

# Missouri Sheriffs' Association

## Basic Training

## Rules and Regulations



Missouri Sheriffs' Association  
6605 Business 50 West  
Jefferson City, MO 65109-6307  
(573) 635-9644

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Kevin Merritt  
Training Director

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## INTRODUCTION

The Missouri Department of Public Safety Peace Officer Standards and Training (POST) licenses the Missouri Sheriffs' Association as a state licensed Basic Peace Officer Training provider. As such, the Missouri Sheriffs' Association, hereinafter referred to as the MSA, offers training and continuing education programs for law enforcement officers and others in the criminal justice community, as well as seminars and short courses for civilians in both the governmental and private sectors. No individual shall be discriminated against because of race, color, sex, national origin, age, disability or political or religious opinions or affiliations.

The Mission of the MSA's Basic Training Program is to meet the varied needs of our constituency by providing quality, professional law enforcement education and training in an on-site, outreach format. MSA prescribes to and teaches the following Core Values:

Service	Honesty
Brotherhood	Persistence
Pride	Respect
Hard Work	Courage
Discipline	Loyalty
Integrity	Personal Responsibility

### Reasonable Accommodation

The MSA will make reasonable accommodations that do not cause an undue burden to the MSA, for the special needs of trainees who:

- Declare those special needs to the MSA Training Director, in writing, prior to the beginning of the training program; and
- Provide certified documentation of the diagnosis of those needs to the Training Director prior to the start of the program in which the trainee seeks to enroll.

The reasonable accommodation considered would be such as the trainee could utilize and still meet the job task and licensing requirements of the law enforcement profession.

Requests for accommodations that negate the probability of the trainee's abilities to keep the peace, make a forcible arrest, engage in foot pursuits, control resistance, control aggression, and to protect the public, fellow officers, and him/herself from physical or lethal force assaults will not be approved. Trainees must be able to physically generate fluidity, speed, and power — with control.

Accommodations will not be made to allow exam questions to be read to the trainee. Consistent with the Department of Public Safety Peace Officer Standards and Training licensing exam protocol, trainees with a diagnosed need will be provided a dictionary and extended testing time.

# RULES AND REGULATIONS

It is the responsibility of each trainee to become familiar with the Rules and Regulations. Violation of any of these Rules and Regulations may lead to discipline up to and including dismissal from the MSA program.

## 1.0 ADMISSIONS

- 1.1 The MSA is an equal opportunity educator. No trainee will be refused entrance to a class because of race, color, sex, national origin, age, disability or political or religious opinions or affiliations or any other such criteria as specified by law.

The Training Director reserves the right to refuse admittance to MSA Program(s) any applicant trainee who does not meet the standards as set out in Administrative Rules (11 CSR 75 Peace Officer Licensing) established by the Missouri Department of Public Safety for becoming a licensed peace officer or for maintaining peace officer licensing, or to any applicant trainee who would be prohibited by state or federal statutes from being a licensed peace officer in Missouri.

- 1.2 Minimum basic training program admissions requirements include:
- Being at least 20 years of age at the time the MSA class applying for begins;
  - Must be a citizen of the United States.
  - Holding a valid high school diploma or its equivalent;
  - Vision in each eye must be correctable to 20/40.
  - Possessing a valid driver's license and a good driving record;
  - **No illegal drug use within the past ten (10) years;**
  - Not having been previously convicted of a felony; or a misdemeanor involving moral turpitude; (you MUST disclose if you have ever committed a crime, been detained or arrested)
  - Submitting a complete and accurate MSA Basic Training Application packet;
  - Submitting a completed Police Records Check form and successfully passing a criminal fingerprint background check;
  - Must not be prohibited from possessing a firearm under **state or federal law**; and
  - Submitting the required application fees.

Felony or misdemeanor arrests or convictions, suspended imposition of sentence (SIS), or involvement in incidents **of illegal activity** or of moral turpitude may result in disqualifying persons from entering, or remaining in, the MSA program.

A Driving While Intoxicated (DWI) arrest or conviction, or having more than five moving violations within the last three (3) years, or a derogatory pattern of violations as evidenced by the number, type, and frequency of the infraction may result in disqualifying persons from entering, or remaining in, the MSA program.

Applicants with military experienced must submit a copy of their DD214 (long form), or other appropriate separation record, showing the applicants "character of service."

Applicants separated from the military must have an honorable discharge, or discharge under honorable conditions. Applicants separated from the military with less than 180 days and receive an entry level separation, must submit a letter detailing the

circumstances that resulted in the entry level separation, and attach any documents possible to verify the reason for the entry level separation.

The Training Director reserves the right to reject any applicant at any stage of the selection process. No appeal of such a decision will be entertained.

- 1.3 Any use of fraud, subterfuge, or misrepresentation by the applicant trainee at any point in the application process or during the academy will result in the refusal of admittance to, or immediate dismissal from, the MSA program.
- 1.4 Trainees must have the physical ability to keep the peace, make a forcible arrest, engage in foot pursuits, control resistance, control aggression, and to protect the public, fellow officers, and himself from physical or lethal force assaults. Trainees must be able to physically generate fluidity, speed, and power – with control.

