review. The form shall contain the name and other personal data of the trainee, course attended, tuition, salary and travel costs. The agency head shall review the form, sign and return the form within five working days of receipt. Any discrepancies or misinformation on the form should be annotated and corrected, and the form should be returned unsigned. The staff shall correct the form and return it to the agency. It is imperative that this form be processed without delay as it is the basis for any funds the agency receives.

102.08 The staff will submit the **"Claim for Reimbursement"** to the Department of Finance and Administration for payment after the board members approve the graduates for certification. The board will maintain a copy of the claims and the warrants of payment in the board files.

102.09 Agencies should receive payment within forty-five days of receipt of the graduate's Professional Certificate. Normally the certificates are mailed the same date the claims are submitted for payment. If the payment is not received in forty-five days, notify the board staff in writing.

102.10 The Board staff will notify the law enforcement agency from which an officer departed if an officer immediately (within thirty days) transfers within three years of employment. The notification shall state that the agency may be eligible for a **"transfer reimbursement"** and provide the name of the agency which has incurred the obligation.

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

CLAIM FOR REIMBURSEMENT FORM

Sign the affidavit below and return this claim for reimbursement form within 5 working days of receipt.

Affidavit:

I certify that I am a duly authorized official of the herein named department; that the claim is in all respects true, correct and has not heretofore been paid, and is in accordance with the Law Enforcement Officers Training Program (LEOTP), and with the policy and procedures promulgated therein. I further certify that I have not violated any of the provisions of applicable state law in incurring these items of expense, if included in this claim. I hereby make application for the maximum funds allowed to defray the cost of training the following described law enforcement officer(s).

Authorized Signature: _____ Date: _____ Rank/ Title: _____

Agency/ Department: _____ Phone Number: _____

Agency's Address:

Post Office Box or Street Address City Zip Code

1		6				
	Name of graduate(s)		Dates of attendance			
2		7	400		400	
	Social security number(s)		# of classroom hours per graduate		# of hours of salary	
3		8	$	$	$	$
	Date(s) of hire as a full-time law enforcement officer(s)	Salary(ies):	Monthly	Bi-weekly	Weekly	Hourly
4		9		$		
	Board-certified school attended		# of graduates	Tuition per graduate	Round-trip mileage	
5	Basic Law Enforcement Class #	10	Standard Reimbursement			$
	Class number		Reim[illegible] nen[illegible]p to [illegible] n[illegible] greater th[illegible] $3,000.00 per graduate			

(DO NOT WRITE BELOW: FOR BLEOST USE ONLY)

I, the undersigned, do hereby duly authorize the disbursement of the above described reimbursement funds.

_____ _____

Director of Standards & Training Date

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

rev. - 26 April 2001

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

EXAMPLE

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, 5/2009 and 7/2013

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 average score of eighty percent (80%), plus a Pass/Fail Practical Examination.

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 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 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**

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 course~~s~~ 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 speedloaders, 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.

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 can not complete the fitness program due to an illness, injury or other event beyond their control may submit any previous passing score (seventy percent - 70%) on either the entrance fitness evaluation or a diagnostic fitness test to fulfill the requirements of the program. To receive this credit, students must not exceed the maximum allowance of five percent (5%) for excused absences. Further, each student must satisfy the academy and board that the illness, injury or event was not caused due to willful misconduct or negligent activity. Any illness or injury must be documented by appropriate treatment records submitted by licensed health care professionals. Any student who suffers an illness or injury that would result in a permanent condition that would prevent further participation in any fitness testing must undergo a fitness for duty evaluation. The evaluation must establish that the officer is capable of performing all the essential functions of the position. The record must clearly indicate the student's condition, illness or injury and state limitations for activity. Other events must be documented by the student's department and submitted to the academy for a decision under this program. If a student had not successfully completed a fitness test prior to the injury or illness, the student may be retested sixty days after release from medical treatment including any periods of therapy.

102.07 **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 other skill courses. A student must demonstrate proficiency in Defensive Driving and Defensive Tactics. 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 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, 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.

Full-Time Law Enforcement Training Curriculum

adopted - 07/1981; rev - 01/1989, 10/1990 and 11/1993

			HOURS
1	POLICE KNOWLEDGE		
	1.1	Patrol Operations	56
	1.1.1	History of the Criminal Justice System	
	1.1.2	Ethics	
†	1.1.3	Law Enforcement Officer Rights	
	1.1.4	Police Image	
	1.1.5	Crime and its Prevention	
†	1.1.6	Stop and Approach	
	1.1.7	Basic Radio Communications	
†	1.1.8	Use of Force and Incident Reporting and Documentation	
	1.1.9	Service of Process	
†	1.1.10	Cultural Awareness and Human Relations	
	1.1.11	Handling the Mentally Ill	
	1.2	Basic Criminal Investigation	31
†	1.2.1	Crime Scene and Forensic Services	
	1.2.2	Basic Investigative Matters	
	1.2.3	Narcotics Investigation	
	1.3	Traffic	58
†	1.3.1	Rules of the Road	
†	1.3.2	DUI Law, Detection and Field Sobriety	
	1.3.3	Accident Investigation	
	1.3.4	Traffic Control and Roadblocks	
†	1.3.5	Intoxilyzer	
	1.3.6	Radar	

			HOURS
1	**POLICE KNOWLEDGE (continued)**		
	1.4	Basic Law for Law Enforcement Officers	50
	1.4.1	Evidence, Arrest, Search and Seizure	
	1.4.2	Mississippi Criminal Statutes	
	1.4.3	Juvenile Law and Procedure	
	1.4.4	Civil Liability and Use of Force	
2	**POLICE SKILLS**		
	2.1	Mechanics of Arrest	98
	2.1.1	Physical Fitness and Conditioning	
†	2.1.2	Subject Control Techniques	
†	2.1.3	Officer Survival and Crisis Intervention	
	2.2	Testimony in Court	6
	2.2.1	Courtroom Procedures and Techniques	
	2.2.2	Moot Court	
†	2.3	Firearms Training	52
†	2.4	First Aid, HIV/AIDS Awareness and CPR	14
†	2.5	Driver Training	22
	2.6	Administrative Time	13
†	**TOTAL CLASS LENGTH**		**400**

† In November of 1993 the length of the basic training curriculum was increased to a total of four hundred (400) hours by the addition of new courses and by lengthening existing courses.

Part-Time Law Enforcement Training Curriculum

adopted - 09/1998; rev - 11/2001

			HOURS
1	POLICE KNOWLEDGE		
	1.1	Patrol Operations	37
	1.1.1	History of the Criminal Justice System	
	1.1.2	Ethics	
	1.1.3	Law Enforcement Officer Rights	
	1.1.4	Police Image	
	1.1.5	Crime and its Prevention	
	1.1.6	Stop and Approach	
	1.1.7	Basic Radio Communications	
	1.1.8	Use of Force and Incident Reporting and Documentation	
	1.1.9	Service of Process	
	1.1.10	Cultural Awareness and Human Relations	
	1.1.11	Handling the Mentally Ill	
	1.2	Basic Criminal Investigation	17
	1.2.1	Crime Scene and Forensic Services	
	1.2.2	Basic Investigative Matters	
	1.2.3	Narcotics Investigation	
	1.3	Traffic	20
	1.3.1	Rules of the Road	
	1.3.2	DUI Law, Detection and Field Sobriety	
	1.3.3	Accident Investigation	
	1.3.4	Traffic Control and Roadblocks	
†	1.3.5	Intoxilyzer	
†	1.3.6	Radar	

1	**POLICE KNOWLEDGE (continued)**	**HOURS**
	1.4 Basic Law for Law Enforcement Officers	50
	1.4.1 Evidence, Arrest, Search and Seizure	
	1.4.2 Mississippi Criminal Statutes	
	1.4.3 Juvenile Law and Procedure	
	1.4.4 Civil Liability and Use of Force	
2	**POLICE SKILLS**	
	2.1 Mechanics of Arrest	50
	2.1.1 Physical Fitness and Conditioning	
	2.1.2 Subject Control Techniques	
	2.1.3 Officer Survival and Crisis Intervention	
	2.2 Testimony in Court	3
	2.2.1 Courtroom Procedures and Techniques	
	2.2.2 Moot Court	
	2.3 Firearms Training	4
	2.4 First Aid, HIV/AIDS Awareness and CPR	8
	2.5 Driver Training	4
	2.6 Administrative Time	7
	TOTAL CLASS LENGTH	**200**

† Intoxilyzer and radar training may be both coordinated by and conducted at the local law enforcement agency. While it is required, it does not necessarily have to be taught as a part of the Part-time Officer training course. It can be taught at a later date, after the student has completed the part-time course.

Chapter 07: Physical Fitness Program

adopted - 01/1987; rev - 12/1993, 01/1995, 01/1996, 09/2004 and 03/2015

Purpose

100 This section establishes policy and procedures governing the Physical Fitness Program.

Policy

101 The Board requires that each law enforcement officer be able to demonstrate an acceptable level of fitness before graduation from the basic course.

101.01 The Board recognizes that fitness can greatly mitigate the effects of stress, heart and back problems. These three problems are the leading causes of lost time in law enforcement agencies nationwide. By reducing these effects, productivity will be improved.

101.02 Other additional areas of concern that fitness can effectively influence are self-defense, arrest and use of force techniques. Fitness increases exponentially the options available to the enforcer in a confrontational setting. The appearance of law enforcement officers is a major influencing factor in the development of a citizen's first impression. An officer who appears to be profoundly unfit would make a poor first impression and diminish the public's trust in the institution. The officer's confidence and appearance are improved as fitness levels improve, thereby adding greatly to the officer's credibility. Confident, credible and competent officers are more effective in the performance of their duties.

101.03 Upper body strength, agility, cardiorespiratory endurance, and body fat are four measurable characteristics of fitness. The officer's body fat percentage is evaluated as a part of the medical examination required prior to attendance at the training academy. The Board has adopted a fitness test that measures each of the following areas: upper body strength - through push-ups; agility - through a timed agility run; and cardiovascular endurance - through a 1½ mile run. The minimum acceptable score for this test is 70% for each event. The test has been age and gender adjusted to ensure that the scoring reflects the average for the general population of each group.

Note: The passing score represents the average ability of the total population for each age and gender group, therefore an officer need only possess average fitness abilities to pass the test.

101.04 Following academy registration activities, the first physical fitness test shall be administered. To remain in the program, each candidate must demonstrate an acceptable level of fitness by achieving a score of not less than 50% on each

event. Requiring students to achieve a 50% score at the beginning of the training program optimizes the chance that every student will achieve 70% by the end of the program. Further, insuring that all students begin the program at an acceptable level of fitness will diminish the incidence of injuries.

Procedures

102 The fitness program is a part of the probationary period activities which lead to the eventual professional certification of the law enforcement officer.

102.01 The program actually begins upon the officer's date of hire. Officers must be deemed physically fit to satisfactorily meet the employment guidelines (See **"Law Enforcement Officer Applicant Evaluation, Employment and Certification Procedures**"). The **"Law Enforcement Basic Training Packet"** contains a medical evaluation section which should be utilized as an employment physical evaluation. This section provides the candidate, agency head and academy director information on the candidate's potential to successfully pass the fitness test and more importantly, successfully perform all the duties of a law enforcement officer.

102.02 The packet contains a list of enforcement duties and a sample of the minimum activity required to pass the fitness test. A copy is normally included as a part of the academy registration packet.

1. The agency head and candidate must be aware of the requirements. Agencies are encouraged to administer the fitness test events to their prospective employees to provide additional information on the individual's fitness ability.

2. The agency head must also ensure that the physician who conducts the physical examination is aware of the physical fitness conditioning requirements of the basic course, the duties and working conditions of law enforcement officers.

3. **The agency head must ensure that candidates consult their physician and begin any needed exercise and/or diet plan in ample time prior to reporting to the academy. The fitness program will markedly improve fitness levels, but cannot overcome individuals who are profoundly unfit.**

102.03 Each Academy Director is ultimately responsible for the safety and welfare of the law enforcement officers given over to their care while enrolled in a training program. The training packet contains key information which the Director must consider in the decision process as to whether an individual can safely participate in training. The Director may delegate the authority to some other qualified academy official to review the applications and enroll students, but the responsibility for the same cannot be delegated.

1. The academy director (or designee) shall evaluate each application prior to admittance to the academy as follows:

a. **Memorandum (page i)** - This sheet is intended to be read by the applicant, physician and the applicant's agency head. This sheet may be discarded upon receipt of a completed training packet.

b. **Information for the Physician (pages ii and iii)** - These sheets contain information for the physician about the duties and working conditions of law enforcement officers. In addition to these duties, page iii provides a description of the physical fitness conditioning program and the requirements for successful completion of the training program. This sheet may also be discarded upon receipt of a completed training packet.

c. **Medical Examination Report (pages 1 through 5)** - This section of the training packet consists of three 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 in ink or typing the physician's name and by having the physician sign and date the affidavit in the appropriate spaces.

i. **Health Questionnaire (pages 1 and 2)** - This section must be completed by the applicant. All required entries/spaces must have a response, missing entries will result in rejection of the packet. Any question numbered 1 through 56 answered "yes" must have an explanation to include a list of the physicians consulted.

ii. **Physical Fitness Examination (pages 3 through 5)** - This part of the training packet is to be completed by the attending physician. All appropriate spaces must be marked. The reviewer of the form shall check that:

(i) Height/Weight has been annotated and the doctor has marked either satisfactory or excessive/deficient. If the applicant's weight exceeds the threshold weight values to the degree that a reasonable person should know to a moral certainty that the officer's performance/safety would be adversely affected, the condition must be corrected before admittance.

(ii) Questions one (1) through fifteen (15) are marked. It should be clear that the officer has no abnormality or other problem that would adversely affect performance and/or safety. If the doctor states that the individual is able to perform law enforcement duties with some exception or qualifier, the condition must be rectified in writing before the applicant may be admitted.

iii. **Physician's Affidavit (page 5)** This section must have the physician's name printed in ink or typed, his/her signature and the date the

examination was given. The date of the examination must coincide within one month of the applicant's date of signature under the applicant's affidavit and liability waiver and must be within six months of the start of training.

d. **Salary Information (page 6)** - This page contains a brief explanation of policy on the reimbursement of training expenses. Check to ensure that the form is either completed or that documentation of the officer's salary is attached. Attach proof of high school diploma/GED and NCIC report to this page also.

e. **Law Enforcement Agency's Affidavit (page 7)** - This section must be signed by the head of the agency/department or someone with authority to sign in his/her name. The signee's name must be printed in ink or typed, and the affidavit must be signed and dated in the appropriate spaces.

f. **Applicant's Affidavit & Injury Liability Waiver (page 7)** - This section must be read and signed by the applicant trainee. The applicant must have signed and dated the affidavit and liability waiver in the appropriate spaces.

g. **Application for Training/Personal Information Summary (page 8)** - This sheet contains administrative information of use to the academies and to the Board. Check to ensure all items have been completed or marked N/A (not applicable) and that all dates requested are entered. The page has space provided to attach a photograph of the applicant for identification purposes. Although a professional photograph is not required, the applicant's photograph must be a recent picture of such clarity and finish as to allow immediate identification of the applicant.

2. If the director is unsure of the applicant's ability to safely participate in the training program, the director may refer the candidate to another physician selected by the academy director. The referral shall be at the expense of the employing agency and/or applicant. After the completion of this examination, if the director decides to refuse to admit the applicant, the director shall contact the applicant in writing.

3. The director shall provide the Board both medical examinations and a copy of the applicant's notification. The Board will evaluate the medical information, review the academy director's decision and offer the applicant a hearing to determine whether the officer meets the medical fitness requirement established in the LEOTP. In making this decision, the Board may elect a medical review panel to further evaluate the candidate's fitness for duty.

102.04 The academy director shall develop and implement a physical training program that stresses safety and optimizes the potential of students to pass the fitness test.

1. The safety and health of candidates shall be the foremost concern of the academy director and staff. The program must be designed to gradually increase performance levels. Exercise periods should be scheduled to minimize

the impact of weather extremes (particular care must be taken during summer months to avoid heat-related injuries). Exercise periods must begin with appropriate warm-up exercises and end with cool-down activities.

2. The academy director must develop contingency plans and procedures to ensure adequate communications, transportation and first aid coverage are provided during all phases of exercise periods. In addition to these requirements, plans for running on public streets must include appropriate visibility markings (e.g., reflective vests/tape, traffic cone flashlights, etc.) and procedures for interaction with traffic.

3. The fitness program will be administered throughout the training cycle. Fitness training shall be conducted as a group activity no less than three times weekly. Students shall participate in all physical fitness training unless excused in writing by a medical doctor. 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 may conduct additional fitness training.

102.05 Testing and evaluation of fitness shall be conducted by the administration of scheduled fitness tests.

1. Following academy registration activities, the first physical fitness test shall be administered. Each student must demonstrate an acceptable level of fitness by achieving a score of not less than fifty percent (50%) on each event. Candidates failing to achieve this score shall be dismissed from the academy. The agency head shall be promptly notified of the student's failure to attain an acceptable fitness score.

2. Students who fail to achieve seventy percent (70%) on each event at the scheduled fitness tests will be counseled and their agency head notified of their performance. The agency head must advise the academy of their decision to continue training for their officers. Students will be offered three attempts to pass the final fitness test. Students who fail all three attempts will not graduate from the academy. The test shall be administered as follows:

   a. Students shall be informed of the test date/time at least five working days in advance.

   b. The academy director shall ensure that adequate staff members are available to administer the test. The director shall ensure all safety procedures are enforced. Staff members shall observe the number of repetitions and elapsed time.

3. **Standards of Scoring Conversion** - The candidate's performance on each event shall be matched with that event's standard sheet for the score. If the number

of repetitions or performance of the candidate falls between values on the chart, the candidate must find an interval between the higher and lower performance that he/she received. If the performance falls in an interval lower half, the lower number is used. However, if the performance falls at half or more than half, the next whole number is selected.

4. **Event I** is the "**Agility Run**". The agility course consists of two parallel lines on a floor separated by thirty feet (30'). One line is designated as the "**Start/Finish**" line, and the other, the "**End Boundary**" line. Both of these lines have a twelve inch (12") cone (traffic pylon) placed on them. In addition, two other cones are to be placed equidistant between the lines.

   a. The candidate begins from a flat, prone position with hands on the "start/finish" line with his/her legs straight and feet together. When signaled to start the student arises and begins a thirty foot (30') sprint to the "end boundary" line, stops (placing at least one foot over the end line) and sprints back to the original starting line. The student immediately negotiates a left turn around the cone on the starting line, and commences to zig-zag in a figure eight fashion around the cones up to the "end boundary" line, then zig-zagging back to the "start/finish" line. Once across the student sprints straight to the "end boundary line" and returns.

   b. Each candidate is allowed two (2) attempts at the run to record his or her best time. Any mistake will result in a restart. In each of the two attempts, the candidate is allowed (2) mistakes. Upon the third mistake, no time will be recorded for that event.

   c. A candidate's score in this event will be determined by using the "**Agility Run Standards**" sheet.

5. **Event II** is the "**Push-Up"** test. The push-ups are done in a two (2) minute time period. The proper push-up position and form for the student is hands on the ground, feet together and arms fully extended. No other part of the body may touch the ground. The candidate shall commence in the exercise by placing his or her chest on the instructor's fist. If the student rests during the two (2) minutes, he or she may arch their back up or down, but must resume a proper push-up position before continuing with the exercise. The instructor may inform the candidate when the time remaining reaches the one minute mark and the thirty (30) second mark.

   a. If any of the above rules are not followed by a candidate, the instructor will terminate the exercise and grant the previously completed number of push-ups to the candidate.

   b. A candidate's score in this event will be determined by using the "**Push-Up Standards**" sheet.

6. **Event III** is the "**1.5 Mile Run**". Candidates will run a measured one and a half (1 ½) mile course. Candidates may walk during brief periods of rest.

7. Candidates must achieve a passing score in each event to successfully complete the fitness test. Failure of any one of the events would constitute failure of the entire test.

EVENT I - AGILITY RUN STANDARDS

EFFICIENCY SCORE	20-29 YEARS AGILITY TIME (in seconds)		30-39 YEARS AGILITY TIME (in seconds)		40-50 + YEARS AGILITY TIME (in seconds)	
	Male	Female	Male	Female	Male	Female
100	15:90	17:80	16:40	18:90	17:35	20:55
99.50	15:95	17:85	16:44	18:95	17:40	20:61
99.00	15:99	17:91	16:49	19:01	17:44	20:66
98.50	16:04	17:96	16:53	19:06	17:49	20:72
98.00	16:08	18:02	16:58	19:12	17:53	20:77
97.50	16:13	18:07	16:62	19:17	17:58	20:83
97.00	16:17	18:13	16:67	19:23	17:62	20:88
96.50	16:22	18:18	16:71	19:28	17:67	20:94
96.00	16:26	18:24	16:76	19:34	17:71	20:99
95.50	16:31	18:29	16:80	19:39	17:76	21:05
95.00	16:35	18:35	16:85	19:45	17:80	21:10
94.50	16:40	18:40	16:89	19:51	17:85	21:16
94.00	16:44	18:46	16:94	19:56	17:89	21:21
93.50	16:49	18:51	16:98	19:62	17:94	21:27
93.00	16:53	18:57	17:03	19:67	17:98	21:32
92.50	16:58	18:62	17:07	19:73	18:03	21:38
92.00	16:62	18:68	17:12	19:78	18:07	21:43
91.50	16:67	18:73	17:16	19:84	18:12	21:49
91.00	16:73	18:79	17:21	19:89	18:16	21:54
90.50	16:76	18:84	17:25	19:95	18:21	21:60
90.00	16:80	18:90	17:30	20:00	18:25	21:65
89.50	16:85	18:95	17:34	20:06	18:30	21:71
89.00	16:89	19:01	17:39	20:11	18:34	21:76
88.50	16:94	19:06	17:43	20:17	18:39	21:82
88.00	16:98	19:12	17:48	20:22	18:43	21:87
87.50	17:03	19:17	17:52	20:28	18:48	21:93
87.00	17:07	19:23	17:57	20:33	18:52	21:98
86.50	17:12	19:28	17:61	20:39	18:57	22:04
86.00	17:16	19:34	17:66	20:44	18:61	22:09
85.50	17:21	19:39	17:70	20:50	18:66	22:15
85.00	17:25	19:45	17:75	20:55	18:70	22:20
84.50	17:30	19:51	17:79	20:61	18:75	22:26
84.00	17:34	19:56	17:84	20:66	18:79	22:31

EVENT I - AGILITY RUN STANDARDS

EFFICIENCY SCORE	20-29 YEARS AGILITY TIME (in seconds)		30-39 YEARS AGILITY TIME (in seconds)		40-50 + YEARS AGILITY TIME (in seconds)	
	Male	Female	Male	Female	Male	Female
83.50	17:39	19:62	17:88	20:72	18:84	22:37
83.00	17:43	19:67	17:93	20:77	18:88	22:42
82.50	17:48	19:73	17:97	20:83	18:93	22:48
82.00	17:52	19:78	18:02	20:88	18:97	22:53
81.50	17:57	19:84	18:06	20:94	19:02	22:59
81.00	17:61	19:89	18:11	20:99	19:06	22:64
80.50	17:66	19:95	18:15	21:05	19:11	22:70
80.00	17:70	20:00	18:20	21:10	19:15	22:75
79.50	17:75	20:06	18:24	21:16	19:20	22:81
79.00	17:79	20:11	18:29	21:21	19:24	22:86
78.50	17:84	20:17	18:33	21:27	19:29	22:92
78.00	17:88	20:22	18:38	21:32	19:33	22:97
77.50	17:93	20:28	18:42	21:38	19:38	23:03
77.00	17:97	20:33	18:47	21:43	19:42	23:08
76.50	18:02	20:39	18:51	21:49	19:47	23:14
76.00	18:06	20:44	18:56	21:54	19:51	23:19
75.50	18:11	20:50	18:60	21:60	19:56	23:25
75.00	18:15	20:55	18:65	21:65	19:60	23:30
74.50	18:20	20:61	18:69	21:71	19:65	23:36
74.00	18:24	20:66	18:74	21:76	19:69	23:41
73.50	18:29	20:72	18:78	21:82	19:74	23:47
73.00	18:33	20:77	18:83	21:87	19:78	23:52
72.50	18:38	20:83	18:87	21:93	19:83	23:58
72.00	18:42	20:88	18:92	21:98	19:87	23:63
71.50	18:47	20:94	18:96	22:04	19:92	23:69
71.00	18:51	20:99	19:01	22:09	19:93	23:74
70.50	18:56	21:05	19:05	22:15	20:01	23:80
70.00	18:60	21:10	19:10	22:20	20:05	23:85

EVENT II - PUSH-UP STANDARDS

Male/Female Push-up Scores																
	% Scores for Ages 17 - 21		% Scores for Ages 22 - 26		% Scores for Ages 27 - 31		% Scores for Ages 32 - 36		% Scores for Ages 37 - 41		% Scores for Ages 42 - 46		% Scores for Ages 47 - 51		% Scores for Ages 52 +	
# of Repetitions	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
82	100															
81.00	99.00															
80.00	98.00		100													
79.00	97.00		99.00													
78.00	96.00		98.00		100											
77.00	95.00		97.00		99.00											
76.00	94.00		96.00		98.00											
75.00	93.00		95.00		97.00											
74.00	92.00		94.00		96.00											
73.00	91.00		93.00		95.00		100									
72.00	90.00		92.00		94.00		99.00		100							
71.00	89.00		91.00		93.00		98.00		99.00							
70.00	88.00		90.00		92.00		97.00		98.00							
69.00	87.00		89.00		91.00		96.00		97.00							
68.00	86.00		88.00		90.00		95.00		96.00							
67.00	85.00		87.00		89.00		94.00		95.00							
66.00	84.00		86.00		88.00		93.00		94.00		100					
65.00	83.00		85.00		87.00		92.00		93.00		99.00					
64.00	82.00		84.00		86.00		91.00		92.00		98.00					
63.00	81.00		83.00		85.00		90.00		91.00		97.00					
62.00	80.00		82.00		84.00		89.00		90.00		96.00		100			
61.00	79.00		81.00		83.00		88.00		89.00		95.00		99.00			
60.00	78.00		80.00		82.00		87.00		88.00		94.00		98.00			
59.00	77.00		79.00		81.00		86.00		87.00		93.00		97.00			
58.00	76.00	100	78.00		80.00		85.00		86.00		92.00		96.00			
57.00	75.00	99.00	77.00		79.00		84.00		85.00		91.00		95.00			
56.00	74.00	98.00	76.00	100	78.00		83.00		84.00		90.00		94.00		100	
55.00	73.00	97.00	75.00	99.00	77.00		82.00		83.00		89.00		93.00		99.00	
54.00	72.00	96.00	74.00	98.00	76.00	100	81.00		82.00		88.00		92.00		98.00	
53.00	71.00	95.00	73.00	97.00	75.00	99.00	80.00		81.00		87.00		91.00		97.00	
52.00	70.00	94.00	72.00	96.00	74.00	98.00	79.00	100	80.00		86.00		90.00		96.00	
51.00	69.00	93.00	71.00	95.00	73.00	97.00	78.00	99.00	79.00		85.00		89.00		95.00	
50.00	68.00	92.00	70.00	94.00	72.00	96.00	77.00	98.00	78.00		84.00		88.00		94.00	
49.00	67.00	91.00	69.00	93.00	71.00	95.00	76.00	97.00	77.00		83.00		87.00		93.00	
48.00	66.00	90.00	68.00	92.00	70.00	94.00	75.00	96.00	76.00	100	82.00		86.00		92.00	
47.00	65.00	89.00	67.00	91.00	69.00	93.00	74.00	95.00	75.00	99.00	81.00		85.00		91.00	
46.00	64.00	88.00	66.00	90.00	68.00	92.00	73.00	94.00	74.00	98.00	80.00		84.00		90.00	
45.00	63.00	87.00	65.00	89.00	67.00	91.00	72.00	93.00	73.00	97.00	79.00	100	83.00		89.00	
44.00	62.00	86.00	64.00	88.00	66.00	90.00	71.00	92.00	72.00	96.00	78.00	99.00	82.00		88.00	
43.00	61.00	85.00	63.00	87.00	65.00	89.00	70.00	91.00	71.00	95.00	77.00	98.00	81.00		87.00	
42.00	60.00	84.00	62.00	86.00	64.00	88.00	69.00	90.00	70.00	94.00	76.00	97.00	80.00		86.00	
41.00	59.00	83.00	61.00	85.00	63.00	87.00	68.00	89.00	69.00	93.00	75.00	96.00	79.00	100	85.00	
40.00	58.00	82.00	60.00	84.00	62.00	86.00	67.00	88.00	68.00	92.00	74.00	95.00	78.00	99.00	84.00	100
39.00	57.00	81.00	59.00	83.00	61.00	85.00	66.00	87.00	67.00	91.00	73.00	94.00	77.00	98.00	83.00	99.00

