
Rules of
Department of Public Safety
Division 75–Peace Officer Standards and
Training Program
Chapter 11–Continuing Education Requirements

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**Title 11—DEPARTMENT OF
PUBLIC SAFETY
Division 75—Peace Officer Standards
and Training Program
Chapter 11—Continuing Education
Requirements**

**11 CSR 75-11.010 Minimum Requirements
for Peace Officers and Reserve Officers
and Chief Executive Officers**

PURPOSE: This rule enumerates the minimum number of hours of continuing education required to remain qualified as a certified peace officer, reserve officer or CEO. It sets forth the requirements for successful completion of the continuing education requirement for peace officers, reserve officers, and CEOs. The commission has determined that a program of continuing education is necessary to promote and ensure professional competence.

(1) Beginning August 28, 1996, peace officers, reserve officers, and chief executive officers (CEOs) employed in Missouri shall be required to have a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining certification.

(2) Following the enactment date of this act, or within three (3) calendar years following the date of his/her certification, and every three (3) years thereafter, all peace officers, reserve officers, and CEOs must satisfactorily complete the mandated continuing education requirement within three (3) calendar years. For the purpose of this document, a calendar year is from January 1 to December 31.

(3) All peace officers, reserve officers, and CEOs may begin accruing hours, used to meet the continuing education requirement, from the date of his/her certification, to the last day of the three (3) calendar years following the date of his/her certification. Certified peace officers, reserve officers, and CEOs may begin accruing hours, used to meet the continuing education requirement, starting January 1, 1996, to be used to meet the January 1, 1997 to December 31, 1999 reporting period.

(4) All law enforcement agencies within this state may adopt standards which are higher than the minimum standards implemented in these regulations. The minimum standards for continuing education as set forth in these rules are in no way to be considered sufficient or adequate in those cases where higher standards have been adopted or proposed. Higher qualifications are strongly recommended

where the law enforcement agency is in a position to require and provide for higher qualifications. Law enforcement agencies may pay all or any portion of the cost of continuing education for certified peace officers within that agency. Failure of an agency to pay the cost of continuing education does not end the responsibility of certified peace officers, within that agency, for meeting the continuing education requirement.

*AUTHORITY: sections 590.115 and 590.140, RSMo (Cum. Supp. 1996). * Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 3, 1996, effective June 30, 1997.*

**Original authority: 590.115, RSMo (1978), amended 1988, 1990, 1993, 1995 and 590.140, RSMo (1978), amended 1988, 1943, 1994, 1996.*

**11 CSR 75-11.020 Requirements for
Trainee Attendance and Performance**

PURPOSE: This rule defines the attendance and performance requirements of officers for the successful completion of the mandatory continuing education course of peace officers, reserve officers, and chief executive officers.

(1) All peace officers, reserve officers, and chief executive officers (CEOs) shall be required to complete a minimum of four (4) hours in each mandated core curricula areas outlined in 11 CSR 75-11.060 with the exemption of skill development, and thirty-six (36) hours of elective courses within the four (4) mandated core curricula areas. A minimum of twenty-four (24) hours of continuing education used to maintain certification must be from Peace Officer Standards and Training (POST) Commission approved continuing education providers.

(2) To successfully complete a course used to meet the continuing education requirement, an officer's absence must not be allowed for any reason, valid or otherwise.

(3) To satisfactorily complete a continuing education course, all officers must fulfill the evaluation requirements of the provider, to be awarded credit.

(4) Courses that were attended by the officer prior to January 1, 1996, shall not be applied toward credit.

(5) All peace officers, reserve officers, and CEOs completing courses which are law enforcement related or for development of administrative skills at accredited colleges and/or universities may be credited for two

(2) hours of approved provider continuing education, for each one (1) semester credit hour, not to exceed eighteen (18) hours in each three (3)-year mandated period.

(6) All peace officers, reserve officers, and CEOs may be credited up to two (2) hours for each one (1) hour of instruction of a course taught to officers for the purpose of meeting the continuing education requirement, not to exceed twenty-four (24) hours in each three (3)-year mandated period. The instructor shall maintain, and provide to his/her agency, records that indicate the following:

- (A) Course title;
- (B) Location and date(s) of the course;
- (C) Course provider;
- (D) Name of the individual responsible for general administration;
- (E) Course classification (in-service or approved provider);
- (F) Number of hours of actual instruction (fifty (50) minutes equal one (1) hour); and
- (G) Core curricula area of instruction. If the instructor uses college course(s) s/he teaches at an accredited college and/or university, to accrue approved provider continuing education credit hours, s/he shall maintain records that indicate subsections (A) through (G) of this section; and

(H) Student's name, Social Security number, and the employing agency, using the course for POST mandated continuing education requirements.

