

TRAINING

Purpose:

To establish department policies and procedures relating to recruit and field training as well as for the continuation of education and training for all department personnel.

Policy:

It is the policy of the Maplewood Police Department that all commissioned officers will complete in a satisfactory manner their individual recruit, field and continuing education requirements as established by law and the department. It is also the policy of the department to provide all employees with training to maintain and enhance job knowledge, skills and abilities.

General:

- A. It is the responsibility of every employee to maintain any required certification(s) as may be mandated by law and/or the department with respect to their employment with the department. For commissioned personnel, all licensed peace officers in the State of Missouri are required to have a minimum of forty-eight (48) hours of continuing education every three (3) years for the purpose of maintaining their licenses. It is the responsibility of the officer to ensure continuing education requirements are met.
- B. It is the responsibility of every employee and his/her supervisor to recognize areas in which additional training would benefit their performance and career goals.
- C. It is the responsibility of every supervisor to recognize areas in which employees under their command would benefit from remedial, specialized or other training and to assist employees in obtaining such training.

Training Coordinator:

- A. The patrol commander shall serve as the department training coordinator. The training coordinator is responsible for overseeing and coordinating all aspects of the department's training program. This includes, but is not limited to, advising all personnel on training issues, dissemination of training announcements, scheduling/registering personnel for training, maintaining department training files, ensuring that all personnel comply with any lawful training requirements (e.g., legal training mandates by the POST commission) and, providing at least annually, a written report to the chief of police on matters related to training.
- B. It is the responsibility of the training coordinator to assist the command staff and department personnel in identifying and obtaining training programs for the department. The training coordinator will work to ensure that all employees receive all required specialized and/or P.O.S.T. mandated training. It is the responsibility of the training coordinator and the employee to ensure that each individual maintains all required training as may be mandated by law and/or the department.
- C. Scheduling and coordinating of training will be conducted by the training coordinator.
- D. The training coordinator, in consultation with the chief of police, shall determine what special programs may be developed to meet specific training needs. Any special programs developed will be made available to employees as may be appropriate.
- E. If special programs cannot be developed, training from outside sources will be recommended, provided funding can be obtained within existing budget constraints. The chief of police shall review the recommendations of the training coordinator and may:
 - 1. Direct that specified training needs be satisfied through outside training sources; and/or,

2. Direct that specified employees attend specialized training to become certified instructors to conduct specific training.
- F. The training coordinator shall prepare at least annually a report for the chief of police summarizing department training.

Required Training and Continuing Education:

- A. All employees shall attend training mandated by statute and/or the department.
- B. All licensed peace officers in Missouri are required to have a minimum of twenty-four (24) hours every year continuing education for the purpose of maintaining their licenses effective the first quarter of 2017. It is the responsibility of the officer to ensure continuing education requirements are met in order to satisfy the 24-hour requirement mandated by the Missouri Police Officer Standards and Training Commission (POST). Every peace officer with the authority to enforce motor vehicle or traffic laws is required by law to obtain at least three (3) hours of bias-based and/or racial profiling training per three year reporting period. In order to meet this requirement, in-service racial profiling training courses must be pre-approved by POST or must be delivered by an "approved provider" (e.g., Police Legal Sciences). It is the responsibility of the training coordinator to ensure that all commissioned personnel receive the required training within the specified POST reporting period.
- C. The new system will require the following: All commissioned personnel are required to receive (24 hours) of continuing education every year. The categories of continuing education will be the following:
 1. Two (2) hours- *Officer Well Being including mental health awareness* (no definition provided).
 2. Two (2) hours- *Fair and Impartial Policing Practices including Impact Bias Recognition* (No definition provided).
 3. Two (2) hours- *Handling persons with mental health cognitive impairment issues* (No definition provided).
 4. Two (2) hours- *Tactical training to include de-escalation techniques and crisis management, critical thinking and social intelligence.* (No definition provided).

Core Blocks Required

2 hours- Legal Studies

2-hours- Technical Studies

2-hours- Interpersonal Studies

2-hours- Firearm/Skill

Note: An officer can carry over a maximum of 8 hours from one reporting year to the next, (Example 2017; if one officer earns 32 hours of training, the 8 hours exceeding the required 24 hours may be applied to the officer's 2018 reporting year.