Any applicant trainee with a pre-existing medical condition which may (or will) preclude him/her from participating in any aspect of mentally or physically stressfully activity, or any such medical condition which could or would be exacerbated or otherwise provoked through mentally or physically stressful activity, is required to report such condition(s) to the Training Director at the time of application to the MSA program.

The Training Director reserves the authority and discretion to require said applicant to undergo a physical/mental examination, at the applicant's expense, from a licensed medical/mental health professional and/or to acquire written approval from the same prior to acceptance into the MSA Basic Training Program.

- 1.5 Contact Information. Applicants must provide current contact information as part of the application process to include mailing address, physical address, telephone number (home and cell), email address, and emergency contact information. The applicant is required to notify the MSA if the information changes during the admissions process.

Applicants accepted into the academy are required to keep accurate and currant contact information on file with the MSA. Students are required to notify their site coordinator by memorandum within 24 hours if any contact information changes.

## **2.0 TUITION AND FINANCING**

- 2.1 Upon entering the MSA Basic Training Program, the trainee assumes a financial obligation to the MSA for tuition and expenses. MSA tuition is due in full on the first day of class, unless the trainee and the Training Director have entered into a written agreement outlining a specific payment schedule equal to the tuition cost plus a 5% service fee. This service fee does not apply to trainees utilizing financial aid or various other enhanced financial programs, such as Work Force Development, etc.

- 2.1.1 No penalty, including the assessment of late fees, the denial of access to classes, libraries, or other facilities, or the requirement that an applicant approved for and covered by the Montgomery GI Bill will be assessed because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the fund.

- 2.1.2 In the event that any monies are in arrears, the trainee may be charged a late fee up to 10% of the amount due. The trainee may be dismissed at the discretion of the Training Director for being in arrears. If dismissed for financial reasons, the trainee will have no right to appeal.
- 2.2 If the trainee is utilizing financial aid of any kind, it is the trainee's responsibility to provide all required paperwork to the financial aid provider and to stay in contact with them regarding any issues that may arise regarding the trainee's financial aid or admissions.
- 2.3 If the trainee is receiving financial aid and the financial aid does not cover the entire cost of tuition, application fees or other cost, the trainee is responsible for all monies due MSA.
- 2.4 All financial obligations must be met at least two (2) weeks prior to the scheduled completion of the training or by a date agreed to by the Training Director.
- 2.5 Should a trainee fail to meet financial obligations for tuition or other incurred expenses, the Training Director shall notify POST that the trainee will not be eligible for graduation and is therefore not eligible to sit for the state licensing examination.
- 2.6 Any trainee voluntarily withdrawing or dismissed from the program is financially responsible for any outstanding balances owed.
- 2.7 Trainees using financial aid who are dismissed or **withdraw** from the program may be eligible for a refund from the financial aid provider. Trainees are financially responsible to MSA for any money refunded to the provider.

### **3.0 GENERAL MSA RULES AND REGULATIONS**

- 3.1 All trainees are expected to adhere to the highest standards of professional conduct, courtesy, and demeanor. Therefore, trainees are required to adhere strictly to the rules prescribed herein and the code of conduct, as well as local, state, and federal laws.
- 3.2 Trainees are subject to all lawful and/or reasonable orders from the MSA staff, as well as any additional rules and amendments to these rules as may be promulgated by the Training Director and communicated to the trainee during the course of training.

Insubordinate behavior or an inappropriate response to anyone of superior rank, or to any MSA instructor or staff member, will result in disciplinary action as determined by the Training Director, up to and including dismissal from the MSA.

Any use of fraud, subterfuge, misrepresentation or failing to take personal responsibility for their actions by the trainee at any point will result in the immediate dismissal from the MSA program.

- 3.3 Trainees will comply with the rules and regulations of their respective employing law enforcement agencies while enrolled in the MSA, to the extent that such rules and regulations are not in conflict with the MSA rules and regulations.
- 3.4 Smoking, vaping and the use of other tobacco products is not allowed in MSA classes.

Smoking or vaping may or may not be allowed in or on the premises in which MSA classes are held. Trainees will be informed as to smoking, vaping and tobacco product restrictions at the beginning of the MSA program orientation.

Chewing of tobacco products is prohibited while participating in MSA training.

- 3.5 Trainees will park only in designated trainee parking areas, as instructed by the Site Coordinator, Instructor, MSA Staff or representative of the host facility.

Trainees who park in handicapped, faculty, or otherwise “No Parking” areas will be subject to disciplinary actions by the Training Director and may result in the trainee’s vehicle being ticketed and/or towed at the owner’s expense.

- 3.6 Trainees who receive an injury during any phase of the MSA program will notify the instructor-in-charge immediately.

A written memorandum or e-mail describing the cause and extent of any injury received while attending the MSA program will be submitted by the injured trainee to the Site Coordinator and Training Director within 24 hours of the injury.

Any trainee arriving for class injured shall, prior to the start of class, provide the instructor with a memorandum describing the injury. Injured trainees shall not participate in physical activities.