(7) Each hour of continuing education must have a minimum of fifty (50) minutes of class time. Each hour of instruction equates to one (1) hour of continuing education credit.

*AUTHORITY: sections 590.115 and 590.140, RSMo (Cum. Supp. 1996). * Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 3, 1996, effective June 30, 1997.*

**Original authority: 590.115, RSMo (1978), amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo (1978), amended 1988, 1993, 1944, 1995.*

**11 CSR 75-11.030 Requirements for and
Terms of Recognition of Completion of
Training**

PURPOSE: This rule defines the requirements for recognition upon completion of continuing education and the terms for maintenance of recognition of completion.

(1) The director shall keep active the certification of the peace officer, reserve officer, or chief executive officer (CEO) upon verification that s/he has successfully completed



forty-eight (48) hours of approved continuing education courses.

(2) To qualify for recognition of successful completion of the continuing education requirement, each officer shall maintain evidence of having completed the minimum requirements. The officer shall provide to his/her employing agency, and have available to Peace Officer Standards and Training (POST), diploma(s) awarded by the provider(s) of continuing education which contain as a minimum the following information:

- (A) Dates and location of the course;
- (B) Number of contact hours;
- (C) Provider's name;
- (D) Course title;
- (E) Core curricula area that applies;
- (F) Number of continuing education credit hours achieved;
- (G) Student's name;
- (H) Signature of individual responsible for general administration;

(I) The following statement is to appear on the diploma for training provided by agencies/organizations who are not a POST approved provider of continuing education: "This course is formatted to meet Missouri POST requirements for In-Service Continuing Education Hours (maximum of twenty-four (24) hours per three (3) years reporting period) if provided materials are properly filed and maintained by the attending agency."; and

(J) The words "POST approved provider" are to appear on the diploma issued by a POST approved provider of continuing education.

(3) Each employing agency shall maintain records on each officer to include all verification of completed courses, which indicates that the continuing education requirement has been met by that officer:

- (A) Provider information;
- (B) A course description naming provider information;
- (C) Number of hours accredited;
- (D) Attendance record; and
- (E) Evaluation method and result.

(4) The Peace Officer Standards and Training (POST) Program will send the law enforcement agencies a printout of all certified officers listed with the employing agency. The CEO of the employing agency will send a notarized signed affidavit within thirty (30) days of the receipt of the printout to the Department of Public Safety, POST Program, P.O. Box 749, Jefferson City, MO 65102, stating that all certified officers listed with the agency have met the mandated continuing education requirements.

(5) Upon the departure of the officer, the employing agency shall provide to the officer a complete record of their continuing education.

(6) All Missouri law enforcement agencies are subject to an on-site inspection by the POST director or his/her designated representatives at any time, with or without advance notice, to verify an officer's continuing education records.

*AUTHORITY: sections 590.115 and 590.140, RSMo (Cum. Supp. 1995). * Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 3, 1996, effective June 30, 1997.*

**Original authority: 590.115, RSMo (1978), amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo (1978), amended 1988, 1993, 1994, 1996.*

11 CSR 75-11.040 Suspension of the Certification of a Peace Officer, Reserve Officer or Chief Executive Officer for Failing to Maintain Minimum Continuing Education Requirements

PURPOSE: This rule defines the terms, process and the administration of the suspension of a peace officer, reserve officer and chief executive officer certification for failure to maintain minimum continuing education requirements.

(1) Peace Officer Standards and Training (POST) certification of peace officers, reserve officers, or chief executive officers (CEOs) who have not successfully completed the mandated continuing education requirement within the three (3) calendar years or within three (3) calendar years following the date of their certification, and every three (3) years thereafter, shall be suspended until such time as the continuing education requirement is met. The training required to meet the compliance cannot be counted towards the next three (3)-year period.

(2) All peace officers, reserve officers, or CEOs who have not completed the mandatory hours within the three (3)-year period, shall be placed on inactive status until completion or expiration of certification, in accordance with section 590.135, RSMo.

(3) The CEO of the employing agency will send a notarized signed affidavit within thirty (30) days of the receipt of the printout to the Department of Public Safety identifying the certified officers, and their Social Security numbers, who have not met the mandated continuing education requirements. The

training required to meet compliance cannot count toward the following year's hours.