- D. Employee responsibility:
1. It shall be the individual employee's responsibility to remain cognizant of their continuing education requirements; submit training requests to the training coordinator in a timely manner; attend and

GENERAL ORDER: 2010.37

Issue Date: March 1, 2010

Effective Date: March 1, 2010

Last Revision Date: February 27, 2018

Effective Revision Date: February 27, 2018

Version 7

Page 3 of 13

satisfactorily complete all training scheduled; notify the patrol commander, via the chain of command, when they are unable to attend a scheduled training session and; after each training session, forward a copy of their training certificate to the patrol commander. If the employee does not satisfactorily complete any assigned training, the employee shall promptly notify the patrol commander who in turn shall promptly notify the chief of police.

2. In the event any officer falls out of compliance with the required continuing education standards; currently an officer is granted a three (3) month extension. (Subject to Change) If the hours are not obtained during this extension period, the officer found in violation of minimum standards will be suspended by POST until the hours are obtained. There are special provisions regarding injured officers and those with military obligations.
 3. Employees who serve as instructors and/or have specialized training skills will have the added responsibility of maintaining their individual course instructor certification; ensuring that lesson plans and source documents are in compliance with current law and practices. Additionally, instructors will be required to submit their credentials and lesson plans to POST for approval and certification in a timely manner prior to conducting a unit of instruction.
 - a. The training coordinator will be responsible for seeing that all instructors maintain their required certifications. No employee shall be permitted to let their instructor certification status expire without the prior approval of the chief of police. Such matters shall be brought by the training coordinator to the attention of the chief of police in a timely manner.
- E. When appropriate, employees shall receive training and/or licensing necessary due to the introduction of new equipment, including firearms, special purpose vehicles, etc. unless proficiency and/or licensing can be demonstrated. Absent proper training or demonstrated proficiency and/or licensing, an employee will not be allowed to operate or utilize the new equipment, vehicles, etc. The training shall be documented by memorandum, training certificates, etc. and placed in the employee's department training file.
- F. Annual re-qualification and recertification of authorized weapon proficiency including a review of the response to resistance policy, legal updates on issues related to response to resistance, new policies and procedures, equipment, new technologies or methods, etc. is required for all commissioned personnel. Training can take place in a variety of forms and shall be documented.
- G. Training, certification and recertification, is required for those employees whose work assignment requires them to use and access REJIS, MULES, NCIC, CARE, CAD or other applicable law enforcement computer systems and networks.
- H. Remedial or other training as determined by an employee's supervisor(s) where performance indicates that skills need to be improved should be scheduled as may be appropriate.
 1. The timeframe for scheduling and conducting remedial training will be as soon as practical and should not exceed 45 days; unless there is a need for further delay awaiting a scheduled class for instruction for the officer/employee to attend.
- I. Annual in-service training: All sworn personnel shall successfully complete in-service training that includes, but is not limited to:
1. Authorized weapon training and proficiency testing which includes on-duty weapons and off-duty/back-up weapons.
 2. A review of response to resistance policies and legal updates relating to the response to resistance.
 3. Refresher training on department issued pepper spray, ASP, TASER and other specialized weapons.

GENERAL ORDER: 2010.37

Issue Date: March 1, 2010

Effective Date: March 1, 2010

Last Revision Date: February 27, 2018

Effective Revision Date: February 27, 2018

Version 7

Page 4 of 13

4. Defensive tactics training as determined by the training coordinator and the chief of police.
5. Selected department policies and procedures.
6. CPR (as may be required) and emergency medical services.
7. Training on hazardous materials and personal protection gear.
8. Crime prevention techniques.
9. Officer discretion in the criminal justice system.
10. Evidence collection and preservation.
11. Interview and interrogation techniques.
12. Legal updates, laws of arrest, search and seizure, etc.
13. Investigative techniques.
14. Report writing, records system procedures and requirements.
15. Witness/victim rights policies and procedures.
16. Performance and evaluation system.
17. Special operations and unusual occurrences.
18. And, any other topics as determined by the training coordinator and the chief of police.

J. Mandated training by change in status, rank or assignment:

1. Upon return from an extended leave of absence (e.g., military, sick, injury, etc.) when new or revised rules, procedures or legislation have been put into place during the employee's absence as determined necessary by the patrol commander and the employee's supervisor.
2. Upon promotion to the next higher rank, where the duties and responsibilities of the employee change significantly. Newly promoted first and second level supervisors will receive instruction on management and leadership skills, supervision, performance evaluation, career counseling and support services available for the function including any appropriate supervised on-the-job training as determined by the employee's commanding officer.
3. Upon re-assignment to another component requiring knowledge and skills not yet developed or learned (e.g., crime scene technician, criminal investigator, traffic officer, etc.) including any requisite supervised on-the-job training as determined by the patrol commander or where training is mandated by law and/or the department (e.g., field training instructor).