EVENT II - PUSH-UP STANDARDS

Male/Female Push-up Scores																
	% Scores for Ages 17 - 21		% Scores for Ages 22 - 26		% Scores for Ages 27 - 31		% Scores for Ages 32 - 36		% Scores for Ages 37 - 41		% Scores for Ages 42 - 46		% Scores for Ages 47 - 51		% Scores for Ages 52 +	
# of Repetitions	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
38.00	56.00	80.00	58.00	82.00	60.00	84.00	65.00	86.00	66.00	90.00	72.00	93.00	76.00	97.00	82.00	98.00
37.00	55.00	79.00	57.00	81.00	59.00	83.00	64.00	85.00	65.00	89.00	71.00	92.00	75.00	96.00	81.00	97.00
36.00	54.00	78.00	56.00	80.00	58.00	82.00	63.00	84.00	64.00	88.00	70.00	91.00	74.00	95.00	80.00	96.00
35.00	53.00	77.00	55.00	79.00	57.00	81.00	62.00	83.00	63.00	87.00	69.00	90.00	73.00	94.00	79.00	95.00
34.00	52.00	76.00	54.00	78.00	56.00	80.00	61.00	82.00	62.00	86.00	68.00	89.00	72.00	93.00	78.00	94.00
33.00	51.00	75.00	53.00	77.00	55.00	79.00	60.00	81.00	61.00	85.00	67.00	88.00	71.00	92.00	77.00	93.00
32.00	50.00	74.00	52.00	76.00	54.00	78.00	59.00	80.00	60.00	84.00	66.00	87.00	70.00	91.00	76.00	92.00
31.00	49.00	73.00	51.00	75.00	53.00	77.00	58.00	79.00	59.00	83.00	65.00	86.00	69.00	90.00	75.00	91.00
30.00	48.00	72.00	50.00	74.00	52.00	76.00	57.00	78.00	58.00	82.00	64.00	85.00	68.00	89.00	74.00	90.00
29.00	47.00	71.00	49.00	73.00	51.00	75.00	56.00	77.00	57.00	81.00	63.00	84.00	67.00	88.00	73.00	89.00
28.00	46.00	70.00	48.00	72.00	50.00	74.00	55.00	76.00	56.00	80.00	62.00	83.00	66.00	87.00	72.00	88.00
27.00	45.00	69.00	47.00	71.00	49.00	73.00	54.00	75.00	55.00	79.00	61.00	82.00	65.00	86.00	71.00	87.00
26.00	44.00	68.00	46.00	70.00	48.00	72.00	53.00	74.00	54.00	78.00	60.00	81.00	64.00	85.00	70.00	86.00
25.00	43.00	67.00	45.00	69.00	47.00	71.00	52.00	73.00	53.00	77.00	59.00	80.00	63.00	84.00	69.00	85.00
24.00	42.00	66.00	44.00	68.00	46.00	70.00	51.00	72.00	52.00	76.00	58.00	79.00	62.00	83.00	68.00	84.00
23.00	41.00	65.00	43.00	67.00	45.00	69.00	50.00	71.00	51.00	75.00	57.00	78.00	61.00	82.00	67.00	83.00
22.00	40.00	64.00	42.00	66.00	44.00	68.00	48.00	70.00	50.00	74.00	56.00	77.00	60.00	81.00	66.00	82.00
21.00	39.00	63.00	41.00	65.00	42.00	67.00	46.00	69.00	48.00	73.00	55.00	76.00	58.00	80.00	65.00	81.00
20.00	38.00	62.00	40.00	64.00	40.00	66.00	44.00	68.00	46.00	72.00	54.00	75.00	56.00	79.00	64.00	80.00
19.00	37.00	61.00	38.00	63.00	38.00	65.00	42.00	67.00	44.00	71.00	52.00	74.00	54.00	78.00	63.00	79.00
18.00	36.00	60.00	36.00	62.00	36.00	64.00	40.00	66.00	42.00	70.00	50.00	72.00	52.00	77.00	62.00	78.00
17.00	34.00	58.00	34.00	61.00	34.00	63.00	38.00	65.00	40.00	68.00	48.00	70.00	50.00	76.00	61.00	77.00
16.00	32.00	56.00	32.00	60.00	32.00	62.00	36.00	64.00	38.00	66.00	46.00	68.00	48.00	75.00	60.00	76.00
15.00	30.00	54.00	30.00	58.00	30.00	60.00	34.00	62.00	36.00	64.00	44.00	66.00	46.00	74.00	57.00	75.00
14.00	28.00	52.00	28.00	56.00	28.00	58.00	32.00	60.00	34.00	62.00	42.00	64.00	44.00	72.00	54.00	74.00
13.00	26.00	50.00	26.00	54.00	26.00	56.00	30.00	58.00	32.00	60.00	39.00	62.00	42.00	70.00	51.00	72.00
12.00	24.00	48.00	24.00	52.00	24.00	54.00	28.00	56.00	30.00	58.00	36.00	60.00	40.00	68.00	48.00	70.00
11.00	22.00	44.00	22.00	50.00	22.00	52.00	26.00	54.00	28.00	56.00	33.00	58.00	38.00	64.00	44.00	68.00
10.00	20.00	40.00	20.00	46.00	20.00	50.00	24.00	52.00	26.00	54.00	30.00	56.00	36.00	60.00	40.00	64.00
9.00	18.00	36.00	18.00	42.00	18.00	45.00	22.00	50.00	24.00	52.00	27.00	54.00	34.00	57.00	36.00	60.00
8.00	16.00	32.00	16.00	38.00	16.00	40.00	20.00	45.00	22.00	50.00	24.00	52.00	32.00	54.00	32.00	56.00
7.00	14.00	28.00	14.00	34.00	14.00	35.00	18.00	40.00	20.00	44.00	21.00	50.00	28.00	51.00	28.00	52.00
6.00	12.00	24.00	12.00	30.00	12.00	30.00	16.00	35.00	18.00	38.00	18.00	43.00	24.00	48.00	24.00	46.00
5.00	10.00	20.00	10.00	25.00	10.00	25.00	14.00	30.00	16.00	32.00	15.00	36.00	20.00	40.00	20.00	40.00
4.00	8.00	16.00	8.00	20.00	8.00	20.00	12.00	24.00	12.00	26.00	12.00	29.00	16.00	32.00	16.00	32.00
3.00	6.00	12.00	6.00	15.00	6.00	15.00	9.00	18.00	9.00	20.00	9.00	22.00	12.00	24.00	12.00	24.00
2.00	4.00	8.00	4.00	10.00	4.00	10.00	6.00	12.00	6.00	14.00	6.00	15.00	8.00	16.00	8.00	16.00
1.00	2.00	4.00	2.00	5.00	2.00	5.00	3.00	6.00	3.00	7.00	3.00	8.00	4.00	8.00	4.00	8.00

EVENT III - 1.5 MILE RUN STANDARDS

PERCENTAGE SCORE	20-29 YEARS RUN TIME (in minutes)		30-39 YEARS RUN TIME (in minutes)		40-50 + YEARS RUN TIME (in minutes)	
	Male	Female	Male	Female	Male	Female
100	9:00	10:48	10:00	12:00	11:00	13:12
99.50	9:05	10:55	10:05	12:07	11:05	13:19
99.00	9:11	11:02	10:11	12:13	11:11	13:25
98.50	9:17	11:08	10:16	12:19	11:16	13:31
98.00	9:22	11:14	10:22	12:26	11:22	13:38
97.50	9:28	11:20	10:28	12:32	11:28	13:44
97.00	9:33	11:27	10:33	12:39	11:33	13:51
96.50	9:38	11:34	10/38	12:46	11:38	13:58
96.00	9:44	11:40	10:44	12:52	11:44	14:04
95.50	9:50	11:47	10:49	12:58	11:49	14:10
95.00	9:55	11:53	10:55	13:05	11:55	14:17
94.50	10:01	11:59	11:01	13:11	12:01	14:23
94.00	10:07	12:06	11:06	13:18	12:06	14:30
93.50	10:12	12:13	11:11	13:25	12:11	14:37
93.00	10:17	12:19	11:17	13:31	12:17	14:43
92.50	10:23	12:26	11:22	13:37	12:22	14:49
92.00	10:28	12:32	11:28	13:44	12:28	14:56
91.50	10:34	12:38	11:34	13:50	12:34	15:02
91.00	10:40	12:45	11:39	13:57	12:39	15:09
90.50	10:40	12:52	11:44	14:04	12:44	15:16
90.00	10:50	12:58	11:50	14:10	12:50	15:22
89.50	10:56	13:05	11:55	14:16	12:55	15:28
89.00	11:01	13:11	12:01	14:23	13:01	15:35
88.50	11:07	13:18	12:07	14:29	13:07	15:41
88.00	11:13	13:24	12:12	14:36	13:12	15:48
87.50	11:18	13:31	12:17	14:43	13:17	15:54
87.00	11:23	13:37	12:23	14:49	13:23	16:01
86.50	11:29	13:44	12:28	14:55	13:28	16:07
86.00	11:35	13:50	12:34	15:02	13:34	16:14
85.50	11:40	13:57	12:40	15:08	13:40	16:20
85.00	11:45	14:03	12:45	15:15	13:45	16:27
84.50	11:51	14:10	12:50	15:22	13:50	16:33
84.00	11:56	14:16	12:56	15:28	13:56	16:40
83.50	12:02	14:23	13:02	15:34	14:01	16:46
83.00	12:08	14:29	13:07	15:41	14:07	16:53
82.50	12:13	14:36	13:13	15:47	14:13	16:59
82.00	12:19	14:43	13:18	15:54	14:18	17:06

EVENT III - 1.5 MILE RUN STANDARDS

PERCENTAGE SCORE	20-29 YEARS RUN TIME (in minutes)		30-39 YEARS RUN TIME (in minutes)		40-50 + YEARS RUN TIME (in minutes)	
	Male	Female	Male	Female	Male	Female
81.50	12:25	14:49	13:23	16:01	14:23	17:12
81.00	12:30	14:55	13:29	16:07	14:29	17:19
80.50	12:35	15:03	13:35	16:14	14:34	17:25
80.00	12:40	15:08	13:40	16:20	14:40	17:32
79.50	12:56	15:15	13:46	16:26	14:45	17:38
79.00	12:51	15:22	13:51	16:33	14:51	17:44
78.50	12:57	15:28	13:57	16:40	14:56	17:51
78.00	13:02	15:34	14:02	16:46	15:02	17:58
77.50	13:08	15:41	14:08	16:53	15:07	18:04
77.00	13:13	15:47	14:13	16:59	15:13	18:11
76.50	13:19	15:54	14:19	17:05	15:18	18:17
76.00	13:24	16:01	14:25	17:12	15:24	18:23
75.50	13:29	16:07	14:30	17:19	15:29	18:30
75.00	13:35	16:13	14:35	17:25	15:35	18:37
74.50	13:41	16:20	14:40	17:32	15:40	18:44
74.00	13:46	16:26	14:46	17:28	15:46	18:50
73.50	13:52	16:33	14:52	17:44	15:52	18:56
73.00	13:57	16:40	14:57	17:51	15:57	19:03
72.50	14:02	16:46	15:05	17:58	16:02	19:10
72.00	14:08	16:52	15:08	18:04	16:08	19:16
71.50	14:14	16:59	15:13	18:11	16:13	19:23
71.00	14:19	17:05	15:19	18:17	16:19	19:29
70.50	14:25	17:12	15:25	18:23	16:25	19:35
70.00	14:30	17:18	15:30	18:30	16:30	19:42

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PHYSICAL FITNESS TESTING SCORE SHEET

Trainee's Department: _____

Trainee's Name: _____ Date of Birth: _____

Age: _____ Sex: _____ Height: _____ Weight: _____

Event I	Time	Score	
Agility Run (in seconds)	_____	_____	Pass / Fail *

Event II	Repetitions	Score	
Push-ups (two minute time limit)	_____	_____	Pass / Fail *

Event III	Time	Score	
1.5 Mile Run (in minutes)	_____	_____	Pass / Fail *

*** A passing score is a score of 70%. A failing score is a score of 69%.**

_____
Training Academy

_____ _____
Signature of Scoring Official Date

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

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, 07/2013, 09/2014 and 09/2015

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. Time of Service will be determined by official Board records (applications, rosters).

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 "grand-fathered" under the provisions of another state are not eligible for any exclusion in Mississippi. All individuals applying for certification under this chapter from federal jurisdictions must have completed a law enforcement training program as defined in Chapter-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, or

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

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. <u>Five years of law enforcement experience is required to qualify for alternative basic course equivalency.</u>

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

   c. Previous law enforcement training or related training shall be considered for content and verifiable quality control measures. The course provider must satisfactorily document the curriculum to include learning objectives. The objectives must be the same or essentially the same objectives as adopted by the Board. No points will be awarded for duplicate or repetitive training. The course provider must provide permanent records keeping of class and individual records such as curricula, instructor vitae, schedules, attendance

records and testing. All learning objectives must be tested in either written exams or observed skill testing. Completion of the part-time basic course is required to qualify for alternative basic course equivalency. One point is awarded for the completion of the part-time basic course. Applicants may earn ~~up to two~~ one point~~s~~ for additional approved training ~~programs at the rate of one point for every~~ totaling 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 in this state, whose break in service 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 certified instructor within one year for full-time status and two years for part-time status of 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 instructor in a Board-approved academy, instructor or student in criminal justice (or related subject area) at an institution of higher learning,

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

   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%

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, and mechanics of arrest 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.

Certification Based on Equivalency of Training and Refresher Training

Refresher Law Enforcement Training Curriculum

adopted - 10/1984; rev - 12/1989

1 POLICE KNOWLEDGE	HOURS
1.1 State Criminal Statutes	24
1.1.1 Mississippi Code	
1.1.2 Rules of the Road	
1.1.3 Youth Court Act	
1.1.4 Narcotics	
1.2 Constitutional Law	16
1.2.1 Search and Seizure	
1.2.2 Law of Arrest	
1.2.3 Use of Force	
1.2.4 Civil Liability	
1.3 Criminal Investigation	4
1.3.1 Crime Scene	
1.3.2 Evidence Handling	
1.3.3 Forensic Services	
1.4 Mississippi Criminal Justice System	2
1.4.1 Federal, State and Local Levels	
1.4.2 Agency Jurisdictions	
1.4.3 Court Jurisdictions	
1.4.4 Corrections	

2 POLICE SKILLS	HOURS
2.1 Firearms Qualification	16
2.2 First Aid	8
2.3 Cardiopulmonary Resuscitation (CPR)	8
2.4 Defensive Driving	24
2.5 Officer Survival	8
2.6 Mechanics of Arrest	6
2.6.1 Arrest and Search Techniques	
2.6.2 Handcuffing and Transportation	
2.7 Intoxilyzer Certification	4
TOTAL HOURS OF INSTRUCTION:	**120**

Chapter 9: Continuing Education and Course Certification

adopted - 11/2004; rev - 05/2006, 11/2007, 07/2008, 11/2008 and 09/2014

Purpose

100 This chapter defines advanced training for purposes of administration of the law enforcement officer training program and provides instructions for completion and submission of related documents.

Policy

101 The enabling legislation provides that the activities of law enforcement officers are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of such officers. Beginning in 2004, the Legislature enacted specific requirements for certain law enforcement officers to complete continuing education. This chapter shall focus on the continuing education and training during the careers of law enforcement officers.

101.01 **Continuing education requirements for municipal police chiefs and municipal officers**

1. The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses and any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. Elected chiefs, although exempt from certification requirements, are not exempt from continuing education requirements.

2. Any police officer of any municipality in the State of Mississippi is required to annually complete a specified number of hours of continuing education courses which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:

   a. 0-2 years after July 1, 2004 .....8 hours of annual training
   b. 3-4 years after July 1, 2004 .....16 hours of annual training
   c. 5 or more years after July 1, 2004..24 hours of annual training

101.02 Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his/her certification as a chief of police or municipal police officer revoked by the Mississippi Board on Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11. Failure to complete and/or report the training will place the agency on administrative hold. The Board shall notify the State Auditor's Office and the appropriate District Attorney or County Attorney of all noncompliance.

101.03 The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.

101.04 Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.

101.05 Beginning in July, 2014, all sheriffs are required to annually complete twenty (20) hours of continuing education courses in law enforcement. Such courses shall be approved by the Mississippi Board on Law Enforcement Officer Standards and Training.

101.06 **Continuing Education shall be defined as;** instruction that enhances or develops law enforcement Knowledge, Skills or Abilities (KSA's) for either generalized or specialized law enforcement essential functions as determined by the Board. The Board shall conduct ongoing assessments of KSA's to determine the critical needs wherein agencies and individual officers would most benefit from programs.

101.07 **Continuing Education Planning and Budgeting** - The Board shall develop and implement a process each fiscal year to approve advanced training for law enforcement professional associations.

Law enforcement professional associations approved for advanced training by the Board include the Mississippi Constable's Association, Mississippi Association of Chiefs of Police, and the Mississippi Sheriff's Association. These associations may provide critical needs continuing education, executive and leadership advanced training. Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP.

Procedures

102 All participating agencies included under the LEOTP as described in this manual shall follow these steps in submitting required forms:

102.01 **Law Enforcement Course Certification Request** - This form is used to request approval from BLEOST to conduct advanced training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BLEOST.

1. Training providers may submit the **Course Certification Request** to obtain recognition of training, credit for elective training toward a legislative mandate, or to meet one or more requirements of the annual continuing education plan. Providers must agree to maintain required documentation in a digital format approved by the Board including the student record, class record and training records.

2. **Course Certification Request** forms shall include all requested information including course learning objectives that are linked to the essential functions established by the board. Teaching methodologies must include interactive learning activities such as scenario training. All approved training must have an assessment component which must include written or hands on demonstration of meeting the learning objectives for every participant.

102.02 **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.

102.03 **Law Enforcement Course Roster** - The **Course Roster** form is to be completed and submitted by the course coordinator to BLEOST **within** ten working days following completion of the course. In addition to the printed roster, the Board may require submission of electronic data base information. The roster shall also include appropriate reimbursement worksheets to facilitate payment.

103 **Law Enforcement Officer Firearms Standard for Active Duty and Off-Duty/Back-Up Handgun -** The State standard for law enforcement officer annual firearm training for all active duty and off-duty/back-up handguns is as follows:

103.01 **Active Duty Board Approved Firearms Qualification Course**

1. 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 speedloaders, 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.

   a. **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.

b. **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.

c. **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.

d. **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.

e. **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.

f. **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.

g. **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.

103.02 **Off Duty/Backup Board Approved Firearms Qualifications Course**

1. The weapon is a handgun used for off-duty/backup (ONLY). See the approved target list and scoring procedure in Section 103.3 of Chapter 9 . This is a 25 round course using approved ammunition. All stages are from holster, two-handed standing firing position unless noted otherwise. The loading procedure is 5 rounds unless otherwise directed by the Firearms Instructor. A final score of seventy-five percent (75%) must be achieved to successfully complete the course.

   a. **STAGE 1** 3 Yard Line, draw and fire 2 rounds weapon hand ONLY. Time limit is 3 seconds. Draw and fire 3 rounds weapon hand ONLY. Time limit is 4 seconds. Total of 5 rounds.

   b. **STAGE 2** 3 Yard Line (Disabled hand drill), when instructed, shooter will

draw, transfer handgun to support hand and remain at the ready position for the next string. (To simulate that weapon hand is disabled). On command, fire 5 rounds support hand ONLY. Time limit is 5 seconds. Total of 5 rounds.

c. **STAGE 3** 5 Yard Line, draw and fire 5 rounds standing. Time limit is 6 seconds. Total of 5 rounds.

d. **STAGE 4** 7 Yard Line, draw and fire 3 rounds standing. Time limit is 5 seconds. Draw and fire 2 rounds standing. Time limit is 4 seconds. Total of 5 rounds.

e. **STAGE 5** 10 Yard Line, draw and fire 2 rounds standing. Time limit is 5 seconds. Draw and fire 3 rounds standing. Time limit is 6 seconds. Total of 5 rounds.

103.03 **Approved Target List and Scoring Procedures**

1. Values on all targets: Regardless of target type, rounds breaking a scoring line count the lesser value. Rounds breaking the edge of the silhouette are scored as a miss. For the Off-Duty/Backup Qualification course point values will be double of those listed for a 50 round course.

   a. Target B-27 (All Versions). Hits inside 8 ring counts 5 points, hits inside 7 ring counts 4 points, and hits outside 7 ring and in black count 3 points. Multiply total number of points by .4 for score.

   b. Target TQ-19 (All Versions). Hits inside center mass and head area count 2 points and hits on other area of the silhouette count 1 point.

   c. Target TQ-21 (All Versions). Hits inside center mass and head area count 2 points and hits on other areas of the silhouette count 1 point.

   d. Target DOE-15. Hits inside center mass and head circle count 5 points, hits inside larger center mass area count 4 points, and hits on other areas of the silhouette count 3 points. Multiply total number of points by .4 for score.

   e. Target Q (All Versions). 2 points for each hit inside bowling pin area.

2. Qualification scores are 75 to 85 percent = Marksman (Minimum passing), 86 to 92 percent = Sharpshooter, and 93 to 100 percent = Expert.

Chapter 10: Constable Training Requirements

adopted - 12/1987; rev - 04/1990/1997

Purpose

100 This section establishes policy and procedures governing the training requirements for constables.

Policy

101 The Board on Law Enforcement Officer Standards and Training is responsible for the establishment of an appropriate training program for constables. According to the statute, constables have the same duties and responsibilities enumerated in the definition of a law enforcement officer as found in § 45-6-3 (c) of the Mississippi Code as annotated. Since constables have essentially the same duties as "law enforcement officers", it follows that constables would have the same training needs. The Board-approved training standards for certification as a law enforcement officer and the policies governing the selection of the appropriate training program (e.g., basic or refresher) shall apply to constables.

Note: § 45-6-3 excludes elected officials from the definition of the term "law enforcement officer" thereby ensuring such officials would not be required to meet the provisions of the Law Enforcement Officers Training Program (LEOTP). Although constables shall be treated as law enforcement officers for the purposes of accomplishing the mandated training requirement of the Constable Training and Identification Act of 1986, constables are excluded from all other requirements of the LEOTP.

101.01 The Board shall examine each constable's documented record of experience, training and education on a case by case basis.

101.02 Constables shall be required to successfully complete assigned training within one year from their taking the oath of office. Constables shall meet the same performance standards established for successful completion of the assigned training program. Constables must meet the admission requirements (medical evaluation) and also adhere to the rules and regulations established at the Board-approved academy.

Procedure

102 The Board of Supervisors shall submit a completed "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts I, II and III for each constable within their jurisdiction. This form is to be submitted to the BLEOST staff no later than thirty days after the constables have taken their oath of office. The form shall accurately reflect the constable's law enforcement experience, training and education, and shall attest to the satisfaction of the employment guidelines for a law enforcement officer. The "**Law Enforcement Application for**

Certification and Background Investigation Review" form Part II shall be completed, signed and dated by the applicant constable. A written explanation for any questions answered "yes" must accompany the form. The "**Law Enforcement Application for Certification and Background Investigation Review**" form Part III shall be signed and dated by the President of the Board of Supervisors and accompanied by photocopies of any training certificates referenced in the law enforcement training section of the form. Both Parts II and III must be signed in the presence of a notary public. The Board staff shall review each applicant in accordance with the following:

102.01 All re-elected incumbent constables who have successfully met the requirements of the Constable Training and Identification Act of 1986 or the 1989 revision of the Act shall be excluded from the requirement to successfully complete a training program. All other elected constables shall be required to successfully complete a training program selected by the Board.

102.02 Constables must successfully complete the basic course to satisfy the mandated training requirement. Constables who have successfully completed an acceptable basic law enforcement training course prior to their election would meet the mandated requirements based on equivalency of training.

1. An acceptable basic law enforcement training course shall be defined as one that meets an approved state standard for mandated training and professional certification as a full-time law enforcement officer. In situations where the course predated state statutory requirements for law enforcement training or the course was administered by a federal law enforcement agency, the course curriculum will be compared to the Mississippi curriculum.

2. The Board staff will review the actual basic course completed. Non-standard courses or federal 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.

3. Part-time training courses presented on weekend or night sessions are considered to be reserve training. They are not acceptable replacements in lieu of full-time law enforcement training.

4. Acceptable non-standard 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.

102.03 All constables having experience/training from another state or federal jurisdiction must have met the requirements for a basic course as defined in paragraph 33.2. Constables who meet this training requirement and break in service limits, shall be eligible to attend the refresher course. Applicants who were excluded or "grand-fathered" under the provisions of another state are not eligible for any exclusion in Mississippi.

102.04 Constables who have had basic as in 33.2 above and are elected/sworn to their office within two years after leaving a law enforcement position (break in service less than two years) will be granted equivalency status. Constables who have had basic as in 33.2 above and their break in service is more than two years will be eligible to attend the refresher course provided they are elected/sworn to their office within ten years of their last employment as a law enforcement officer.

102.05 Any in-state applicant whose break in service as a full-time law enforcement officer was due to service in a closely related criminal justice position may meet the requirement by completing the hands on portions of the refresher course.

1. Applicants must have: completed the basic course as in 33.2 above and completed each of the hands on skill tests to the satisfaction of a Board certified instructor within one year of taking the oath of office.

2. Applicants must have served in a full-time capacity in one of the following positions (or in a position approved by the Board): Sheriff or elected chief of police, instructor in a Board-approved academy, instructor or student in criminal justice at an institution of higher learning, investigator for a district attorney, and investigator for a state level agency responsible for enforcing criminal statutes.

102.06 Once the Board staff has determined whether the applicant has met the equivalency of training, the Board of Supervisors will be notified of the training requirements (a copy will be sent to the constable). The county must contact the appropriate academy to enroll their constables.

Chapter 11: Constable Identification

adopted - 12/1987; rev - 08/1991

Purpose

100 This section establishes the design of the uniform, motor vehicle identification and flashing blue light to be used by constables in order that all of said officers within the state shall be similarly equipped.

Policy

101 The constable shall at all times while on official duty wear his uniform and when in his vehicle, clearly display his official motor vehicle identification. The motor vehicle shall also have a blue flashing light affixed to the vehicle. The uniform shall be maintained and worn so as to present a professional appearance. The uniform shall be kept clean, free of tears, holes and stains. Decals shall be installed so as to present a professional appearance. Worn, illegible and missing decals should be replaced. The design of such items is as follows:

101.01 **Uniform** - The uniform shall consist of a shirt with permanently affixed emblems, a badge and trousers. The design of these items is as follows:

1. **Shirts** - Shirts are to be a solid navy blue color. They are to have at least two pockets. The pockets are to be pleated and covered with scalloped pocket flaps. The shirts are to be equipped with two shoulder straps which have been finished with an old gold color soutache (edging). The shirts shall also be equipped with a badge tab over the left pocket. Both long and short sleeve shirts shall be authorized as appropriate for the weather conditions.

2. **Emblem** - Emblems are to be sewn on both sleeves three quarters of an inch (¾") down from the shoulder seam. The authorized emblem shall be an embroidered elongated oval patch with a two inch (2") radius, a four inch (4") width and a five inch (5") overall length. The emblem shall contain an old gold color seven (7) point star with a light blue color state seal design centered on the star. The star itself shall be placed in the center of the emblem on a navy blue background. The word constable shall be embroidered in old gold color block letters forming a semicircle above the star. The county name shall be in the old gold color block letters forming a semicircle below the star. The emblem shall be finished with a light blue soutache (edging) about the circumference of the design. (See **Figure 1** for representative sample) No other emblems are authorized to be attached to the uniform shirt.

3. **Trousers** - Trousers are to be a solid taupe color. The waistband shall be capable of accommodating a one and three quarter inch (1¾") belt. The style of the front pockets may be a quarter of an inch (¼") top, straight side seam or a three-quarter of an inch (¾") drop western style. Patch or bellows pockets are not acceptable. The trousers are to be finished without cuffs. A navy blue

color stripe with old gold color soutache shall be sewn along the side seam of the trousers.

4. **Badge** - Badges are to be attached to the badge tab of the uniform shirt. The badge shall be a seven (7) point design with one (1) banner space, a circular space and a number district space. The banner shall contain the word constable. The circular space shall contain the constable's name and the district number shall be in the space provided. All lettering shall be blue enameled block style lettering. The state seal shall be rendered in blue and white enamel and set in the inset provided in the center of the star. The star shall be a gold color with blue enamel background. (see **Figure 2** for a representative sample)

5. **Other Equipment** - All constables may be fitted with other equipment (e.g., leather gear, head and foot gear, accoutrements etc.) as needed. Equipment worn in addition to the uniform described herein shall be worn in accordance with instructions established by the local Board of Supervisors or the rules adopted by the Mississippi Constable Association.

101.02 **Motor Vehicle Identification** - The constable's vehicle shall be identified whenever used for official business. The identification shall consist of markings on the front fenders, front doors and rear. In addition to the markings, the constable's vehicle shall be equipped with flashing blue lights. The design of these items shall be as follows:

1. **Front Fender** - Both the left and right front fenders shall be marked with a reflective adhesive type decal containing the word constable in three inch (3") block letters. The lettering shall be blue in color with either a clear or white background. The decal shall be affixed to the fenders so that the word constable is legible when viewed from the side of the vehicle.

2. **Front Doors** - The front doors of the vehicle shall contain a seven point star shaped reflective adhesive type decal. This decal shall be centered on the vehicles front door. The star shall be gold in color with black detailing and lettering. The word constable shall appear on the star in block letters (see **Figure 3** for a representative sample). There shall be a second decal centered under the star decal containing the county name in one and a half inch (1½") block style letters. The lettering shall be blue in color with either a clear or white background.

3. **Rear** - The rear markings shall consist of a reflective adhesive decal with the word constable in one and a half inch (1½") block letters. The lettering shall be blue in color with either a clear or white background. This decal shall be affixed in the center of the vehicle so that the word constable is visible from the rear.

4. **Blue Flashing Lights** - The constable's motor vehicle shall have an enclosed blue lens light bar installed over the roof. The fixture shall have provisions for at least two lights not less than thirty-five watts that are capable of being rotated or visible from the front and rear of the vehicle. Direct wiring with a dash mount control shall be provided for each installation.

EMBLEM, BADGE AND DOOR DECAL

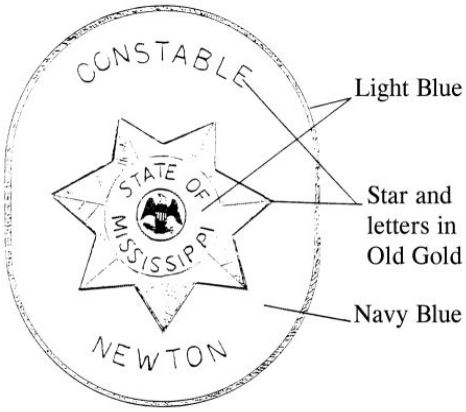


Figure 1 Emblem

Figure 2 Badge

County Name
(in one and a half inch letters)

Figure 3 Door Decal

Chapter 12: Criminal Investigators Employed by District Attorneys

adopted - 04/1988; rev - 10/1991 and 04/1997

Purpose

100 This section establishes policy and procedures governing the professional standards of Criminal Investigators employed by District Attorneys.

Policy

101 Criminal Investigators employed by District Attorneys of this state shall be eligible to a carry a pistol, firearm or other suitable and appropriate weapon if they meet the following:

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

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

101.03 Be a United States citizen.

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

101.05 Be of good moral character as evidenced among other things by having neither a conviction nor a plea of guilty or nolo contendere for a felony or a misdemeanor involving moral turpitude. Individuals must have been discharged from the Armed Forces under honorable conditions. Fitness for service, as it relates to moral character, must be verified by an appropriate background investigation. **(See Background Investigations)**

101.06 Have demonstrated proficiency with their pistol, firearm or other suitable and appropriate weapon specifically authorized for use by the District Attorney.

101.07 Have a sufficient knowledge and understanding of constitutional limitations to the use of force and of federal, state and local laws regarding the use of force.

101.08 Or, in lieu of 101.01 through 101.07 above, have completed a training program required to be an agent in the Federal Bureau of Investigation.

Procedure

102 Within thirty days of an investigator's employment, the District Attorney will complete and submit an "**Law Enforcement Application for Certification and Background Investigation Review**" form Parts I, II and III for those investigators authorized to carry a weapon.

102.01 Within one year from the date of hire, the District Attorney shall ensure that the investigator has demonstrated proficiency with the authorized weapons.

102.02 For those authorized pistols, the investigator shall have attained a score of seventy-five percent (75%) or higher on the National Rifle Association or basic law enforcement course modified Police Pistol Certification course. Qualification shall be under the administration and observation of a certified firearms instructor. District Attorneys who authorize other weapons may contact the Board staff to determine the current qualification standard.

102.03 Upon completion of the qualification, the District Attorney shall submit a letter to the Board attesting to completion of the firearms training including use of force. The letter shall be accompanied by a copy of the score sheet and a copy of the credentials of the firearms instructor who administered the qualification.

Chapter 13: Instructor Certification

adopted - 08/1984; rev - 01/1991

Purpose

100 This section establishes policy and procedures governing the standards and qualifications to be used to certify instructors for Board-approved training.

Policy

101 All persons instructing law enforcement officers in Board-approved training courses of four hours or less must be qualified as determined by the academy director. All persons instructing more than four hours in a Board-approved training course must be certified as an instructor by the Board on Law Enforcement Officer Standards and Training.

