

## **DEPARTMENT GENERAL ORDER 98-30**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP 501.82.00

DATE: November 6, 1998

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### **MANDATORY RETRAINING**

#### **I. PURPOSE.**

Department personnel will engage in various mandatory retraining programs to ensure that employees maintain P.O.S.T. Certification and are otherwise educated in regard to changes in law, technological improvements, firearms usage, and department policies, procedures, rules, and regulations. The intent of such training shall be to maintain a professional, well-educated staff, while complying with state certification requirements.

#### **II. DEFINITIONS.**

**Certify** - To declare formally and in writing that a set of conditions, established by proper authority, have been complied with in a successful manner.

**Mandatory Retraining** - Training which is required to maintain a specific level of skill or knowledge, administered through a continuing educational program.

### III. GENERAL.

All sworn personnel shall successfully complete a mandatory annual retraining program which will encompass:

- A. P.O.S.T. Certification Courses.
- B. Firearms qualification with both on and off-duty weapons.
- C. First Responder medical training.
- D. Baton and pepper spray training.
- E. Legal updates in regard to statutory or case law.
- F. Emergency operations contingency plans and operations.
- G. Review of the department's use of force policy (to include deadly force).
- H. Review of general departmental policies and procedures, to include:
  - 1). Ethics and integrity.
  - 2). Cultural diversity and victim/witness rights.
  - 3). Function of agency in Criminal Justice System.
  - 4). Discretionary power.
  - 5). Interview and interrogation processes.
  - 6). Performance evaluation system.
  - 7). Emergency fire suppression techniques.
  - 8). New investigative or technological advances.
  - 9). Crime prevention.
  - 10). Collection and preservation of evidence.
  - 11). Report writing and records system procedures.

Such training may be obtained from a variety of providers and shall be documented in accordance with established procedure. In addition, the preceding training programs should be structured in such a manner as to motivate experienced officers and increase the agency's overall level of professionalism.

Retraining of civilian staff employees shall be an adjunct to that provided sworn members of the department, and while civilian employees will receive annual training in regard to department policy and procedures, legal updates, first aid, ethics, cultural diversity, and emergency operations, other types of training shall be administered primarily as circumstances require.

### IV. POST CERTIFICATION.

All peace officers, reserve officers, and Chief Executive Officers certified in Missouri shall be required to have a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining certification. Starting August 28, 1996, or within three calendar years following the date of each officer's initial certification, and every three years thereafter, all officers must satisfactorily complete the mandated continuing education requirement within the established time period.

Each officer will be required to complete a minimum of at least four hours in three of the four core curricula areas: Legal Studies, Interpersonal Perspectives, and Technical Studies. There is no minimum educational requirement for the Skills Development Area. Each officer has thirty-six (36) hours of elective courses that may be completed within any of the four core curricula areas. The core curricula areas are defined as follows:

Legal Studies - Training focuses on updates or familiarization concerning federal, state, and local criminal law or legal issues.

Interpersonal Perspectives - Training focuses on communication skills such as cultural diversity training, ethics, conflict management, victim sensitivity, and control of stress.

Technical Studies - Training focuses on specialized studies or activities which directly relate to an officer's job description.

Skill Development - Training focuses on activities which develop physical skill proficiency such as defensive tactics, use of firearms, and driver's training.

Each hour of continuing education must have a minimum of fifty minutes class time, while each hour of class time equates to one hour of continuing education credit.

A minimum of twenty-four (24) hours of continuing education used to maintain certification must be obtained from P.O.S.T. Commission approved education providers (this includes P.O.S.T. certified training centers). Officers completing college courses, which are law enforcement or management related, at an accredited Missouri college or university may be credited with two hours of continuing education for each semester hour received. However, this shall not exceed eighteen (18) hours in each mandated three year period. Officers who teach training courses in the core curricula areas may be credited up to two hours of continuing education for each hour of instruction, with the total not to exceed twenty-four (24) hours of credit.

Officers who fail to comply with P.O.S.T. mandated training requirements shall have their certification expire.

## V. DOCUMENTATION.

Certificates of Certification issued by the Missouri Department of Public Safety and such other training certificates as may be received shall be placed in individual employee personnel files. The Commander of the Investigations and Support Bureau shall be responsible to maintain these files and to tabulate compliance with state-mandated training requirements.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference: 33.5.1/33.1.2/33.1.6