K. Roll Call/Shift Briefing Training:

1. Roll call training will be utilized to introduce new legislation affecting law enforcement, recent court decisions, new/revised General Orders, training bulletins, and topics of general interest to law enforcement. The most appropriate media (e.g., printed matter, video, etc.) will be used to provide this training.

L. Civilian Training:

1. Newly appointed civilian personnel will receive basic orientation and training regarding:
 - a. The agency's role, purpose, goals, policies and procedures.
 - b. Working conditions and regulations; and,
 - c. Responsibilities and rights of employees.
2. Civilian clerical personnel shall receive initial and on-going training commensurate with their job responsibilities to include:
 - a. On-the-job training and equipment familiarization;
 - b. Public relations skills; and,
 - c. Legal issues related to the release of reports and information.
3. Periodic in-service training shall be scheduled for civilian employees to update their skills, review new procedures, legislation, department policy and clerical operating procedures. Resources used to meet these training needs may be acquired through attendance at seminars, in-house training, etc.

M. Familiarization with CALEA accreditation process

1. Shall be provided to all newly hired agency personnel within a reasonable period after their employment status begins.
2. Shall be provided to all agency personnel during the self-assessment phase associated with achieving initial accreditation/recognition and each re-accreditation.
3. Shall be provided to all agency personnel just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

N. Career Development:

1. The department encourages employees to take advantage of those courses offered by POST and other certified providers to further their career development goals. The department will make every reasonable effort to accommodate an employee's request to attend training that lies within their area of interest to further career objectives.
2. Supervisors should include career development in the performance evaluation process, using training recommendations during counseling to enhance and develop the employee's skills.
3. Supervisors should be cognizant of training programs and opportunities that will benefit the employee and the department.
4. Supervisors who are assigned to specifically conduct career development activities shall undergo a period of orientation that should provide increased knowledge and skills in such areas as general counseling techniques; techniques for assessing skills, knowledge and abilities; salary, benefits, and training opportunities of the agency; educational opportunities and incentive programs; cultural diversity; career development program; record-keeping techniques; availability of outside resources, etc.

GENERAL ORDER: 2010.37

Issue Date: March 1, 2010

Effective Date: March 1, 2010

Last Revision Date: February 27, 2018

Effective Revision Date: February 27, 2018

Version 7

Page 6 of 13

5. Job related training shall be provided to all newly promoted personnel. Such training should be commensurate with their duties and when possible, should take place either prior to promotion or within the first year following promotion.

O. Attendance of Training:

1. Employees shall arrive on time and attend the full period of instruction unless otherwise excused by proper authority (e.g., the employee's commanding officer).
2. Employees attending department authorized training shall comply with the provider's attendance requirements to receive the appropriate certificate, diploma, etc., which is indicative of successful completion of the course of instruction.
3. Employees shall wear proper attire as required by the training provider.
4. If an employee is unable to attend scheduled training for any reason, said employee shall obtain permission from a supervisor to cancel attendance. The supervisor shall notify the provider that the employee will not be attending as scheduled. The supervisor shall also promptly notify the patrol commander.
5. The employee shall submit to the chief of police, via the chain of command, a written memorandum detailing the reason why they could not attend. The employee shall also forward a copy of the memorandum to the training coordinator.
6. A copy of the training certificate shall be promptly forwarded to the patrol commander.
7. If an employee does not satisfactorily complete any assigned training, the employee shall promptly notify the patrol commander who in turn shall promptly notify the chief of police.

P. Travel Reimbursement and Payroll Procedures:

1. Approved travel expenses will be reimbursed by the city for transportation, meals and lodging in accordance with city policy and as authorized by the chief of police. All officers requesting reimbursement for travel expenses **MUST** submit all receipts.
 - a. All meals and incidental expenses while traveling on official business representing the City of Maplewood shall conform with and not exceed the current federal government (GSA) General Services Administration rate for the State of Missouri.
 - b. To obtain the most up to date (GSA) annual travel reimbursement rate visit www.gsa.gov/perdiem. When on the website, always input the State of Missouri, St. Louis and the zip code of 63143. **NOTE: Do not input the city in which you will be traveling to.**
 - c. All other expenses pertaining to official travel during training, meetings, seminars or school or any other function pertaining to city business, which may include parking fees, commercial transportation, telephone, facsimile, internet access, tips or other justifiable expenses, shall be reimbursed at actual cost to the city employee when in possession of a receipt for these expenditures.
 - d. When returning from official city business, employees are required to complete the City of Maplewood Expense Report Form #119 and attach all receipts to this form justifying reimbursement. When the form is completed all documentation **MUST** be forwarded through

the chain of command to the chief of police for his review and submission to the city manager.

