
Rules of
Department of Public Safety
Division 75–Peace Officer Standards and
Training Program
Chapter 1–Administration

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**Title 11—DEPARTMENT OF
PUBLIC SAFETY
Division 75—Peace Officer Standards
and Training Program
Chapter 1—Administration**

11 CSR 75-1.010 General Organization

PURPOSE: The Peace Officer Standards and Training Commission of the Department of Public Safety is authorized to make all reasonable rules pertaining to the establishment of minimum standards for the training and certification of bailiffs assigned to courts of a political subdivision, peace officers and reserve officers of any public law enforcement agency in Missouri, to make reasonable rules pertaining to the establishment of minimum criteria for the certification of instructors and training centers and is further authorized to administer the POST Fund in accordance with Chapter 590, RSMo. This rule provides for the organization, administration and methods of operation of a program of certification for bailiffs, public peace and reserve officers, chief executive officers, instructors and training centers.

(1) The objectives of the Department of Public Safety's Peace Officer Standards and Training (POST) Program are—

(A) To improve services provided by bailiffs, peace officers and reserve officers, instructors and training centers in Missouri and raise their level of competency by—

1. Developing recommended minimum standards of physical, mental and moral fitness which would govern the selection of bailiffs, peace officers and reserve officers;

2. Establishing mandatory minimum standards for training of bailiffs;

3. Establishing mandatory minimum standards for training of peace officers;

4. Establishing optional minimum standards for training of reserve officers; and

5. Establishing minimum criteria for the certification, suspension and evaluation of certification of bailiffs, peace officers and reserve officers, chief executive officers, instructors and training centers; and

(B) To provide services to state and local law enforcement agencies as authorized by law.

(2) Duties of the Peace Officer Standards and Training Commission. The commission shall have the following powers and duties to be exercised within these rules:

(A) Establish definitions and rules for the administration of bailiffs and peace officer standards and training in compliance with the Act;

(B) Prescribe minimum courses of study and standards for attendance, equipment and facilities to be required at approved training centers;

(C) Provide general guidance, advice and recommendations for the Peace Officer Standards and Training Fund;

(D) Establish the requirements of minimum basic training which bailiffs and peace officers shall complete before being eligible for permanent appointment or certification and which reserve officers shall complete before being eligible for certification;

(E) Prescribe the minimum standards for approving the certification of bailiffs, peace officers, reserve officers and chief executive officers who have had prior experience or training, or both, which is equivalent to that required under the provisions of the Act; and

(F) Perform other acts as may be necessary or appropriate to carry out the powers and duties of the director as set forth in the Act.

(3) Duties of the Director or Designated Representatives, or Both. The director or designated representatives, or both, shall have the following powers and duties to be exercised within these rules:

(A) Appoint officers, employees, agents and consultants as necessary, prescribe their duties, fix their compensation and provide for reimbursement of their expenses within the amounts available by appropriation;

(B) Establish advisory committees, both permanent and temporary, as may be necessary or appropriate to carry out the provisions of the Act;

(C) Make, adopt and amend rules upon advice and consent of the commission consistent with law for carrying out the provisions of the Act;

(D) Inspect and certify training centers and issue and revoke certification of training centers;

(E) Establish minimum qualifications for certification of instructors at approved training centers;

(F) Certify instructors at approved training centers as qualified, issue appropriate certificates to instructors, refuse to issue or suspend or revoke certification of instructors, or a combination of these;

(G) Certify bailiffs, peace officers, reserve officers and chief executive officers who have satisfactorily completed the basic training programs or other requirements as outlined in the Act and these rules, issue appropriate certificates to the officers, refuse to issue or suspend or revoke certification, or a combination of these, of bailiffs, peace officers, reserve officers and chief executive officers;

(H) Assist departments and directors of training in administration and training programs and meet with training directors no less than twice a year;

(I) Publish guidelines, information bulletins and specifications establishing and disseminating procedures and policies regarding the implementation of the Act;

(J) Publish or recommend that other governmental agencies publish curricula, manuals, lesson plans, brochures, newsletters and other materials to aid departments and training centers to achieve the objectives of the Act;

(K) Make or encourage studies and surveys of any aspect of peace officer standards and training, including research by public and private agencies, which shall be designed to improve police administration and law enforcement;