- 3.7 Trainees shall not consume alcohol within 8 hours of class start time. They shall not appear for or attend any class while under the influence of drugs or alcohol or have the odor of intoxicants on their breath.

Any trainee exhibiting evidence of having consumed or being under the influence of drugs or alcohol may be requested to submit to a reasonable test, including a test to determine blood alcohol content. Refusal to submit to such test may result in disciplinary action up to and including dismissal.

- 3.8 The use of any illegal drug / narcotic is forbidden. Trainees may be requested to take a test to determine if any illegal drug / narcotic is being used.

- 3.9 The use of any controlled substance is forbidden, unless the trainee produces documentation that such use was prescribed by a licensed physician or dentist. Trainees must report all use of prescribed medication to the Training Director by written letter prior to the first night of class. Any changes to prescribed medication shall be reported to the Training Director prior to the start of the next scheduled class. Trainees must use the memorandum form.

The use of marijuana for medical purposes is not allowed. 18 U.S.C. § 922(g) prohibits anyone who is an unlawful user of a controlled substance from possessing any firearm or ammunition. Possession of marijuana remains unlawful under federal law.

Trainees taking any prescribed legal substance that changes brain function and results in alterations in perception, mood, consciousness, cognition, or behavior, must provide written documentation from the prescribing physician that the trainee is safe to participate in the training program.

- 3.10 Trainees shall not photograph, video or audio record any fellow trainee, instructor, site coordinator or MSA staff member without MSA Staff approval.
- 3.11 Trainees shall not post photographs or videos of MSA training activities or MSA materials on any social media outlet or on the internet, nor will they provide those materials for others to post.
- 3.12 One thumb drive and various books will be issued to each trainee upon entry into the MSA program. Trainees will be allowed to keep these items upon completion of the MSA program.

If any of the above items are lost or damaged, it is the trainee's responsibility to replace them. Any replacement cost will be the responsibility of the trainee.

If the thumb drive or one of the books are defective in any way, the defective item must be returned to the MSA before a replacement item will be issued. Trainees have 7 calendar days from the first class to confirm the contents of their flash drives.

#### **4.0 SOCIAL MEDIA**

4.1 Social media refers to digital communication platforms that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, wikis, blogs, and news sites. These rules address the use of social media in general and not one particular form. Some examples of social media include:

- Facebook
- Twitter
- Instagram
- YouTube
- Reddit
- Tumblr

- 4.2 Applicants and trainees may express themselves on social media sites if they do not:
- Make, share, or comment in support of any posting that includes harassment, bias, stereotyping, discrimination, threats of violence, or similar inappropriate conduct; and
  - Make, share, or comment in support of any posting (including images and caricatures) that ridicules, maligns, disparages, expresses bias, negative connotations, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals.
- 4.3 Applicants and trainees are responsible for the content of their social media accounts and shall make reasonable efforts to monitor their accounts so that postings made by others on their accounts conform to these rules.
- 4.4 Trainees may not create any form of electronic communication or chat room accounts related to academy classes without permission from the Training Director or his/her designee; and only then if the Site Coordinate has full access as part of the group.



- 4.5 Applicants and trainees **shall provide access to social media sites upon request and** should expect that any information they create, transmit, download, exchange, or discuss that is available online in a public forum may be accessed by the Association without prior notice.
- 4.6 Applicants who violate these rules will not be accepted into the academy. Trainees who violate the rules will be dismissed from the academy.

## 5.0 PERSONAL DEMEANOR AND BEARING

- 5.1 Trainees are expected to treat everyone with the utmost courtesy.

The form of address “Sir” or “Ma’am” will be used by all trainees when speaking to instructors, superior ranking officers or the general public unless otherwise directed.

- 5.2 There will be no loud talking, noise, profane language, or horseplay within the MSA at any time.

Swearing, profanity, obscene or suggestive remarks, conversation, jokes, cartoons or other behavior deemed offensive will result in disciplinary action.

- 5.3 No MSA employee or trainee shall subject any person to harassment for any reason. This includes race, sex, age, religion, disability or sexual orientation.

Harassment includes, but is not limited to, any verbal, visual, physical or written action which intends or works to demean or intimidate the person to whom it is directed or creates a hostile or offensive work or learning environment.

- 5.4 In addition to Section 4.4, the MSA has enacted a sexual harassment policy. Sexual harassment in any form will not be tolerated.

SEXUAL HARASSMENT also includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, to a term or condition of an individual’s employment, with or a trainee’s retention in the MSA program, or
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions concerning any employee’s or trainee’s evaluation during, or retention in, the MSA program, or
- The conduct has the purpose or effect of interfering with any employee’s or trainee’s work performance or creates an intimidating or offensive learning environment.

- 5.5 Trainees will knock on the door before entering any office or private room.

- 5.6 The Training Director may promptly report, to the employing agency of the trainee, any rules violations and behavior judged to be inappropriate for law enforcement officers,

including any behavior deemed to be “conduct unbecoming an officer,” regardless of when or where it occurred.