(4) Guidelines for Suspension of Peace Officer, Reserve Officer, and CEO Certification.

(A) General Administration.

1. Definition. For the purpose of these procedures, affected parties means the complainant, the officer who is subject to the complaint and the CEO and the immediate superior of the CEO in the event that the CEO is the subject of the complaint, during suspension proceedings.

2. Scope. This procedure shall stipulate the guidelines for regulating the processing and administration of complaints concerning allegations of cause for suspension of certification as outlined by the Act. To the extent the terms of this procedure are inconsistent with any other rules or agreements, the terms of this procedure shall be controlling.

(B) Complaint Procedures.

1. Upon receipt of a written complaint from a CEO, his/her supervisor, the presiding circuit judge or other reliable source, including a POST audit, that an officer has not met his/her continuing education requirement, the director or his/her designee may take one (1) of the following actions and shall inform the appropriate affected parties of the action taken.

A. POST makes an effort to acquire adequate information to determine if the officer has met his/her continuing education requirement.

B. The POST compliance and development supervisor, after reviewing the information, makes a determination as to whether changing the status of an officer to inactive is justified as prescribed by section 590.135, RSMo.

C. The POST director will be given the determination and, if in agreement with the determination, will, by certified letter, advise the officer that s/he will be deactivated until the continuing education mandate is met, the reasons for the determination, and directions for appealing the decision.

2. If a formal written appeal of the POST director's decision, to make the officers certification status inactive, is received within fifteen (15) days, a procedure for the appeal is set forth—

A. The officer, upon request, will be provided the opportunity to present testimony to the POST Commission as to why the status of his/her certification should not be made inactive;

B. The POST Commission chair, on behalf of the POST Commission, shall forward a written recommendation to the director to grant or deny the appeal; and

C. The director, or his/her designate, shall notify the officer of the decision to grant or deny the appeal to the commission by certified mail.

3. If the officer wants to continue to seek relief, s/he must again notify the director, in writing within fifteen (15) days, requesting a formal hearing.

A. The officer's file and all supporting information will be forwarded to the hearing officer.

B. The POST director or his/her designate will be notified by the hearing officer to prepare for a formal hearing.

C. The hearing will be in accordance with the state's Administrative Hearing Commission guidelines, under Chapter 621, RSMo.

D. The hearing officer will notify the director of his/her recommendation.

E. The director will review the recommendation of the hearing officer and advise the officer of his/her final decision by certified mail.

F. The decision of the director is fixed.

*AUTHORITY: section 590.135, RSMo (1994). * Original rule filed Aug. 15, 1995, effective March 30, 1996.*

**Original authority 1978, amended 1988, 1993, 1995.*

11 CSR 75-11.050 Requirements for the Inactive or Unemployed Peace Officer

PURPOSE: This rule defines the requirements for completion of continuing education and the terms for maintenance of recognition of completion for inactive or unemployed officers.

(1) All inactive or unemployed officers shall meet the requirements of continuing education in accordance with 11 CSR 75-11.010, 11 CSR 75-11.020, and 11 CSR 75-11.030(2) and (3) to maintain certification. Any cost of said continuing education training shall be the responsibility of the inactive or unemployed officer.

(2) Upon being reactivated or employed, the officer shall provide, to the employing agency, copies of diplomas and other indicia awarded by both certified providers, and in-house training, for verification that the continuing education requirement has been met.

(3) Meeting the continuing education requirement shall not prohibit the expiration of certification after five (5) consecutive years of inactivity in accordance with section 590.117, RSMo.

*AUTHORITY: sections 590.117, RSMo (1994) and 590.140, RSMo (Cum. Supp. 1996). * Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 3, 1996, effective June 30, 1997.*

**Original authority: 590.117, RSMo (1994) and 590.140, RSMo (1978), amended 1988, 1993, 1994, 1996.*

11 CSR 75-11.060 Application for Initial Probationary and Continuing POST Commission Approval of Continuing Education Providers

PURPOSE: This rule defines the procedure and rules for the initial approval and renewal of continuing education providers.

(1) Agencies, institutions, or individuals requesting initial probationary certification as a continuing education provider shall communicate the request to the Peace Officers and Standards Training (POST) Commission at least ninety (90) days before the start of the first prescribed course.