Procedures

102 Minimum requirements for certification of training instructors.

102.01 Individuals applying for certification to instruct in BLEOST approved courses must apply through the completion of a formal application (BLEOST Instructor Application Packet). Applications must be submitted to the Director of a Board approved training academy. That Director will review the application and forward the endorsed application to the Board for consideration. Each nominee for certification must meet the following requirements:

1. **Education and Experience** - The applicant must show an educational and criminal justice experience equal to one (1) of the following:

   a. A high school graduate and five (5) or more years of experience in the subject area,
   b. Two (2) years of college and three (3) or more years experience in subject area,

   c. A bachelors degree and one (1) or more years of experience in subject area,

   d. Or persons with specialized, identifiable skills not meeting the above requirements, may be certified upon academy director's request and staff review.

2. **Sufficient Knowledge of Subject Matter** - The applicant must demonstrate an adequate history as determined by the Board based on training, education, experience, professional credentials and/or proficiency skills suitable to the topic of instruction of which certification is being sought. Specific additional education or training will be required for the following designated special subject blocks:

a. Legal subjects - An applicant shall be a graduate of a law school or possess a qualification of substantial legal training and experience in the practical application of law to be certified to instruct legal subjects.

b. Firearms - An applicant shall have been trained in an acceptable firearms instructor course as determined by the Board to be certified to instruct firearms training.

c. Police Driving - An applicant shall have been trained in an acceptable police driving instructor course as determined by the Board to be certified to teach police driving.

d. Emergency Medical Procedures - An applicant shall have been trained in an acceptable emergency medical procedures instructor course and an acceptable cardiopulmonary resuscitation (CPR) instructor course as determined by the Board to be certified to teach emergency first aid and CPR.

e. Defensive Tactics - An applicant shall have been trained in an acceptable defensive tactics instructor course as determined by the Board to be certified to teach defensive tactics.

f. Physical Conditioning - An applicant shall have been trained in an acceptable physical conditioning instructor course as determined by the Board to be certified to teach physical conditioning.

3. **Knowledge of Instruction** - The applicant shall be cognizant of the methods of instruction and the aids available. Instructors must be able to clearly present the course material and meet the objectives outlined by the Board.

a. Instructor Training - All applicants must have completed a Board-approved instructor development training course of 40 hours or a comparable instructor course as determined by staff review. Persons with professional credentials recognized by the Board may be exempted.

b. Internship - The new instructor nominee will serve an internship wherein the nominating official will evaluate (BLEOST Instructor Evaluation Form) the nominee during actual instruction. The internship shall be at least two (2) hours in length and shall be conducted prior to certification. These evaluations shall be reviewed by the nominating official and forwarded to the Board along with the application.

c. Evaluation - The instructor shall be evaluated periodically by students on dimensions determined by the academy. Evaluations shall remain on file at the academy for a period of at least one (1) year.

d. Activity - All instructors shall remain active during their period of

certification. If an instructor does not instruct in a Board approved curriculum during the period of his certification, his certification shall not be renewed.

102.02 Expiration - All instructor certifications expire three (3) years from the date issued. Individuals applying for renewal of instructor certification must complete a formal application for renewal. Applications must be submitted to the director of a Board-approved training academy. That individual will review the application and forward the endorsed application to the Board for its consideration. Each renewal certificate must meet the following requirements:

1. **Reissuance will be based on submission of an updated application including:**

   a. The instructor must provide documentation that he/she has conducted training in a Board-approved curriculum during the certification period expiring.

   b. The instructor must provide documentation of his/her continuing knowledge in the requested area of re-certification to the satisfaction of the academy director.

2. **As with the professional certificate the instructor certificate remains the property of the Board. The possession and stewardship of the certificate is the responsibility of the sponsoring agency. The Board may revoke any instructor certificate upon a showing of just cause, which includes, but is not limited to:**

   a. Administrative error in issuance,

   b. Falsification of any information on the application,

   c. Failure to complete the prescribed internship,

   d. Conviction or the entering of a plea of either guilty or nolo contendere, being fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude,

   e. Mistreatment, abuse, or improper behavior involving a student,

   f. Consistent failure to follow Board-approved training guidelines, learning objectives and lesson plans (where established),

   g. And any other actions detrimental to professional law enforcement training.

3. **Exemption from certification -** In the event of exceptional emergency or other circumstances determined by the academy director a qualified non-certified instructor may be utilized; however, the non-certified instructor shall teach under the supervision of the nominating official. Facts explaining the utilization of the uncertified instructor shall be documented and maintained on file by the nominating official.

Chapter 14: Academy Accreditation

adopted - 01/1991; rev - 10/1991, 09/2004, 11/2004 and 05/2013

Purpose

100 This section establishes policy and procedures governing the standards and qualifications to be used to accredit training facilities for Board-approved law enforcement training.

Policy

101 All facilities conducting Board-approved training shall be accredited. Any facility that presents training in basic law enforcement, basic reserve or part-time law enforcement and/or basic refresher course training must be accredited to present that training. Any student who completes a course in an unaccredited facility after 1 January 2005 will not be certified.

Procedures

102 An institution or facility operated for the purpose of training law enforcement officers or any officials covered by this act shall submit a formal application to the Board for review and approval (see Appendix C for Application form). Training requiring Board-approval conducted prior to accreditation of the training facility shall not be Board certified. An institution making application for Board-approved training shall meet all the criteria stated in this section to ensure continuity among approved facilities.

102.01 **Administrative Requirements**

1. **Administrative Staffing** - Accredited facilities must provide full-time minimal staffing as follows:

   a. **Director of Training** - Academies certified to conduct Board-approved law enforcement training shall designate a full-time, salaried employee who shall be responsible for actions of the facility. The Director's responsibilities will include at the minimum the following:

      i. scheduling and presentation of training programs,

      ii. selection and training of staff,

      iii. and preparation, maintenance and timely filing of BLEOST reports and records.

   b. **Training Officer** - Academies certified to conduct Board-approved law enforcement training shall designate an individual (or individuals) who shall be responsible for assisting the Director of Training. The training officer

must hold an instructor certificate as issued by the Board.

c. **Support Staff** - Academies certified to conduct Board-approved law enforcement training shall designate adequate individuals to support all training activities and Board requirements.

2. **Academy Policy and Procedures Manual** - All accredited facilities must maintain an academy policy and procedures manual.

   a. This manual should provide guidance to all staff of the facility in the following policy areas:

      i. admission and readmission or release to another academy,

      ii. use and storage of firearms,

      iii. use and storage of mock weapons,

      iv. hours of operation of the academy,

      v. policy regarding class hours, breaks, etc.,

      vi. policy regarding student conduct and classroom procedures,

      vii. classroom rules and regulations,

      viii. dress and uniform regulations of staff and students,

      ix. testing and grading procedures,

      x. student code of conduct barring lying, cheating, stealing or tolerance of others who commit such acts, disciplinary hearing composition and procedures within the academy,

      xi. policy for reporting absences.

      xii. policy for posting of class schedule, changing posted schedules, timely submission of schedule changes and assuring all items are rescheduled as needed.

   b. The manual should provide emergency operation plans to cover accidents or mishaps concerning:

      i. firearms and firing range,

      ii. driver training and driving range,

      iii. physical fitness and facilities,

iv. medical,

v. fire,

vi. and natural disaster.

3. **Academy Records** - Accredited facilities must provide documentation of all activities of Board-approved programs. Records shall reflect the entire period for which a Board-approved training program was conducted and shall when appropriate be prepared in advance of program.

a. **Academy Administrative Record** - All accredited facilities shall maintain an **Academy Administrative Record** to conduct Board-approved training programs. The **Academy Administrative Record** must contain the following information:

i. a copy of the "**Academy Accreditation Application**", as submitted and approved by the Board on Law Enforcement Officer Standards and Training,

ii. the "**Academy Accreditation Certification**",

iii. copies of the BLEOST Monitoring Reports,

iv. a copy of the "**Instructor Application**" form on each instructor employed,

v. the "**Instructor Certificates**",

vi. a copy of the instructors' training records,

vii. the "**Performance Objectives**" for all Board-approved training conducted at the facility,

viii. Any revision to the "**Performance Objectives**' shall be retained along with the original Performance Objectives (including the date of change),

ix. And a copy of the written policy concerning the academy's procedure for the security of examinations.

b. The **Academy Administrative Record** shall also contain a copy of the "**Student Handbook**". The handbook should contain at the minimum the following information:

i. the rules and regulations of the academy,

ii. the identification of the academy staff, their duties and responsibilities,

iii. a copy of the Law Enforcement Officer Training Program,

iv. the academic requirements,

v. the firearms requirements,

vi. the physical fitness requirements,

vii. and any information for which the student will be held accountable.

c. **Class (School) Record** - All accredited facilities shall maintain a Class Record for each Board-approved training program. The Class Record must contain the following information:

i. Class Schedule - giving specific hour of instruction, subject matter to be covered during the time period, and the instructor conducting the training. This schedule, list of instructors and new instructor applications must be submitted to and approved by BLEOST ten (10) working days prior to class being conducted, the schedule must be posted at the academy, any changes to the schedule must be submitted as they occur to the Board to include rescheduling of original items. A final schedule with all amendments shall be submitted within 10 working days after the end of the course.

ii. Entrance roster of students and their agencies submitted to the Board within 10 working days of the class start and updated with entrance fitness scores and submitted 5 working days after the class start ,

iii. Master copy of all tests (answer key must be stored separate from test) that were administered to students in this class, include any performance testing documentation,

iv. Attendance record of students and explanation for non-attendance,

v. A student who is absent for more than five percent (5%) of Board-approved training as a result of illness and /or emergency and/or required court appearance (s) and/or military duty may be dismissed without prejudice from the class. The academy director shall make this determination upon review of student's training record,

vi. Completed copy of the “Course Curriculum Instruction Approval Form” which includes all learning goals and performance objectives used during this class. The instructor shall complete the form ensuring his/her compliance with the instruction of the required learning goals and performance objectives for class being conducted,

vii. Final roster of students completing the class and their ranking copy submitted to the Board within 10 working days after the completion of

the class,

viii. Written documentation of any student dismissal for conduct, failure or withdrawal from the academy. Documentation should include name, department, date, time, reason for dismissal or withdrawal and a copy submitted to the Board within 10 working days after completion of the class,

ix. Copy of all correspondence to and from the Board on Law Enforcement Officer Standards and Training concerning this class,

x. Copy of "Student Handbook",

xi. And student's evaluation of the program.

d. **Student Record** - All accredited facilities must maintain a Student Record for each student attending Board-approved training. The Student Record must contain the following:

i. Copy of Board on Law Enforcement Officer Standards and Training "Training Packet", received and reviewed prior to the start of any fitness activities and copy submitted to the Board within 5 working days after the start of the class.

ii. Documentation of student's orientation to the "Student Handbook", iii.

Student's performance results on examinations, performance testing or any other means of evaluating the students capabilities, and copies of score sheets submitted to the Board and the agency within 10 working days after the end of the course,

iv. Documentation of any and all counseling with the student while in attendance,

v. Copy of any disciplinary action taken against the student,

vi. Authorization for student to take medication or for limited participation in structured program,

vii. Copy of documentation of injury or accident concerning the student,

viii. Copy of all correspondence between academy and student and/or department,

ix. Authorization of student to be absent from class, and

x. Copy of all awards and certificates bestowed upon the student.

e. **Safety Requirements** - All accredited academies are charged with the health

and safety of all students while in training. Therefore, all academies shall comply with the following:

i. All full-time professional staff shall have current First-Aid and CPR certification

ii. Every academy shall meet or exceed the fire and sanitation codes requirements of their locality

iii. Every academy shall be inspected on an annual basis by the appropriate public health and/or safety officials

iv. Every academy shall have a written emergency operation plan concerning:

v. firearms and firing range

vi. driver training and range

vii. physical training and facilities

viii. medical

ix. fire, and

x. natural disaster.

102.02 **Physical Requirements**

1. **Physical Facilities** - It shall be the responsibility of the accredited academy to provide the following minimum physical facilities for training.

   a. **Office Areas** - There shall be adequate, comfortable and dedicated areas for administrative duties of the staff to facilitate the administration of the Law Enforcement Officer Training Program,

   b. **Administrative Equipment**:

      i. dedicated telephone system,

      ii. means to reproduce written documents on-site, and

      iii. additional office equipment as needed to perform common administrative duties.

   c. **Record Storage Area**:

      i. There shall be adequate space and method for storage of required

academy records,

ii. And this area must be secure and accessible by authorized persons only.

d. **Classroom Facility** - Two (2) comfortable, well lit, classrooms dedicated to law enforcement training which will seat at least 25 adult students in each room. Students shall have desks, tables or other acceptable work areas in the classroom.

e. **Audio-visual and other instructional equipment** necessary to provide effective training must be dedicated to the law enforcement training facilities:

i. overhead projector

ii. 16 mm projector

iii. projector screen

iv. transparency maker

v. video-tape recorder, playback unit and monitor,

vi. chalk/marker board at least 20 square feet (4' x 5'),

vii. and additional training aids to conduct Board-approved courses (e.g., handcuffs, CPR mannequins, mock weapons, etc.)

f. **Resident Housing (Residential Accreditation)**

i. Student will be provided on site resident housing and twenty-four (24) hour supervision for basic course.

ii. Resident housing shall consist of sleeping quarters, personal hygiene areas, day room and laundry room.

iii. All necessary linen, etc will be provided by the academy.

iv. Resident housing shall be approved by the local fire authorities annually.

v. Residential housing shall be inspected and approved by the public health department and/or other responsible authority annually.

g. **Resident Dining (Residential Accreditation)**

i. All meals will be provided to the students at the academy or on-site during field training exercises.

ii. Students will be provided three meals each full day of training.

iii. Student meals must be reviewed and approved by a registered dietitian.

iv. Resident dining facilities shall be inspected by the public health department and/or other responsible authority annually.

h. **Reference Library**

i. The academy shall provide an on-site library facility for students to review reference materials concerning law enforcement subjects.

ii. The library shall provide current state code reference materials, copies of landmark court decisions, current publications of law enforcement professional journals and additional text material determined appropriate by the academy director.

iii. The library shall be made available to students at scheduled periods.

iv. The library shall be kept current with the latest material at all times.

i. **Firearms (Range) Facility**

i. The range shall have a bullet impact area, or berm, which is a minimum of fifteen feet high and of sufficient material to stop all bullets without ricochets. Berm must enclose three (3) sides of the range.

ii. The range shall have a minimum of twenty (20) firing positions and a range control tower of sufficient height to allow the range officer clear and unrestricted vision of all firing points and all areas within the confines of the berm.

iii. The range shall have a public address system capable of transmitting instructions to all areas of the range, so that shooters on the firing line can hear commands while shooting with their ear protectors in place.

iv. There shall be a complete, industrial-type first aid kit with immediate accessibility to the students or instructors on the range.

v. Rest rooms and drinking water must be either available at the range or within close proximity to the range.

vi. There shall be telephone or radio communication immediately available to the range instructors.

vii. Signs warning, “SHOOTING RANGE - WARNING - KEEP OUT”, or similar warning shall be conspicuously posted around the perimeter of the range.

viii. The range shall have clearly identifiable means to indicate when live fire is being conducted at the range.

ix. The range shall provide each student with ear and eye protectors while on the firing line. The academy shall determine under what circumstances wear is appropriate.

j. **Driver Training Range**

i. The driver training range area shall be not less than 100,000 square feet.

ii. The area shall be free of any utility poles, curbs, fencing or any traffic hazards.

iii. The driving surface shall be of asphalt or concrete material.

iv. The driving area shall be level with no obstructions within twenty (20) feet of the edge of the track area.

v. The surface shall be smooth with no "pot holes" or severe cracks that would impede safe conduct of planned driving activities.

vi. The driving range shall have appropriate support equipment. Example traffic cones, stop watches, etc.

vii. There shall be a complete, industrial-type first aid kit with immediate accessibility of the students or instructors on the range.

viii. The driving range shall have operational fire suppression equipment on-site or within close proximity to the driving range.

ix. Rest rooms and drinking water must be either available at the range or within close proximity to the driving range.

x. There shall be telephone or radio communication immediately available to the driving instructors.

k. **Physical Fitness Center**

i. The Physical Fitness Center shall provide shelter from environmental elements.

ii. The Center shall be air conditioned in the summer and heated in the winter.

iii. The Center shall have ample protective material for use to prevent injury from contact with the floor or walls during scheduled training

activity.

iv. The area shall have adequate space for safe participation for a minimum of twenty (20) students.

v. There shall be a complete, industrial-type first aid kit with immediate accessibility to the students or instructors in or near the Physical Fitness Center.

102.03 **Classification of Accreditation** - An institution approved for Board-approved training will receive an academy classification as determined by the Board. Classification will be referred to as Residential, Non-Residential Full-time and Part-Time or Reserve.

1. **Residential**

   a. meets all requirements stated in this procedure to conduct Board-approved training,

   b. certified to provide full-time or part-time basic and in-service law enforcement training on a continuing basis to any student to comply with the LEOTP,

2. **Non - Residential Full-Time**

   a. meets all requirements stated in this procedure to conduct Board-approved training, except for resident housing (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-f) and resident dining (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-g),

   b. certified to provide full-time basic law enforcement training to students that are complying with the LEOTP for certification as employees with the sponsoring agency of the academy, and part-time reserve basic law enforcement training for any student to comply with the LEOTP.

   c. certified to conduct in-service training for any student to comply with the LEOTP,

3. Part-Time or Reserve

   a. meets all requirements stated in this procedure to conduct Board-approved training, except for resident housing (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-f) and resident dining (Chapter-14, Section-102, Subsection-102.02, Paragraph-1, Subparagraph-g),

   b. certified to provide basic part-time or reserve and in-service law enforcement training on a continuing basis to any student to comply with the LEOTP,

102.04 **Awarding and Maintenance of Accreditation** - The Accreditation shall be awarded for a five-year period for all full time residential and non-residential facilities and two years for all part-time or reserve facilities. The Board may approve or disapprove accreditation based upon the following criteria:

1. completion of application,

2. continuing compliance with accreditation requirements,

3. continuing quality of physical facilities,

4. continuing fiscal responsibility of applicant,

5. current training needs of the state as determined by the Board,

6. and the evaluation of announced and unannounced compliance monitoring visits or additional data the Board may require to complete the accreditation process.

102.05 **Revocation of Accreditation** - The Board may decide to either revoke or not renew the accreditation of a training facility upon showing just cause, which includes, but is not limited to:

1. administrative error in accreditation,

2. falsification of any information on the application,

3. facility becomes inadequate,

4. academy is no longer required to meet the training needs of the state,

5. academy fails to correct, upon notification, any non-compliance with Board-approved training guidelines, rules or regulations,

6. academy fails to make reports or falsely reports to the Board,

7. when an academy fails to conduct one Board-approved basic law enforcement training course during the calendar year,

8. and any other action detrimental to professional law enforcement training.

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.

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, 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.

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.

Chapter 16: Law Enforcement Officers Training Program Enabling Legislation

adopted - 07/1981; rev - 04/1988, 03/1990, 10/1990, 07/1991, 10/1992, 03/1993, 04/1993, 07/1992, 07/1993, 03/1995, 03/1996, 07/1998, 07/2000, 07/2004, 04/2009 and 07/2010

§ 45-6-1. Legislative findings and intent.

The Legislature finds that the administration of criminal justice is of statewide concern, and that the activities of law enforcement officers are important to the health, safety and welfare of the people of this state and are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of law enforcement officers. It is the intent of the Legislature to provide for the coordination of training programs for law enforcement officers and to set standards therefor.

Sources: Laws, 1981, ch. 474, § 1; Laws, 1998, ch. 394, § 1, eff from and after July 1, 1998.

§ 45-6-3. Definitions.

For the purposes of this chapter, the following words shall have the meanings ascribed herein, unless the context shall otherwise require:

(a) "Commission" means the Criminal Justice Planning Commission.

(b) "Board" means the Board on Law Enforcement Officer Standards and Training.

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

(d) "Part-time law enforcement officer" shall mean any person appointed or employed in a part-time, reserve or auxiliary capacity by the state or any political subdivision thereof who is duly sworn and vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime, the apprehension of criminals and the enforcement of the criminal and traffic laws of this state or the ordinances of any political subdivision thereof. However, the term "part-time law

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

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

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

Sources: Laws, 1981, ch. 474, § 2; Laws, 1990, ch. 434, § 1; Laws, 1992, ch. 531, § 8; Laws, 1993, ch. 416, § 29; Laws, 1996, ch. 422, § 2; Laws, 1998, ch. 394, § 2; Laws, 2003, ch. 490, § 2; Laws, 2004, ch. 388, § 1; Laws, 2007, ch. 510, § 1, eff from and after July 1, 2007.

§ 45-6-5. Board on Law Enforcement Officer Standards and Training created; appointment, terms of office and compensation of members; officers; meetings; reports; advisors.

(1) There is hereby created the Board on Law Enforcement Officer Standards and Training, which shall consist of thirteen (13) members.

(2) The Governor shall appoint six (6) members of the board from the following specified categories:

(a) Two (2) members, each of whom is a chief of police of a municipality in this state, with one (1) of the appointees being appointed from a municipality having a population of less than five thousand (5,000) according to the latest federal decennial census.

(b) One (1) member shall be a sheriff in this state.

(c) One (1) member shall be a district attorney in this state.

(d) One (1) member who is a representative of higher education and who has a degree in one (1) of the following areas of study: corrections, criminal justice or public administration.

(e) One (1) member who is a nonsupervisory rank-and-file law enforcement officer.

The initial appointments to the board shall be made by the Governor no later than twenty (20) days after the effective date of this chapter, as follows: the chief of police and the representative of higher education each shall be appointed for a term of two (2) years; and the sheriff and the district attorney each shall be appointed for a term of three (3) years. Upon the

expiration of the terms of the initial appointees to the board, each subsequent appointment shall be made for a term of three (3) years, beginning on the date of the expiration of the previous term. A vacancy in any appointed position on the board prior to the expiration of a term shall be filled by appointment of the Governor only for the balance of the unexpired term. Appointments shall be made within sixty (60) days of the occurrence of the vacancy.

Any member appointed under this subsection who fails to attend three (3) consecutive meetings of the board shall be subject to removal by the Governor. The president of the board shall notify the Governor in writing when a member has failed to attend three (3) consecutive regular meetings.

(3) The remaining seven (7) members of the board shall be the following:

(a) The Attorney General, or his designee.

(b) The Director of the Mississippi Highway Safety Patrol, or his designee.

(c) The President of the Mississippi Municipal Association, or his designee who is a member of the association.

(d) The President of the Mississippi Association of Supervisors, or his designee who is a member of the association.

(e) The President of the Mississippi Constable Association, or his designee who is a member of the association.

(f) The President of the Mississippi Campus Law Enforcement Officers Association or his designee.

(g) The President of the Mississippi Sheriffs' Association, or his designee who is a member of the association.

The Attorney General, the Director of the Mississippi Highway Safety Patrol and the respective presidents of the foregoing associations, or their designees shall serve only for their respective terms of office.

(4) Members of the board shall serve without compensation, but shall be entitled to receive reimbursement for any actual and reasonable expenses incurred as a necessary incident to such service, including mileage, as provided in § 25-3-41.

(5) There shall be a chairman and a vice chairman of the board, elected by and from the membership of the board. The board shall adopt rules and regulations governing times and places for meetings and governing the manner of conducting its business, but the board shall meet at least every three (3) months.

(6) The Governor shall call an organizational meeting of the board not later than thirty (30) days after the effective date of this chapter.

(7) If a person appointed to the board no longer occupies the status qualifying that person's appointment, that position on the board shall be immediately vacated and filled ex officio or by appointment of the Governor as otherwise provided in this section.

(8) The board shall report annually to the Governor and the Legislature on its activities, and may make such other reports as it deems desirable.

(9) The training officers of all police academies in the state whose curricula are approved by the board shall be advisors to the board. They shall be entitled to all privileges of the board members, including travel expenses and subsistence, but shall not be eligible to vote at board meetings.

Sources: Laws, 1981, ch. 474, § 3; Laws, 1991, ch. 596, § 1, Laws, 2008, ch. 480, § 2; Laws, 2010, ch. 515, § 1, eff from and after July 1, 2010.

§ 45-6-7. Powers of board.

In addition to the powers conferred upon the board elsewhere in this chapter, the board shall have power to:

(a) Promulgate rules and regulations for the administration of this chapter, including the authority to require the submission of reports and information by law enforcement agencies of the state and its political subdivisions.

(b) Establish minimum educational and training standards for admission to employment or appointment as a law enforcement officer or a part-time law enforcement officer: (i) in a permanent position; and (ii) in a probationary status.

(c) Certify persons as being qualified under the provisions of this chapter to be law enforcement officers or part-time law enforcement officers.

(d) Revoke certification for cause and in the manner provided in this chapter. The board is authorized to subpoena documents regarding revocations. The board shall maintain a current list of all persons certified under this chapter who have been place on probation, suspended, subjected to revocation of certification, or any combination of these.

(e) Establish minimum curriculum requirements for basic and advanced courses and programs for schools operated by or for the state or any political subdivision thereof for the specific purpose of training police and other law enforcement officers, both full- and part-time.

(f) Consult and cooperate with counties, municipalities, state agencies, other governmental agencies, and with universities, colleges, community and junior colleges and other institutions concerning the development of training schools, programs or courses of instruction for personnel defined in this chapter.

(g) Make recommendations concerning any matter within its purview pursuant to this chapter.

(h) Make such inspection and evaluation as may be necessary to determine if governmental

units are complying with the provisions of this chapter.

(i) Approve law enforcement officer training schools for operation by or for the state or any political subdivision thereof for the specific purpose of training personnel defined in this chapter.

(j) Upon the request of agencies employing personnel defined in this chapter, conduct surveys or aid municipalities and counties to conduct surveys through qualified public or private agencies and assist in the implementation of any recommendations resulting from such surveys.

(k) Upon request of agencies within the purview of this chapter, conduct general and specific management surveys and studies of the operations of the requesting agencies at no cost to those agencies. The role of the board under this subsection shall be that of management consultant.

(l) Adopt and amend regulations consistent with law, for its internal management and control of board programs.

(m) Enter into contracts or do such things as may be necessary and incidental to the administration of this chapter.

(n) Establish jointly with the State Board of Education the minimum level of basic law enforcement training required of persons employed by school districts as school security guards, or school resource officers or in other positions that have the powers of a peace officer.

Sources: Laws, 1981, ch. 474, § 4; Laws, 1990, ch. 434, § 2; Laws, 1998, ch. 394, § 6; Laws, 2000, ch. 437, § 2; Laws, 2009, ch. 539, § 1, eff from and after passage (approved April 15, 2009.)

§ 45-6-9. Administrative and fiscal support provided by criminal justice planning commission.

The criminal justice planning commission shall provide administrative and fiscal support for the board on law enforcement officer standards and training, and the executive director of the commission shall serve as the director of the board.

Sources: Laws, 1981, ch. 474, § 5, eff from and after passage (approved April 7, 1981).

§ 45-6-11. Law enforcement officer qualifications; recertification after leaving law enforcement; certification; reprimand, suspension or revocation of certification.

(1) Law enforcement officers already serving under permanent appointment on July 1, 1981, and personnel of the division of community services under § 47-7-9, Mississippi Code of 1972, serving on July 1, 1994, shall not be required to meet any requirement of subsections (3) and (4) of this section as a condition of continued employment; nor shall failure of any such law enforcement officer to fulfill such requirements make that person ineligible for any promotional examination for which that person is otherwise eligible. Provided, however, if any law enforcement officer certified under the provisions of this chapter leaves his employment as such and does not become employed as a law enforcement officer within

two (2) years from the date of termination of his prior employment, he shall be required to comply with board policy as to rehiring standards in order to be employed as a law enforcement officer; except, that, if any law enforcement officer certified under this chapter leaves his employment as such to serve as a sheriff, he may be employed as a law enforcement officer after he has completed his service as a sheriff without being required to comply with board policy as to rehiring standards. Part-time law enforcement officers serving on or before July 1, 1998, shall have until July 1, 2001, to obtain certification as a part-time officer.

(2) (a) Any person who has twenty (20) years of law enforcement experience and who is eligible to be certified under this section shall be eligible for recertification after leaving law enforcement on the same basis as someone who has taken the basic training course. Application to the board to qualify under this subsection shall be made no later than June 30, 1993.

(b) Any person who has twenty-five (25) years of law enforcement experience, whether as a part-time, full-time, reserve or auxiliary officer, and who has received certification as a part-time officer, may be certified as a law enforcement officer as defined in Section 45-6-3(c) without having to meet further requirements. Application to the board to qualify under this paragraph shall be made no later than June 30, 2009.

(3) (a) No person shall be appointed or employed as a law enforcement officer or a part-time law enforcement officer unless that person has been certified as being qualified under the provisions of subsection (4) of this section.

(b) No person shall be appointed or employed as a law enforcement trainee by any law enforcement unit for a period to exceed two (2) years. The prohibition against the appointment or employment of a law enforcement trainee for a period not to exceed two (2) years may not be nullified by terminating the appointment or employment of such a person before the expiration of the time period and then rehiring the person for another period. Any person, who, due to illness or other events beyond his control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he can attend the required school or training.

(c) No person shall serve as a law enforcement officer in any full-time, part-time, reserve or auxiliary capacity during a period when that person's certification has been suspended, cancelled or recalled pursuant to the provisions of this chapter.

(4) In addition to the requirements of subsections (3), (7) and (8) of this section, the board, by rules and regulations consistent with other provisions of law, shall fix other qualifications for the employment of law enforcement officers, including minimum age, education, physical and mental standards, citizenship, good moral character, experience and such other matters as relate to the competence and reliability of persons to assume and discharge the responsibilities of law enforcement officers, and the board shall prescribe the means for presenting evidence of fulfillment of these requirements. Additionally, the board shall fix qualifications for the appointment or employment of part-time law enforcement officers to essentially the same standards and requirements as law enforcement officers. The board shall develop and implement a part-time law enforcement officer training program that meets

the same performance objectives and has essentially the same or similar content as the programs approved by the board for full-time law enforcement officers and the board shall provide that such training shall be available locally and held at times convenient to the persons required to receive such training.

(5) Any elected sheriff, constable, deputy or chief of police may apply for certification. Such certification shall be granted at the request of the elected official after providing evidence of satisfaction of the requirements of subsections (3) and (4) of this section. Certification granted to such elected officials shall be granted under the same standards and conditions as established by law enforcement officers and shall be subject to recall as in subsection (7) of this section.

(6) The board shall issue a certificate evidencing satisfaction of the requirements of subsections (3) and (4) of this section to any applicant who presents such evidence as may be required by its rules and regulations of satisfactory completion of a program or course of instruction in another jurisdiction equivalent in content and quality to that required by the board for approved law enforcement officer education and training programs in this state, and has satisfactorily passed any and all diagnostic testing and evaluation as required by the board to ensure competency.

(7) Professional certificates remain the property of the board, and the board reserves the right to either reprimand the holder of a certificate, suspend a certificate upon conditions imposed by the board, or cancel and recall any certificate when:

(a) The certificate was issued by administrative error;

(b) The certificate was obtained through misrepresentation or fraud;

(c) The holder has been convicted of any crime involving moral turpitude;

(d) The holder has been convicted of a felony;

(e) The holder has committed an act of malfeasance or has been dismissed from his employing law enforcement agency; or

(f) Other due cause as determined by the board.