Q. Instruction Standards:

1. The department does not have any personnel assigned as full-time instructors.
2. Personnel assigned to train department employees possess a significant role in enhancing the professionalism of the agency's staff. Therefore, personnel serving as instructors shall receive training that overviews:
 - a. Lesson plan development;
 - b. Performance objective development;
 - c. Instructional techniques;
 - d. Testing and evaluating techniques;
 - e. Resource availability and use.
3. Personnel assigned to train officers will have documented instructor training and the training shall be updated periodically as may be appropriate.
4. Personnel who are conducting specific training courses shall utilize completed lesson plans which shall be submitted to the department training coordinator and chief of police for review and approval prior to commencing the training. These lesson plans shall include:
 - a. A statement of performance and job related objectives;
 - b. The content of the training and specification of the appropriate instructional techniques;
 - c. Identification of any tests that may be used in the training session.
5. Department approved lesson plans are restricted documents and may not be released or duplicated without prior permission from the chief of police.

R. Academy and Recruit Training:

1. The department does not operate a police academy, however, it has entered into an agreement with the St. Louis County and Municipal Police Academy for both recruit and continuing education program training. Prior to, or at the start of academy training, all recruits are issued an orientation handbook
2. Prior to acting in the role of a Maplewood police officer, all personnel must successfully complete the basic recruit program from a Missouri P.O.S.T. approved training facility and obtain a Class A license issued by the Missouri Department of Public Safety. All P.O.S.T. approved training academies/facilities must base their curriculum on standard practices used by sworn personnel who complete recruit training. Recruits must successfully graduate from the academy/training facility by completing program testing and evaluation techniques designed to measure competency in the required areas of knowledge, skills and abilities.

S. Field Training:

GENERAL ORDER: 2010.37

Issue Date: March 1, 2010

Effective Date: March 1, 2010

Last Revision Date: February 27, 2018

Effective Revision Date: February 27, 2018

Version 7

Page 8 of 13

1. The Field Training Officer (FTO) Program provides a structured, post-academy, on-the-job training program for probationary officers. The key to the program is to develop police knowledge, skills and abilities needed to perform patrol duties beyond those taught in the police academy. Included as part of this program is training which covers the rules and regulations of the city as contained in the personnel manual as well as the rules and regulations of the department as contained in the General Orders.
2. The FTO process lasts six (6) weeks. This process may be reduced or extended based on the officers background, knowledge, field training officers observation in conjunction with his/her supervisor. The field training process however, will not be less than four (4) weeks in duration.
3. The department assigns a field training officer to each newly hired probationary police officer to oversee the training of the new officer and to ensure the new officer receives training on agency policies, procedures, rules, regulations, etc. The guidelines for evaluating each newly hired officer will be a combination of weekly reports, the curriculum based report and the FTO's firsthand knowledge and assessment of the officer's comprehension of his/her daily tasks. When possible, new officers will be trained by two (2) separate FTO's when manpower permits.
4. During the field training process, it will be the responsibility of the field training officer to report any issues to the patrol commander immediately through the departments chain of command. The FTO will also be responsible to complete weekly evaluations and the curriculum based Task Log for the new officer he/she is training. These evaluations will be reviewed by the field training officer's supervisor and the new officer. Once the weekly evaluation is signed and reviewed it will be forwarded to the patrol commander. At the end of field training, the curriculum based Task Log will also be completed, signed by the FTO and forwarded to the patrol commander.
5. When positions for a Field Training Officer is available, officers may submit a memorandum of interest through the chain of command to the chief of police. The requirements to become an FTO are outlined in the field training manual located on the "G" drive under forms, on page 5, Section C. Field Training Officers are selected by the patrol commander and the chief of police.
6. Guidelines for the evaluation of recruits by Field Training Officers and for reporting responsibilities are contained in the Field Training Manual.
7. The patrol commander shall be responsible for supervising the FTO's and overseeing the FTO program to include the rotation of recruit field assignments.
8. Rotation of the recruit assignments in the field will be determined by the patrol commander after meeting with the patrol sergeant and FTO. These bi-weekly meetings will occur throughout the field training process to assist in the evaluation of the recruit's ongoing performance.
9. Prior to being assigned as a Field Training Officer, the officer must have successfully completed a department-approved program of field training instruction. This will generally be accomplished by attending a department approved training program at a local law enforcement academy. Additionally, Field Training Officers shall receive periodic in-service training as may be determined by the patrol commander.
10. The FTO may consult with academy staff in regards to weakness or problem areas that the new officer may experience.