(L) Cooperate and consult with official bodies or individuals charged by law with the responsibility for peace officer standards and training in other states;

(M) Measure and evaluate the efficiency and effectiveness of mandated or recommended POST programs;

(N) Maintain files and transcripts on all certified bailiffs, peace officers, reserve officers, chief executive officers, instructors and training centers and furnish information from files upon request of the officers or employing law enforcement agencies;

(O) Receive and file for record, copies of local ordinances or resolutions passed by the governing body of a municipality or county that elects to come under the provision of the Act or to collect fees assessed as court costs to pay for training, or both;

(P) Receive and maintain, as trustee for Missouri, all physical properties and records which shall come into the possession of the POST Program by virtue of its existence; and

(Q) Perform other acts as may be necessary or appropriate to carry out the powers and duties as set forth by the Act.

(4) Further Duties of the Designated Representative(s).

(A) The designated representative(s) shall be appointed by the director.

(B) The designated representative(s) shall serve as advisor(s) to the director, any advisory committees and to the commission.

(C) The designated representative(s) shall be responsible to the director for coordinating the staff activities, office facilities and general administrative tasks that pertain to the POST Program.

(D) The designated representative(s) shall have authority over, and responsibility for, clerical and technical assistants employed by



the director to implement the POST Program.

(E) As the authorized representative(s) of the director and subject to the director's ratification, the designated representative(s) is empowered to—

1. Visit and inspect any certified training center or training center seeking certification within the state for the purpose of insuring compliance with the minimum standards established pursuant to the Act;

2. Issue and revoke certificates of training centers indicating compliance or noncompliance;

3. Issue, suspend and revoke certificates for instructors to participate in law enforcement training under the provisions of the Act;

4. Issue, suspend and revoke certificates or other *indicia* of compliance and qualification for bailiffs, peace officers, reserve officers and chief executive officers under the provisions of the Act;

5. Make recommendations to the director, the general assembly and the commission regarding the carrying out of the objectives and purposes of the POST Program; and

6. Perform other acts as may be necessary or appropriate to carry out the powers and duties of the director as set forth in these rules.

(5) Reporting Requirements of Bailiffs, Peace Officers, Reserve Officers and Law Enforcement Agencies.

(A) Peace Officer Certification Requirement. Effective January 1, 1979, no person, unless exempted by the Act, shall be appointed on a permanent basis as a peace officer unless the person has previously been awarded a certificate by the director or his/her designated representative(s), attesting to the satisfactory completion of a certified basic training course or attesting to the prior experience or training, or both, that qualifies the person for a waiver of the basic training requirements.

(B) Notice of New Peace Officer, Reserve Officer and Bailiff Employment or Appointment. The chief executive officer of each law enforcement agency shall notify the director of the employment or appointment of any new peace officer, reserve officer and bailiff no later than thirty (30) days after the date of the employment or appointment. The notification must be made on a POST Notification of Employment/Appointment Form I-1. The form contains a section that requires the approval and signature of the chief executive officer of the agency. The approval, signature and properly completed form received by the director within the prescribed time limit shall

be considered as evidence of compliance with this rule.

(C) Notice of Peace Officer, Reserve Officer and Bailiff Compliance With Certification Requirements.

1. Within one (1) year from the employment or appointment date of a peace officer, the chief executive officer of the employing or appointing agency shall furnish to the director evidence that the peace officer has satisfactorily completed an appropriate course of basic training at a certified training center accredited by the director or has prior training or experience, or both, equivalent to that required under the provisions of the Act. A copy of the basic training certificate, other training certificate(s), documentation of experience equivalent to the required basic training or official transcripts of the training as issued from the applicable training center(s) is required as proof of compliance.

2. If reserve officer certification is desired, the chief executive officer of the employing or appointing agency, shall furnish to the director evidence that the reserve officer has satisfactorily completed an appropriate course of basic training at a certified training center accredited by the director or has had prior training or experience, or both, equivalent to that required under the provisions of the Act.

3. Within one (1) year from the employment or appointment date of a bailiff, the chief executive officer of the employing or appointing agency, shall furnish to the director evidence that the bailiff has satisfactorily completed an appropriate course of basic training at a certified training center accredited by the director or have had prior training or experience, or both, equivalent to that required under the provisions of the Act.

(6) Forms.