(8) When the board believes there is a reasonable basis for either the reprimand, suspension, cancellation of, or recalling the certification of a law enforcement officer or a part-time law enforcement officer, notice and opportunity for a hearing shall be provided in accordance with law prior to such reprimand, suspension or revocation.

(9) Any full- or part-time law enforcement officer aggrieved by the findings and order of the board may file an appeal with the chancery court of the county in which such person is employed from the final order of the board. Such appeals must be filed within thirty (30) days of the final order of the board.

(10) Any full- or part-time law enforcement officer whose certification has been cancelled

pursuant to this chapter may reapply for certification, but not sooner than two (2) years after the date on which the order of the board cancelling such certification becomes final.

Sources: Laws, 1981, ch. 474, § 6; Laws, 1990, ch. 434, § 3; Laws, 1992, ch. 415, § 1; Laws, 1993, ch. 584, § 1; Laws, 1994, ch. 516, § 2; Laws, 1998, ch. 394, § 3; Laws, 1999, ch. 506, § 1; Laws, 2009, ch.539, § 2, eff from and after passage (approved April 15, 2009.)

§ 45-6-13. Reimbursement for attending training program; professional library.

(1) The board shall establish, provide or maintain law enforcement training programs through such agencies and institutions as the board may deem appropriate.

(2) The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the reimbursement to each political subdivision and to state agencies of at least fifty percent (50%) of the allowable salary and allowable tuition, living and travel expense incurred by law enforcement officers in attendance at approved training programs, provided said political subdivisions and state agencies do in fact adhere to the selection and training standards established by the board. The board shall authorize, but only from such funds authorized and appropriated by the Legislature, the direct funding of a part-time law enforcement officer training program. The board shall require the payment of a reasonable tuition fee to aid in funding the costs of administering the part-time law enforcement officer training program.

(3) The board is authorized to expend funds for the purpose of providing a professional library and training aids that will be available to state agencies and political subdivisions.

(4) If any full- or part-time law enforcement officer in this state who is employed by a municipality, county or other governmental entity shall, within three (3) years after the date of his employment, resign from, or be terminated from, employment by such entity and immediately become employed by another governmental entity in a law enforcement capacity, then the governmental entity by which the resigned or terminated officer is employed shall reimburse the governmental entity from which the officer resigned or was terminated a proportionate share of the officer's law enforcement training expenses which were incurred by such entity, if any.

Sources: Laws, 1981, ch. 474, § 7; Laws, 1993, ch. 458, § 1; Laws, 1998, ch. 394, § 4, eff from and after July 1, 1998.

§ 45-6-15. Law Enforcement Officers Training Fund.

(1) (a) Such assessments as are collected under § 99-19-73, Mississippi Code of 1972, and contributions, grants and other monies received by the board under the provisions of this chapter shall be deposited in a special fund hereby created in the State Treasury and designated the "Law Enforcement Officers Training Fund," which shall be expended by the board to defray the expenses of the program as authorized and appropriated by the Legislature.

(b) Twenty-five percent (25%) of the assessments collected under § 99-19-73, Mississippi Code of 1972, shall be deposited into the "Jail Officer Training Account" which is hereby created in the "Law Enforcement Officers Training Fund." The funds in such

account shall be expended by the Board on Jail Officer Standards and Training to defray the expenses of the jail officers training program as authorized and appropriated by the Legislature.

(c) Unexpended amounts remaining in the fund and account at the end of the fiscal year shall not lapse into the State General Fund and any interest earned on the fund shall be deposited to the credit of the fund.

(2) The board may accept for any of its purposes and functions under this chapter any and all donations, both real and personal property, and grants of money from any governmental unit or public agency, or from any institution, person, firm or corporation.

(3) Money authorized and appropriated by the Legislature shall be paid by the State Treasurer upon warrants issued by the Department of Finance and Administration, which shall issue its warrants upon requisitions signed by the proper person, officer or officers of the commission, in the manner provided by law.

Sources: Laws, 1981, ch. 474, § 8; Laws, 1990, ch. 329, § 8; Laws, 1999, ch. 482, § 8; Laws, 2000, ch. 515, § 11, eff from and after July 1, 2000.

§ 45-6-17. Non-complying officers and officers with certificates revoked or suspended not to exercise powers; salary not to be paid.

(1) Any full- or part-time law enforcement officer who does not comply with the provisions of this chapter, or whose certificate has been suspended or revoked under provisions of this chapter, shall not be authorized to exercise the powers of law enforcement officers generally, and particularly shall not be authorized to exercise the power of arrest.

(2) Any state agency or political subdivision that employs a person as a full- or part-time law enforcement officer who does not meet the requirements of this chapter, or who employs a person whose certificate has been suspended or revoked under provisions of this chapter, is prohibited from paying the salary of such person, or providing any public monies for the equipment or support of the law enforcement activities of such person and any person violating this subsection shall be personally liable for making such payment.

Sources: Laws, 1981, ch. 474, § 9; Laws, 1992, ch. 415, § 2; Laws, 1998, ch. 394, § 5, eff from and after July 1, 1998.

§ 45-6-19. Continuing education requirement for municipal police chiefs.

(1) The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. Any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service. Such education courses may be provided by an accredited law enforcement academy or by the Mississippi Association of Chiefs of Police.

(2) Any police officer of any municipality in the State of Mississippi is required to annually

complete a specified number of hours, as stated in this subsection, of continuing education courses which are approved by the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:

0-2 years after July 1, 2004 .....8 hours of annual training
3-4 years after July 1, 2004 .....16 hours of annual training
5 or more years after July 1, 2004..24 hours of annual training

Such education courses may be provided by an accredited law enforcement academy or by the Mississippi Association of Chiefs of Police.

(3) The Mississippi Board on Law Enforcement Officers Standards and Training shall reimburse each municipality for the expense incurred for chiefs of police and municipal police officers in attendance at approved training programs as required by this section.

(4) Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his certification as a chief of police or municipal police officer revoked by the Mississippi Board on Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11.

(5) The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.

(6) Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.

Sources: Laws, 1993, ch. 413, § 1; Laws, 2004, ch. 418, § 1, eff from and after July 1, 2004.

§ 99-19-73. Standard State monetary assessment for certain violations, misdemeanors and felonies; suspension or reduction of assessment prohibited; collection and deposit of assessments; refunds.

(1) Traffic Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any violation in Title 63, Mississippi Code of 1972, except offenses relating to the Mississippi Implied Consent Law (§ 63-11-1 et seq.) and offenses relating to vehicular parking or registration:

FUND AMOUNT

State Court Education Fund ..... $ 1.50

State Prosecutor Education Fund ..... .50

Driver Training Penalty Assessment Fund 7.00

Law Enforcement Officers Training Fund 5.00

Spinal Cord and Head Injury Trust Fund (for all moving violations) 4.00

Emergency Medical Services Operating Fund 10.00

Mississippi Leadership Council on Aging Fund 1.00

TOTAL STATE ASSESSMENT ..... $ 29.00

(2) Implied Consent Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or any other penalty for any violation of the Mississippi Implied Consent Law (§ 63-11-1 et seq.):

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Driver Training Penalty Assessment Fund 22.00

Law Enforcement Officers Training Fund 11.00

Emergency Medical Services Operating Fund 10.00

Mississippi Alcohol Safety Education Program Fund 5.00

Federal-State Alcohol Program Fund 10.00

Mississippi Crime Laboratory Implied Consent Law Fund 25.00

Spinal Cord and Head Injury Trust Fund 25.00

State General Fund 35.00

TOTAL STATE ASSESSMENT $155.00

(3) Game and Fish Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any

violation of the game and fish statutes or regulations of this state:

FUND AMOUNT

State Court Education Fund ..... $ 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

Hunter Education and Training Program Fund 5.00

State General Fund 30.00

TOTAL STATE ASSESSMENT ..... $ 42.00

(4) Litter Law Violations. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any violation of § 97-15-29 or 97-15-30:

FUND AMOUNT

Statewide Litter Prevention Fund ..... $ 25.00

TOTAL STATE ASSESSMENT ..... $ 25.00

(5) Other Misdemeanors. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any misdemeanor violation not specified in subsection (1), (2) or (3) of this section, except offenses relating to vehicular parking or registration:

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

State General Fund 30.00

State Crime Stoppers Fund 1.50

TOTAL STATE ASSESSMENT ..... $ 48.50

(6) Other Felonies. In addition to any monetary penalties and any other penalties imposed by law, there shall be imposed and collected the following state assessment from each person upon whom a court imposes a fine or other penalty for any felony violation not specified in subsection (1), (2) or (3) of this section:

FUND AMOUNT

Crime Victims' Compensation Fund ..... $ 10.00

State Court Education Fund 1.50

State Prosecutor Education Fund ..... .50

Law Enforcement Officers Training Fund 5.00

State General Fund 60.00

Criminal Justice Fund 50.00

TOTAL STATE ASSESSMENT $127.00

(7) If a fine or other penalty imposed is suspended, in whole or in part, such suspension shall not affect the state assessment under this section. No state assessment imposed under the provisions of this section may be suspended or reduced by the court.

(8) After a determination by the court of the amount due, it shall be the duty of the clerk of the court to promptly collect all state assessments imposed under the provisions of this section. The state assessments imposed under the provisions of this section may not be paid by personal check. It shall be the duty of the chancery clerk of each county to deposit all such state assessments collected in the circuit, county and justice courts in such county on a monthly basis with the State Treasurer pursuant to appropriate procedures established by the State Auditor. The chancery clerk shall make a monthly lump-sum deposit of the total state assessments collected in the circuit, county and justice courts in such county under this section, and shall report to the Department of Finance and Administration the total number of violations under each subsection for which state assessments were collected in the circuit, county and justice courts in such county during such month. It shall be the duty of the municipal clerk of each municipality to deposit all such state assessments collected in the municipal court in such municipality on a monthly basis with the State Treasurer pursuant to appropriate procedures established by the State Auditor. The municipal clerk shall make a monthly lump-sum deposit of the total state assessments collected in the municipal court in such municipality under this section, and shall report to the Department of Finance and Administration the total number of violations under each subsection for which state assessments were collected in the municipal court in such municipality during such month.

(9) It shall be the duty of the Department of Finance and Administration to deposit on a monthly basis all such state assessments into the proper special fund in the State Treasury. The monthly deposit shall be based upon the number of violations reported under each

subsection and the pro rata amount of such assessment due to the appropriate special fund. The Department of Finance and Administration shall issue regulations providing for the proper allocation of these special funds.

(10) The State Auditor shall establish by regulation procedures for refunds of state assessments, including refunds associated with assessments imposed before July 1, 1990, and refunds after appeals in which the defendant's conviction is reversed. The Auditor shall provide in such regulations for certification of eligibility for refunds and may require the defendant seeking a refund to submit a verified copy of a court order or abstract by which such defendant is entitled to a refund. All refunds of state assessments shall be made in accordance with the procedures established by the Auditor.

Sources: Laws, 1990, ch. 329, § 1; Laws, 1991, ch. 356, § 3; Laws, 1995, ch. 500, § 2; Laws, 1996, ch. 505, § 7; Laws, 1996, ch. 506, § 14; Laws, 1997, ch. 550, § 3; Laws, 1997, ch. 574, § 2; Laws, 1998, ch. 429, § 7, eff from and after July 1, 1998.

§ 19-19-5. General duties of constables; training program.

(1) It shall be the duty of every constable to keep and preserve the peace within his county, by faithfully aiding and assisting in executing the criminal laws of the state; to give information, without delay, to some justice court judge or other proper officer, of all riots, routs and unlawful assemblies, and of every violation of the penal laws which may come to his knowledge in any manner whatsoever; to execute and return all process, civil and criminal, lawfully directed to him, according to the command thereof; and to pay over all monies, when collected by him to the person lawfully authorized to receive the same. In addition, the constable is authorized to serve process issued by any county, chancery or circuit court, and shall receive the same fee as he would receive for service of process in justice court. No constable shall receive any fee provided by law for making an arrest, or attending any trial, wherein the defendant has been arrested, or is being tried for any violation of the motor vehicle laws committed on any designated United States highway located within the district or county of the constable.

(2) (a) During a constable's term of office, each constable shall attend and, to the extent to which he is physically able, participate in a curriculum having a duration of two (2) weeks which addresses the nature and scope of specific duties and responsibilities of a constable and which includes firearm use and safety training, to be established by the Board on Law Enforcement Officers Standards and Training in the field of law enforcement at the Mississippi Law Enforcement Officers' Training Academy or such other training programs that are approved by the Board on Law Enforcement Officers Standards and Training pursuant to § 45-6-9. No physical fitness test shall be required to be successfully completed in order to complete the training program. The board of supervisors of the county shall be responsible for paying, only one (1) time, the tuition, living and travel expenses incurred by any constable of that county in attendance at such training program or curriculum. If such constable does not attend and, to the extent to which he is physically able, participate in the entirety of the required program or curriculum, any further training which may be required by this section shall be completed at the expense of such constable. No constable shall be entitled to the receipt of any fees, costs or compensation authorized by law after the first twenty-four (24) months in office if he fails to attend the required training and, to the extent to which he is physically able, participate in the entirety of the appropriate program or curriculum. Any constable who does not complete the required training when required may

execute and return civil process but thereafter shall not be paid any fees, costs or compensation for executing such process and shall not be allowed to exercise any law enforcement functions or to carry a firearm in the performance of his duties until he has completed such training.

(b) (i) The Board of Law Enforcement Officers Standards and Training shall develop a program of continuing education training for constables to attend consisting of eight (8) hours annually. The program shall be divided equally between firearms training and safety and instruction in both substantive and procedural law. The training program shall be conducted by the Mississippi Constables Association, and appropriate parts of the program may be conducted by members who have been certified by the board to conduct the training program. The cost of travel, tuition and living expenses in attending the continuing training shall be paid out of the Law Enforcement Officers Training Fund created in § 45-6-15.

(ii) No constable elected prior to January 1, 2000, shall be required to comply with the continuing education requirements of this paragraph (b); however, any constable may elect to attend the annual training and shall be reimbursed therefor as provided in this paragraph (b).

(c) The provisions of this subsection shall not apply to a constable who has received a certificate from the Board on Law Enforcement Officers Standards and Training evidencing satisfaction of subsections (2) and (3) of § 45-6-11, or who is exempt from the requirements of subsections (2) and (3) of § 45-6-11 by the provisions of subsection (1) of § 45-6-11.

Sources: Codes, Hutchinson's 1848, ch. 50, art 4 (3); 1857, ch. 6, art 176; 1871, § 280; 1880, § 389; 1892, § 769; Laws, 1906, § 831; Hemingway's 1917, § 637; Laws, 1930, § 632; Laws, 1942, § 3887; Laws, 1962, ch. 330; 986, ch. 441, § 3; Laws, 1989, ch. 586, § 1; Laws, 1993, ch. 343, § 1; Laws, 2000, ch. 578, § 1; Laws, 2003, ch. 320, § 1, eff from and after July 1, 2003.

Appendixes A Official Certification Forms

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME LAW ENFORCEMENT APPLICATION FOR CERTIFICATION - PART I

READ THE INSTRUCTIONS ON PAGE 2

In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000.00 and a jail sentence of up to 5 years. Further, the LEOTP authorizes the BLEOST in § 45-6-11 (7) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. Name: _____ 2. SSN: _____
Give Full Name - First Middle Last

3. Date of Hire: ___/___/___ 4. Date of Birth: ___/___/___ 5. Title/Rank: _____

6. Department: _____ 7. Telephone: _____

8. Dept.'s Address: _____
Post Office Box or Street City & Zip Code

9. Has the applicant ever been certified under the LEOTP? No ( ) Yes ( ) 10. Certificate No. _____

11. **Education**, Number of Years Completed _____, High School Diploma _____or GED _____, Degree(s) _____

12. **EMPLOYMENT RECORD** List all employment. Begin with your most previous employment and work back. Use an additional 8.5 x 11 sheet of paper if necessary.

Agency/Department	Position	City/State		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

13. **TRAINING RECORD** List all completed law enforcement training consisting of eighty (80) hours or more. Include copies of certificates of completion. Use an additional 8.5 x 11 sheet of paper if necessary.

Name of Course	Location	Course Length		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Complete Parts I, II and III of the "Application for Certification" form for all newly hired full-time law enforcement officers. Return the form to the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the officer's date of hire.

Part I

Type or print in ink when completing this form. Record the applicant's full name, social security number, date of hire as a full-time law enforcement officer, date of birth, current position or rank, the name of the employing agency/department, the department's telephone number and mailing address. Check whether or not the applicant has ever been certified under the Law Enforcement Officers Training Program (LEOTP). If the answer is yes, enter the applicant's certificate number. State the number of years of education completed by the applicant. Check whether the applicant has a high school diploma or GED, and denote any degrees earned other than a high school diploma or GED (i.e., BS - Bachelor of Science, BA - Bachelor of Arts, etc.).

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.

List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Include copies of the certificates of completion and any other documentation available, such as a course curriculum.

Part II

This portion of the form must be completed by the applicant. **Circle** the answer that applies. A *"yes"* answer to any of these questions does not automatically bar anyone from obtaining certification. Any of the questions, items one (1) through ten (10) that are answered *"yes"* must be explained to the Board. **The explanation must be typed or printed in ink on a separate eight and a half (8½") by eleven (11") inch sheet of paper, 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 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. Any alternative to sentencing that has been decreed by any political subdivision must be reported including, but not limited to: pre-trial diversion, probation, fines, restitution, or community service.** The applicant must sign and date "Part II - Applicant's Background Investigation Review" before a Notary Public.

Part III

This part of the background investigation review must be completed by the head of the department or someone with authority to sign as the department head. There must be a letter on file, at this office, stating specifically who has the authority to sign as the department head. This letter of authorization will have to be signed by the head of the department.

Each procedure must be **initialed** (ex. - JD 1. A personnel ...) by the agency head to indicate completion of said procedure. **The applicant's fingerprints must be submitted to the Criminal Information Center of the Mississippi Department of Public Safety (see the address below).** If procedure number four (4) is not applicable to the officer in question enter N/A in the space provided. "Part III - Agency's Background Investigation Review" must be signed and dated before a Notary Public by the department head or someone with authority to sign as the department head.

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

PART II - APPLICANT'S BACKGROUND INVESTIGATION REVIEW

Important, read the instructions before completing this form

		Circle One	
1	Have you ever been a defendant in a court martial, Article 15, Captain's Mast or other nonjudicial punishment?	Yes	No
2	Has a judgement ever been issued against you?	Yes	No
3	Have you ever declared bankruptcy?	Yes	No
4	Have you ever been arrested or charged with a crime?	Yes	No
5	Have you ever received any alternatives to sentencing such as probation before judgement, pretrial diversion,	Yes	No
	non- adjudication of guilt or have you ever had an expungement?	Yes	No
6	Have you ever been found guilty or pled guilty or no contest to a crime?	Yes	No
7	Have you ever been refused a surety bond or turned down for employment that required a surety bond?	Yes	No
8	Have you ever: (a) been suspended for any reason from any employment; (b) been terminated from any employment; (c) resigned to prevent termination from any employment; (d) resigned prior to, during or at the conclusion of any such investigation into your activities?	Yes	No
9	Have you ever been addicted to or hospitalized for the use of alcohol or drugs?	Yes	No
10	Have you ever had a certificate, license or privilege removed, revoked, suspended, or voluntarily relinquished the same under state, federal or other laws?	Yes	No

I, the undersigned do hereby authorize and direct any duly authorized representative of a public safety agency to provide the POST full and complete disclosure of any information, public and private, pertaining to myself or my employment as required by the POST regarding my certification and my qualifications to be a certified law enforcement officer. It is my intent to provide full and free access to all information about me including my: work record, background and reputation, military records, educational records, financial status, criminal history and/or arrest record, information in investigatory files, job performance, attendance records, complaints or grievances, records or recollections of attorneys whether representing me or another person in any case in which I have had an interest, polygraph examinations, internal affairs investigations, discipline files and files which are deemed to be confidential and/or sealed.

I further authorize and direct the POST to provide copies of said records and/or any other record or document contained or related to my certification application and record to any duly authorized representative of a public safety agency.

I hereby release the POST and its authorized agents, the public safety agency and its authorized agents and all others, individually and collectively, from any and all liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand that should any information of a criminal nature surface, the information may be turned over to the appropriate authorities.

I, the undersigned, do hereby swear and affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, **that I have provided my employer with a full explanation (without any omissions) of each and every "yes" answer to the above questions, one (1) through ten (10) of Part II of the "Application for Certification" form, and that these explanations (if any) are attached to this form**, that I am at least twenty-one (21) years old, that I have read and understand this form, all the instructions contained therein and do hereby confirm that all of the information contained in this application and/or all other information I furnish in conjunction with my application is true and correct.

Witness my signature this, the _____ day of _____, 20___.

_____ _____

Applicant's Signature Print Applicant's Name

NOTARY PUBLIC

I, the undersigned authority in and for _____ County and State, do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part II of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part II of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the _____day of _____, 20___.

Notary Public _____

PART III - AGENCY BACKGROUND INVESTIGATION REVIEW

***Warning*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a Board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years. Further, the Law Enforcement Officers Training Program authorizes the Board in MCA § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.**

The agency head or authorized signatory must **initial** (ex. - __JD__ 1. A personnel ...) the procedures that have been completed on the applicant named in this form. **All the procedures are required to be completed with the possible exception of procedure number four (4).** If the applicant has not served in the military enter N/A in the space provided.

____1. A personnel file on the applicant has been created and is being maintained at this agency. The file includes a release of information form or a letter allowing the release of information signed by the applicant. Copies of all the documents referenced below, in items two (2) through seven (7) of Part III of the "Application for Certification" form, are included in this file. This file will be maintained as long as the applicant is employed with this agency, and the file will be made available to the BLEOST upon receipt of a written request.
initial

____2. A complete background investigation on the applicant has been performed, has been reviewed by me and a copy of the background investigation is included in the applicant's personnel file.
initial

____3. The applicant's fingerprints have been submitted to the Criminal Information Center of the Mississippi Department of Public Safety as a part of the background investigation and a copy of the FBI report will be included in the applicant's personnel file.
initial

____4. The applicant's official Certificate of Release or Discharge From Active Duty (D.D. Form 214) has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____5. The applicant's official documentation certifying successful completion of high school or completion of the General Educational Development (GED) Testing Program has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____6. I have reviewed appropriate official documents certifying the applicant's age and citizenship and copies of said documents are included in the applicant's personnel file.
initial

____7. The applicant has completed a medical examination by a licensed physician and the results have been reviewed by me. A copy of said examination is included in the applicant's personnel file.
initial

I, the undersigned, do hereby swear and affirm that I or individuals under my supervision have made a thorough background investigation of this applicant, (print applicant's name) _____, including any answers of "yes" to questions one (1) through ten (10) in Part II of this form and written explanations for those answers are attached. I certify that all the procedures in Part III, one (1) through seven (7), that are applicable to the officer in question have been completed, that to the best of my knowledge the applicant is physically qualified to perform duties as a law enforcement officer, that the applicant is at least twenty-one (21) years of age, that I have contacted each of the applicant's past employers (if any), that I am satisfied that the applicant is of good moral character, that the applicant has never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, and that the applicant is a law enforcement officer as defined in **MCA § 45-6-3 (c)**.

Witness my signature this, the _____day of _____, 20___.

_____ _____
Agency Head's/Authorized Signatory's Signature Title

NOTARY PUBLIC

I the undersigned authority in and for _____ County and State do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part III of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part III of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the _____day of _____, 20___.

Notary Public _____

MISSISSIPPI
PEACE OFFICER STANDARDS & TRAINING

PART-TIME LAW ENFORCEMENT APPLICATION FOR CERTIFICATION - PART I

READ THE INSTRUCTIONS ON PAGE 2

In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000.00 and a jail sentence of up to 5 years. Further, the LEOTP authorizes the BLEOST in § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. Name: _____ 2. SSN: _____
Give Full Name - First Middle Last

3. Date of Hire: ___/___/___ 4. Date of Birth: ___/___/___ 5. Title/Rank: _____

6. Department: _____ 7. Telephone: _____
Dept.'s

8. Address: _____
Post Office Box or Street City & Zip Code

9. Has the applicant ever been certified under the LEOTP? No ( ) Yes ( ) 10. Certificate No. _____

11. **Education**, Number of Years Completed _____, High School Diploma _____or GED _____, Degree(s) _____

12. **EMPLOYMENT RECORD** List all employment. Begin with your most previous employment and work back. Use an additional 8.5 x 11 sheet of paper if necessary.

Agency/Department	Position	City/State		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

13. **TRAINING RECORD** List all completed law enforcement training consisting of eighty (80) hours or more. Include copies of certificates of completion. Use an additional 8.5 x 11 sheet of paper if necessary.

Name of Course	Location	Course Length		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

PART-TIME

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Complete Parts I, II and III of the "Application for Certification" form for all newly hired part-time/reserve law enforcement officers. Return the form to the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the officer's date of hire.

Part I

Type or print in ink when completing this form. Record the applicant's full name, social security number, date of hire as a part-time/reserve law enforcement officer, date of birth, current position or rank, the name of the employing agency/department, the department's telephone number and mailing address. Check whether or not the applicant has ever been certified under the Law Enforcement Officers Training Program (LEOTP). If the answer is yes, enter the applicant's certificate number. State the number of years of education completed by the applicant. Check whether the applicant has a high school diploma or GED, and denote any degrees earned other than a high school diploma or GED (i.e., BS - Bachelor of Science, BA - Bachelor of Arts, etc.).

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.

List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Include copies of the certificates of completion and any other documentation available, such as a course curriculum.

Part II

This portion of the form must be completed by the applicant. **Circle** the answer that applies. Any of the questions, items one (1) through ten (10) that are answered *"yes"* must be explained to the Board. **The explanation must be typed or printed in ink on a separate eight and a half (8½") by eleven (11") inch sheet of paper, 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 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. Any alternative to sentencing that has been decreed by any political subdivision must be reported including, but not limited to: probation, fines, restitution, or community service.** The applicant must sign and date "Part II - Applicant's Background Investigation Review" before a Notary Public.

Part III

This part of the background investigation review must be completed by the head of the department or someone with authority to sign as the department head. There must be a letter on file, at this office, stating specifically who has the authority to sign as the department head. This letter of authorization will have to be signed by the head of the department.

Each procedure must be **initialed** (ex. - JD 1. A personnel ...) by the agency head to indicate completion of said procedure. **The applicant's fingerprints must be submitted to the Criminal Information Center of the Mississippi Department of Public Safety (see the address below).** If procedure number four (4) is not applicable to the officer in question enter N/A in the space provided. "Part III - Agency's Background Investigation Review" must be signed and dated before a Notary Public by the department head or someone with authority to sign as the department head.

PART-TIME

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

PART-TIME

PART II - APPLICANT'S BACKGROUND INVESTIGATION REVIEW

Important, read the instructions before completing this form

		Circle One	
1	Have you ever been a defendant in a court martial, Article 15, Captain's Mast or other nonjudicial punishment?	Yes	No
2	Has a judgement ever been issued against you?	Yes	No
3	Have you ever declared bankruptcy?	Yes	No
4	Have you ever been arrested or charged with a crime?	Yes	No
5	Have you ever received any alternatives to sentencing such as probation before judgement, pretrial diversion,	Yes	No
	non- adjudication of guilt or have you ever had an expungement?	Yes	No
6	Have you ever been found guilty or pled guilty or no contest to a crime?	Yes	No
7	Have you ever been refused a surety bond or turned down for employment that required a surety bond?	Yes	No
8	Have you ever: (a) been suspended for any reason from any employment; (b) been terminated from any employment; (c) resigned to prevent termination from any employment; (d) resigned prior to, during or at the conclusion of any such investigation into your activities?	Yes	No
9	Have you ever been addicted to or hospitalized for the use of alcohol or drugs?	Yes	No
10	Have you ever had a certificate, license or privilege removed, revoked, suspended, or voluntarily relinquished the same under state, federal or other laws?	Yes	No

PART-TIME

I, the undersigned do hereby authorize and direct any duly authorized representative of a public safety agency to provide the POST full and complete disclosure of any information, public and private, pertaining to myself or my employment as required by the POST regarding my certification and my qualifications to be a certified law enforcement officer. It is my intent to provide full and free access to all information about me including my: work record, background and reputation, military records, educational records, financial status, criminal history and/or arrest record, information in investigatory files, job performance, attendance records, complaints or grievances, records or recollections of attorneys whether representing me or another person in any case in which I have had an interest, polygraph examinations, internal affairs investigations, discipline files and files which are deemed to be confidential and/or sealed.

I further authorize and direct the POST to provide copies of said records and/or any other record or document contained or related to my certification application and record to any duly authorized representative of a public safety agency.

I hereby release the POST and its authorized agents, the public safety agency and its authorized agents and all others, individually and collectively, from any and all liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand that should any information of a criminal nature surface, the information may be turned over to the appropriate authorities.

I, the undersigned, do hereby swear and affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, **that I have provided my employer with a full explanation (without any omissions) of each and every "yes" answer to the above questions, one (1) through ten (10) of Part II of the "Application for Certification" form, and that these explanations (if any) are attached to this form**, that I am at least twenty-one (21) years old, that I have read and understand this form, all the instructions contained therein and do hereby confirm that all of the information contained in this application and/or all other information I furnish in conjunction with my application is true and correct.

Witness my signature this, the _____ day of _____, 20___.

_____ _____

Applicant's Signature Print Applicant's Name

NOTARY PUBLIC

I, the undersigned authority in and for _____ County and State, do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part II of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part II of the foregoing "Application for Certification and Background Investigation Review" form.

PART-TIME

GIVEN under my hand and official seal this, the_____day of_____, 20___.

Notary Public _____

PART III - AGENCY BACKGROUND INVESTIGATION REVIEW

***Warning*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a Board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years. Further, the Law Enforcement Officers Training Program authorizes the Board in MCA § 45-6-11 (6) to cancel and recall any certificate obtained through misrepresentation or fraud.**

The agency head or authorized signatory must **initial** (ex. - __JD__ 1. A personnel ...) the procedures that have been completed on the applicant named in this form. **All the procedures are required to be completed with the possible exception of procedure number four (4).** If the applicant has not served in the military enter N/A in the space provided.