- 5.7 Staff and trainees are required to report any “unusual circumstances” or “misconduct” attributable to other class members or instructors that occurs either during class or on free time, immediately, to the Site Coordinator, MSA staff, or Training Director.
- 5.8 Trainees, who are detained, questioned, or arrested for a violation of any infraction, criminal law, state or federal statute, or municipal ordinance or who has any contact with a law enforcement officer in the officer’s official capacity, shall report the incident to the Site Coordinator, in writing, within 24 hours of the occurrence.

Trainees who are formally charged with a violation of any infraction, criminal law, state or federal statute, or municipal ordinance may be suspended from the program pending final court disposition. Serious violations may result in immediate dismissal.

Any trainee who is the respondent of any type of Ex Parte Order of Protection or full order of protection shall be immediately suspended until such time that the order has been adjudicated.

Any trainee receiving any type of Protective Order will provide a copy of the order to the Site Coordinator within 24 hours of receipt.

- 5.9 Trainees, who are not commissioned officers, will not represent themselves as peace officers nor will they participate in any law enforcement activity or undertake to advise the public on matters relating to law enforcement actions or law enforcement agency policies or procedures.
- 5.10 While the MSA encourages trainees to participate in law enforcement agency ride-along programs, it is not a requirement to complete the program and the trainee assumes all liabilities while participating in the ride-along. Trainees participating in ride-along programs will comply with all ride-along agency policies and procedures.
- 5.11 Trainees participating in any ride-along shall not wear their MSA uniform and will dress in business casual attire. Business Casual Attire is defined as, "a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression." Clothes with graphics or words are not acceptable.
- 5.12 Jeans that are new or look nearly new may be worn. They may not be faded, ripped, torn, or dazzled with “bling”. Slacks or khakis are recommended. No open toe shoes, flip-flops or thong shoes are allowed. Shirts and blouses must have a collar.
- 5.13 Trainees participating in any ride-along must have the officer they are riding with complete the MSA Trainee Ride-Along Observation Report. The trainee is responsible for getting the completed form to the site coordinator within **seven (7)** calendar days of completing the ride-along.

## 6.0 ATTENDANCE

- 6.1 MSA part-time classes will begin at 6:00 p.m. on weekdays and at 8:00 a.m. on weekends. Fulltime classes are 8:00 a.m. to 5:00 p.m. Monday through Friday with some evening

and weekend classes. Trainees will be provided with a class syllabus at the beginning of their training program. Unless trainees are notified otherwise, MSA classes will begin as scheduled.

Trainees arriving after the scheduled starting time must first report to the instructor-in-charge for sign in prior to participation in the class. Failure to report and sign in will result in the trainee being classified as absent for the entire block of training.

All hours associated with that class will be classified as missed and will require make-up.

- 6.2 In the event of severe weather and/or natural disaster, trainees shall contact the Site Coordinator or his/her designee to determine if the scheduled class will meet.
- 6.3 A daily attendance roster will be maintained by the instructor-in-charge. All absences must be documented by the trainee on an MSA Memorandum and be submitted to the Site Coordinator no later than the end of the next scheduled training day. The Memorandum will become part of the trainee's permanent record.
- 6.4 Except during the lunch period, no trainee shall leave the training building or grounds during training hours without approval of the instructor-in-charge and must sign out. Upon returning, the trainee will sign back in and submit the required Absentee Memorandum.
  - Absentee Memorandums **MUST** be specific and detail the actual cause of missing class. Trainees missing class due to illness are not to engage in activities pursued outside of the classroom.
- 6.5 POST regulations require trainees who miss more than (30) hours to make that class time up hour for hour. MSA requires trainees to cover any additional cost.
- 6.6 Trainees who miss classroom sessions within the 30 hours maximum allowed will submit a typed essay to the site coordinator within seven (7) calendar days of the missed class. Site Coordinators are to forward all essays to the MSA. This essay will become part of the trainee files and must cover the objectives of the missed class. The site coordinator shall review the essay on a pass/fail basis and if needed, consult with the instructor of record for the missed class.
- 6.7 Make-up instruction for practical exercises and physical training within the 30 hours maximum allowed will be one half hour-for-hour instructor/trainee based instruction. All make-up instruction must be scheduled through the Site Coordinator. Any additional expense associated with make-up training will be the trainee's responsibility. All practical exercises and physical training must be made up within 30 days.
- 6.8 The Training Director shall cause the training secretary to track a trainee's attendance for each basic training class in progress. If a trainee's absence reaches thirty (30) hours, the Training Director, or his/her designee, shall notify the trainee of such in writing. A copy of said notification will be sent to the trainee's site coordinator. A trainee may request a "hardship waiver" to miss more than 30 hours. An application for a hardship waiver must be completed by the trainee, submitted on the standard MOU form, signed by the trainee and the site coordinator; and forwarded to the training director. The training director has sole discretion to approve or deny the application.

- 6.9 Trainees must, at their expense, make-up all missed hours of instruction over thirty (30) hours with hour-for-hour instructor/trainee based instruction. Trainees who miss more than thirty (30) hours of class may be dismissed from the program.

