
Rules of
Department of Public Safety
Division 75–Peace Officer Standards and
Training Program
Chapter 5–Certification of Training Centers

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**Title 11—DEPARTMENT OF
PUBLIC SAFETY**

**Division 75—Peace Officer Standards
and Training Program
Chapter 5—Certification of
Training Centers**

**11 CSR 75-5.010 Initial Establishment of
Training Centers to be Certified**

PURPOSE: This rule defines the general provisions regarding the establishment of certified training centers.

(1) The director or his/her designated representatives, upon advice and recommendation of the commission, may certify those training centers considered adequate to effectively teach one (1) or more of the courses prescribed in Chapter 6 Minimum Standards for Peace Officer and Reserve Officer Training. The identity of each certified training center shall be published and distributed periodically by Peace Officer Standards and Training (POST).

(2) Certification of newly established training centers generally will be approved by the director, upon advice and recommendation of the commission, on the basis of the information supplied by the training center director; however, on-site inspections shall be conducted by POST staff members in accordance with guidelines established by the commission or the director. Inspections will be conducted to evaluate the qualifications of training programs and will include, but are not limited to, an examination of instruction, facilities, equipment, curricula and administration.

(3) Notification of certification of a training center by the director or his/her designated representatives will consist of a letter from the director or his/her designated representatives indicating approval of training center certification along with the basic or other training courses approved for certification and a certificate naming the training center as being certified to provide the prescribed training courses.

(4) Two (2) types of training center certification may be granted by the director or his/her designated representatives—

(A) An initial probationary training center certification may be awarded to training centers that have not been certified previously. The initial certification shall be granted for a one (1)-year probationary period; or

(B) Continuing training center certification may be awarded to training centers that have

been certified previously and shall be granted for a three (3)-year period.

(5) Certification is subject to approval based upon compliance with POST rules. Each training center shall notify the director in writing within thirty (30) days of any substantial changes made by the training center in either programs or facilities.

(6) Training centers which have been certified are subject to an on-site inspection by the director or his/her designated representatives at any time, with or without advance notice, to determine if the center is in compliance with POST rules.

*AUTHORITY: sections 590.120 and 590.135, RSMo (Cum. Supp. 1993).**
Original rule filed Aug. 12, 1980, effective Nov. 13, 1980. Rescinded and readopted: Filed April 12, 1989, effective June 29, 1989. Emergency rescission and rule filed June 15, 1994, effective Aug. 28, 1994, expired Dec. 25, 1994. Rescinded and readopted: Filed June 2, 1994, effective Nov. 30, 1994.

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

**11 CSR 75-5.020 Training Facility
Directors or Coordinators**

PURPOSE: This rule defines the qualifications and responsibilities of training facility directors or coordinators.

(1) Training centers certified to offer peace officer training shall designate a full-time, salaried employee who shall be responsible for scheduling, operation and general local management of the training center. This individual shall have at least five (5) years experience as a peace officer and shall possess a valid generalist instructor certificate awarded by the director or his/her designated representatives or possess experience in directing law enforcement training programs and possess a minimum of a baccalaureate degree from any accredited college or university.

(2) The training center director or coordinator shall determine whether or not a trainee has satisfactorily passed all reasonable standards and requirements of a prescribed course of training. The training center director's decision is subject to the review of the director or his/her designated representatives. The training center director shall have the authority to dismiss, for cause, any trainee

from the training center before completion of any certified course. Immediately upon the dismissal action, the training center director or coordinator shall notify the director or his/her designated representatives.

(3) The training center director shall retain complete records on each trainee for a period of seventy-five (75) years after completion of a certified course. Upon satisfactory completion of a certified course, the training center director shall forward an official transcript containing the individual accomplishments, examination scores and class ranking of each trainee to each trainee's chief executive officer, if any. For file purposes, within ten (10) days after completion of the course, one (1) copy of the transcript for each trainee completing the course and a complete class roster shall be forwarded to the Missouri Department of Public Safety, Peace Officer Standards and Training Program, P.O. Box 749, Jefferson City, MO 65102. The class roster must include those trainees who did not complete or who failed the course.

(4) The training center director or coordinator or a designee of the training center director is required to attend all meetings called by the director or the designated representatives of the director.

*AUTHORITY: sections 590.120 and 590.135, RSMo (1994).**
Original rule filed Aug. 12, 1980, effective Nov. 13, 1980. Rescinded and readopted: Filed April 12, 1989, effective June 29, 1989. Amended: Filed Aug. 30, 1991, effective Jan. 13, 1992. Amended: Filed Dec. 28, 1992, effective June 7, 1993. Emergency rescission and rule filed June 15, 1994, effective Aug. 28, 1994, expired Dec. 25, 1994. Rescinded and readopted: Filed June 2, 1994, effective Nov. 30, 1994. Amended: Filed Aug. 11, 1995, effective March 30, 1996.

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

**11 CSR 75-5.030 Application for Initial
Probationary and Continuing Certification
of Training Centers**

PURPOSE: This rule defines the procedure and rules for the initial certification and renewal of certification of training centers.