(2) The application to the POST Commission from an individual desiring to be approved certified to offer continuing education course(s) must include:

(A) The individual responsible for general administration, including experience and expertise;

(B) Title and description of course(s) desired to be taught;

(C) Names of instructors including expertise and experience;

(D) Location(s) where the course(s) will be offered;

(E) If the course previously existed, three (3) references from chief executive officers (CEOs) where courses have been provided;

(F) A resume or description of the proposed course provider, including any annual reports applicable;

(G) The location where records will be maintained and stored; and

(H) Any other information requested by the POST Commission.

(3) Any agency or institution, desiring to provide continuing education, applying to the POST Commission shall include with the application:

(A) The director or individual responsible for general administration, including experience;

(B) Names of regents, curators, or board of directors;

(C) A general description of the proposed provider;

(D) Location(s) where the course(s) will be offered;

(E) The location where records will be maintained and stored;

(F) Annual reports from the two (2) previous years prior to application; and

(G) Any other information requested by the POST Commission.

(4) At the end of one (1) year probationary period, the POST Commission may renew the approval for up to three (3) years, at which time an on-site inspection may be conducted by POST.

(5) At the end of each three (3)-year training period, approval may be renewed by the POST director, upon advice and recommendation of the POST Commission. Providers requesting renewal shall submit a request of approval in writing to the POST director at least sixty (60) days before the expiration date of their current approval. To qualify for renewal, the providers must further submit—

(A) Proper documentation of any substantive changes in any of the conditions under which the current approval was granted; and

(B) Proposed courses to be offered.

(6) POST certified law enforcement training centers providing basic education are exempt from this section, and are certified to provide continuing education.

(7) Certain federal and state agencies providing education may be waived from this section's requirements by the POST Commission.

*AUTHORITY: section 590.115, RSMo (1994). * Original rule filed Aug. 15, 1995, effective March 30, 1996.*

**Original authority 1978, amended 1988, 1990, 1993, 1995.*

11 CSR 75-11.070 Procedures for Continuing Education Course Providers

PURPOSE: This rule defines the documentation requirements and procedures for the POST Commission approval of a course provider of continuing education for the continued certification of peace officers, reserve officers and chief executive officers.



(1) Providers of a Peace Officer Standards and Training (POST) Commission approved continuing education course shall provide to the POST director a written notification of all courses thirty (30) days prior to being presented and shall maintain records indicating the following:

- (A) The name of the provider;
- (B) The individual responsible for general administration;
- (C) The instructor's expertise and experience in the subject area, with three (3) references unless the instructor is a POST certified specialist or generalist instructor;
- (D) Course outline and objectives;
- (E) Detailed and complete lesson plans and source documents;
- (F) Attendance policy and records;
- (G) Evaluation plan for successful completion of a course;
- (H) Location(s) where the course was provided; and
- (I) Number of hours of continuing education credit and core curricula areas.

(2) The forty-eight (48)-hour length of the continuing education course requirement shall be divided into four (4) categories of instruction. These mandated core curricula areas have been established by the POST Commission as authorized under section (4). Continuing education courses will be classified into one (1) of the mandated core curricula areas.

(A) Mandated Core Curricula Areas—

- 1. Legal studies—Training focuses on updates or familiarization concerning federal, state and local criminal law, or legal issues;
- 2. Interpersonal perspectives—Training focuses on communication skills, cultural diversity training, ethics, conflict management, victim sensitivity, and stress management;
- 3. Technical studies—Training focuses on specialized studies or activities which directly relate to the job description, including first aid and cardiopulmonary resuscitation (CPR) training; and
- 4. Skill development—Training focuses on activities which develop physical skill proficiency such as and thereof defensive tactics, firearms, driver training, first aid and CPR training.

(3) POST approved continuing education providers must provide yearly training in each of the four (4) mandated continuing education core curricula areas.

(4) The POST Commission may approve changes in the mandated core curricula areas of continuing education.

(5) The providers of continuing education shall retain complete records on each trainee for a period of six (6) years after the completion of a continuing education course.

(6) Every provider shall be required to comply with all statutes or ordinances and rules pertaining to continuing education, whether federal, state, or local, as a condition of approval.

(7) If the POST director or his/her designated representatives, upon advice and recommendations of the commission, determines that the provider is not in compliance with the requirements of the Act and this chapter, the POST director or his/her designated representatives shall specify in writing and forward to the provider, by certified mail, return receipt requested, the reason upon which the adverse determination is based. Notice of the determination shall be issued no later than thirty (30) days following receipt of the application, except in instances for cause shown.