## 7.0 CLASSROOM RULES AND PROCEDURES

- 7.1 All talking must cease upon entering the classroom. Talking in class, unless authorized by the instructor for class participation, is prohibited.
- a. All training classes are closed to the public and restricted to trainees enrolled in the MSA program. Exceptions to this restriction will only be allowed with the approval of the Training Director or his/her designee.
- 7.2 All cell phones and pagers will be turned off or placed on airplane mode upon entering the classroom. There will be no texting, checking email, etc., during class. Laptops and/or tablets shall not be used for purposes other than accessing electronic or digital resources directly related to the MSA course curricula.
- 7.3 Classes will begin promptly on the hour, unless otherwise instructed/notified. For each 50 minutes of classroom instruction, the instructor will normally allow a 10-minute break.
- 7.4 Instructors will maintain the MSA Attendance Sheet for each class of instruction presented.
- Instructors will advise trainees to sign in for each class. Should a trainee fail to sign in, the trainee will be considered absent for all hours of training for which the trainee has not signed in. It is the trainee's responsibility to make sure they are signed in and out.
- 7.5 Trainees are normally assigned seats in the classroom. These seats are permanent seating assignments and will not be changed except by an instructor. All trainees must be in their seats when the instructor arrives for class.
- 7.6 During classes, trainees must be alert, attentive and ready to answer any reasonable questions pertaining to the subject matter being covered or previously taught.
- For order maintenance purposes, when a trainee desires to ask or answer a question in the classroom s/he should raise their hand and keep it raised until recognized by the instructor.
- 7.7 Trainees are not to sit on or place their feet on desk, tables, or counter tops at any time, and are not to stand with their hands or feet braced against the wall. Trainees will not stand, move, or sit in a lazy, drooping manner.
- 7.8 Trainees shall take and keep hand-written notes during all classes. These notes are to supplement any handout materials and lecture materials presented during instruction. Site Coordinators shall review trainee notes once every 30 days and assess a pass/fail rating based on legibility, consistency, and thoroughness.
- 7.9 Trainees will display their name cards during all classroom instruction. Name cards will be kept clean and in an unaltered condition. Any necessary corrections or name changes on name cards are to be made by MSA staff.

- 7.10 There will be no sleeping, or dozing, or placing the head upon the desktop in the classroom during or between classes. If trainees feel drowsy, they will stand or move to the rear of the classroom. Trainees will return to their seats as soon as possible. This procedure will be treated as a privilege and may not be abused.
- 7.11 All papers or items on the instructor's podium or desk are confidential and not subject to inspection by the trainee. Trainees will not approach or loiter near the above areas without the instructor's permission.
- 7.12 All homework assignments or lawful directives are to be completed and submitted as instructed and within the time specified.
- 7.13 Trainees will actively participate to the best of their ability, in all structured MSA programs, including firearms, defensive tactics, driving, situational training assignments and practical application exercises unless they are advised otherwise.

Failure, or the inability, to participate and meet performance standards may result in denial of performance certification and/or dismissal from the MSA.

In the event a trainee is temporarily excused from participating by the instructor-in charge, the trainee shall document the reason(s) for requesting the temporary exemption using the standard memorandum form. This form shall be presented to the instructor prior to the end of the class for which the exemption was granted and will become part of the trainees' file.

- 7.14 Trainees will not participate in, nor demonstrate by any means, political campaign affiliation or candidate preference as it may pertain to local, state, or federal campaigns, while on MSA training sites or in MSA classrooms. The display of political badges banners, posters, pamphlets, or other means of communicating a political affiliation or candidate preference mentioned or not mentioned is strictly prohibited.
- 7.15 Trainees will be assigned specific online training courses to be completed through the MSA Learning Management System (LMS). Within the first two (2) weeks of the academy start date, staff will create an LMS account and notify each trainee of their user ID and password. Staff will create an Agency Account for the specific academy class by class number. Staff will also add the academy student account to the Class Agency Account. Required LMS courses will be added to the class course list by MSA Staff. Trainees shall complete LMS courses by their scheduled date listed on the class schedule or by the expiration date shown in the LMS, whichever comes first. LMS courses not listed for a specific date on the class schedule shall be completed no later than 30 days prior to the class graduation date or by the expiration date shown in the LMS, whichever comes first.
- 7.16 Completion of the LMS courses will be verified by the Site Coordinator by reviewing the students LMS Transcript. Trainees will also be required to complete the NIMS ICS-100 and ICS-700 courses through the FEMA Distance Learning website. ICS courses will be completed by the student within the same guidelines as the those for LMS courses. Trainees will submit a copy of their ICS-100 and ICS-700 course certificates upon completion. ICS courses are a required part of academy training and must be completed even if the trainee has completed the courses in the past.

## **8.0 ACADEMIC STANDARDS AND TESTING**

- 8.1 To successfully complete basic training programs, trainees must achieve a passing score of seventy percent (70%) on all written examinations, except for the SFST and HFRG examinations, which requires an eighty percent (80%).
- 8.2 Trainees who do not achieve a passing score on any examination must re-take that examination at a pre-arranged time, prior to the next scheduled examination.

The second examination will be graded on a pass/fail basis and will be included in the final overall average as a minimum passing score of seventy percent (70%), with the exception of the SFST and HFRG examinations, which requires an eighty percent (80%).