____1. A personnel file on the applicant has been created and is being maintained at this agency. The file includes a release of information form or a letter allowing the release of information signed by the applicant. Copies of all the documents referenced below, in items two (2) through seven (7) of Part III of the "Application for Certification" form, are included in this file. This file will be maintained as long as the applicant is employed with this agency, and the file will be made available to the BLEOST upon receipt of a written request.
initial

____2. A complete background investigation on the applicant has been performed, has been reviewed by me and a copy of the background investigation is included in the applicant's personnel file.
initial

____ 3. The applicant's fingerprints have been submitted to the Criminal Information Center of the Mississippi Department of Public Safety as a part of the background investigation and a copy of the FBI report will be included in the applicant's personnel file.
initial

____4. The applicant's official Certificate of Release or Discharge From Active Duty (D.D. Form 214) has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____5. The applicant's official documentation certifying successful completion of high school or completion of the General Educational Development (GED) Testing Program has been reviewed by me and a copy is included in the applicant's personnel file.
initial

____6. I have reviewed appropriate official documents certifying the applicant's age and citizenship and copies of said documents are included in the applicant's personnel file.
initial

____7. The applicant has completed a medical examination by a licensed physician and the results have been reviewed by me. A copy of said examination is included in the applicant's personnel file.
initial

I, the undersigned, do hereby swear and affirm that I or individuals under my supervision have made a thorough background investigation of this applicant, (print applicant's name) _____, including any answers of "yes" to questions one (1) through ten (10) in Part II of this form and written explanations for those answers are attached. I certify that all the procedures in Part III, one (1) through seven (7), that are applicable to the officer in question have been completed, that to the best of my knowledge the applicant is physically qualified to perform duties as a law enforcement officer, that the applicant is at least twenty-one (21) years of age, that I have contacted each of the applicant's past employers (if any), that I am satisfied that the applicant is of good moral character, that the applicant has never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, and that the applicant is a law enforcement officer as defined in **MCA § 45-6-3 (c)**.

Witness my signature this, the _____day of _____, 20___.

_____ _____
Agency Head's/Authorized Signatory's Signature Title

NOTARY PUBLIC

I the undersigned authority in and for _____ County and State do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part III of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part III of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the_____day of_____, 20 .

Notary Public _____

PART-TIM

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for full-time law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all full-time law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

This form is to be completed by the employing agency/department and returned to this office within thirty days of receipt. Make as many copies of this form as needed. You may use your own computer-generated form(s) only if it contains all the information that is requested on this form.

1. When completing this form type or print in ink.

2. Type the name of the employing agency/department and the phone number.

3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a full-time officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a full-time officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

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Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME MUNICIPAL LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for full-time law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #	YTD Training Hours
		CHIEF			

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

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_____ _____

Signature of Agency/Department Head Date Signed

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for part-time, reserve, or auxiliary law enforcement officers only and return to the address listed at the bottom of this page.

Name (Last, First Middle)	Social Security Number	Position or Rank	Date of Employment (Month / Day / Year)	Certificate #

PART-TIME

PART-TIME

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all part-time, reserve, or auxiliary law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

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4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a part-time, reserve, or auxiliary officer, sign and return the form to the address listed below.

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PART-TIME

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME MUNICIPAL LAW ENFORCEMENT OFFICER ROSTER

Name of Department _____ Phone # _____

Department's Address _____ Fax # _____

Post Office Box/Street Number City/State Zip

Please complete and sign the following roster for part-time, reserve, or auxiliary law enforcement officers only and return to the address listed at the bottom of this page.

(Last, First Middle)	Number	Rank	(Month / Day / Year)	YTD #	Hours
		CHIEF			

PART-TIME

PART-TIME

WARNING: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to $10,000 and a jail sentence of up to 5 years.

AFFIDAVIT

I swear or affirm that this list is a complete and exhaustive list of all part-time, reserve, or auxiliary law enforcement officers as defined by Chapter 474, Section 6 of the General Laws of the State of Mississippi who are currently employed by my organization.

_____ _____

Signature of Agency/Department Head Date Signed

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INSTRUCTIONS

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3. Enter the department's mailing address and the department's fax number (if applicable).

4. Enter "N/A" in the first space under Name if your department does not employ anyone who would be considered a part-time, reserve, or auxiliary officer, sign and return the form to the address listed below.

5. Record each officer's full name (last, first and middle names), social security number, position or rank, date of employment as a part-time, reserve, or auxiliary officer (month/day/year) and his/her certificate number found in the bottom left hand corner of the Board on Law Enforcement Officer Standards and Training (BLEOST) Professional Certificate. If the officer has not yet been certified by BLEOST, then enter **N C**. If the officer meets the required standards for certification, but your department has not yet received his/her certificate, then call this office for the certificate number. For agencies required to report in-service training, the year to date training hours must be listed in the appropriate column.

6. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

7. Once completed, signed and dated return to the address below.

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Office of Standards and Training
1025 Northpark Dr.
Jackson, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

PART-TIME

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT TERMINATION/REASSIGNMENT REPORT

SEE INSTRUCTIONS ON REVERSE

Department: _____ Telephone: _____

Address: _____
Post Office Box or Street Number City & Zip Code

Name of Officer: _____ SSN: _____

Date of Termination/Reassignment _____

Is the officer certified? Yes ___ No ____
Full-Time ____ Part-Time ____
If yes, please return the original certificate.

Reason for termination.

___ Deceased.

___ Discharged. (Please explain below.)

___ Reassigned to non law enforcement duties.

___ Resigned in good standing/eligible for re-hire.

___ Resigned in good standing/ineligible for re-hire. (Please explain below.)

___ Resigned to prevent termination. (Please explain below.)

___ Resigned prior to, during or at the conclusion of an investigation. (Please explain below.)

___ Retired.

___ Other. (Please explain below.)

Comments: _____

_____

_____

_____

_____

_____

_____

(Use additional 8.5 x 11 sheets of paper if necessary)

_____ _____
Signature of Agency/Department Head Date

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rev. - 26 February 2009

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
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Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Please complete this form on all law enforcement officers who have left law enforcement duty by reassignment, retirement or resignation, etc.

1. This form must be completed and submitted within ten (10) working days of change in employment status.

2. Type or print in ink when completing this form.

3. Type the name of the employing agency/department and telephone number.

4. Enter the employing department's mailing address.

5. Record the full name of the officer concerned and his/her social security number.

6. Enter the date of termination/reassignment. Indicate whether or not the officer is certified, certified full-time or part-time, reserve, or auxiliary. If the officer is certified then return his/her original certificate with the form. Specify the reason for termination. Sign and date the form where indicated and return to the address below.

7. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

8. Once completed, signed and dated return to the address below.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

REQUEST FOR INFORMATION & TRAINING NOTIFICATION

DATE: _____

NAME OF OFFICER(S): _____ SSN(S): _____

_____ _____

_____ _____

_____ _____

NOTE: In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. MCA § 45-6-7 (a) states that in addition to powers conferred upon the board elsewhere in this chapter, the board shall have power to promulgate rules and regulations for the administration of this chapter, including the authority to require the submission of reports and information by law enforcement agencies of the state and its political subdivisions.

REQUEST FOR INFORMATION

☐ **THE FOLLOWING INFORMATION OR FORM IS NEEDED ON THE PERSON(S) LISTED ABOVE.**

( ) Application for Certification and Background Information form(s)

( ) Termination/Reassignment Report

( ) Complete the attached form(s) & return

( ) Sign & return the enclosed form(s)

( ) A copy of the above's professional certificate

( ) Return the above's original certificate

_____

( ) Other (see below)

Comments: _____

_____

_____

TRAINING NOTIFICATION

☐ **YOUR OFFICER WILL BE CERTIFIED UPON COMPLETION OF THE FOLLOWING RECOMMENDED TRAINING.**

( ) **Basic Course Training** - Your officer must complete a basic course ***within*** two (2) years from his or her date of full-time law enforcement employment. Please plan a primary and an alternate training cycle for your officer to insure compliance with the two-year probationary period. Contact an academy to enroll your officer in training.

( ) **Equivalency of Training** - Action will be taken, at the next scheduled BLEOST board meeting, on what will be required in order for your officer to meet certification standards. You will be notified of the board's decision as to what training will be required.

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MISSISSIPPI
PEACE OFFICER STANDARDS & TRAINING

ACADEMY REMEDIAL EXIT FORM

SEE INSTRUCTIONS ON REVERSE PAGE

No student, upon failure of academics, firearms, defensive tactics, defensive driving, cpr/1st aid or physical fitness shall be permitted to perform any law enforcement duty in any full-time, part-time, reserve/auxiliary basis until that failure has been corrected.

Trainee Information:

Name - _____ SSN - _____ Employer -

Employer address -

Academy of Record
and Class Attended - _____ Instructor(s) of Record - _____

Dates of Attendance - From: _____ To:

Area of Deficiency -

Final Score while in attendance to academy - _____ Score required for passage -

Describe testing remedial attempts/practice or trial runs and scores - _____

_____

_____

Comments (note weather conditions, trainee's readiness, etc.): _____

_____

_____

Agency Re-mediation - indicate who, when, where, and how the officer was trained in the deficient area:

_____

_____

_____
Agency Head

Date/time set for re-test - _____

Note any special conditions, equipment or materials needed by the trainee.

I the undersigned do hereby attest that the trainee has been given all the remedial opportunities as prescribed by Standards and Training policy and that the trainee has been fully briefed on re-testing requirements.

I the undersigned do hereby attest that I have been fully informed on the requirements that I must meet in order to correct the skill area deficiency. I further affirm that I have prepared for this event and agree with the date, time and conditions.

_____
Academy Director or Instructor of Record

_____
Trainee

General Information

Scores required to successfully complete skill areas:

- physical fitness average score of seventy percent (70%),
- firearms qualifying score of seventy-five percent (75%),
- defensive driving average score of eighty percent (80%),
- defensive tactics (PPCT) average score of eighty percent (80%), plus a Pass/Fail Practical Examination.
- cardiopulmonary resuscitation average score of eighty percent (80%), and
- first aid average score of eighty percent (80%).

Any student who fails to achieve a passing score on the first attempt shall be given remedial training and not more than five opportunities 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.**

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.

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.

Any student who should fail firearms, defensive tactics, defensive driving, cpr/1st 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.**

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.**

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 re-testing of applicants. No re-testing fees shall be authorized for reimbursement under the LEOTP nor shall any reimbursement be made for failed training.

Trainees upon exiting the academy shall be informed as to the requirements to qualify for re-testing. To include affirmation of re-testing date and time, confirmation of remedial training conducted outside the academy of record's environs, and equipment needed to conduct the re-test to be supplied by the trainee or his/her employer.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

FULL-TIME BASIC TRAINING PACKET
MEMORANDUM

Dear Law Enforcement Administrator and Examining Physician:

This training packet contains a medical evaluation, a reimbursement supplement and an application for enrollment to the academy. Please complete all forms in accordance with the instructions below. Submit the completed packet *(pages 1 - 8)* to the academy at least two weeks prior to attending a training course (forms that have been completed six months or more prior to training cannot be accepted). With an increased awareness of the importance of physical fitness in the law enforcement profession, as well as in the overall maintenance of quality of life, the Board on Law Enforcement Officer Standards and Training (**BLEOST**) has enhanced fitness standards for law enforcement candidates. Students will be participating in vigorous physical fitness training and defensive tactics, as well as stress-related training (physical and mental), in such areas as driving, firearms and officer survival. Driving and firing events incorporate seasonal inclement weather with day and night sessions to further enhance stress-related training.

This medical examination report should provide an adequate evaluation of the physical condition of a law enforcement candidate and identify potential problem areas in each candidate's ability to successfully complete training. Agencies are urged to consider carefully any decision to enroll a student in training who has a potential problem. Students with weight problems, who have not been active in a physical fitness program or who have some medical difficulty, will have a greater probability of not completing the course. If at all possible, fitness levels should be at or above the minimum levels established in this packet prior to attending the basic course. **The procedures for completing these forms are as follows:**

Title/Page Number	Usage	Disposition
Memorandum page i	Provide information to the trainee's agency & to the examining physician	To be read and used by the agency and the attending physician, then discarded
Law Enforcement Officer's Duties & Working Conditions page ii	Provide information to the attending physician and to the applicant	To be read by the physician and the applicant, then discarded
Physical Fitness Requirements page iii	Provide information to the physician and to the applicant	To be read by the physician and the applicant, then discarded
Medical Examination Report Health Questionnaire pages 1 & 2	Provide the physician with the trainee's current health information	To be completed by the trainee and agency then given to the physician prior to the trainee's examination
Medical Examination Report Physical Fitness Examination pages 3, 4 & 5	To determine the applicant's ability to participate in the physical fitness program	To be completed and signed by the physician and returned to applicant's agency
NCIC Report and HS Diploma or GED First Aid / CPR Certification Salary Information page 6	Provide information to BLEOST for certification and reimbursement purposes	To be completed by the agency
Law Enforcement Agency's Affidavit and Applicant's Affidavit & Injury Liability Waiver page 7	To swear and affirm the validity of the information given within this document to the training academy and to BLEOST	To be signed and dated by the agency head or authorized signee and by the applicant
Application for Training & Personal Information Summary page 8	Provide training eligibility information to the training academy and to BLEOST	To be completed by the trainee and agency, and returned to the academy at least two weeks prior to training

If you have any questions, please call the BLEOST staff at (601) 977-3777.

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INFORMATION FOR THE PHYSICIAN

Duties and Working Conditions
Encountered by Law Enforcement Officers

Every law enforcement officer employed by a law enforcement unit must be examined by a licensed physician. **The physician's report must conclude that, in the opinion of the physician, the applicant has the ability to physically perform the duties of a law enforcement officer.**

The duties of a law enforcement officer include, but may not be limited to, performance of the following physical activities:

1. Use of Firearms
2. Driving Emergency Vehicles
3. Handcuff Prisoners
4. Administer First Aid
5. Rescue Operations
6. Lifting & Carrying 0-70 lbs.
7. Direct Traffic
8. Subdue Prisoners
9. Pursue Suspects
10. Walking-Lateral Mobility
11. Walking Rough Terrain
12. Bending
13. Stooping
14. Crouching
15. Sitting
16. Standing
17. Standing-Long Periods
18. Kneeling
19. Twisting Body
20. Pushing
21. Pulling
22. Running
23. Sense of Touch
24. Reaching
25. Gripping Hands & Fingers
26. Climbing Stairs
27. Climbing Ladders
28. Hearing Alarms
29. Hearing Voice Conversation
30. Color Identification
31. Close Vision
32. Far Vision
33. Side Vision-Depth Perception
34. Night Vision
35. Maintaining Balance
36. Operating Passenger Vehicles
37. Finger Dexterity
38. Speaking

Working conditions for law enforcement officers may include, but may not be limited to, the following:

1. Exposure to the Sun
2. Exposure to Inside Temperature Extremes
3. Exposure to Outside Temperature Extremes
4. Dampness
5. High Humidity
6. Noisy Work Areas
7. Work at Heights
8. Work in Confined Space
9. Work in Crowded Areas
10. Working Alone
11. Work with Inmates
12. Exposure to Intense Light
13. Exposure to Noxious Odors
14. Work on High Ladders
15. Working in Remote Locations
16. Wearing Helmets
17. Wearing Safety Glasses
18. Wearing Chemical-Resistant Clothing
19. Wearing Ear Plugs-Muffs
20. Wearing Rubber Boots
21. Exposure to Bee Stings
22. Exposure to Poison Oak
23. Exposure to Dust or Pollen
24. Exposure to Fumes
25. Air Travel
26. Working Long Hours
27. Working with Adult Mental Patients
28. Working Night Shifts
29. Working Day Shifts
30. Working Weekends
31. Exposure to Tobacco Smoke
32. Exposure to Other Smoke
33. Working at High Elevation
34. Working With Mentally Retarded Persons
35. Providing Remote Emergency Medical Assist.
36. Scuba Diving

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Physical Fitness Requirements

The Board on Law Enforcement Officer Standards and Training (BLEOST), in recognizing the importance of physical fitness for academy performance and subsequent job performance, has established physical fitness training standards that must be achieved in order to successfully complete the training program. The board has established a test that effectively measures cardiovascular endurance and strength. An additional component of fitness, body weight and composition (% of body fat), has a great impact on the examinee's ability to perform the other tests. The evaluation of the candidate's fitness begins with a physician's examination and a determination of the ratio of fat to lean tissue. If an individual's weight exceeds the threshold weight, then a skinfolds caliper measurement should be taken to determine body fat percentage.

Beginning July 1, 1995, the BLEOST will require all board-approved training academies to administer an entry physical fitness test for those students reporting to the basic training program. The examination will be given immediately upon reporting for training and will determine whether a student can remain in the program. This test is an eligibility requirement. A passing score of 50% must be achieved. Those students who fail the examination must leave the academy. They may, however, resubmit their application to attend a future training class.

The test is comprised of three components: agility run, push-ups, and a 1½ mile run. It is the same test administered at the end of the program with one exception: The entry examination requires 50% to pass while the final test mandates 70%. This new requirement does not relieve students from participating in P.T. training once they pass the entry requirement. Trainees will continue to participate in scheduled P.T. training and must also pass a final P.T. test with a minimum score of 70% in order to graduate. It is important that all students understand this since even a physically fit person who has engaged in poor eating or drinking habits before reporting could fail the test.

Physical fitness can only be achieved over time. It requires a commitment to regular exercise and good eating habits. Thus it is important to disseminate this information so that all impacted personnel can prepare ahead of time. Scores needed to enter training and to graduate are as follows:

AGE GROUPS		20-29		30-39		40-50+	
	Score	Male	Female	Male	Female	Male	Female
AGILITY RUN (maximum allowed times for each group measured in seconds)	100%	15:90	17:80	16:40	18:90	17:35	20:55
	70%	18:60	21:10	19:10	22:20	20:05	23:85
	50%	20:40	23:30	20:90	24:40	21:85	26:05
1.5 MILE RUN (maximum allowed times for each group measured in minutes)	100%	9:00	10:48	10:00	12:00	11:00	13:12
	70%	14:30	17:18	15:30	18:30	16:30	19:42
	50%	18:10	21:38	19:10	22:50	20:10	24:02

AGE GROUPS		17-21		22-26		27-31		32-36		37-41		42-46		47-51		52 +	
	Score	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
PUSH-UPS (minimum required in a two minute time limit)	100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
	70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
	50%	32	13	30	11	28	10	23	9	22	8	18	7	17	6	12	6

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MEDICAL EXAMINATION REPORT
HEALTH QUESTIONNAIRE

To be completed by the applicant & the applicant's agency.
Print or type

Applicant's Name	Doctor's Name
Applicant's Department/Agency	Name of Office or Clinic
Department's Address	Clinic's Address
Telephone Number	Telephone Number

TO THE APPLICANT: Medical clearance is required by the Board on Law Enforcement Officer Standards and Training. Your cooperation in completing this questionnaire in a complete and detailed manner will expedite the evaluation and avoid delay. Complete this form (sections A, B. and C) prior to your physical examination and give it to the examining physician at the time of examination. Explain all items answered **Yes** in this questionnaire. Write your own account in **Sections B** and **C**. Include diagnosis and dates.

SECTION A - check each condition or ailment that applies **Yes or No**.
Explain each **Yes** answer in **Section B** and list physicians consulted in **Section C**.

	Condition	No	Yes	Hosp		Condition	No	Yes	Hosp
1	Head injury				24	Sensitivity to dust			
2	Back trouble, pain				25	Other allergies			
3	Any defect of bones/joints including amputations, dislocations or breaks				26	Frequent colds			
					27	Cancer, malignancy			
4	Lameness				28	Tumor, growth, cyst			
5	Rheumatism, arthritis				29	Complications from childhood diseases			
6	Trick/locked knee, knee injury				30	Polio			
7	Foot trouble				31	Rheumatic fever			
8	Eye injury, surgery, disease				32	Heart trouble, circulatory trouble			
9	Wear or have worn glasses/contacts				33	High, low blood pressure			
10	Hard of hearing, hearing problems				34	Varicose veins			
11	Wear or have worn a hearing aid				35	Pernicious anemia, leukemia, other blood disorders or ailments			
12	Headaches								
13	Mental illness, nervous breakdown				36	Hepatitis, jaundice, other liver ailments			
14	Addiction to drugs, alcohol				37	Diabetes, sugar in urine			
15	Fainting, dizzy spells				38	Ulcers, other stomach trouble			
16	Epilepsy, fits				39	Colitis			
17	Any disorder of the nervous system				40	Gall bladder trouble			
18	Tuberculosis, other lung trouble				41	Kidney/bladder trouble			
19	Shortness of breath				42	Piles/hemorrhoids			
20	Asthma				43	Rupture/hernia			
21	Bronchitis				44	Mononucleosis			
22	Allergic reaction to poison oak, ivy				45	HIV/ARC/AIDS			
23	Skin trouble								

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HEALTH QUESTIONNAIRE - CONTINUED

SECTION A (contd.)		No	Yes
46	Have you ever had or been advised to have an operation?		
47	Have you ever been a patient (committed or voluntary) in a mental hospital?		
48	Have you had any other illness, injury or physical condition not previously named (other than in childhood)?		
49	Have you had an injury within the last 5 years which caused you to lose time from work?		
50	Have you ever been denied employment or insurance for medical reasons?		
51	Have you ever been deferred from military service for medical, emotional or health reasons?		
52	Have you ever been discharged or released from employment or from the armed forces for medical, emotional or health reasons?		
53	Have you ever received or applied for pension or compensation for disability or injury?		
54	Are you presently under the doctor's care for any condition?		
55	Have you taken any prescribed medication in the last 12 months for any reasons?		
56	Do you or have you ever had any physical or emotional limitations?		

SECTION B Condition #	Explain all items answered **Yes** in **Section A** of this questionnaire. Continue on 8.5 x 11 sheets of paper, if necessary, and attach to this page.

SECTION C	If you saw a doctor for any conditions answered **Yes** then list the physician's name and office address below.	
Condition #	Physician's Name	Office Address (street/p.o. box, city, state)

NOTE: Any falsification, withholding or failure to answer all questions completely and accurately may cause revocation of certification and/or expulsion from training. MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.

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PHYSICAL FITNESS EXAMINATION

Name _____ Age ____ Male ____ Female ____ Height _____ Weight _____

THRESHOLD WEIGHT TABLE

Height in Inches	Threshold Weight	Height in Inches	Threshold Weight
52	75	69	176
53	80	70	184
54	85	71	192
55	89	72	200
56	94	73	209
57	99	74	217
58	105	75	226
59	110	76	235
60	116	77	245
61	121	78	255
62	128	79	265
63	134	80	275
64	141	81	285
65	147	82	297
66	154	83	307
67	161	84	318
68	168		

Threshold weight (height in inches divided by 12.3, then cubed) shall be utilized to evaluate an individual's fitness as it relates to body fat composition. Individuals who exceed the threshold weight will then be checked by skinfolds for percent body fat.

BODY FAT LIMITS

MALE	AGE GROUPS			
	20-29	30-39	40-49	50-59
% of Body Fat	20.4	23.5	25.5	27.1
FEMALE	**AGE GROUPS**			
	20-29	**30-39**	**40-49**	**50-59**
% of Body Fat	27.7	28.9	32.1	35.6

Considering the threshold weight, body fat percentage and other individual characteristics, I consider this individual's present weight of _____ pounds to be: ___ satisfactory; ___ excessive; ___ deficient. Under proper medical supervision, the applicant should: ___ lose/___ gain - ___ lbs.

Comments: _____

_____

_____

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1. **VISUAL ACUITY** (If applicant wears glasses, test and record with and without glasses.)

With Glasses right 20/___ left 20/____ both 20/___ Fields of Vision right ___ left ___

W/out Glasses right 20/___ left 20/____ both 20/___ Depth Perception _____ Color Perception ____

Note any abnormalities or comments: _____

_____

2. **HEARING** right 15/___ left 15/___

Drum perforation or damage: _____

Hearing aid ___ (Normal hearing is generally considered to be able to distinguish the words in a whispered conversation from ten (10) feet away.)

Note any abnormalities or comments: _____

_____

3. **HEAD** Note any injury, deformity or disease involving:

nose and sinus _____ throat and neck

mouth _____ teeth and jaw

Note any abnormalities or comments: _____

_____

4. **LUNGS** Note any abnormalities or comments: _____

_____

5. **CARDIOVASCULAR SYSTEM**

action	blood pressure	pulse	sounds	rhythm
at rest	____/____	____	____	____
after moderate exercise	____/____	____	____	____
two minutes after moderate exercise	____/____	____	____	____

Circulation to extremities: _____

EKG results: _____
(The trainee cannot start P.T. without undergoing an EKG examination.)

Note any abnormalities or comments: _____

_____

_____

_____

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6. **MUSCULO-SKELETAL SYSTEM** (Test by bending, stooping and squatting. Also, test by head, arm, hand, finger, leg and foot motions.)

Spine: Mobility _____ Symmetry _____ Posture _____ Upper Extremities _____ Lower Extremities _____

Note any abnormalities or comments: _____

_____

7. **NERVOUS SYSTEM** Note any abnormalities or comments: _____

_____

8. **ABDOMEN, RECTAL** Note any abnormalities or comments: _____

_____

9. **GENITO-URINARY** Urinalysis: Specific gravity _____ Sugar _____ ALB _____

Note any abnormalities or comments: _____

_____

10. **SKIN** Note any abnormalities or comments: _____

_____

11. Are there any conditions physical, mental or emotional which in your opinion suggest a need for further examination? _____ If yes, explain on a separate 8½ by 11 inch sheet of paper.

12. With respect to the duties and conditions listed on page ii, do you have any reservations about this candidate's ability to physically perform the duties of a law enforcement officer? _____
If so, explain on a separate 8½ by 11 inch sheet of paper.

13. Does the examinee have any defects or injuries that would prohibit safe operation of a motor vehicle under adverse or stressful situations? _____ If so, please explain.

14. Does the examinee have any physical defects or injuries that would prohibit participation or represent a safety hazard while participating in firearms training? _____ If so, please explain.

15. Is the examinee capable of or able to perform the physical exercises listed on page iii at the levels that are indicated? _____ If **not**, please explain on a separate 8½ by 11 sheet of paper.

PHYSICIAN'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I completed a physical examination of the applicant named in this Medical Examination Report. Further, it is my medical opinion that the examinee **is** physically able to successfully complete basic training and physically able to perform the duties of a law enforcement officer.

_____ _____
Print or Type the Name of the Attending Physician Date of Examination

_____
Signature of the Attending Physician

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Attach a copy of the applicant's NCIC Report, proof of successful completion High School education (e.g. - High School Diploma or GED) and First Aid/CPR Certification to the top left corner of this page.

SALARY INFORMATION

Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP. The board staff shall review all the information available on each graduating class and determine the eligibility and amount of reimbursement to each agency.

> ***NOTE*: As of July 1, 2013 any officer (law enforcement trainee) who is not certified within one year from his or her date of hire is not authorized to be paid a salary. Accordingly, the Board will not reimburse any salaries paid under such circumstances. However, any person, who, due to illness or other events beyond his or her control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he or she can attend the required school or training.**

Attach a copy of the applicant's payroll voucher in the blank space below or complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly salary in the amount of $_____ during his or her basic training.

Attach the applicant's payroll voucher below, if needed.

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LAW ENFORCEMENT AGENCY'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I reviewed the results of this candidate's Medical Examination Report, to include all comments and/or abnormalities, the Application for Training and Personal Information Summary. I certify that to the best of my knowledge the applicant is physically qualified to perform the duties of a law enforcement officer and that he or she has passed a physical examination, that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, that all statements and answers are true and correct to the best of my knowledge and belief, that the fingerprints of the applicant are on file with the Department of Public Safety/Criminal Investigation Bureau and with the FBI. Further, I certify that the applicant is a law enforcement officer as defined in MCA § 45-6-3 (c) and that he or she has been recruited pursuant to Chapter 474, Sections 6 and 11 of the General Laws of the State of Mississippi and is approved, by me, for attendance at the _____ Academy and will be considered on active duty status, with my organization, during his or her training period.

_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

APPLICANT'S AFFIDAVIT & INJURY LIABILITY WAIVER

I, the undersigned, do hereby swear and affirm that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, and that all statements and answers are true and correct to the best of my knowledge and belief. I agree to obey the Academy regulations and understand that I am subject to dismissal from the Academy for any infraction. Should a question of my integrity or that of a fellow student arise because of some incident while attending the Academy, I will voluntarily submit to a polygraph examination upon request. I understand that any reported criminal violation will be turned over to the appropriate law enforcement agency for investigation. I understand that I will only be covered to the extent that I would be covered for any illness or injury incurred while on duty at my employing agency under personal or department medical insurance. Further, I certify that I am in good health, physically fit, and of good moral character. I hereby release the Board on Law Enforcement Officer Standards and Training (BLEOST) and any department officially associated or connected with the academy of attendance from liability in case of illness or accident.

I also understand that by gaining entrance into Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

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APPLICATION FOR TRAINING AND PERSONAL INFORMATION SUMMARY

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of full-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ____ First Aid Card? ____

High School Graduate ___or G. E. D. ____ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Rank Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

Attach the applicant's photograph below. Trim the photograph to fit.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

PART-TIME BASIC TRAINING PACKET MEMORANDUM

Dear Law Enforcement Administrator and Examining Physician:

This training packet contains a medical evaluation, a reimbursement supplement and an application for enrollment to the academy. Please complete all forms in accordance with the instructions below. Submit the completed packet *(pages 1 - 8)* to the academy at least two weeks prior to attending a training course (forms that have been completed six months or more prior to training cannot be accepted). With an increased awareness of the importance of physical fitness in the law enforcement profession, as well as in the overall maintenance of quality of life, the Board on Law Enforcement Officer Standards and Training (**BLEOST**) has enhanced fitness standards for law enforcement candidates. Trainees will be participating in vigorous physical fitness training and defensive tactics, as well as stress-related training (physical and mental), in such areas as driving, firearms and officer survival. Driving and firing events incorporate seasonal inclement weather with day and night sessions to further enhance stress-related training.

This medical examination report should provide an adequate evaluation of the physical condition of a law enforcement candidate and identify potential problem areas in each candidate's ability to successfully complete training. Agencies are urged to consider carefully any decision to enroll a student in training who has a potential problem. Trainees with weight problems, who have not been active in a physical fitness program or who have some medical difficulty, will have a greater probability of not completing the course. If at all possible, fitness levels should be at or above the minimum levels established in this packet prior to attending the basic course. **The procedures for completing these forms are as follows:**

Title/Page Number	Usage	Disposition
Memorandum page i	Provide information to the trainee's agency & to the examining physician	To be read and used by the agency and the attending physician, then discarded
Law Enforcement Officer's Duties & Working Conditions page ii	Provide information to the attending physician and to the applicant	To be read by the physician and the applicant, then discarded
Physical Fitness Requirements page iii	Provide information to the physician and to the applicant	To be read by the physician and the applicant, then discarded
Medical Examination Report Health Questionnaire pages 1 & 2	Provide the physician with the trainee's current health information	To be completed by the trainee and agency then given to the physician prior to the trainee's examination
Medical Examination Report Physical Fitness Examination pages 3, 4 & 5	To determine the applicant's ability to participate in the physical fitness program	To be completed and signed by the physician and returned to applicant's agency
NCIC Report and HS Diploma or GED Salary Information page 6	Provide information to BLEOST for certification and reimbursement purposes	To be completed by the agency
Law Enforcement Agency's Affidavit and Applicant's Affidavit & Injury Liability Waiver page 7	To swear and affirm the validity of the information given within this document to the training academy and to BLEOST	To be signed and dated by the agency head or authorized signee and by the applicant
Application for Training & Personal Information Summary page 8	Provide training eligibility information to the training academy and to BLEOST	To be completed by the trainee and agency, and returned to the academy at least two weeks prior to training

If you have any questions, please call the BLEOST staff at (601) 977-3777.