(8) In all cases where the POST director or his/her designated representatives disapproves approval or cancels, recalls, suspends, or revokes any previously issued approvals, the provider may file a written request for a hearing on the adverse determination. If filed, the request must be received by the POST director or his/her designated representative no later than fifteen (15) days after date of receipt by the provider of the adverse notice.

(9) The hearing procedure to be used in all matters regarding approval shall be governed by the Administrative Rules and Review Act, Chapter 536, RSMo.

(10) Providers approved indicia shall remain the property of the Department of Public Safety's POST Program, and the POST director or his/her designated representatives shall have the power to cancel, recall, suspend, or revoke any approval upon due cause as they may determine which shall include, but not be limited to, the following: the providers inadequate, not needed, fails to comply with any POST rule, fails to make timely reports, makes false reports to the POST director or his/her designated representatives, fails to conduct any continuing education courses for peace officers, reserve officers and chief executive officers (CEOs) during a one (1)-year period, makes any substantive change in any condition upon which the provider's approval is predicated or fails to cooperate with the POST director or his/her designated representatives in furnishing any records or information requested

regarding the providers compliance with the standards set forth in the Act or POST rules.

(11) Review of a provider's performance may be initiated upon the written request of an agency CEO or other reliable source. Review may also be initiated by the director or his/her designated representatives in the absence of external requests.

(12) The POST director or his/her designated representatives may inspect any provider seeking approval or which has been approved, either with or without advance notice to the center, for the purpose of determining whether or not the provider is in compliance with the standards set forth by the Act or POST rules. The provider shall cooperate with the POST director or his/her designated representatives and shall furnish any records or information requested regarding the provider's compliance with POST rules.

(13) No law enforcement agency shall be approved as a continuing education provider by the POST Commission, except those which operate academies that provide POST-certified basic training.

(14) Certain state and federal agency training centers designated by the POST Commission as certified providers may be exempted from all but section (2) of this rule.

AUTHORITY: sections 590.115 and 590.140, RSMo (Cum. Supp. 1997). Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 3, 1996, effective June 30, 1997. Amended: Filed Sept. 10, 1997, effective March 30, 1998.*

**Original authority: 590.115, RSMo (1978), amended 1988, 1990, 1993, 1994, 1995 and 590.140, RSMo (1978), amended 1988, 1993, 1994, 1996, 1997.*

11 CSR 75-11.080 Minimum Requirements, Procedures, and Documentation Required for a POST Mandated In-Service Training Course

PURPOSE: This rule defines the minimum procedures and documentation requirements for POST mandated in-service training courses used to meet the continuing education mandate for maintaining certification as a peace officer, reserve officer, or CEO.

(1) The chief executive officer (CEO), or his/her designate, of any agency using a Peace Officer Standards Training (POST) mandated in-service training course for the

purpose of meeting the continuing education requirement, shall serve as the individual responsible for general administration, and maintaining records indicating the following:

- (A) The name of the provider;
- (B) The individual responsible for general administration;
- (C) The instructor's expertise and experience in the subject area, with three (3) references;
- (D) Course outline and objectives;
- (E) Detailed and complete lesson plans and source documents;
- (F) Attendance policy and records;
- (G) Evaluation plan for successful completion of a course;
- (H) Location(s) where the course would be provided; and
- (I) Number of hours of continuing education credit awarded and core curricula area.

(2) Any POST mandated in-service training course used to meet the continuing education requirement must fall into one (1) of the four (4) core curricula areas as described in 11 CSR 75-11.070(2)(A).

(3) A maximum of twenty-four (24) hours of POST mandated in-service training can be used to meet the continuing education requirement in any three (3)-year period.

(4) Agencies providing POST mandated in-service training, for continuing education credit, must notify POST and make available for inspection by POST auditors all records and documents listed in section (1).

(5) Failure to cooperate or comply with a POST audit may result in suspension of the right to conduct POST mandated in-service training continuing education courses used to meet the continuing education mandate.

(6) Agencies providing POST mandated in-service training continuing education must provide to departing officers' records indicating that the officers continuing education requirement has been met.

(7) The providers of continuing education shall retain complete records on each trainee for a period of six (6) years after the completion of a continuing education course.

*AUTHORITY: section 590.115, RSMo (Cum. Supp. 1997). * Original rule filed Aug. 15, 1995, effective March 30, 1996. Amended: Filed Sept. 10, 1997, effective March 30, 1998.*

**Original authority 1978, amended 1988, 1990, 1993, 1995.*