Trainees will only be allowed to retake any classroom or precision examination one time. Trainees who fail to achieve a passing score upon retaking an examination will be dismissed from the program. Trainees who fail online LMS classes after two enrollments (taking the LMS exam 6 times) will be dismissed from the program. There is no appeal of this dismissal.

Trainees will only be allowed to re-take a total of two (2) classroom, or precision examinations during the program. Trainees who fail any third examination will be dismissed. There is no appeal of this dismissal.

Unless directed otherwise when taking exams, trainees will use a #2 pencil on a bubble scoresheet. Trainees shall not record answers on or mark on the question sheets unless notified otherwise by the exam proctor.

- 8.3 A Trainee who has been dismissed for academic reasons may apply for admission to a subsequent MSA program. Readmission would be at the discretion of the Training Director and at an additional full cost to the trainee.

Trainees who are dismissed a second time for academic reasons or violations of the rules and regulations will not be allowed to return.

- 8.4 Trainees must also pass all performance/precision tests administered during the MSA program, including those in the HFRG classes, aerosol weapons, first responder, SFST, driving, less-lethal, cell-extraction, TASER, firearms and practical application exercises, and physical fitness assessment testing standards to successfully complete the basic training program.

All performance/precision tests given to trainees will be judged on a pass/fail basis, except for SFST, which requires a 100% grade. The determination of pass/fail will be at the discretion of the respective instructor(s) utilizing specific discipline approved criteria. **Students are allowed one (1) re-take of any performance testing which must occur during the same training day.**

Trainees must be able to physically generate fluidity, speed, and power — with control and balance during all performance tests and practical application exercises. Demonstrative performances that negate the probability of the trainee's abilities to keep the peace, make a forcible arrest, engage in foot pursuits, control resistance, control aggression, and to protect the public, fellow officers, and himself from physical or lethal force assaults will result in failure of the demonstrated performance.

Trainees will perform a physical fitness assessment consisting of a 1.5 mile run, One Minute Sit-ups, and One Minute Push-ups. The physical fitness assessment will be given at the beginning of each class, at the halfway point, with the final assessment being done during the last 30 days of academy training. Any student who refuses to participate in the testing will be dismissed from the academy. Students must participate at their maximum effort for the physical fitness assessment test. Any student not meeting the basic requirements of the final physical assessment included in the table below will be dismissed from the academy.

<b>Physical Requirements</b> <i>(Students who do not meeting these requirements on their last physical assessment will be dismissed from the academy)</i>	
<b>1.5 Mile Run Time</b>	<b>15:17</b>
<b>One Minute Sit-ups</b>	<b>24</b>
<b>One Minute Push-ups</b>	<b>13</b>

- 8.5 In addition, certification requirements in specific disciplines must also be met before certification will be awarded in those disciplines.

For certification in the HFRG portion of the program trainees must achieve a minimum score of eighty percent (80%) on the written exam and pass the performance test.

For TASER Certification, trainees may choose to be exposed. This is **VOLUNTARY** and is not a requirement for issuance of a TASER certification. Trainees are required to participate in the class, but once again, it is **VOLUNTARY** to be exposed. Trainees are still required to perform all firing (minimum of two cartridges) and function drills with a certified TASER instructor.

OC Spray exposure for all trainees is mandatory unless excused by a physician.

- 8.6 Cheating on any examination or performance test is unacceptable and will result in immediate dismissal from the MSA.

All tests, test materials and answers sheets are the property of the MSA and will not be removed from the training environment, copied, or altered without written authorization from the Training Director.

- 8.7 All talking is strictly forbidden during examination periods. After receiving an examination, trainees **are not allowed to ask exam question clarification questions of anyone and** must remain in the classroom until they have completed the material. Trainees are not allowed to view, revise or edit answers after turning in the examination.

Trainees who have completed and turned in the examination shall leave the classroom and may not return until all other class members have completed the examination.

The use of cellphones, tablets, laptops or any assistance during exams is strictly prohibited.

- 8.8 Trainees will not ask for their examination grades. The Site Coordinator will post examination results as soon as they are available.

After the posting of examination scores, trainees will have three (3) class days to make an appointment with the Site Coordinator to review their examinations. After that time, examination results will be final, and no further discussion will be allowed.

MSA staff members are not to be contacted in person or by telephone for test results.

- 8.9 Trainees who, for any reason, fail to complete the entire basic MSA program, in which they are enrolled, will not receive any documents or certificates which may have been completed during the trainee's period of enrollment.
- 8.10 Student Material – Electronic format on Flash Drive
- Each test question has documentation as to the specific learning objective to which it relates;
  - The page in the student handouts that the specific learning objective can be found is documented; and
  - The page in the student handouts that the specific learning objective is satisfied and the answer to the test questions can be found is documented.
- 8.11 Instructor Material – Electronic format on Flash Drive & Printed Format
- Each test question has documentation as to the specific learning objective to which it relates;
  - The page in the instructor material that the specific learning objective can be found is documented; and
  - The page in the instructor material (both Documents **or** Slides) that the specific learning objective is satisfied and the answer to the test questions can be found is documented.
- 8.12 Test Review Process
- If 50% or more of the class misses the same question, staff reviews the items mentioned above to make sure things are as documented.
  - If all of the above are confirmed and 70% or more of the class miss the same question **AND** all gave the same incorrect answer, the question is thrown out and the exam re-scored **if any student failed the exam**.
  - A conversation with the instructor that presented the material covered by the exam is held to ensure that the instructor material is as it should be and to stress that it must be presented as designed.