T. Training Records:

1. All employees shall provide the department training coordinator with a copy of any certificate, diploma,

GENERAL ORDER: 2010.37

Issue Date: March 1, 2010

Effective Date: March 1, 2010

Last Revision Date: February 27, 2018

Effective Revision Date: February 27, 2018

Version 7

Page 9 of 13

etc. that indicates completion of classes, seminars, workshops, etc. that pertain to their employment with the department (e.g., REJIS training, professional workshops, etc).

2. By state statute, it is the burden of each commissioned officer to maintain the required P.O.S. T. certification and to maintain a record of training.
3. The department training coordinator shall maintain a record of all department-authorized training and shall serve as the custodian of all department training records, files, etc.
4. The department training coordinator will maintain a training file on each department employee and will also maintain a training database which shall be updated as certificates of attendance/completion are received.
5. The department training coordinator will also maintain a record of each in-service training class conducted by the department to include, at a minimum:
 - a. Course content (lesson plans).
 - b. Name of attendees.
 - c. Date training.
 - d. Performance of individual attendees as administered by tests (if a test is administered).

This General Order supersedes all prior directives and orders inconsistent therewith.

By Order of:

Stephen M. Kruse
Chief of Police

Attachments: Missouri Department of Public Safety POST Commission News Release (December 2015)
Distribution: All Police Personnel



Missouri Department of Public Safety NEWS RELEASE

FOR IMMEDIATE RELEASE

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FOR IMMEDIATE RELEASE

Dec. 1, 2015

Missouri POST Commission approves new rules to strengthen law enforcement officer training standards

Commission's action meets Gov. Nixon's deadline for new standards in areas of tactical training, fair and impartial policing, and health and officer well-being

JEFFERSON CITY – The Missouri **Peace Officer Standards and Training (POST) Commission** today approved strengthening Missouri's police officer training standards, requiring training in the areas of police tactics, including de-escalation techniques; fair and impartial policing, including implicit bias recognition; handling individuals with mental health and cognitive impairment issues; and officer well-being, including mental health awareness.

The commission also raised by 50 percent the number of hours of continuing education officers must receive to retain their licenses, from a total of 48 hours every three years to 24 hours each year. The action meets **Gov. Jay Nixon's** Aug. 6 directive to the commission and the **Department of Public Safety** to put forward new rules for effective and ongoing training in those areas by Dec. 1.

"The rules put forward today are the result of public meetings around the state with concerned citizens, rank-and-file officers, law enforcement leaders and training academy directors," **Department of Public Safety Director Lane Roberts** said. "They represent meaningful, achievable change that meets the Governor's charge benefitting the public and Missouri's law enforcement officers. I believe these changes in the critical areas of tactical training, fair and impartial policing, interacting with people with mental health issues, and officer health and well-being will help make the people of our state safer and strengthen law enforcement."

"Realistic, relevant and up-to-date training for our law enforcement officers is one of the best ways to help make sure that policing in our state is community-oriented, fair, respectful and effective," **POST Commission Chairman Capt. Ron Johnson** of the Missouri State Highway Patrol said. "I thank my fellow POST commissioners and the people from around the state who participated in this process."

The updated standards, which include the most sweeping changes for continuing education requirements for Missouri law enforcement officers since 1996, include:

- Mandating that training at all basic law enforcement training academies include training in the subject areas of:
 - Fair and impartial policing practices, including implicit bias recognition.
 - Tactical training, including de-escalation techniques, crisis management, critical thinking and social intelligence.
 - Handling persons with mental health and cognitive impairment issues.
 - Officer well-being, including mental health awareness.
- Requiring all licensed officers receive two hours of training each year in each of those same four critical areas – fair and impartial policing; tactical training, including de-escalation; handling persons with mental health and cognitive impairment; and officer well-being.
- Requiring all licensed officers receive 24 hours of training each year to maintain their licenses, instead of obtaining 48 hours every three years, representing a 50 percent increase in required continuing education training hours.