PART-TIME

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INFORMATION FOR THE PHYSICIAN

Duties and Working Conditions
Encountered by Law Enforcement Officers

Every law enforcement officer employed by a law enforcement unit must be examined by a licensed physician. **The physician's report must conclude that, in the opinion of the physician, the applicant has the ability to physically perform the duties of a law enforcement officer.**

The duties of a law enforcement officer include, but may not be limited to, performance of the following physical activities:

1. Use of Firearms
2. Driving Emergency Vehicles
3. Handcuff Prisoners
4. Administer First Aid
5. Rescue Operations
6. Lifting & Carrying 0-70 lbs.
7. Direct Traffic
8. Subdue Prisoners
9. Pursue Suspects
10. Walking-Lateral Mobility
11. Walking Rough Terrain
12. Bending
13. Stooping
14. Crouching
15. Sitting
16. Standing
17. Standing-Long Periods
18. Kneeling
19. Twisting Body
20. Pushing
21. Pulling
22. Running
23. Sense of Touch
24. Reaching
25. Gripping Hands & Fingers
26. Climbing Stairs
27. Climbing Ladders
28. Hearing Alarms
29. Hearing Voice Conversation
30. Color Identification
31. Close Vision
32. Far Vision
33. Side Vision-Depth Perception
34. Night Vision
35. Maintaining Balance
36. Operating Passenger Vehicles
37. Finger Dexterity
38. Speaking

Working conditions for law enforcement officers may include, but may not be limited to, the following:

1. Exposure to the Sun
2. Exposure to Inside Temperature Extremes
3. Exposure to Outside Temperature Extremes
4. Dampness
5. High Humidity
6. Noisy Work Areas
7. Work at Heights
8. Work in Confined Space
9. Work in Crowded Areas
10. Working Alone
11. Work with Inmates
12. Exposure to Intense Light
13. Exposure to Noxious Odors
14. Work on High Ladders
15. Working in Remote Locations
16. Wearing Helmets
17. Wearing Safety Glasses
18. Wearing Chemical-Resistant Clothing
19. Wearing Ear Plugs-Muffs
20. Wearing Rubber Boots
21. Exposure to Bee Stings
22. Exposure to Poison Oak
23. Exposure to Dust or Pollen
24. Exposure to Fumes
25. Air Travel
26. Working Long Hours
27. Working with Adult Mental Patients
28. Working Night Shifts
29. Working Day Shifts
30. Working Weekends
31. Exposure to Tobacco Smoke
32. Exposure to Other Smoke
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Beginning July 1, 1995, the BLEOST will require all board-approved training academies to administer an entry physical fitness test for those trainees reporting to the 10-week basic training program. The examination will be given immediately upon reporting for training and will determine whether a student can remain in the program. This test is an eligibility requirement. A passing score of 50% must be achieved. Those trainees who fail the examination must leave the academy. They may, however, resubmit their application to attend a future training class.

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The test is comprised of three components: agility run, push-ups, and a 1½ mile run. It is the same test administered at the end of the program with one exception: The entry examination requires 50% to pass while the final test mandates 70%. This new requirement does not relieve trainees from participating in P.T. training once they pass the entry requirement. Trainees will continue to participate in scheduled P.T. training and must also pass a final P.T. test with a minimum score of 70% in order to graduate. It is important that all trainees understand this since even a physically fit person who has engaged in poor eating or drinking habits before reporting could fail the test.

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	Score	Male	Female	Male	Female	Male	Female
AGILITY RUN (maximum allowed times for each group measured in seconds)	100%	15:90	17:80	16:40	18:90	17:35	20:55
	70%	18:60	21:10	19:10	22:20	20:05	23:85
	50%	20:40	23:30	20:90	24:40	21:85	26:05
1.5 MILE RUN (maximum allowed times for each group measured in minutes)	100%	9:00	10:48	10:00	12:00	11:00	13:12
	70%	14:30	17:18	15:30	18:30	16:30	19:42
	50%	18:10	21:38	19:10	22:50	20:10	24:02

AGE GROUPS		17-21		22-26		27-31		32-36		37-41		42-46		47-51		52 +	
	Score	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
PUSH-UPS (minimum required in a two minute time limit)	100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
	70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
	50%	32	13	30	11	28	10	23	9	22	8	18	7	17	6	12	6

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MEDICAL EXAMINATION REPORT
HEALTH QUESTIONNAIRE

To be completed by the applicant & the applicant's agency.
Print or type in ink

Applicant's Name

Doctor's Name

Applicant's Department/Agency

Name of Office or Clinic

Department's Address

Clinic's Address

Telephone Number

Telephone Number

PART-TIME

TO THE APPLICANT: Medical clearance is required by the Board on Law Enforcement Officer Standards and Training. Your cooperation in completing this questionnaire in a complete and detailed manner will expedite the evaluation and avoid delay. Complete this form (sections A, B. and C) prior to your physical examination and give it to the examining physician at the time of examination. Explain all items answered **Yes** in this questionnaire. Write your own account in **Sections B** and **C**. Include diagnosis and dates.

SECTION A - check each condition or ailment that applies **Yes or No**.
Explain each **Yes** answer in **Section B** and list physicians consulted in **Section C**.

	Condition	No	Yes	Hosp		Condition	No	Yes	Hosp
1.	Head injury				24.	Sensitivity to dust			
2.	Back trouble, pain				25.	Other allergies			
3.	Any defect of bones/joints including amputations, dislocations or breaks				26.	Frequent colds			
					27.	Cancer, malignancy			
4.	Lameness				28.	Tumor, growth, cyst			
5.	Rheumatism, arthritis				29.	Complications from childhood diseases			
6.	Trick/locked knee, knee injury				30.	Polio			
7.	Foot trouble				31.	Rheumatic fever			
8.	Eye injury, surgery, disease				32.	Heart trouble, circulatory trouble			
9.	Wear or have worn glasses, contacts				33.	High/low blood pressure			
10.	Hard of hearing, hearing problems				34.	Varicose veins			
11.	Wear or have worn a hearing aid				35.	Pernicious anemia, leukemia, other blood disorders or ailments			
12.	Headaches								
13.	Mental illness, nervous breakdown				36.	Hepatitis, jaundice, other liver ailments			
14.	Addiction to drugs, alcohol				37.	Diabetes, sugar in urine			
15.	Fainting, dizzy spells				38.	Ulcers, other stomach trouble			
16.	Epilepsy, fits				39.	Colitis			
17.	Any disorder of the nervous system				40.	Gall bladder trouble			
18.	Tuberculosis, other lung trouble				41.	Kidney/bladder trouble			
19.	Shortness of breath				42.	Piles/hemorrhoids			
20.	Asthma				43.	Rupture/hernia			
21.	Bronchitis				44.	Mononucleosis			
22.	Allergic reaction to poison oak, ivy				45.	HIV/ARC/AIDS			
23.	Skin trouble								

PART-TIME

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HEALTH QUESTIONNAIRE - CONTINUED

SECTION A (contd.)		No	Yes
46.	Have you ever had or been advised to have an operation?		
47.	Have you ever been a patient (committed or voluntary) in a mental hospital?		
48.	Have you had any other illness, injury or physical condition not previously named (other than in childhood)?		
49.	Have you had an injury within the last 5 years which caused you to lose time from work?		
50.	Have you ever been denied employment or insurance for medical reasons?		
51.	Have you ever been deferred from military service for medical, emotional or health reasons?		
52.	Have you ever been discharged or released from employment or from the armed forces for medical, emotional or health reasons?		
53.	Have you ever received or applied for pension or compensation for disability or injury?		
54.	Are you presently under the doctor's care for any condition?		
55.	Have you taken any prescribed medication in the last 12 months for any reasons?		
56.	Do you or have you ever had any physical or emotional limitations?		

PART-TIME

SECTION B Condition #	Explain all items answered **Yes** in **Section A** of the questionnaire on numbered 8.5 x 11 sheets of paper, if necessary, and attach to this page.

SECTION C	If you saw a doctor for any conditions answered **Yes** then list the physician's name and office address below.	
Condition #	Physician's Name	Office Address (street/p.o. box, city, state)

PART-TIME

NOTE: Any falsification, withholding or failure to answer all questions completely and accurately may cause revocation of certification and/or expulsion from training. MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.

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PHYSICAL FITNESS EXAMINATION

Name _____ Age ____ Male ____ Female ____ Height _____ Weight _____

THRESHOLD WEIGHT TABLE

Height in Inches	Threshold Weight	Height in Inches	Threshold Weight
52	75	69	176
53	80	70	184
54	85	71	192
55	89	72	200
56	94	73	209
57	99	74	217
58	105	75	226
59	110	76	235
60	116	77	245
61	121	78	255
62	128	79	265
63	134	80	275
64	141	81	285
65	147	82	297
66	154	83	307
67	161	84	318
68	168		

PART-TIME

Threshold weight (height in inches divided by 12.3, then cubed) shall be utilized to evaluate an individual's fitness as it relates to body fat composition. Individuals who exceed the threshold weight will then be checked by skinfolds for percent body fat.

BODY FAT LIMITS

MALE	AGE GROUPS			
	20-29	30-39	40-49	50-59
% of Body Fat	20.4	23.5	25.5	27.1
FEMALE	**AGE GROUPS**			
	20-29	30-39	40-49	50-59
% of Body Fat	27.7	28.9	32.1	35.6

PART-TIME

Considering the threshold weight, body fat percentage and other individual characteristics, I consider this individual's present weight of _____ pounds to be: ___ satisfactory; ___ excessive; ___ deficient. Under proper medical supervision, the applicant should: ___ lose / ___ gain - _____ lbs.

Comments: _____

_____

_____

_____

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1. **VISUAL ACUITY** (If applicant wears glasses, test and record with and without glasses.)

With Glasses right 20/___ left 20/____ both 20/___ Fields of Vision right ___ left ___

W/out Glasses right 20/___ left 20/____ both 20/___ Depth Perception _____ Color Perception ____

Note any abnormalities or comments: _____

_____

2. **HEARING** right 15/___ left 15/___

Drum perforation or damage: _____

Hearing aid ___ (Normal hearing is generally considered to be able to distinguish the words in a whispered conversation from ten (10) feet away.)

Note any abnormalities or comments: _____

_____

PART-TIME

3. **HEAD** Note any injury, deformity or disease involving:

nose and sinus _____ throat and neck _____

mouth _____ teeth and jaw _____

Note any abnormalities or comments: _____

_____

4. **LUNGS** Note any abnormalities or comments: _____

_____

5. **CARDIOVASCULAR SYSTEM**

action	blood pressure	pulse	sounds	rhythm
at rest	_____/_____	_____	_____	_____
after moderate exercise	____/____	_____	_____	_____
two minutes after moderate exercise	___/____	_____	_____	_____

PART-TIME

Circulation to extremities: _____

EKG results: _____

(The trainee cannot start P.T. without undergoing an EKG examination.)

Note any abnormalities or comments: _____

_____

_____

_____

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6. **MUSCULO-SKELETAL SYSTEM** (Test by bending, stooping and squatting. Also, test by head, arm, hand, finger, leg and foot motions.)

Spine: Mobility _____ Symmetry _____ Posture _____ Upper Extremities _____ Lower Extremities _____

Note any abnormalities or comments: _____

_____

7. **NERVOUS SYSTEM** Note any abnormalities or comments: _____

_____

8. **ABDOMEN, RECTAL** Note any abnormalities or comments: _____

_____

9. **GENITO-URINARY** Urinalysis: Specific gravity _____ Sugar _____ ALB _____

Note any abnormalities or comments: _____

_____

PART-TIME

10. **SKIN** Note any abnormalities or comments: _____

_____

11. Are there any conditions physical, mental or emotional which in your opinion suggest a need for further examination? _____ If yes, explain on a separate 8½ by 11 inch sheet of paper.

12. With respect to the duties and conditions listed on page ii, do you have any reservations about this candidate's ability to physically perform the duties of a law enforcement officer? _____ If so, explain on a separate 8½ by 11 inch sheet of paper.

13. Does the examinee have any defects or injuries that would prohibit safe operation of a motor vehicle under adverse or stressful situations? _____ If so, please explain.

14. Does the examinee have any physical defects or injuries that would prohibit participation or represent a safety hazard while participating in firearms training? _____ If so, please explain.

15. Is the examinee capable of or able to perform the physical exercises listed on page iii at the levels that are indicated? _____ If **not**, please explain on a separate 8½ by 11 sheet of paper.

PART-TIME

PHYSICIAN'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I completed a physical examination of the applicant named in this Medical Examination Report. Further, it is my medical opinion that the examinee **is** physically able to successfully complete basic training and physically able to perform the duties of a law enforcement officer.

_____ _____

Print or Type the Name of the Attending Physician Date of Examination

_____

Signature of the Attending Physician

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Attach a copy of the applicant's NCIC Report and proof of successful completion High School education (e.g. - High School Diploma or GED) to the top left corner of this page.

SALARY INFORMATION

Any reimbursement of training expenses will be authorized only for those agencies and subdivisions of the state who are in compliance with all provisions of the Law Enforcement Officers Training Program (LEOTP) to include those policies and procedures established by the Board on Law Enforcement Officer Standards and Training pursuant to the LEOTP. The board staff shall review all the information available on each graduating class and determine the eligibility and amount of reimbursement to each agency.

> ***NOTE*: As of July 1, 1998 any officer (law enforcement trainee) who is not certified within two years from his or her date of hire is not authorized to be paid a salary. Accordingly, the Board will not reimburse any salaries paid under such circumstances. However, any person, who, due to illness or other events beyond his or her control, could not attend the required school or training as scheduled, may serve with full pay and benefits in such a capacity until he or she can attend the required school or training.**

PART-TIME

Attach a copy of the applicant's payroll voucher in the blank space below <u>or</u> complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly

salary in the amount of $_____ during his or her part-time basic training.

Attach the applicant's payroll voucher below, if needed.

PART-TIME

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***NOTE*: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.**

LAW ENFORCEMENT AGENCY'S AFFIDAVIT

I, the undersigned, do hereby swear and affirm that on the date stated below I reviewed the results of this candidate's Medical Examination Report, to include all comments and/or abnormalities, the Application for Training and Personal Information Summary. I certify that to the best of my knowledge the applicant is physically qualified to perform the duties of a law enforcement officer and that he or she has passed a physical examination, that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, that all statements and answers are true and correct to the best of my knowledge and belief, that the fingerprints of the applicant are on file with the Department of Public Safety/Criminal Investigation Bureau and with the FBI. Further, I certify that the applicant is a law enforcement officer as defined in MCA § 45-6-3 (c) and that he or she has been recruited pursuant to Chapter 474, Sections 6 and 11 of the General Laws of the State of Mississippi and is approved, by me, for attendance at the _____ Academy and will be considered on active duty status, with my organization, during his or her training period.

PART-TIM

_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

APPLICANT'S AFFIDAVIT & INJURY LIABILITY WAIVER

I, the undersigned, do hereby swear and affirm that there are no willful misrepresentations, omissions or falsifications in the statements and answers to questions within this document, and that all statements and answers are true and correct to the best of my knowledge and belief. I agree to obey the Academy regulations and understand that I am subject to dismissal from the Academy for any infraction. Should a question of my integrity or that of a fellow student arise because of some incident while attending the Academy, I will voluntarily submit to a polygraph examination upon request. I understand that any reported criminal violation will be turned over to the appropriate law enforcement agency for investigation. I understand that I will only be covered to the extent that I would be covered for any illness or injury incurred while on duty at my employing agency under personal or department medical insurance. Further, I certify that I am in good health, physically fit, and of good moral character. I hereby release the Board on Law Enforcement Officer Standards and Training (BLEOST) and any department officially associated or connected with the academy of attendance from liability in case of illness or accident.

PART-TIM

I also understand that by gaining entrance into _____ Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

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APPLICATION FOR TRAINING AND PERSONAL INFORMATION SUMMARY

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of part-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ___ First Aid Card? ____

High School Graduate ___ or G. E. D. __ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Rank Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

Attach the applicant's photograph below. Trim the photograph to fit.

PART-TIME
PART-TIME

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

REFRESHER TRAINING PACKET

Agency or Department _____

Dept.'s Address _____ Dept.'s Phone Number _____
Street or Post Office Box City Zip

Name of Applicant _____ Social Security Number _____
Last, First Middle

Date of full-time Employment _____ Place of Birth _____ Date of Birth _____

Home Address _____ Home Phone Number _____
Street or Post Office Box City Zip

Total criminal justice experience (years) _____. Criminal justice training completed _____/hrs.

Does the applicant have current (check if yes): Intoxilyzer Certification? ____First Aid Card? ____

High School Graduate ____ or G. E. D. ____ _____
Name of School City State

College Attended _____

Degrees held or College Units (credit hours) earned _____

Military Experience _____
# of Years Ranks Branch of Service

Spouse's Name _____ Child's Name(s) _____

Special Skills _____

Languages _____ Hobbies _____

Family Doctor _____ Known Allergies _____

Emergency Contact & Phone Number _____ Alternate Contact & Phone Number _____

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Attach a copy of the applicant's payroll voucher in the blank space below <u>or</u> complete the following statement. The voucher must show the number of regular hours worked and the amount of pay for those hours.

The person named in this application will be paid a base (circle one) hourly, weekly, biweekly or monthly salary in the amount of $_____ during his or her basic training.

Attach the applicant's payroll voucher below, if needed.

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_____
Print or Type the Signee's Name

_____ _____
Signature of the Agency Head or Authorized Signee Date

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I also understand that by gaining entrance into Academy, this facility has become my academy of record. If I withdraw voluntarily, or am dismissed by the academy staff, I cannot attend any other academy unless I am released to do so by the academy director. Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance.

_____ _____
Signature of Applicant (sign in ink) Date Signed

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

COURSE CERTIFICATION REQUEST

Agency Submitting Request:

Agency Address:

Course Title:

Course Location: Course Length: /hours

Format: _____ Hours Per Day _____ Days Per Week Date(s) of Course

Number of Weeks of Presentations: from to

Enrollment Restrictions: Maximum Number of Students:

Lodging Accommodations:
_____ On Campus _____ Commercial _____ Not Applicable Cost: $

Meal Arrangements:
_____ On Campus _____ Commercial _____ Not Applicable Cost: $

Address of Course:

Tuition: $

Method of Presentation (indicate all techniques used)
___ Lecture ___ Demonstration ___ Simulation ___ Role Playing ___ Conference ___ Other

Course Objectives and Narrative Description of Course (use additional paper if necessary)

Training Aids Used: Number of Instructors:

Text and Reference Materials:

Required Projects: Method of Student Evaluation:

Name & Title of Person Making Request Date of Request:

BLEOST USE ONLY

Received: Outline Schedule BLEOST Approved Type: Trng Attn
Roster Certificates

Reviewed by: Course Number:

W:\Work_BLEOST\SOS\2014\Proposed Ch. 8,9 Sept. 2014\SOS 9-11-14 Ch. 8,9.wpd

rev. - 26 April 2001

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1025 Northpark Dr.
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INSTRUCTIONS FOR COMPLETION OF THE COURSE CERTIFICATION REQUEST

The Course Certification Request form is to be completed and submitted by the coordinator to BLEOST prior to course being conducted.

Complete the sections of the form as indicated below.

Agency Submitting Request: Self-explanatory.

Agency Address: Self-explanatory.

Course Title: Enter the names of the course as it will be presented to trainees.

Course Location: Enter the physical location of the course (i.e., MLEOTA or Hattiesburg Days Inn).

Course Length: Enter the total number of training hours.

Format: Enter the number of hours per days and the number of days per week and number of weeks the course will be conducted. If the course is to be repeated indicated how many times.

Date(s) of Course: Self-explanatory.

Enrollment Restrictions: Enter any restrictions the class may have placed upon trainees. If none, so state.

Maximum Number Students: Enter the total amount of students allow in the class. If no maximum, enter none.

Lodging Accommodations: Self-explanatory.

Lodging Cost: Enter the amount being charged for lodging.

Meal Arrangements: Self-explanatory.

Meal Cost: Enter the amount being charged for meals.

Address of Course: Enter the street address.

Tuition: Enter the amount being charged for tuition.

Method of Presentation: Self-explanatory.

Course Objectives and Narrative Description of Course: List the objectives that will be covered during presentations. Provide a short narrative of the course. Use additional paper if necessary.

Training Aids Used: Enter the types of training aids that will be used during this course.

Number of Instructors: Self-explanatory.

Text and Reference Materials: Enter the names of source material used in this course.

Required Projects: Enter any projects required of the trainees.

Method of Evaluation: Enter the type of method use to evaluate the trainees completion of the course.

Name and Title of Person Making Request: Self-explanatory.

Date of Request: Self-explanatory.

Please return Course Certification Request sixty (60) days in advance of training to:

Mississippi Department of Public Safety/
Division of Public Safety Planning/ **Office of Standards and Training**
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT COURSE EVALUATION INSTRUMENT

Name of Course: _____ Course #: _____ Date: _____

This questionnaire is a primary means used by BLEOST to gather information to assist in maintaining high quality courses. Your cooperation in completing this form is appreciated.

Agency and Rank Information The first two questions regarding your agency and rank will provide BLEOST information as to the composition of this class.

1. Please circle the number representing the type of agency where you are employed.
   1. Campus Police 2. Narcotics Task Force 3. Police Department 4. Sheriff's Department 5. State 6. Other _____

2. Please circle the number representing the response which most nearly describes your rank.
   1. Patrolman/ Deputy 2. Sergeant 3. Lieutenant 4. Captain and above 5. Other _____

Using the following rating scale, please indicate the extent to which you agree or disagree with the following statements. Space is provided at the end of the questionnaire for your comments and/or suggestions. If you rate an item low, we would appreciate your comments in order that improvement may be made.
1. Strongly Disagree 2. Disagree 3. Neither Agree nor Disagree 4. Agree 5. Strongly Agree

1 ___ The course material was well organized and presented in a systematic manner.

2 ___ The course content was relevant and up to date.

3 ___ The course objectives and expectations for student achievement were clearly stated at the beginning of the course.

4 ___ The course met the stated objectives.

5 ___ The course provided me skills and/or knowledge which will help me in my current or future assignment.

6 ___ The course was free from outside distractions (e.g., noise, interruptions).

7 ___ The physical comforts were conducive to learning (e.g., seating arrangements, desk space, classroom conditions).

8 ___ The course site was convenient (e.g.,accessible to lodging, meals, transportation).

9 ___ The instructor(s) clearly demonstrated a command of the subject matter.

10 ___ The instructor(s) lectured at a level the student could understand.

11 ___ The instructor(s) used a variety of methods of instruction in the course (e.g., lecture, class discussion, media, and role play).

12 ___ The instructor(s) encouraged student(s) questions and generally answered them satisfactorily.

Please identify any instructor(s) and/or block of instruction that may have been deficient and briefly describe the deficiency or deficiencies.

COMPLETE QUESTIONS 13 AND 14 ONLY IF AN EXAMINATION WAS GIVEN.

13 ___The examination was well prepared and it stressed important course material.

14 ___There was consistency between course content and examination questions.

OVERALL EVALUATION

15 ___How would you rate this course?

1. Very poor 2. Poor 3. Fair 4. Good 5. Very good

16 ___How would you generally rate the effectiveness of the instructor(s)?

1. Very poor 2. Poor 3. Fair 4. Good 5. Very good

Please use this space for general comments or suggestions.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

LAW ENFORCEMENT COURSE ROSTER

Course Name and Location:	Name(s) of Instructor(s):	Course Date: From ____/____/____to _____/____/_____

Name of Trainee Last, First Middle	Social Security Number	Certified Law Enforcement Officer			Name of Department/Agency	Hours Attended	Satisfactorily Completed		
		Yes	BLEOST Cert. #	No			Yes	No - Reason	

Signature of Coordinator:	Date:	Phone Number:	Fax Number:

INSTRUCTIONS FOR COMPLETING THE COURSE ROSTER FORM

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.

Complete each section of the form for each trainee attending the course. Ditto marks may be used where appropriate. Make as many copies of this form as needed.

Page ____ Of ____ : Record the current page number followed by the total number of pages submitted.

Course Name and Location: Enter the title of the course and location where the course was conducted.

Name(s) of Instructor(s): Enter the name(s) of the instructor(s) who presented the course.

Course Date: Enter the date the training began and ended.

Name of Trainees: Enter the names of all trainees enrolled in this course by last name, first name, and middle name or initial.

Social Security Number: Enter each trainee's social security number. This number will be used as a reliable identifier.

Certified Telecommunicator: Enter an "X" in the "Yes" column for each certified trainee. Enter the trainee's BLEOST certification number (if known). Enter an "X" in the "No" column for each non-certified trainee. This information will be used primarily for future classes after initial certification is completed.

Name of Department/Agency: Enter the name of the trainee's employer.

Hours Attended: Enter the total number of hours attended by the trainee. It is important that the instructor(s) keep a daily account of each trainee's hours of attendance. Credit will not be given to any trainee who misses five percent or more in attendance.

Satisfactorily Completed: Enter an "X" in the appropriate column. An "X" in the "Yes" column denotes that the trainee satisfactorily completed all the requirements of the course. Give a brief explanation for each trainee that does satisfactorily complete training.

Signature of Coordinator: The roster must be verified by signature. Only the course coordinator or instructor should sign the Course Roster form.

Date: Enter the date the Course Roster was signed.

Please return Course Roster and Course Evaluation Instrument within 10 working days to the address below:

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, MS 39157

Telephone (601) 977-3777; Facsimile - (601) 977-3773

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

Appendixes B
Instructor Application and Evaluation Forms

MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

INSTRUCTOR APPLICATION

SEE INSTRUCTIONS ON LAST PAGE

Name: _____ Rank/ Title: _____
Last First Middle

Date of Birth: _____ SSN: _____
Month / Day / Year

Agency/ Department: _____ Phone: _____

Mailing Address: _____
Post Office Box or Street City Zip Code

Are you now or have you ever been a certified law enforcement officer in MS? Yes __ No __

I am requesting: ___New Certification ____Renewal of Certification ____Certification in an Additional Subject Area

I. Education and Experience

Please indicate your education and experience by checking one (1) of the following and attaching a copy of your highest diploma/degree.

___High school graduate & 5 or more years experience. ____Two years college & 3 or more years experience.
___BS or BA Degree and 1 or more years experience. ___Specialized instruction (academy director's request)

If none of the above are checked, you do not meet the requirements for instructor certification as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

Please list your criminal justice employment/experience within the last 5 years.

Agency: _____

Rank/ Position: _____ Date of Employment: _____ to _____

(If more space is required, please attach an additional 8.5" x 11" sheet of paper.)

II. General Subject

BLEOST certification in this area only recognizes the applicant's general knowledge of training and instruction. Subject matter competency based on experience, education and training is endorsed by the director of a board-approved training academy, then forwarded to BLEOST for its consideration.

Please check all general subject areas you are requesting instructor certification for on this application. Attach documentation of training and experience for each general subject area for which you have requested certification.

Patrol Operations
___ A. Reporting
___ B. Human Relations

Traffic
___ E. Rules of the Road
___ F. Accident Investigation
___ G. Traffic Controls and Roadblocks
___ H. Intoxilizer
___ I. Radar

Mechanics of Arrest
___ N. Officer Survival and Crisis Intervention Techniques
___ O. Impact Weapon Techniques

Basic Criminal Investigation
___ C. Crime Scene & Forensic Service
___ D. Basic Investigative Matters

Basic Law for Law Enforcement Officers
___ J. Evidence, Arrest, Search & Seizure
___ K. MS Criminal Statute
___ L. Juvenile Law and Procedure
___ M. Civil Liability and Use of Force

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Ridgeland, Mississippi 39157
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A. Do you hold professional credentials (excluding BLEOST professional certification) recognized by the BLEOST?
Yes __ No __

If yes, attach copy of degree, license, professional credentials or other documentation. If no, proceed to questions "B" and "C".

B. Have you completed a BLEOST 40 hour instructor techniques course or an approved equivalent?
Yes __ No __ If so, attach the appropriate certificates.

C. Have you completed an instructor internship of at least two (2) hours in length with your nomination official?
Yes __ No __ If yes, attach a copy of the appropriate documentation. If no to questions "B" or "C", you do not meet the requirements for instructor certification as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

Note: Only subjects listed in the following portion of the application require BLEOST instructor certification.

III. Designated Special Subjects

BLEOST certification is required to instruct each of these subject areas and is awarded upon documentation of specific training or education. For each of these subjects you must answer "yes" to at least one (1) question in order to receive certification in that subject area.

A. Basic Law for Law Enforcement Officers
Do you have a law degree and criminal justice experience? Yes _ No __ If yes, attach a copy of degree, transcript, diploma, or bar membership and attestation of experience.

Do you have substantial legal training and experience in the practical application of law?
Yes __ No __ If yes, attach documentation of training and attestation of experience.

B. Firearms
Have you completed an acceptable law enforcement firearms instructor course?
Yes __ No __ If yes, attach copy of certification.

C. Police Driving
Have you completed an acceptable police driving instructor course? Yes ___ No ___ If yes, attach copy of certification.

D. Emergency Medical Procedures
Have you completed an acceptable emergency medical system instructor's course?
Yes __ No __

Are you currently registered by the American Red Cross or other agency as an instructor for first aid and/or cpr?
Yes __ No __ If yes to either question, attach copy of certificate(s).

E. Defensive tactics
Have you completed an acceptable law enforcement defensive tactics instructor course?
Yes __ No __

Do you have substantial training and experience in teaching defensive tactics?
Yes __ No __ If yes to either question, attach documentation of training, attestation of experience and a letter from the academy director indicating demonstrated instructional competency.

F. Physical conditioning
Have you completed an acceptable law enforcement physical conditioning instructor course?
Yes __ No __

Do you have substantial training and experience in teaching physical conditioning?
Yes __ No __ If yes to either question, attach documentation of training, attestation of experience, and letter from the academy director indicating demonstrated instructional competency.

IV. Renewal of Certification

1. Have you conducted training in your certified area(s) of instruction in a board-approved curriculum during the previous certification period? Yes ___ No ___ If yes, attach documentation. If no, you do not meet the requirements for instructor re-issuance as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III.

2. Have you provided documentation of continuing knowledge in the requested area of re-certification?
Yes __ No __ If yes, attach documentation.

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Ridgeland, Mississippi 39157
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APPLICANT'S AFFIDAVIT

I hereby testify that all the information contained in this application and the copies of all materials and certificates that I have furnished with this application are true and correct. I have met the requirement as stated in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III. I also affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted of a felony or a misdemeanor involving moral turpitude, that my discharge (if any) from the armed forces was under honorable conditions and that I am of good moral character. I understand that any misrepresentation of information on this application is cause for revocation.

Signature of Applicant Date of Application

BELOW TO BE COMPLETED BY THE ACADEMY DIRECTOR

I have reviewed the credentials and evaluated the instructional abilities of this applicant as required in the BLEOST Policy and Procedures Manual, Instructor Certification, Section III, and recommend certification as an instructor. If this is an application for renewal, this applicant has documented instructional activity of BLEOST certified programs during his current period of certification. I am satisfied with the continuing knowledge of this individual in the area(s) of re-certification. I understand it is my responsibility to utilize this instructor only in the areas of his/her expertise and provide stewardship of his/her certification.