## 9.0 UNIFORM AND APPEARANCE

- 9.1 Trainees attending all certified basic academies are required to wear only the prescribed Missouri Sheriffs' Association Training uniform and approved apparel purchased from the MSA. Exceptions will be allowed for outside activities during inclement weather.
- 9.2 The MSA uniform consists of the following items:
- MSA Polo Style Shirt;
  - Black BDU pants;
  - Black MSA issued ballcap; (*outside only*)
  - Sunglasses; (*outside only*)
  - Black Boots; and
  - Black Belt.



A black long sleeve turtleneck style shirt or black under armor may be worn under the MSA shirt.

- 9.3 Two polo style shirts, one tee-shirt, and a black ballcap will be issued to each trainee upon their entry to the MSA. Trainees will be allowed to keep these items upon completion of the MSA program.
- 9.4 Trainees are responsible for the care and maintenance of their uniforms. Any uniform parts or articles lost or damaged must be replaced by the trainee as soon as possible.
- 9.5 Trainees are subject to uniform inspection during the MSA program. All uniforms are to be kept clean and pressed: shoes and any accessories must be kept properly shined. Uniforms may not be soiled, torn, wrinkled or show excessive wear.

Failure to wear the required uniform, as well as the wearing of partial uniforms or any item other than the uniform is not allowed and may result in disciplinary action. If necessary, trainees may bring their uniforms to class and change either before class starts or at the first break.

- 9.6 One ring (a wedding ring) and a wristwatch may be worn. Other jewelry (including rings, earrings, nose rings, lip rings or other visible piercing accessories including the tongue) are not allowed.
- 9.7 Male trainee's hair shall be medium short to short cut on the sides. Hair at the nape of the neck will be taper cut to the natural curvature of the head. Hair shall not touch the collar when the head is held in the position of attention. Hair in front shall not fall below the eyebrows. Hair color shall be that of only naturally available human hair colors.

Female trainee's hair will be cut or worn up in such a way as to not touch the collar when the head is held in the position of attention. Hair color shall be that of only naturally available human hair colors.

- 9.8 All trainees must be clean shaven – no beards, goatees, etc. Mustaches are acceptable but may not exceed beyond corner of the mouth and must be neatly trimmed.

Sideburns will be neatly trimmed and not extend below the middle of the ear.

- 9.9 Additionally, trainees may wear the following clothing for defensive tactics or physical training, when directed to do so by MSA instructors or staff:

- Black BDU pants, black athletic pants or black gym shorts;
- MSA issued T-shirt;
- White socks;
- Athletic shoes.

Appropriate undergarments must also be worn with each uniform, and all athletic undergarments must be laundered at least once a week.

- 9.10 While wearing the prescribed MSA uniform, designated MSA shirts, or other visible identification, trainees shall not spend time in questionable business places or places of amusement, especially those that primarily sell or provide alcoholic beverages.

## 10.0 FIREARMS TRAINING STANDARDS

- 10.1 Only trainees enrolled in the basic MSA program will be allowed to attend or participate in this training. Special exceptions may be granted by the Training Director.
- 10.2 Trainees must successfully complete all phases of the firearms training and qualification program, as a condition of graduation from the basic MSA training program.
- 10.3 Trainees must achieve a qualifying score of seventy percent (70%) in the firearms training program, which includes handgun qualification, shotgun qualification, rifle qualification, and nighttime qualification with both the handgun and shotgun.
- 10.4 Trainees who fail to achieve a qualifying score of seventy percent (70%) during the initial qualification attempt are required to attempt a second time during the same range day by reloading and getting back in the shooting rotation. If the trainee fails to qualify at this time, they will be dismissed from the MSA. There is no appeal of this dismissal.
- 10.5 Trainees are required to furnish ammunition for the handgun, shotgun, and rifle used for firearms training and qualification. Trainees will be advised of the ammunition requirements at the start of the MSA.

All ammunition will be factory processed **new or factory reloaded** ammunition as specified by the MSA staff.

- 10.6 Trainees will not wear firearms while in the MSA uniform or during any portion of the MSA program, except during MSA firearms training. Firearms will be handled only under the direct supervision of an instructor or MSA staff member.

Trainees will not bring a loaded firearm onto MSA sites, into classrooms, or to any training exercises unless they are wearing the full duty uniform of their agency.

- 10.7 Trainees will be given a thorough lecture on the rules and regulations for the firearms range. Trainees must observe these rules. The rules are designed to ensure safety and will be strictly enforced.

Trainees who violate range safety regulations, or who handle a weapon in an unsafe manner, may be removed immediately from the firing line and possibly expelled from the range.

Trainees, who violate a range safety regulation, as designated by the range safety officer, will forfeit any consideration for the highest firearms award.