(1) Agencies or institutions requesting initial probationary training center certification



shall communicate the request in writing to the director or his/her designated representatives at least ninety (90) days before the start of the first prescribed course. The request must be accompanied by evidence of a demonstrated need for the center to provide mandatory training, along with applications for certification of instructors and a proposed course announcement inviting area officers to participate in the training.

(2) Evidence of a demonstrated need to provide mandatory training shall include:

(A) Letters of support from area law enforcement executives, professional associations, citizen's groups and governmental officials;

(B) A description of the geographic area and departments to be served. If an outreach program is to be utilized, the actual or planned training sites and related facilities to be used and departments and geographic area to be served for each outreach location must be identified;

(C) The expected number of trainees per year based on written assessment;

(D) An explanation addressing why training needs are not being adequately met by existing certified training centers and how the applicant's training center will meet those training needs; and

(E) An evaluation of the impact of the establishment of the proposed training center on the operation of existing certified training centers serving that area.

(3) Additional training centers will not be certified by the director or recommended for certification by the commission if it can be demonstrated that initial probationary certification would have a severe negative impact upon the operation of existing certified training centers.

(4) At the end of any certification period, training center certification may be renewed by the director, upon advice and recommendation of the commission, by applying for continuing certification. Training centers applying for continuing certification shall submit a request for renewal of certification in writing to the director or his/her designated representatives at least sixty (60) days before the expiration date of the training center's current certification. To qualify for continuing certification, a training center must further submit—

(A) Appropriate applications for initial or continuing instructor certification as specified in Chapter 3;

(B) Proper documentation of any substantive changes in any of the conditions under which the current certification was granted;

(C) A proposed schedule of certified training courses to be offered during the first year of the three (3)-year renewal period; and

(D) Evidence that the training center has provided certified training programs during the life of the current certification period.

*AUTHORITY: sections 590.120 and 590.135, RSMo (Cum. Supp. 1993).**
Original rule filed Aug. 12, 1980, effective Nov. 13, 1980. Rescinded and readopted: Filed April 12, 1989, effective June 29, 1989. Emergency rescission and rule filed June 15, 1994, effective Aug. 28, 1994, expired Dec. 25, 1994. Rescinded and readopted: Filed June 2, 1994, effective Nov. 30, 1994.

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

11 CSR 75-5.040 Minimum Requirements and Procedures for Training Centers

PURPOSE: This rule defines the minimum requirements and procedures of training centers and the process to be followed in the issuance and revocation of training center certification.

(1) The training center shall have been providing basic law enforcement training courses prior to the effective date of the Act, unless the director or his/her designated representatives shall be satisfied that a demonstrated need requires an exemption.

(2) Every training center shall be required to comply with all statutes or ordinances and rules pertaining to the parent institution and to certified training programs, whether federal, state or local, as a condition of certification.

(3) Every training center shall have an advisory board which shall meet with the training center director or coordinator at least two (2) times each year. Minutes of these meetings shall be maintained by the training center.

(4) If the director or his/her designated representatives, upon advice and recommendation of the commission, determines that the application for certification of a training center complies with the requirements of the Act and this chapter, the director or his/her designated representatives shall award certification in the form of a certificate and shall notify the affected training center in writing.

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

(6) In all cases where the director or his/her designated representatives disapproves an application for training center certification or cancels, recalls, suspends or revokes any previously issued training center certification, the training center director may file a written request for a hearing on the adverse determination. If filed, the request must be received by the director or his/her designated representatives not later than fifteen (15) days after date of receipt by the training center of the adverse notice.

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

(8) Training center certification indicia shall remain the property of the Department of Public Safety's Peace Officer Standards and Training (POST) Program and the director or his/her designated representatives shall have the power to cancel, recall, suspend or revoke any certificate or award upon due cause as they may determine which shall include, but not be limited to, the following: the training center is inadequate, not needed, fails to comply with any POST rule, fails to make timely reports, makes false reports to the director or his/her designated representatives, fails to conduct any mandated basic training course for peace officers during a one (1)-year period, makes any substantive change in any condition upon which the training center's certification is predicated or fails to cooperate with the director or his/her designated representatives in furnishing any records or information requested regarding the training centers compliance with the standards set forth in the Act or POST rules. State law enforcement agencies may be excluded from this requirement because training is offered on an as-needed basis.

(9) Review of a training center's certification may be initiated upon the written request of a department head or other reliable source.

Review may also be initiated by the director or his/her designated representatives in the absence of external requests.

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

*AUTHORITY: sections 590.120 and 590.135, RSMo (1994). * This rule was previously filed as 11 CSR 75-5.050. Original rule filed Aug. 12, 1980, effective Nov. 13, 1980. Rescinded and readopted: Filed April 12, 1989, effective June 29, 1989. Emergency rescission and rule filed June 15, 1994, effective Aug. 28, 1994, expired Dec. 25, 1994. Rescinded and readopted: Filed June 2, 1994, effective Nov. 30, 1994. Amended: Filed Aug. 11, 1995, effective March 30, 1996.*

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

11 CSR 75-5.050 Certification of Training Centers—Procedure
(Rescinded June 29, 1989)