Academy Director's Signature Date Name of Academy

MS Dept. of Public Safety/Div. Of Public Safety Planning/
Office of Standards and Training
1025 Northpark Dr.
Ridgeland, Mississippi 39157
Telephone # - (601) 977-3777, Fax # - (601) 977-3773

INSTRUCTIONS

Please read these instructions before completing the instructor application. All documentation of education, training and experience should be attached to insure speedy process of your request. Return to the address below.

Type or print in ink when completing this form.

1. Record your full name, title, date of birth and social security number, your employer (the organization that you are employed with, not the organization you will be teaching for, unless they are one and the same), and the agencies mailing address and telephone number.

2. Check whether or not if you have ever been a certified law enforcement officer in Mississippi.

3. Check new certification, if you have never been issued an instructor certificate by the Board on Law Enforcement Officer Standards and Training (BLEOST). If you have previously held an instructor certificate issued by BLEOST check Renewal of certification. If you currently hold an instructor certificate issued by BLEOST and wish to have certification in additional areas check Certification in an additional subject area.

4. Indicate the highest level of education and experience you have achieved (attach documentation of education and experience). If none are applicable, you do not meet the education and experience requirement for BLEOST instructor certification.

5. Check the subjects that you desire the BLEOST to recognize as your area if instructor certification. Also, provide any documentation as to your qualifications or knowledge in the requested subject areas.

6. Provide the requested information asked in questions "A", "B" or "C". Question "A" applies to applicants that hold professional credentials other than BLEOST issued certificates (e.g., attorneys, state certified teachers, certified public accountants, etc.). Provide copies of professional membership cards, certificates, etc. if you have checked "yes" to this question. If you do not qualify under question "A" then you must qualify under both questions "B" <u>and</u> "C". Provide a copy of the Board-approved instructor-development or techniques course you attended, and a copy of your "Instructor Evaluation" form.

7. Instructor certification in a designated special subject area has specific requirements for each subject area. If you do not meet the stated requirement and are not able to document the training, certification will not be issued in the area.

8. The renewal of instructor certification will require that an instructor provide documentation of instruction in Board-approved training programs during the previous three (3) year period for which the expiring certificate was issued. This can be shown by a letter from the academy director or a copy of the training schedule. Instructor renewal will also be based on the continued education of the instructor in the area of requested renewal.

9. This form must be signed and dated by the head of the agency, or the form must be signed and dated by someone with the authority to do so. If the later is the case, then we must have a letter, on file at this office, stating specifically who has such authority. This letter will have to be authorized by the head of the agency.

10. Once completed, signed and dated return to the address below.

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MISSISSIPPI

PEACE OFFICER STANDARDS & TRAINING

INSTRUCTOR EVALUATION

The BLEOST "Instructor Evaluation" form is to be used when conducting the two (2) hour internship evaluation required for instructor certification. Enclose a copy of this form with the "Instructor Application for Certification" form.

The following information should be completed by the nominating official. During the two hour internship indicate the degree of effectiveness of the instructor candidate as determined by the nominating official. A copy of the evaluation form should be provided to the instructor candidate prior to his/her presentation.

Name of Instructor: _____ Name of Evaluator:

Location where evaluation took place: _____ Date of Evaluation:

Subject Presented: _____

			Rate of Effectiveness [most effective (5) to least effective (1)]				
PREPARATION							
Was a complete lesson plan presented?	Yes	No	5	4	3	2	1
Was a lesson plan available for the evaluator?	Yes	No	5	4	3	2	1
Did the instructor explain how the course material would be introduced and evaluated?	Yes	No	5	4	3	2	1
PRESENTATION							
Did the instructor's choice of vocabulary led to clear and concise communications with the students?	Yes	No	5	4	3	2	1
Did the instructor make frequent eye contact with different students?	Yes	No	5	4	3	2	1
Did the instructor keep his/her voice at the proper volume and pitch for the room?	Yes	No	5	4	3	2	1
Was the course material presented in a logical learning sequence?	Yes	No	5	4	3	2	1
Were the most important points of the presentation emphasized?	Yes	No	5	4	3	2	1
Did the instructor use personal experiences to illustrate points during his/her presentation?	Yes	No	5	4	3	2	1
Were the students actively encouraged to comment?	Yes	No	5	4	3	2	1
Did the instructor demonstrate respect for all students?	Yes	No	5	4	3	2	1

			Rate of Effectiveness [most effective (5) to least effective (1)]				
APPLICATION							
Were the students given opportunities to put newly learned ideas and skills to work?	Yes	No	5	4	3	2	1
Did the instructor communicate with the students to see if they understood the practical uses of the course material?	Yes	No	5	4	3	2	1
EVALUATION							
Were any formal test questions directly based on the learning objectives?	Yes	No	5	4	3	2	1
Were the test questions clear and unambiguous?	Yes	No	5	4	3	2	1
SUMMARY AND REVIEW							
Did the instructor end his presentation with a summary and review of the course materials?	Yes	No	5	4	3	2	1

Comments: _____

_____

_____

_____

_____

Acceptable ___ Unacceptable ___

_____ _____

Signature of Evaluator Date

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PEACE OFFICER STANDARDS & TRAINING

BLEOST APPLICATION FOR ACADEMY ACCREDITATION
COVER PAGE

Name of Applicant Agency: _____

Mailing Address: _____
P.O. Box or Street Address City/State Zip Code

Contact Person: _____ Telephone Number: _____

Type of Application:

___Original Accreditation

___Accreditation Renewal

Classification of Accreditation Requested:

___Residential

___Non-Residential Full-Time

___Non-Residential Part-Time/Reserve

Date of Application: _____

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ACADEMY APPLICATION INSTRUCTIONS

1 LETTER OF REQUEST FOR ACCREDITATION

The applicant agency must submit a letter of request for accreditation. This letter must originate from the agency head and commit both financial and administrative support for the program.

2 APPLICATION COVER PAGE

The BLEOST "Application Cover Page" must accompany the completed application.

3 APPLICATION TEXT

The narrative text of the application must demonstrate the ability of the applicant agency to comply with requirements as outlined in the BLEOST Policy and Procedures Manual and those listed below. Supporting documentation, consisting of copies of required information, should be submitted in this section of the application. If information is not available, then the method of complying with the requirement should be addressed in this section.

3.1 ADMINISTRATIVE REQUIREMENTS

3.1.1 ADMINISTRATIVE STAFFING

This section of the application should address the entire full-time, salaried staff. The qualification and assignment of the staff should be delineated to include an organizational chart.

3.1.1.1 Director of Training
3.1.1.2 Training Officer
3.1.1.3 Support Staff

3.1.2 ACADEMY POLICY AND PROCEDURES MANUAL

A copy of the applicant academy's "Policy and Procedures Manual" should be provided in this section.

3.1.3 ACADEMY RECORDS

A copy of each of the records below should be enclosed. If no record exists, please enclose a sample of how you propose to maintain the required information.

3.1.3.1 Academy administrative records
3.1.3.2 Class records
3.1.3.3 Student records

3.1.4 SAFETY REQUIREMENTS

Provide documentation of compliance with this requirement.

3.2 PHYSICAL REQUIREMENTS

3.2.1 PHYSICAL FACILITIES

Please provide physical descriptions, diagrams, maps or any other information that may assist our office in determining the adequacy of the academy's physical facilities that are listed below. It should be noted that an inspection of these facilities will be conducted prior to any determination as to accreditation.

3.2.1.1 Administrative facilities
3.2.1.2 Classroom facilities
3.2.1.3 Resident housing
3.2.1.4 Resident dining
3.2.1.5 Reference library
3.2.1.6 Firearms facility
3.2.1.7 Driver training range
3.2.1.8 Physical fitness center

3.3 CLASSIFICATION OF ACCREDITATION

State the training intention of your academy in respect to the classification of accreditation requested.

3.3.1 Residential

General law enforcement student enrollment

3.3.2 Non-Residential Full-Time or Part-Time/Reserve

Specific law enforcement student enrollment

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PEACE OFFICER STANDARDS & TRAINING

BLEOST PROGRAM MONITORING GUIDE

Location of Program: _____ Date Program was presented: _____

Name of Instructor: _____ Subject presented: _____

Name of Observer: _____ Name of Sponsoring Agency: _____

The below listed areas are to be reviewed upon the monitoring of BLEOST approved training programs.

PREPARATION:	YES	NO	N/A
1 Is the instructor using a complete lesson plan?	Y	N	___
a. Are learning objectives included?	Y	N	___
b. Is an evaluation method included?	Y	N	___
2. Did the instructor or sponsor provide a lesson plan for the monitor?	Y	N	___
3. Is the training area prepared for the scheduled activity?	Y	N	___
4. Do the course objectives follow the current BLEOST uniform learning objectives?	Y	N	___

PRESENTATION:			
1. Does the material being presented reflect the content of the lesson plan?	Y	N	___
2. Does the instructor communicate the lesson plan to the class?	Y	N	___
3. Does the instructor encourage class participation?	Y	N	___
4. Does the instructor demonstrate respect for all students?	Y	N	___
5. Is the subject matter being presented correspond with the posted schedule of events?	Y	N	___

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EVALUATION:	YES	NO	N/A
1. Is the evaluation method appropriate to the type of training received?	Y	N	___
2. Are the test questions based on the learning objectives?	Y	N	___
3. Are the test questions clear and understandable?	Y	N	___
4. If a skill test is conducted:			
a. Are the directions clear?	Y	N	___
b. Are the questions answered?	Y	N	___
c. How many trainees successfully completed the skill test?	Y	N	___
d. How many trainees did not successfully complete the skill test?	Y	N	___

Comments: (all areas marked "no" must be explained)

_____

_____

_____

_____

_____

_____

Course Rating: Acceptable ___ Unacceptable ____

Are additional comments attached? Yes ___ No ____

_____ _____
Signature of Monitor Date

_____ _____
Signature of Agency Representative Date

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Appendixes D Background Investigations

Background Investigations

adopted - 10/1991; rev - 04/1997 and 11/2003

Purpose

100 The Board on Law Enforcement Officer Standards and Training has prepared this handbook to **provide a useful guide for developing a policy** for use by law enforcement investigators and executives to assess the ability of an individual to perform the duties of law enforcement officer in a competent and reliable manner. This section in not intended to be a stand alone manual for the conduct of background investigations. Individual agencies must develop local policies to accomplish background investigations for their department.

Policy

101 The law enforcement employer is responsible for insuring that officers meet the minimum standards for employment. Agencies must conduct an adequate background investigation to ensure these standards are met.

101.01 Administrators must determine the individual's age, education, experience, physical condition, mental condition and moral character. Of these areas, the latter two are probably the most difficult to evaluate. There is no form, certificate or test that will definitively state whether an applicant's mental condition, moral character and/or subsequent behavior will be acceptable for law enforcement employment. Factually, no one can accurately predict another's behavior under the stressful and often life threatening conditions encountered by law enforcement officers. Yet that very behavior or response is a critical factor in successfully protecting the health, safety and welfare of the citizens and officers involved.

101.02 Although we cannot accurately predict behavior, agencies can identify those individuals who have the greatest potential for failure. Thankfully there are many tools available to the law enforcement community to aid in screening applicants in order to identify and reduce the risks of unacceptable behavior. Some of the more commonly used tools are:

1. Test instruments such as the Minnesota Multiphasic Personality Inventory (MMPI), Intelligence Quotient, Rorschach Ink Blot and Clinical Analysis Questionnaire,

2. Psychological screening by trained mental health professionals,

3. Background Investigations,

4. Polygraph testing,

5. And probationary period evaluation.

101.03 These tools have each been used by diverse law enforcement agencies with varying degrees of success. Each technique has inherent drawbacks and disadvantages, therefore agencies may seek to mitigate the inherent problems by combining some or all of the tools in their applicant screening policies.

1. The critical element in using these techniques is the development and use of a policy tailored to the unique requirements of a particular law enforcement agency. A good policy will maximize utilization of available resources and exploit the benefits offered through each technique selected. The Board recommends that every agency develop and implement a screening policy that encompasses one or more of the aforementioned techniques. A good background policy should:

   a. Increase the likelihood of uncovering job related facts that may influence the employment decision,

   b. And decrease the likelihood of using employment practices that are not job related which could adversely affect an individual's employment opportunity.

2. The background investigation is one of the most useful techniques for evaluating the qualifications of a law enforcement officer applicant. A thorough background investigation is within the capabilities of every law enforcement agency in the state.

101.04 This policy section **does not** establish standards beyond those required by the LEOTP and BLEOST. The information in this section is in the form of guidelines and recommendations for policy on background investigations. These guidelines should not be confused with mandated procedures.

1. The word routine is used in a specific way in this manual. The recommended practices and procedures in this section are descriptive of those actions that would be included or excluded in a typical policy for a routine background investigation. Due to the great diversity of law enforcement agencies and among officer applicants, there will probably be justifiable and job-related reasons for going beyond the “routine” investigation.

2. Nothing in this manual should be interpreted as preventing the employer from delving into any background area which the employer believes can be justified as being job-related.

101.05 The evaluation of background information as it relates to a law enforcement officer candidate is difficult and must be done on an individual basis. No one can predict what facts and circumstances constitute an individual's background; therefore a specific background investigation model would not be feasible. Nevertheless, steps can be taken to improve the efficiency and effectiveness of the background investigation and to reduce the potential for using the information in an inappropriate manner:

1. **What kind of person do I want in my organization?** Establish job dimensions and desired personal characteristics which can be used as a bench mark in evaluating applicants.

2. **What kind of person do I not want to represent me and my department?** Establish written guidelines for the kind of past behavior which is rationally incompatible with acceptable law enforcement officer performance.

3. **How can I best determine whether an applicant can meet my standards?** Establish procedure to *gather data*, *evaluate data*, *develop information* relevant to the job dimensions/personal characteristics and *make use of the information* in the decision making process.

4. **Why do I need job dimensions/personal characteristics? Can't I just do the background investigation and employ the officer if I like what I see?** It is very important from a legal point of view that you establish some guidelines for your law enforcement positions. Each of your requirements must be a "bona fide occupational qualification". Any decision not to employ an individual based on information developed in the background investigation should be directly related to a bona fide occupational qualification.

5. **What can I do to reduce problems that may occur from not hiring an applicant?** Establish procedure to provide an appeal process to handle complaints resulting from adverse employment decisions.

101.06 There are several legal considerations in the conduct of background investigations.

1. In the enactment of the Law Enforcement Officers Training Program Act, the legislature stated that law enforcement activities required selection, education and training of a professional nature upon the entrance and during the career of law enforcement officers. The legislation also required the Board to establish qualifications for the employment of law enforcement officers to include minimum age, education, physical and mental standards, citizenship, good moral character, experience and other matters as relate to the competence and reliability of persons to assume and discharge the responsibilities of law enforcement officers.

2. The Board on Law Enforcement Officer Standards and Training established minimum employment standards requiring officers to:

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

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

   c. Be a United States citizen,

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

e. And be of good moral character as evidenced among other things by having neither a conviction, a plea of guilty, a plea of nolo contendere, probation, pre-trial diversion or the payment of any fine for a felony or a misdemeanor involving moral turpitude. Individuals discharged from the Armed Forces must have served under honorable conditions and not been removed from the service under a dishonorable or bad conduct discharge. Fitness for service as it relates to moral character must be verified by an appropriate background investigation. (See Background Investigations)

3. In general, any act or conduct may be explored which is related to an applicant's fitness for the job and/or qualifications mandated by the Board under state law. There are certain areas of investigation prohibited by various state and federal laws, rules and regulations. The judicial branch has been active in establishing case law in this arena.

   a. The primary engine driving this activity has been Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination on the grounds of race, color, religion, sex or national origin and the Age Discrimination in Employment Act of 1967.

   b. A full discourse on all the law and rule of employment practices is beyond the scope of this manual. The recommendations of this manual reflect a consideration of applicable laws. Any agency should seek the advice of counsel before enacting policy on employment practices.

Procedure

102 The intent of this section is to aid policy makers in developing policy to provide a structured procedure for the systematic acquisition, organization and reporting of information from the background investigation ("**BI**").

102.01 **Considerations** - The "**BI**" should be an objective process which entails descriptive rather than evaluative reporting. The role of the background investigator is different from that of a criminal investigator in that the criminal investigation is usually oriented on development of information to obtain a conviction. The criminal investigator usually ignores evidence of extenuating or mitigating circumstances. The opposite is true of the background investigator's mission. The mere fact of a negative item discovered as a part of the "**BI**" is rarely indicative of the individual's qualifications for the job. The facts, extenuating/mitigating circumstances and past behavior are important pieces of the total picture. As a result, the "**BI**" report should provide sufficient information about the applicant to enable the employer to judge the significance of past behavior and the possible outcomes of a decision to hire the applicant.

1. Each agency should develop a list of desired personal characteristics. The list should be provided to every contact made during an investigation. With the list, the investigator will be able to assist the contacts in providing relevant information about the applicant's ability to be a law enforcement officer. Rarely will a contact have information about each and every characteristic and most do not have the qualifications to evaluate a candidate in every listed area. The investigator must weigh the knowledge and qualifications of every contact to determine which areas the contact is most likely to have relevant and accurate information.

2. Confidentiality of information developed pursuant to a background investigation should be safeguarded. It is the investigator's responsibility to avoid any unwarranted invasion of the applicant's privacy while ensuring a fair and thorough "**BI**" is conducted. All information given by the applicant and obtained by the investigator is private and confidential. Only authorized persons designated in unit policy should be given access to the information. As a general rule, information should not be revealed to the applicant.

3. No attempt has been made to address specific disqualifying characteristics, such as, undesirable behavior or unlawful activity. Practically speaking, there is a wide range of possible examples of aberrant/deviant behavior that may be indicative of a mental disorder or behavior that may violate the public sense of propriety. Decisions concerning whether an applicant fulfills the requirements of the LEOTP and the agency can best be made after consideration of the relevant facts. Indications of illegal, aberrant, deviant or outrageous behavior should be fully investigated and evaluated to determine if the applicant is of good mental condition and moral character.

4. In the course of conducting the background investigation, investigators may discover that the applicant has committed a crime for which no arrest has been made. Appropriate action should be taken in accordance with agency policy. Additionally, investigators may discover that the applicant has made fraudulent statements on submitted documents. Such activity is a felony under Mississippi Code as Annotated § 97-7-10 "**Fraudulent Statements and Representations**" (1972). Generally, this statute provides that any person who, with intent to defraud the government, knowingly makes false statements shall be punished by a fine of not more than ten thousand dollars ($10,000.00) and/or imprisonment of not more than five years.

5. A fair selection system should include a mechanism for appealing the employment decision. Each department should develop policy to outline the steps an applicant may take to appeal a disqualification based upon the "**BI**". In handling appeals, the department should consider two main aspects of the "**BI**" decision:

   a. The information upon which the disqualification is based should be verified

and determined to be accurate,

b. And a rational connection between the disqualification and the job requirements should be established (bona fide occupational qualification, BFOQ).

102.02 **Beginning the Investigation** - The applicant is the primary source of information in a "**BI**". One of the basic essentials to the investigation effort is the personal history statement.

1. The personal history statement provides the basis of information the investigator will use to plan and conduct interviews, research records and conduct mail surveys.

   a. Personal history forms are essentially similar to employee application forms with the exception that the personal history form usually contains more detail than an application. The subsection contains a typical personal history statement form for agencies to use in developing forms useful for their department.

      TIP: The personal history statement could be useful in completing forms required by the Board.

   b. Applicants should be given a personal history form along with a list of necessary documents. Ample time should be given the applicant to complete the form and obtain the documents.

   c. Some of the paperwork the candidate should be required to provide are those items that verify the department's standards such as:

      i. Birth Certificate,

      ii. High School Diploma (or GED),

      iii. Driver's License,

      iv. Military Discharge Form (DD Form 214),

      v. And transcripts, Diplomas and Certificates for any other education or training.

2. The investigator should arrange a preliminary interview. This phase is critical to the investigator because it will lay the foundation for the rest of the "**BI**". The investigator should prepare for the interview by preparing a folder and a checklist of required documents, release forms and probable contacts. At the meeting:

   a. The investigator should scrutinize all submitted materials to ensure all

needed documents are present and valid. Official documents such as birth certificates and transcripts should be logged on the checklist, photocopied and returned to the applicant for safekeeping,

b. Prepare and submit fingerprint cards,

c. Ensure the personal history statement is complete and that all omissions, inconsistencies and conflicting statements are resolved. If any unusually favorable or unfavorable information is discovered in the materials submitted by the applicant, the investigator should obtain full details of each incident or event. Special care should be taken to ensure names, addresses and telephone numbers for possible contacts are included in the personal history statement,

d. And obtain signatures on a sufficient number and type of release of information forms. The investigator should have a good estimate of the number and type of releases needed following the review of the personal history statement. Many organizations and institutions must have a signed release of information form before they will provide any assistance to a background investigator. See the subsection for examples of the various types of release forms.

102.03 **Information Gathering** - Immediately following the interview, the investigator should evaluate the materials gathered thus far and begin planning the information gathering phase. This phase will be the most time consuming portion of the "**BI**". Planning and organization are critical to insuring that resources are used wisely and efficiently during this phase.

1. The personal interview is the preferred method of contacting an information source. However, such interviews are often impractical and alternative methods must be adopted. The investigator should determine which sources should be interviewed in person, via the telephone, and which should be contacted in writing.

2. Any written inquiries or requests for information should be prepared and mailed prior to initiating other activities due to the inherent delays in the postal system.

   a. The letter should address specific questions relating to the job dimensions and personal characteristics of a law enforcement officer. Suggested questionnaires for the various contacts are included in the subsection.

   b. Investigators should be sure to enclose a signed release form and a list of the desired personal characteristics. The inclusion of a stamped and self-addressed envelope will aid immensely in obtaining responses.

   c. Replies should be reviewed as they are received. Questionable areas to be pursued should be incorporated with the remaining information gathering

plans.

3. The remaining contacts should be arranged in a logical sequence to map the personal interviews. Such organization should serve to improve the efficiency and timeliness of the investigation.

   a. The investigator should make appointments with each personal contact in advance and build in flexibility in the daily schedule.

   b. The investigator should review the department's interview procedure, evaluate data gathered to date and develop a question list prior to each interview. Possible interview questions are discussed in the subsection entitled **Areas of Inquiry**.

   c. During the interview the investigator should:

      i. Obtain specific facts to support any general statements given by a contact.

      ii. Quote or paraphrase remarks rather than make subjective conclusions.

      iii. Record name, address, telephone, date, time, location and relationship of the contact for each interview conducted.

102.04 **Evaluating the Data** - Once all possible sources of information have been contacted or checked, the investigator must then complete the process of sorting the data gathered to develop a useful report.

1. At this point, the investigator should attempt to resolve any discrepancies, inconsistencies or contradictions developed during the "**BI**". A discrepancy interview may be scheduled with the applicant to attempt to resolve the problems. During this interview, the investigator should not reveal the source of any information obtained during the "**BI**".

2. The final step in the process is reporting to the chief/sheriff or other officer designated to make the hire/no hire decision. This report should be a concise narrative evaluation of the applicant's qualifications with regard to bona fide occupational qualifications. Every effort should be taken to ensure the report is factual and free of bias or opinion.

3. The investigator should include the following items with the report:

   a. Copies of all official documents.

   b. Any verifying documents collected.

   c. Any unused signed authorizations.

d. Returned questionnaires and letters.

e. The investigator's notes.

f. Other pertinent material.

Appendixes E
Areas of Inquiry

Areas of Inquiry

adopted - 10/1991; rev - 11/2003

Purpose

100 This subsection to the background investigation ("**BI**") manual lists typical areas of inquiry and provides rationale for and against asking specific questions.

Policy

101 Nothing in this "**BI**" manual should be construed as establishing a standard for the conduct of investigations. The manual was constructed to serve as a guideline in the development of local investigation procedure. Although the Board has attempted to provide sufficient instruction in this area, the areas of inquiry listed herein are not inclusive or exclusive. Further, where specific examples are cited, there is always an exception wherein the employer believes there is a bona fide occupational qualification.

Procedure

102 Each of the areas of inquiry are listed along with comments.

102.01 **Applicant Identification** - The personal information requested on the personal history form is sought primarily for the purpose of verifying the identity of the applicant and to provide a means of contacting the applicant during the selection process.

1. All names used by the candidate should be noted. If the investigator finds that the applicant has used other names for fraudulent purposes, this could reflect unfavorably on the applicant's integrity or credibility as a witness.

2. The use of religious or ancestral names, the use of two last names with a hyphen, the use of a single name without a first or last designation or the decision of a woman not to use her husband's name should not be considered improper action by the candidate. The law permits individuals to use any name as long as the change of name is not for fraudulent purposes.

102.02 **Citizenship** - An applicant must be a citizen of the United States of America.

1. U.S. citizenship can be verified by review of common documents.

   a. Citizens of this country by birth may be verified by a copy of birth certificate, copy of court documentation attesting to citizenship in the absence of a record or a current valid passport.

   b. A child born of American parents on foreign soil has the option of being a citizen of that country or the United States. Neither is legally recognized until declared by the individual. To be recognized as a U.S. citizen, the

individual must have one of the following documents:

i. A Certificate of Naturalization from the Department of Immigration and Naturalization Service (INS) (form N-550),

ii. Report of Birth Abroad of a Citizen of the United States issued by a consular officer,

iii. Current valid U. S. passport,

iv. Or department of Immigration and Naturalization Form G-641 (Application for Verification of Information from Immigration and Naturalization Service Records.)

c. Immigrants to this country who obtain U. S. citizenship are known as naturalized citizens. Documentation of citizenship status would include:

i. A Certificate of Citizenship from the Department of Immigration and Naturalization Service (INS),

ii. A Birth Card wallet identification issued by INS,

iii. Or a current and valid U. S. passport.

d. Documentation of citizenship status should be verified by independent sources. The U. S. District Court keeps a record of citizenship records. The New Orleans, Louisiana office of the INS (504-589-6527) serves this area. The INS is able to verify documents offered up by candidates as proof of citizenship upon receipt of a written request accompanied by a signed waiver/release of information.

e. The INS publishes a pamphlet entitled "Handbook for Employers" (M274) that offers additional information on this subject. Please write the INS at:

U. S. Immigration and Naturalization Service
Attn.: Employment Sanctions Unit
701 Loyola Avenue, Room T-8011
New Orleans, Louisiana 70113

2. The Board recommends that inquiries not be made into the applicant's lineage, ancestry, national origin, descent, parentage, or mother tongue. In addition to these areas, inquiries are not recommended into the nationality of the applicant's parents or spouse or how the candidate acquired the ability to read, write or speak a foreign language. [Prohibited by Title VII of the Civil Rights Act of 1974, 42 U. S. C. 2000 (e)]

102.03 **Photograph** - A photograph may be solicited from the candidate to help identify the candidate when references are contacted. Investigators should carefully document

the specific request or necessity for applicant photographs. To ensure that a photograph is not improperly used, certain cautionary steps should be taken. Foremost, the photograph should only be used for identification purposes. Where possible, the photograph should be removed from the file prior to forwarding the background investigation material to the decision maker authorized to make the employment decision. Remember, there are many laws and relevant court decisions at both the state and local level which prohibit non-job related inquiries which express, directly or indirectly, any limitation, specification or discrimination as to age, race, religion, color, national origin, ancestry, physical or mental handicap, or sex. [Prohibited by Title VII of the Civil Rights Act of 1974, 42 U. S. C. 2000 (e)]

Note: The Board on Law Enforcement Officer Standards and Training requires a photograph to be submitted along with the training packet. This photograph is used by the training academies and the Board staff for identification purposes only.

102.04 **Residences** - The reason for requesting an applicant to list current and previous residences is to contact neighbors, landlords, apartment managers, anyone acquainted with the candidate by reason of residence, in order to gather information about the applicant's qualifications. The residence list, coupled with the work history, also provides the investigator a list of all relevant law enforcement agencies which should be checked.

Note: The courts have upheld residency requirements by governmental employers.

1. Current and previous neighbors and landlords who are familiar with the applicant may be able to provide information on any of the desired personal characteristics. The key to appropriateness of contacting these people is the degree and recency of their interaction with the applicant. A contact with whom the candidate has had only a casual intermittent relationship would not be a good choice as a source of information. The investigator must determine the extent of the contact with the applicant. Information developed from these sources must be carefully evaluated before making any conclusions about the applicant's qualifications.

    a. When interviewing neighbors and landlords, the investigator might ask such questions as:

        i. How long have you known the applicant?

        ii. How well do you know the applicant?

        iii. Do you know how well the applicant gets along with neighbors?

        iv. Can you think of any reason why the applicant might not be qualified to become a law enforcement officer?

        v. Can you recall anything about the applicant that would question their

reputation for truthfulness and respect for the law?

vi. Can you suggest any other persons who might have information about the applicant?

vii. Does the applicant make rent (mortgage) payments promptly?

b. It is acceptable to inquire into the reasons for changes in the applicant's residence. Inquiries may reveal something about the applicant's interpersonal sensitivity, dependability or integrity. If there appears to be a pattern of frequent moves, further investigation may be indicated.

2. Asking neighbors and landlords about an applicant's style of living as it relates to such matters as the number of persons living in the residence, housekeeping habits, condition of home, yard, or vehicle should generally be avoided because of the subjectivity involved. However, where condition of the home borders on health violations or indicates other illegality, the situation warrants further investigation. No conclusions should be drawn from the mere fact of the applicant either owning, renting or living with relatives or friends.

102.05 **Experience and Employment** - An investigation into the applicant's experience and employment history is one of the most important areas in the background investigation. The employment setting may have given the applicant the opportunity to learn and demonstrate behaviors relating to several job dimensions. Self control, dependability, truthfulness and respect for law are personal characteristics to look for in such an investigation. The applicant should provide a complete listing of all employments, summer jobs or volunteer work and indicate whether contact with the current employer would jeopardize continued employment. The investigator should contact current and past employers, supervisors and co-workers. The investigator must be careful to evaluate the degree and recency of contact between a contact and the applicant. For example, information from a past employer who only dimly recalls the applicant from a summer job five years ago, should be viewed cautiously.

1. When interviewing employers or supervisors the investigator may ask:

a. Why was the applicant's employment terminated?

b. Was the applicant punctual and dependable?

c. Do you have any record of disciplinary problems with the applicant?

d. Do you know how the applicant got along with other employees?

e. Do you know if the applicant is honest and truthful?

f. Do you have any record of salary garnishments or other financial problems of the applicant?

g. Did the applicant have any extended or frequent work absences?

h. Did the applicant ever file a claim for worker's compensation?

i. Is the applicant eligible for rehire?

j. Can you think of any reason why the applicant might not be qualified to become a law enforcement officer?

2. When interviewing past or present co-workers, the investigator may ask:

a. How did the applicant get along with co-workers?

b. Do you know if the applicant is dependable?

c. Can you think of any reason why the applicant may not be qualified to become a law enforcement officer?

d. Can you suggest any other persons who may have information about the applicant?

e. Are you aware of any substance abuse by the applicant?