- 10.8 Trainees who wish to use an MSA handgun and/or web gear must make the request in writing to the Site Coordinator no later than 30 days prior to the start of firearms training. The MSA will advise the trainee as soon as the request is received at the MSA if a handgun is going to be available. As the MSA has a limited number of handguns available, no guarantee can be made that one will be available.

## **11.0 DISCIPLINARY PROCEDURES**

11.1 The Training Director of the Missouri Sheriffs' Association specifically reserves the right to either deny admittance to, or remove from class, any individual who fails to meet or fails to continue to meet the requirements for admittance to the basic training program and to dismiss any trainee for violation of MSA rules and regulations, RSMo Chapter 590, 11 CSR 75-14.060, 11 CSR 75-13.090 or any part of 11 CSR 75.

11.2 At the discretion of the Training Director, the discipline imposed may vary according to the circumstances, as well as the severity and nature of the violation.

The forms of disciplinary action include, but are not limited to in any particular order, re-instruction, counseling, probation, written reprimand or dismissal from the MSA program.

11.3 Except where noted in these Rules and Regulations, trainees have the right to appeal the Training Director's decision to dismiss the trainee.

If the trainee feels he/she was wrongfully terminated, the trainee must first present his/her grievance in writing within five (5) working days of the perceived adverse action to the Training Director for re-evaluation. This grievance must be delivered in person by the trainee or by certified mail. The Training Director shall re-evaluate his/her decision to terminate the trainee. The Training Director's decision shall be submitted in writing to the trainee.

11.4 Trainees dismissed from the MSA shall be notified in writing of the reason(s) for dismissal.

The appropriate agency head and the Missouri Department of Public Safety shall also be notified in writing of the trainee's dismissal.

11.5 Trainees dismissed from the MSA may, if eligible and at the trainee's expense, apply to a subsequent program offered by the MSA, at the discretion of the Training Director.

## **12.0 COMPLAINT PROCEDURES**

12.1 Trainees may voice their opinion in relation to concerns and problems encountered while participating in MSA classes.

12.2 Memorandum forms will be placed in an area of the classroom known to trainees and a blank copy will be given to each trainee the first night of class. Trainees are to use these forms to voice any concerns or problems. These forms should only be given to the Site Coordinator or Training Director unless otherwise directed.

Trainees who are observed taking forms from the classroom will not be challenged or questioned by instructors, coordinators or MSA staff as to why they are taking the form.

Trainees who contact instructors with problems or concerns will be directed by the instructor to contact their Site Coordinator.

12.3 Complaints will be resolved in the following manner:

If the Site Coordinator cannot adequately address a problem or concern to the trainee's satisfaction, the Site Coordinator shall forward the memorandum and response to the Training Director in an expeditious manner. The decision of the Training Director shall be final.

- 12.4 For emergencies or issues that need immediate attention, day and evening contact numbers for the Site Coordinator and Training Director shall be printed in the back of the Trainee Basic MSA Rules and Regulations manual.

If a trainee cannot reach a Site Coordinator, it is permissible for the trainee to continue up the chain of command until contact is made.

- 12.5 All complaints and memorandum information are to be kept confidential until the Training Director authorizes its release.

### 13.0 GRADUATION

- 13.1 Upon successful completion of the MSA program, each trainee will be awarded a diploma in recognition of his/her achievement.

- 13.2 Students not able to complete all aspects of the academy due to medical reason must have a verifiable medical excuse and must complete all portions of the academy within 30 calendar days of being medically released. With no exceptions, all portions must be completed within 365 days from the graduation date.**

- 13.3 If a trainee is sponsored by a law enforcement agency, each sponsoring agency will be provided with a copy of a grade report sheet denoting certain scores and comments relative to the trainee's overall performance in a minimum of the following areas:

- All exam, performance, and qualification scores;
- Disciplinary memos;
- Overall average;
- Attendance Records; and
- Inquiries / Investigations

- 13.4 Non-sponsored trainees will receive a copy of their grade report sheet, and the originals will remain as a part of their permanent record.

Copies will be made available to perspective employers per the trainee's signed "Authorization for Release of Information".

- 13.5 For graduation ceremonies, trainees will wear the MSA uniform, or if they have accepted a commission, they may wear their agency's uniform.

### 14.0 AWARDS AND REGOGNITION

- 14.1 Upon graduation, trainees achieving excellence in the following training areas will receive special recognition:

- Valedictorian: the trainee who successfully completes the program and has attained the highest overall academic average.

- Salutatorian: the trainee who successfully completes the program and has attained the second highest overall academic average.
- Highest Firearms Score: the trainee who successfully completes the program and has attained the.
  - Adding the trainee's scores on the handgun qualification course, the shotgun qualification course, the rifle course, and the night fire qualification course for the handgun and shotgun will derive the firearms score.
  - In the case of a tie, the following criteria will be used to determine the recipient: The trainee with the greatest number of bullseyes (X's) on the handgun course will receive the award; and
  - Should the bullseyes in the handgun score be the same, both trainees will receive the award as a tie.
- Honor Graduate: Determination of the "Honor Graduate" will be made by averaging the trainee's academic, firearms, and defensive tactics scores.