(A) All forms used or referred to in these rules are available upon request from the Missouri Department of Public Safety, Peace Officer Standards and Training Program, Truman State Office Building, P.O. Box 749, Jefferson City, MO 65102, (573) 751-4905.

(B) The POST Notification of Employment/Appointment Form I-1 shall be used to report appointment or employment of a bailiff, full-time or reserve peace officer or any other significant personnel action.

(C) The Peace Officer Departure Report form shall be used to report terminations, resignations or any other pertinent information as pertains to the departure of any bailiff, full-time or reserve peace officer from the agency.

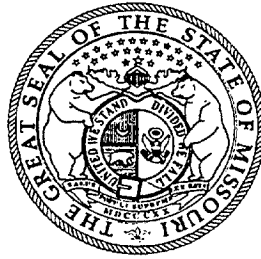
(D) The POST Certification Information Form I-R shall be used for reentry and reci-

procity certification application as provided by 11 CSR 75-3.030(1)(E)6.

(E) The POST Certification Information Form I-T shall be used by POST certified training centers for notifying POST of pre-service candidates seeking certification.

*AUTHORITY: sections 590.110, RSMo (1994) and 590.115, RSMo (Cum. Supp. 1996). * Original rule filed Aug. 12, 1980, effective Nov. 13, 1980. Rescinded and readopted: Filed April 12, 1989, effective June 29, 1989. Amended: Filed Sept. 29, 1992, effective May 6, 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. Amended: Filed Dec. 3, 1996, effective June 30, 1997.*

**Original authority: 590.110, RSMo (1978), amended 1988, 1993, 1994 and 590.115, RSMo (1978), amended 1988, 1990, 1993, 1994, 1995.*



MISSOURI DEPARTMENT
OF PUBLIC SAFETY

PEACE OFFICER STANDARDS & TRAINING

**NOTIFICATION OF
EMPLOYMENT /
APPOINTMENT**

I-1



MISSOURI DEPARTMENT OF PUBLIC SAFETY
POST NOTIFICATION OF EMPLOYMENT /
APPOINTMENT FORM I-1

POST PROGRAM USE ONLY		
<input type="checkbox"/> TRAINING REQUIRED	<input type="checkbox"/> 60 HOURS	<input type="checkbox"/> 470 HOURS
<input type="checkbox"/> EXEMPT	<input type="checkbox"/> 120 HOURS	<input type="checkbox"/> 600 HOURS
<input type="checkbox"/> GRANDFATHERED	<input type="checkbox"/> 240 HOURS	<input type="checkbox"/> 1000 HOURS
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> 300 HOURS	

This form must be completed for each individual who has been defined under Chapter 590 RSMo. as either:

- A full-time chief executive officer, peace or railroad officer.
- A reserve officer who is certifiable and serves in less than a full-time capacity, and who, after August 15, 1988, met the mandated training requirements.
- A St. Louis City Sheriff's deputy.
- A bailiff appointed after January 1, 1995.

According to Chapter 590.110(2) RSMo. this application must be returned within 30 days from the date of employment and/or appointment.

SECTION A	AGENCY INFORMATION			
	AGENCY NAME	ORI	TELEPHONE NUMBER ()	FAX NUMBER ()
	ADDRESS	CITY	COUNTY	ZIP CODE

SECTION B	INDIVIDUAL INFORMATION				
	NAME - LAST	FIRST	MI	SOCIAL SECURITY NUMBER	
	ADDRESS		CITY	COUNTY	ZIP CODE
	HOME TELEPHONE NUMBER ()	BIRTH DATE (MM DD YY)	AGE	SEX <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF INITIAL APPOINTMENT OR DATE CHANGING STATUS WITH AGENCY
	EXPERIENCE (PRESENT AGENCY FIRST)	ADDRESS	FROM (MM DD YY)	TO (MM DD YY)	