3. There are several specific areas of inquiry the investigator should consider:

a. It is appropriate to inquire into the reason for an applicant's having no previous employment or long periods of unemployment. Such an inquiry might lead to information concerning the applicant's willingness to confront problems, dependability and desire for self-improvement. However, there are many legitimate reasons for unemployment and no conclusions about the applicant should be drawn from that mere fact alone. The investigator must look into the circumstances of the applicant's lack of employment.

b. Receipt of welfare assistance, unemployment compensation or worker's compensation is legal and generally no judgement about the applicant should be based upon the applicant's having received such assistance. However, if the investigator finds that the applicant has received assistance through fraudulent means, that would reflect upon the applicant's integrity. Additionally, information garnered about the applicant's worker's compensation claims history would provide some indication about the applicant's physical ability.

c. Extended or frequent work absences may reflect adversely on the applicant's dependability. The investigator should inquire into the circumstances of the absences to determine if they were reasonable or justifiable.

d. Having been fired or asked to resign from employment may reflect on an applicant's integrity or dependability. Information from a previous employer who fired or asked the candidate to resign must be carefully evaluated and should be balanced against the applicant's explanation of the occurrence.

e. A candidate's interpersonal sensitivity or willingness to confront problems might be revealed by an inquiry into the applicant's reason for leaving a job.

f. The investigator should inquire into the reasons for the rejection of the applicant from another law enforcement or closely related position. Obviously, this type of information may be highly relevant to the applicant's qualifications as a law enforcement officer. Such information must be carefully verified and evaluated.

4. Some types of employment information have little relevancy to employment as a law enforcement officer and should be avoided unless a bona fide occupational qualification for such areas can be established. Some of these areas include:

a. Routine inquiries concerning the number of persons the applicant has supervised are usually irrelevant since entry-level law enforcement positions are non-supervisory.

b. No conclusions should be drawn from the current salary of the applicant. Salaries do not indicate anything about a person's qualifications to be a law enforcement officer.

c. Inquiries should not be routinely made about whether the applicant has been a member of a labor or employee organization. Membership in an employee organization is not related to job performance as a law enforcement officer.

102.06 **Legal** - The applicant's relationship with the law is obviously an important area of inquiry for the background investigator. Non-law enforcement employers must establish business necessity as narrowly interpreted in order to make employment decision based on criminal history. However, law enforcement employers may consider convictions and disqualify applicants for employment based on criminal history. The courts have upheld good moral character as a standard for law enforcement officers provided adequate safeguards are present to ensure protection of the applicant's privacy, freedom of speech and association. These rights are balanced against the government's interest in having a work force that can be relied upon and which can maintain the public's confidence. It is recommended that the investigator inquire whether the applicant has ever been arrested or detained, charged with a crime or convicted of a crime.

1. No conclusions should be drawn from the mere fact that an applicant has been arrested or detained without consideration of other factors.

2. Inquiring into the applicant's involvement as a plaintiff or defendant may lead to information concerning the applicant's integrity, dependability or credibility as a witness in a court of law.

3. The policy and statute prohibit employment of officers convicted of a felony and/or a crime involving moral turpitude. This prohibition extends to anyone who has entered either a plea of guilty, a plea of nolo contendere, has been ordered into probation or pre-trial diversion or has been fined in relation to such crimes. Should an investigator discover that an applicant has been convicted of such crimes, the agency head should be consulted as to whether to continue the investigation.

   a. Not all states use the terms felony or misdemeanor to differentiate between crimes. Further, a felony in one state, may not be a felony in other jurisdictions. In jurisdictions where the felony/misdemeanor system is not used, the maximum sentence that could be imposed for the crime is your guide for determining eligibility regardless of the actual sentence imposed. Where the maximum prison sentence is over two-year, the crime would exclude service as a law enforcement officer in this state.

   b. Investigators should not consider crimes that have been expunged which may include felonies or crimes involving moral turpitude. All other classes and types of convictions and/or relief for such crimes are open for consideration. For example, an individual who has been pardoned is not eligible for service as a law enforcement officer unless that pardon also includes an expungement. Other forms of ineligible applicants would be, non-adjudication of guilt where the plea entered was guilty or nolo-contendere or where the applicant was ordered into probation or pre-trial diversion, fined, had suspended sentences, or the finding of guilty with no imposition of a sentence.

   c. Access to sealed juvenile records by a law enforcement agency varies from jurisdiction to jurisdiction. In Mississippi, law enforcement agencies may release records to other law enforcement agencies. Otherwise, investigators must obtain an order from the youth court to disclose records. Where an investigator finds that an applicant's record is sealed, the investigation must concentrate on other sources to complete the background investigation.

4. Drug and alcohol offenses should key the investigator to explore the extent of the applicant's history of drug and alcohol usage. The courts generally allow drug prohibitions as long as they are job related and take into consideration such things as frequency of prior use, type of drugs used, and the length of time since last use. For example, marijuana usage varies widely among the population. In Mississippi, marijuana possession in small quantities is a misdemeanor. Investigators should weigh all factors in considering whether the applicant has a drug problem, lacks moral character or simply exercised poor judgement in experimenting with an illegal substance.

5. Homosexual offenses normally would be cause for rejection as illegal conduct. However, if the applicant has merely established a particular sexual orientation, adverse action cannot be taken unless there is a showing that homosexuality has a relationship to the ability to perform the job.

6. Criminal records may be obtained by returns from the fingerprint cards submitted to the State Bureau of Investigation and the FBI. In order to ensure a complete records check, the investigator should also check the applicant's local record where they have worked or resided.

102.07 **Motor Vehicle Operation** - The operation of a motor vehicle is an integral part of a law enforcement officer's duties. The investigator should be thorough in inquiries in this area. It is recommended that the investigator inquire into the applicant's driving record to include traffic infractions, motor vehicle accidents, reasons for the refusal of any state to grant a license to the applicant and whether the applicant is complying with law regarding insurance, licensing, inspection stickers and tags.

1. The applicant's driving record can reveal past behavior concerning operation of a motor vehicle, observation skills, or dependability. Further, the applicant's driving record could be a very important indicator of attitudes toward authority, judgement and maturity.

2. Offenses involving alcohol should be fully checked for any indication of a pattern of abuse. DUI offenses by themselves do not automatically eliminate a candidate from consideration for certification unless the candidate has been convicted of a felony DUI offense. Investigators should consider all elements of the DUI offenses along with the applicant's total background investigation in making a recommendation to the employing official. Factors such as the frequency of DUI, length of time since the last offense, attempts at alcohol rehabilitation and insurability should all be considered in determining the probability of the applicant's successful job performance.

3. In evaluating the applicant's driving habits, the investigator should rely primarily on a review of driving records. Remember that all local records should be checked in addition to the state repositories. It is not uncommon to discover traffic offenses and DUI's that do not exist on the state level driver history.

102.08 **Military Service** - An inquiry into the applicant's military history can lead to information concerning many desired personal characteristics of a law enforcement officer. Most notably, the nominee's reputation for honor and truth, respect for law, ability to work within a structured environment and performance of duty in the face of adversity can be derived from the military records. It is recommended that the investigator inquire into the applicant's military history, determine the type of discharge the applicant received, inquire whether the applicant has ever been the subject of any judicial or non-judicial disciplinary action while in the military.

1. Much of the information about an applicant's military service can be gleaned

from examining one document, the DD Form 214, "Report of Transfer or Discharge". All individuals separated from the military receive a copy of this document. Law enforcement agencies should require that applicant's produce this document along with other required documentation. In addition to the DD 214, applicants should sign a "Request Pertaining to Military Records", GSA Form 180. The nearest recruiting office can provide you with copies of this form.

a. There are several copies of the original DD 214. The "member" copy or long copy should be the only acceptable document as this document includes discharge information and reenlistment codes. It is important to note that many individuals have more than one period of military service, therefore the DD 214 should be submitted for each period of military service. The dates of service should be carefully compared to the dates noted on the personal history statement. Members may attempt to submit earlier DD 214's under which they were honorably discharged and omit recent periods of service that resulted in a less than honorable discharge.

b. Investigators should also be aware that all service obligations should total six years. For example, most active duty enlistments are four years in length followed by a two year period in the reserve component. Periods of service that are considerably shorter than the norm should cause the investigator to query deeper into the service record to determine why the applicant left before expiration of the enlistment period.

c. Promotions in the military are based on a number of factors to include seniority and duty performance. Advancement in the enlisted grades of E-1 to E-3 is practically automatic. Most individuals should be able to earn the rank of E-4 within two to three years of active duty. Individuals who leave the service after four years of active duty with the rank of E-1 have probably experienced problems which should be examined further to determine the full extent and nature of the situation.

d. Each individual has been assigned skill codes and attended training related to their assigned skill area. Many of these codes have additional extenders which relate to additional skill areas or qualifications. Investigators should familiarize themselves with the skill codes for military police in each of the branches to enable immediate verification when applicants claim military police as a skill area. Many military police duty assignments are primarily composed of guard duty rather than law enforcement. Again, your local recruiting office should be able to provide you with up to date information on the various codes.

2. The candidate's original application and DD 214 should be reviewed to see if they have ever been tried, punished, reprimanded, or reduced in rank for any infraction of military rules. If disciplinary problems are indicated, it could be a reflection on the candidate's unwillingness to adhere to limitations or an

unwillingness to comply with orders.

a. It should be noted that there is a very distinct difference between an Honorable Discharge and those classified as discharged under honorable conditions. In many cases, a service member may apply for an upgrade of a less than honorable discharge which would be reflected on the DD 215.

b. Only applicants with Honorable Discharges or General Discharges under Honorable Conditions should be considered for law enforcement service. Lesser discharges to include any discharge which has been upgraded to a discharge under honorable conditions are generally indicative of disciplinary problems or criminal activity.

c. All discharges are based on a particular chapter which is descriptive of the overall nature of the discharge. This information is usually entered in the separation authority block. A final indicator of the individual's service is the re-enlistment code. This code tells recruiters whether the service member is eligible for re-enlistment.

3. Information on the DD 214, DD 215, and other military records may be obtained by sending the release form GSA 180, to the appropriate military records center listed on the back of the form. Former commanders, supervisors and military acquaintances may be contacted by letter using the World-wide locator service. Any contact with such personnel should be evaluated as to the degree and recency of contact with the applicant.

102.09 **Education** - Inquiries into the applicant's educational background can lead to information concerning the applicant's integrity, learning ability, communication skills and desire for self-improvement. Generally the most productive areas would be high school and post-secondary school levels. Grammar school and junior high experiences would normally be too remote to be relevant. It is recommended that the investigator validate whether the applicant possesses a high school diploma or GED and validate any higher degrees claimed by the candidate. The investigator should also inquire into the applicant's educational background, and inquire into the applicant's disciplinary incidents such as expulsion or suspension from school.

1. The socialization process of maturing is largely cemented during the high school and post-secondary years. The applicant's success in this all important area may be reflected in academic successes or failures, extra-curricular activities, demonstration of leadership, dependability or erratic behavior. Much of this information can be gleaned from official school records, administrators and teachers.

2. It is important to consider the time element which has elapsed since the applicant was a student. Data developed from school days should be considered along with the rest of the story.

102.10 **Financial** - The applicant's behavior regarding the handling of finances is an

important area of investigation. Inquiries into this area can lead to information bearing upon an applicant's integrity, problem-solving and dependability.

1. A credit reporting agency is quite often a valuable source of information regarding a candidate's financial condition. For a nominal fee, most will provide a comprehensive credit history for all places of residence.

2. Areas that should be evaluated are the applicant's debt ratio, garnishments, bankruptcies, repossessions, delinquent taxes and child support payments. A pattern of indebtedness, outstanding judgements or failure to meet obligations would be indicative of the candidate's inability to live within one's means.

102.11 **Relatives, References, Acquaintances, Clubs and Organizations** - Anyone who knows the applicant is a potential source of relevant information. The degree and recency of contact along with the nature of the relationship will be critical factors in determining the relevancy of information developed from such sources. Interviews with relatives, references and acquaintances should be carefully prepared from the agencies' desired list of personal characteristics.

1. Potentially, a relative could comment on any of the desired personal characteristics. However the investigator may find it more useful to center interviews with relatives around the applicant's willingness to solve problems, interest in people, interpersonal sensitivity, dependability and integrity. The investigator may ask a relative to describe a situation in which the applicant demonstrated dependability.

2. References and acquaintances are potential sources of both information about the officer and additional sources of information such as other acquaintances. Close friends, Sunday school teachers, Scout masters and the like may tend to emphasize the positive aspects of a candidate due in part to the circumstances of their acquaintance. A more balanced evaluation of the candidate may be gathered by interviewing other acquaintances not provided by the applicant.

3. Conclusions from the mere fact of membership or office holding in any legal club or organization should be avoided. Routine inquiries into membership in organizations which some feel may indicate a lack of interpersonal sensitivity are not recommended. Illegal behavior in connection with membership in clubs and organizations is relevant to an applicant's qualifications and should be investigated.

Sample Personal History Statement

adopted - 10/1991; rev - 04/1997

The Board has developed a sample personal history statement for use in conducting **background investigations** (“**BI's**”). The sample may be extracted and photocopied for your agency's use or you may elect to develop your own history statement. This document should provide the start point for conducting a “**BI**”.

NOTICE: This form is for the agency's use only. Do not send this form or similar forms to the Board. This form may serve as the basis for completing the mandatory “Application for Certification” form Parts I, II and III.

Personal History Statement

A. Applicant Identification - Information Provided in this Section Is Used for Identification Purposes Only.

1. Name: _____
   Last First Middle

2. Address: _____
   Street Address or Post Office Box Number

   _____
   City State Zip

3. Phone #: _____

4. Birthday: _____
   Month / Day / Year

5. Nickname(s), maiden name, or other names by which you have been known:

   _____

6. Social Security No.: _____

7. Place of Birth: _____
   City County State

8. Driver's License No.:

   Expiration Date:

   State of Issue: _____

9. Height: ___ 10. Weight: ____ 11. Eye Color: _____ 12. Hair Color: _____

13. U.S. Citizen? Yes ___ No ____

14. Scars, tattoos, or other distinguishing marks: _____

   _____

   _____

   _____

   _____

B. Residences - List all addresses where you have lived during the past 10 years, beginning with your present address. List date by month and year. Attach extra page if necessary.

From	To	Address

C. Work History - Beginning with your present or most recent job, list all employment held for the past ten years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary. Please indicate if you are fearful that your present job would be in jeopardy if inquiries are made.

1. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

2. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

3. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title _____

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

_____

4. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

_____

5. From _____ To _____ Employer

Address _____

Phone Number _____ Job Title

Duties _____

Supervisor _____ Name of a Co-worker _____

Reason for leaving _____

_____

D. Military Record

1. Have you served in the U.S. Armed Forces? Yes___No ____
   (include National Guard service)

2. Date of Service: From _____To _____Military Service No.: _____

   Branch of Service: _____Unit Designation: _____

   Highest Rank Held: _____Type of Discharge: _____

3. Were you ever disciplined while in the military service (include court-martials, captain's masts, company punishment, etc.)?

   Yes ___ No ____

Charge	Agency	Date	Age at Time	Disposition

If you received a discharge other than honorable, give complete details.

_____

_____

_____

_____

_____

_____

E. Educational History

1 School or College Attended	City & State	Dates Attended From	Dates Attended To	Graduated Yes	Graduated No	Major

2. List any law enforcement training attended. Give name and dates of any schools or courses.

_____

_____

_____

_____

_____

3. List other schools attended (trade, vocational, business, etc.) give name and address of school, dates attended, course of study, certificate, and any other pertinent information.

_____

_____

_____

_____

_____

F. Special Qualifications & Skills

1. List any special licenses you hold (such as pilot, radio operator, scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

_____

_____

_____

_____

_____

2. List any specialized machinery or equipment which you can operate.

_____

_____

_____

_____

_____

3. If you are fluent in a foreign language, indicate in each area your degree of fluency (excellent, good, fair).

Language	Reading	Speaking	Understanding	Writing

4. List any other special skills or qualifications you may possess.

_____

_____

G. Convictions, Arrests, Detentions and Litigation

1. Have you ever been convicted, arrested, detained or summoned into court?

Yes ___ No ___ If yes, complete the following (list juvenile as well as adult occurrences):

Crime Charged	City & State	Date	Disposition of Case

2. Have you ever been involved as a party in civil litigation?

Yes ___ No ____If yes, give details.

_____

_____

_____

_____

H. Traffic Record

1. Has your driver's license ever been suspended or revoked?

Yes ___ No ____If yes, give date, location and reasons.

_____

_____

_____

_____

2. With what company do you carry auto insurance?

_____

3. List to the best of your memory all driving citations you have received as an adult or juvenile, excluding parking tickets.

Month & Year	Charge	City & State	Disposition

4. Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

_____

_____

_____

_____

I. Marital & Family History

1. Are you? Single ___; Married ___; Separated ___; Divorced ___; Widowed ___

If married: Date of Marriage _____ City & State

Spouse's maiden name

Separated, or divorced (circle one if applicable):

Date of Order or Decree _____

Court & State where Issued

Present Address _____

_____

Phone Number _____

2. List all children related to you or your spouse. (Natural, in-vitro, step-children, adopted & foster children)

Name	Relation	Date of Birth	Address	Supported by whom

3. List all other dependents.

Name	Relation	Address

4. List other relatives in the following order: father, mother (include maiden name), brothers & sisters. If deceased, so indicate.

Name	Relation	Date of Birth	Address	Phone Number

J. <u>References or Acquaintances</u> - list five persons who know you well enough to provide current information about you. <u>Do not list relatives or former employees.</u>

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

Name: _____ Address: _____
Home Phone No.: _____ Work Phone No.: _____ Years Known: _____

K. <u>Financial History</u>

1. What is your present salary or wages? _____

2. Do you have income from any source other than your principal occupation?

   Yes _____ No _____ If yes, how much?

   Monthly, bi-monthly, or weekly (circle one) Other:

   The source: _____

3. Do you own any real estate? Yes ___ No ___ If yes, state it's value: _____

   Location: _____

4. Do you own any bonds, government or other? Yes ___ No ___ Value: _____

5. Do you own any corporate stock? Yes ___ No ___ Value: _____

6. Do you have a bank account? Yes ____ No ____

Savings: Average Balance - _____

Name & Address of Bank _____

_____

Checking: Average Balance - _____

Name & Address of Bank _____

_____

7. Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts and payments. Include account numbers where applicable.

Name and Address of Creditor	Reason for Debt or Item Purchased	Account Number	Total Balance	Monthly Payments

L. <u>Membership in Organizations (Past And/or Present)</u>

Name and Address of Organization	Type of Organization (social, fraternal, professional, etc.)	Dates of Membership	
		From	To

M. Personal Declarations

1. Describe in your own words the frequency and extent of your use intoxicating liquors.

_____

_____

_____

_____

2. Have you ever used marijuana or any other drug not prescribed by your physician?

Yes ___ No ____If yes, what were the circumstances? _____

_____

_____

_____

3. Have you ever sold or furnished drugs or narcotics to anyone?

Yes ___ No ____If yes, explain in detail. _____

_____

_____

_____

4. Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability for employment as a law enforcement officer?

Yes ___ No ____If yes, explain. _____

_____

_____

_____

_____

Personal History Statement Agreement

See Instructions on Reverse

I hereby certify that the answers and statements in the foregoing personal history statement are true and correct without consequential omissions of any kind. I hereby agree that any falsification contained in this information shall be considered good and sufficient cause for rejection of this application and/or discharge. I understand that a complete background investigation will be conducted as a condition of this employment. I authorize the aforementioned companies, persons and/or public institutions to give any information concerning me or my employment whether or not it is on their records. I hereby release said companies or persons from all liability for any damages whatsoever from issuing this information.

As a part of this investigative process, I will submit the following documents:

- Proof of U.S. Citizenship, proof of age, verification of my identity, a social security card, and a discharge certificate or separation papers. (For applicants who have served in the Armed Forces only)

- I will accept employment for a temporary period depending upon my ability to satisfy the requirements of: this agency, the Law Enforcement Officer Training Program (§ 45-6-1 to 45-6-17 of the Mississippi Code as amended), and the Board on Law Enforcement Officer Standards and Training.

- I hereby authorize the employing agency to deduct from my wages due me at anytime, the value of monies or property advanced to me or on my behalf for which I am accountable, such as, but not limited to, travel advances, agency credit cards, and/or agency property damaged, lost or misappropriated by me.

- If employed on either a permanent or temporary basis, I agree to abide by all rules, policies, and regulations of the agency now in force or, that my be hereafter established.

ONLY SIGNED APPLICATIONS ARE CONSIDERED VALID

_____ _____

Signature Date

INSTRUCTIONS

Note: Read these instructions carefully before proceeding.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your Personal History Statement should be printed legibly in ink. Answer all questions to the best of your ability.

2. If a question is not applicable to you, enter N/A in the space provided.

3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.

4. You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.

5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.

6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.

Sample Release Forms and Questionnaires

adopted - 10/1991; rev - 03/1997

The Board has developed a sample set of release forms and questionnaires. Your agency may use these or elect to develop your own forms.

The following pages consist of:

- A cover letter to be sent with any mailed requests for information.
- A letter to be sent to Law Enforcement Agencies for record checks.
- A general information release form.
- A medical information release form.
- A questionnaire for employers, references, schools, landlords and physicians.
- A telephone check.

These pages should be reproduced on agency letterhead whenever possible. Any mailings needed to conduct an investigation should be mailed as soon as possible to avoid any delays. Enclosing a stamped/self-addressed envelope will assist in getting a timely response.

Notice of Authorization to Release Information

To Whom it May Concern:

The _____ (name of agency/department) is considering for employment, as a law enforcement officer, the individual whose name appears on the attached questionnaire. The applicant has informed us that you may have information which might be of assistance to us in reaching a decision as to whether or not this individual should be employed. I am sure you will recognize the need to guarantee that persons appointed as law enforcement officers are fully qualified to undertake the important responsibilities of that position. You may be of substantial assistance to us in this regard. Please note that the applicant has authorized the release of the information requested and a copy of that authorization is attached.

We are quite anxious to expedite the processing of this applicant and would very much appreciate it if you would complete and return the attached questionnaire as promptly as possible. Please mail the questionnaire in the stamped/self-addressed envelope which is enclosed.

You have my assurance that any and all information that you provide concerning this applicant will be held in strict confidence. If you have pertinent information concerning this applicant, but would rather not put it in writing, please contact:

_____ _____

Investigator's Name Telephone Number

Your assistance is greatly appreciated.

Very truly yours,

_____

Signature of Agency Head

enclosure: Authorization to release information

Authorization to Release Information

(Please print or type)

TO: _____

Name of Agency/Department from which information is being requested

I hereby request and authorize you to furnish the (agency/department) with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and my past/or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment as a law enforcement officer.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as a law enforcement officer. This release will expire 60 days after the date signed.

_____ _____

Signature of Releaser Date

Request for Local Records Check

(Please print or type)

Name: _____ DOB: _____ SSN: _____

Height: _____ Weight: _____ Fingerprint Class: _____

The above person is an applicant for a law enforcement officer position in this department and at one time resided or was employed in your jurisdiction.

It will be greatly appreciated if you will cause a check to be made of your files and let us know whether or not this individual has ever come to your attention. A brief synopsis of any derogatory information will materially assist in determining his/her suitability for employment. You may use the bottom or reverse side of this sheet in replying.

Thank you for your cooperation. If we can be of similar service to you at any time, please call upon us.

Very truly yours,

_____ _____

Signature of Agency Head Title

_____

Law Enforcement Agency

Authorization to Release Medical Records

(Please print or type)

Dear Sir:

I am an applicant for the position of _____with the _____(name of agency/department), and it is essential for the department to evaluate my medical background.

For the purpose of this evaluation, the above mentioned department requires that I furnish them with a list of all injuries and illnesses for which I have been treated.

Please forward to me, in care of the agency's personnel division, any information you may have regarding my medical background.

This is a matter of great importance to me, and your prompt reply will be greatly appreciated.

This release will expire 60 days after the date signed.

_____ _____

Signature of Applicant Date

_____

Agency/Department's Mailing Address

Confidential Questionnaire to Employers

(Please print or type)

Name of Employer: _____

Name of Applicant: _____

Social Security No.: _____ Employed From: _____ To: _____

Name of Supervisor: _____

1. Are the employment dates listed correctly? Yes __ No __ If not, what are the correct dates?

   _____

2. What were the primary duties for which this person was responsible? _____

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

3. What were his/her gross earnings per pay period? _____

4. Was this person's work considered to be satisfactory? Yes ___No ___If not, please explain.

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

5. Is this person eligible for rehire? Yes ___ No ___ If not, why? _____

   _____

   _____

   (use extra sheets of paper if necessary)

6. What was the reason for termination of employment? _____

_____

_____

_____

_____

7. If the person resigned, was the resignation voluntary? Yes __ No __ If not, explain.

_____

_____

_____

_____

_____

8. Was there any problem with absenteeism or excessive use of sick leave?

Yes __ No __ If yes, please explain.

_____

_____

_____

_____

_____

9. Did this person get along well with supervisors, co-workers, and/or the public?

Yes __ No __ If not, please explain. _____

_____

_____

_____

10. Was there ever any reason to doubt this person's honesty? Yes __ No ___

If yes, please explain. _____

_____

_____

_____

11. Has this person ever collected Worker's Compensation or other disability payments?

Yes __ No __ If yes, for what reason? _____

_____

_____

_____

12. Did he/she ever have any personal, domestic or financial problems which interfered with work? Yes __ No __ If yes, please explain.

_____

_____

_____

13. Please describe this person's general reputation among co-workers and supervisors.

_____

_____

_____

_____

_____ _____

Signature of Supervisor Title

_____ _____

Date Telephone Number

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Personal References

(Please print or type)

Name of Reference: _____

Address: _____

_____

Name of Applicant: _____

Address: _____

_____

Please answer the following questions to the best of your knowledge or recollection. Your cooperation is sincerely appreciated.

1. How long have you known the applicant? _____

2. Does this person work regularly? Yes ____ No ____

3. Has he/she ever been unemployed for an unusually long period of time?

   Yes __ No __ If yes, what were the approximate dates? _____

4. Has he/she ever been fired from a job? Yes ___ No ___ If yes, what were the circumstances, and when did it occur?

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   (use extra sheets of paper if necessary)

5. Does he/she get along well with other people? Yes __ No __ If not, please explain.

_____

_____

_____

_____

6. Has this person ever had any significant academic or disciplinary problems while in school? Yes __ No __ If yes, please explain.

_____

_____

_____

_____

_____

7. Has he/she ever been arrested or convicted of a criminal offense, or been a party to civil litigation? Yes __ No __ If yes, please give details.

_____

_____

_____

_____

8. Has this person ever had domestic problems? Yes __ No __ If yes, please give details.

_____

_____

_____

_____

_____

9. Does he/she generally pay his/her bills on time? Yes ____ No ____

10. Has he/she ever had any significant financial problems? Yes __ No __ If yes, please give details.

_____

_____

_____

11. Has this person ever been seriously ill or injured? Yes __ No __ If yes, explain.

_____

_____

_____

12. Does this person take medication of any kind, prescription or nonprescription? Yes __ No __ If yes, what is the medication for?

_____

_____

_____

13. Have you ever known this person to use alcohol to excess? Yes __ No __ If yes, please describe the circumstances.

_____

_____

_____

_____

14. Have you ever known this person to use any illegal drugs? Yes __ No __ If yes, please describe the circumstances.

_____

_____

_____

15. Have you ever known this person to intentionally engage in an unlawful activity?
Yes __ No __ If yes, please explain.

_____

_____

_____

_____

16. How would you describe this person's general reputation among his/her friends and associates?

_____

_____

_____

_____

17. Please list the names of two other persons who may also know the applicant. (Please include addresses and telephone number, if known).

Name	Name
Address	Address
Address	Address
Phone Number	Phone Number

_____
Signature of Personal Reference

_____
Date

_____
Telephone Number

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Educational Institutions

(Please print or type)

Name of School:

Name of Applicant:

Social Security No.: _____ Last Year Attended: _____

1. What were the dates during which this individual was enrolled? _____

   _____

   (use extra sheets of paper if necessary)

2. Was a diploma or degree awarded to this person? Yes __ No __ If yes, please provide the details.

   _____

3. What was this person's overall grade point average or class standing? _____

4. Was he/she ever suspended or placed on probation? Yes ___ No ____ If yes, please describe the circumstances.

   _____

   _____

5. Did this person ever have difficulty getting along with students, instructors or administrators? Yes __ No __ If yes, please explain.

   _____

   _____

   _____

   _____

_____ _____

Print Name Signature

_____ _____ _____

Title Date Telephone Number

THANK YOU FOR YOUR COOPERATION!

Confidential Questionnaire to Landlords

(Please print or type)

Name of Landlord:

Address: _____

Name of Applicant:

Address: _____

Dates of Residence: From _____ To

Please answer the following questions to the best of your knowledge or recollection. Your cooperation is sincerely appreciated.

1. How long have you known this person? _____

2. Did this person pay his/her rent regularly? Yes __ No __ If not, please explain.

   _____

   (use extra sheets of paper if necessary)

3. Did the applicant get along well with the neighbors? Yes ___ No ____ If not, please explain.

   _____

4. Why did this person leave your housing? _____

5. Did this person display any prejudices towards any racial, ethnic, or religious groups? Yes __ No __ If yes, please explain.

   _____

6. Would you recommend this person for a position in law enforcement? Yes __No ___

7. Are you aware of any circumstances which might disqualify the person from public service? Yes __ No __ If yes, please explain.

   _____

8. Please give any other pertinent facts which may occur to you on a separate sheet of paper.

_____ _____

Signature of Landlord Date

THANK YOU FOR YOUR ASSISTANCE!

Confidential Questionnaire to Physicians

Name of Physician:

Name of Applicant: _____ Social Security No.:

Current address: _____

1. Is this individual currently receiving treatment or taking medication for any medical problem, including emotional disorders? Yes __ No __ If yes, please explain.

   _____

   _____
   (use extra sheets of paper if necessary)

2. Does this individual have any permanent disability or medical problem?
   Yes __ No __ If yes, please explain.

   _____

   _____

3. Do you know of any medical or other reason why this individual should perhaps not be employed as a law enforcement officer? Yes __ No __ If yes, please explain.

   _____

   _____

_____ _____
Signature of Physician Date

THANK YOU FOR YOUR COOPERATION!

Telephone Check

Name of Applicant: _____

SUGGESTED WORDING FOR TELEPHONE CONVERSATION

I'm calling to verify the previous employment of (name the applicant), who has authorized us to discuss this with you.

1. Was the applicant employed by your organization? Yes __ No ___
2. Can you tell me the dates of employment? No __ Yes __- _____/_____
3. What was the nature of the work? _____

   _____
   (use extra sheets of paper if necessary)
4. He stated that he earned $_____. Is this correct? Yes __ No __ If not, then how much? $_____
5. Was he promoted while employed with you? Yes __ No ___
6. Did he follow instructions satisfactorily? Yes __ No ___
7. Did the applicant lose any significant time due to poor health? Yes __ No ___
8. How did he get along with people? _____

   _____
9. What were his/her reasons for leaving? _____

   _____
   (use extra sheets of paper if necessary)
10. Would you rehire this person? Yes __ No __ If not, why? _____

    _____
    (use extra sheets of paper if necessary)
11. Were there any aspects of the applicant's character, reliability or honesty that adversely affected his or her job performance?

    _____
    (use extra sheets of paper if necessary)