On Aug. 6, **Gov. Jay Nixon** directed the POST Commission and the **Department of Public Safety** to put forward by Dec. 1 new rules to improve access to effective and ongoing training in the key areas of tactical training, fair and impartial policing, and the health and well-being of officers. The Governor's directive included holding public meetings around the state to gather input from Missourians, including law enforcement agencies, advocacy groups and other stakeholders. Six public meetings were held between Sept. 1 and Oct. 14 in Springfield, Jefferson City, Ferguson, Sikeston, Kansas City and Kirksville.

As required by state statute, the new POST rules will be filed with the Missouri Secretary of State and the Joint Committee on Administrative Rules.

POST COMMISSION VOTES ON NEW LE TRAINING AND PASSES CHANGES 12/02/2015

Governor Nixon mandated that Director Lane Roberts and the Governor's Appointed P.O.S.T. Commission deliver changes to Missouri Law Enforcement Training by December 1, 2015 and the DPS Director and POST Commission complied.

The current system for Missouri Law Enforcement Continuing Education has been changed from an officer being required to obtain 48 hours of law enforcement continuing education over a three year reporting period to an annual 24 hour reporting period. The first 24 hour reporting period will begin January 1 - Dec. 31, 2017.

NEW SYSTEM DETAILS APPROVED BY POST COMMISSION

8 of the 24 hours must address the following hours and topics:

- 2 hours - Officer Well Being including mental health awareness (no definition provided).
- 2 hours - Fair and Impartial Policing practices including implicit Bias Recognition (no definition provided).
- 2 hours - Handling persons with mental health cognitive impairment issues (no definition provided).
- 2 hours - Tactical training to include de-escalation techniques and crisis management, critical thinking, and social intelligence (No definition provided).

Core blocks required:

- 2 hours - Legal Studies
- 2 hours - Technical Studies
- 2 hours - Interpersonal
- 2 hours - Fire Arms/Skills

An officer can carry over a maximum of 8 hours from one reporting year to the next. (Example 2017 if one earns 32 hours of training the 8 hours exceeding the required 24 hours may be applied to the officers 2018 reporting year.)

Approved Provider and In-Service Training Sources:

- 8 hours of the 24 annually required hours must come from an approved provider. All or any portion beyond the mandated 8 hours may come from an approved provider or in-service training.
- Up to 16 hours may come from in-service training, but all in-service training must be reviewed by POST and provided a control/course number.

OFFICER TRAINING REPORTING SYSTEM

According to the Department of Public Safety a new on-line reporting system will be built; all officer training data will be entered in this new system by (ie, approved provider training, in-service training, and computer based training). The system is supposed to be completed sometime in the 1st quarter of 2016.

Can Computer-Based Training be utilized?

Yes. Computer-Based Training is expressly permitted in the changed rules. Furthermore in the licensing requirements for licensed training providers the rule requires the use of computer based training, and a minimum of 30% of the training provided should be available remotely.

What if an officer does not get their 24 hours and the required mandated areas and core blocks?

Currently, an officer is granted a three month extension to get the hours and if they do not comply, they are suspended until the hours are obtained. There are special considerations for injured officers and those with military obligations by statute

What is the status of the Statute requiring 3 hours of racial profiling training every three years?

This remains 3 hours during a three year reporting period as it is state statute. Included within the new rules are 2 hours of fair and Impartial Policing practices including implicit Bias Recognition. The statutory requirement would be met with the new required topic of training. This statute will remain until/if action is taken by the Missouri Legislature.

Are POST funds going to reflect the changes from 48 hours over three years to 24 hours annually?

Not at this time. Based on the 48 hour 3 year reporting period an agency would receive three checks from the POST fund to assist in paying for 48 hours of training for the three year reporting period. NOW under the 24 hour annual reporting period, an agency will receive the same POST Training funds to assist in paying for 72 hours of training. (Explain/Defined) If an agency receives on average \$5,000 a year from state POST Funds they would have \$15,000 over the three year period available to assist in paying for 48 hours of training. Under the recently approved NEW Continuing Education System, an agency will have \$15,000 to assist in paying for 72 hours of training (based on this example).

Is this change going to 24 hours Annual Reporting Period from 48 hours with a 3-year reporting period a Statute Change?

No. This change was done by administrative rule making as the rule making authority for L.E. continuing education is given to Department of Public Safety. The administrative rules process is attached for your review. Once the administration rule process is completed the changes will become administrative law.