SECTION C	STATISTICAL INFORMATION (OPTIONAL)		
	Information contained in this section is for statistical purposes only and completion is optional. Approval or disapproval of this application is in no way dependent upon completion or non-completion of the information.		
	EDUCATION <input type="checkbox"/> 1. High School Diploma/GED <input type="checkbox"/> 2. Associate Arts Degree	<input type="checkbox"/> 3. Bachelors Degree <input type="checkbox"/> 4. Masters Degree	<input type="checkbox"/> 5. Ph.D.
	RACE <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Native American	<input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> Other	SALARY <input type="checkbox"/> Under 15,000 <input type="checkbox"/> 15,000 - 20,000 <input type="checkbox"/> 20,000 - 25,000 <input type="checkbox"/> Over 25,000
			FIRST TIME EMPLOYMENT AS A FULL-TIME PEACE OFFICER (CERTIFIED IN MISSOURI) <input type="checkbox"/> YES <input type="checkbox"/> NO
			CONGRESSIONAL DISTRICT

SECTION D	INDIVIDUAL STATUS		
	POST CERTIFICATION NUMBER	CHECK ONLY ONE	<input type="checkbox"/> Chief Executive Officer (CEO) <input type="checkbox"/> St. Louis City Sheriff's Deputy <input type="checkbox"/> Certified Reserve <input type="checkbox"/> Full-time Peace Officer <input type="checkbox"/> Railroad Peace Officer <input type="checkbox"/> Bailiff

SECTION E	THE FOLLOWING INFORMATION DOCUMENTS AND / OR DIPLOMAS MUST BE ATTACHED FOR CERTIFICATION
	<ul style="list-style-type: none"> • Have you ever been convicted of a felony or misdemeanor including receiving a suspended imposition of sentence? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, state charge and disposition. _____ • Verification results of a Criminal Background Check (When necessary, notarized court disposition - refer to general instruction page, Section D) • St. Louis City Sheriff's 120 hour diploma <ul style="list-style-type: none"> A. Proof of U.S. Citizenship B. High School diploma, GED, diploma and/or transcript from an accredited college or university C. Basic Training Course diploma(s) earned

SECTION F	ATTESTATION BY INDIVIDUAL	
	I attest that all information provided about myself on this form is accurate and true to the best of my knowledge. I am aware that in accordance with 590.180, RSMo., any purposeful violation of the provisions of Section 590.110, 590.115 or 590.175, RSMo., is a Class B Misdemeanor.	
	SIGNATURE OF APPLICANT	DATE
SECTION F	ATTESTATION BY DEPARTMENT HEAD	
	I attest that the individual referred to on this form is of good moral character, free of any known criminal history, and worthy of initial/continued certification by the Director of the Missouri Department of Public Safety. I further attest that the individual referred to on this form is currently an individual of this department and that all information contained upon this form about the individual is accurate and true to the best of my knowledge. I am aware that in accordance with 590.180, RSMo., any purposeful violation of the provisions of Section 590.110, 590.115 or 590.175, RSMo., is a Class B Misdemeanor.	
	SIGNATURE OF DEPARTMENT HEAD	DATE

GENERAL INSTRUCTIONS

The instructions listed are to assist the agency and the individual in meeting mandates of Chapter 590 of the Revised Statutes of Missouri. Each section must be filled out in its entirety with appropriate documents attached.

Section A: Agency Information

- **Department Name** - The name of the law enforcement agency in which the individual is affiliated.
- **ORI** - Agency originating identifier number in accordance with NCIC regulations.
- **Telephone** - Telephone number including area code of the agency in which the applicant is affiliated.
- **Address of Dept.** - The law enforcement agency address to include city, county and zip code.

Section B: Individual Information

- **Full name** of individual listing last name first, first name and middle initial.
- **Social Security Number** must have nine numbers listed.
- **Home Address** to include street, city, county and zip code.
- **Home Telephone**
- **Birth date** of individual to include month, day and year.
- **Date of appointment** to the agency or date changing status within the agency, ie: reserve to active within the agency, listing month, day and year.
- **Experience** - listing present department first, followed by the address, dates and appointments to, and resignation from each agency.

Section C: Statistical Information (Optional)

- **Education** - degree earned.
- **Race**
- **First time employment as a full time peace-officer** - (Certified in MO)
- **Starting Salary** - (Full-time officers only)

Section D: Individual Status

- **Valid POST Certification Holder** - Individual issued a Missouri POST Certification prior to lateral transfer or change of status.
- **Chief Executive Officer (CEO)** - Head or chief administrator of any law enforcement agency of the state who meets one of the following criteria:
 1. A graduate of the F.B.I. National Academy or its equivalent.
 2. A bachelor of science degree in criminal justice or related field from an accredited college or university.
 3. Doctor of jurisprudence degree approved by the American Bar Association.
- **Full-time** - Who serves full-time with pay.
- **Certified Reserve** - Who serves in a less than full-time capacity with or without pay and who meets the requirements.
- **Special Officers** - Bailiffs who meet an approved 60 hour training course, St. Louis City Sheriff's Deputies, Railroad Peace Officers.

Section E: Attach to the Application Form the following Information:

- **Verification Results of a Criminal Background Check**
 - **Results of a Criminal Background Check from the State of Residency must be attached**
- Two Applicant Fingerprint Cards (Blue) must be sent to the Missouri State Highway Patrol for a criminal background check at the following address:

Missouri State Highway Patrol
Criminal Records Division
1510 East Elm St.
Jefferson City, MO 65102
(573) 751-3313

(Fingerprint applicant cards can be obtained at this address)

NOTE: If the verification is returned with entries on the criminal history record, the following is required:

1. If there is no disposition specified or if a conviction with a suspended sentence is specified, a notarized document from the court indicating the disposition must be attached.
 2. If the disposition reflects "Guilty", a copy of the police report of the incident must be attached.
- **St. Louis City Sheriff's 120 hour diploma**

The following documentation is required only from:

St. Louis Police Department
Kansas City Police Department
Missouri State Highway Patrol (Including Railroad Police)
Springfield Police Department
Missouri Department of Conservation
Missouri State Water Patrol
Bailiffs hired after January 1, 1995

- A. **Proof of U.S. Citizenship** - Birth Certificate
- B. **High School diploma, GED or accredited college or university diploma**
- C. **Attach to or forward diploma(s) upon completion of the Basic Training Course(s)**

Section F: Attestation of Individual and Department Head

- **Individual Signature** - Attests that the information provided is accurate and true in accordance with Chapter 590 RSMo. and that knowingly providing inaccurate information is a Class B Misdemeanor.
- **Department Head Signature** - Attests that the individual is of good moral character, free of any known criminal history and that all information contained upon the application has been verified as being accurate and true. (Any agency which employs an officer who is not certified as mandated is in violation of the provision set forth according to Chapter 590, and shall not be eligible to receive state or federal funds outlined in Chapter 590.180).

Send the completed POST Notification of Employment/Appointment Form to:

The POST Program
Department of Public Safety
Post Office Box 749
Jefferson City, MO 65102

INSTRUCTOR APPLICATION FORM I-2

Last Name	First	Middle In.	Birthdate
Academy Affiliation		Academy Code	Social Security No.

CERTIFICATION REQUESTED: (Check Generalist OR Specialist and whether this is an Original Application or a Renewal)

Generalist	Specialist
<input type="checkbox"/> Original <input type="checkbox"/> Renewal	<input type="checkbox"/> Original <input type="checkbox"/> Renewal

STATUS CHANGE REQUESTED:

Specialist to Generalist _____

Specialty to be Upgraded	Specialty to be Deleted
Subject(s) _____ Code(s) _____ _____ Code(s) _____	Subject(s) _____ Code(s) _____ _____ Code(s) _____

PEACE OFFICER EMPLOYMENT HISTORY:

Number of years of experience as a Certified Peace Officer: _____

Dates of Employment		Law Enforcement Agency(s) (Include City and State)
From	To	

REQUIREMENTS FOR CERTIFICATION

Is applicant a graduate of an approved Instructor Development School? Yes No

If yes, attach a copy of the certificate of completion of the school attended.

If no, submit the date, name, and location of an approved Instructor Development Course the applicant will be attending. A Generalist must complete the course within one year of initial instructor certification. (List your first and second choices.)

Date _____ Name of Course _____ Location _____

GENERALIST INSTRUCTOR APPLICANTS

Submit a copy of the baccalaureate degree or higher from an accredited college or university with this application.

SPECIALIST INSTRUCTOR APPLICANTS

Submit a copy of the high school diploma or G.E.D. with this application, as well as copies of all training diplomas, certificates or appropriate indicia in support of special knowledge and/or preparation in the subject area(s) to be taught.

Indicate the number of years of practical experience in the subject area(s) to be taught:

Subject(s) _____	Number of Years _____
_____	_____

The undersigned certify that the information on this application is true and correct.

Applicant _____	Date _____	Training Director _____	Date _____
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