

2149(76)



January 15, 1977

To the Honorable Rudy Perpich, Governor of Minnesota, the Honorable Warren Spannaus, Attorney General, and the Members of the Minnesota Legislature:

Pursuant to Minn. Stat. §626.843, Subd. 4, I respectfully submit my report of the activities of the Minnesota Peace Officer Training Board during the biennium which ended on June 30, 1976. It has been my pleasure to serve as chairman during these two years, and I wish to express my appreciation and that of my colleagues for your continued support of our training and reimbursement programs.

On August 22, 1976, the Attorney General promulgated a revision of the Rules pertaining to peace officer training. These Rules now include mandatory minimum standards for the employment of new peace officers. The standards prescribed are similar to those which the Board has recommended over the past several years.

In 1970 the legislature amended the peace officer training law to permit enrollment in the basic police course of students who have completed two years of a college program in law enforcement or criminal justice studies and who can meet our statewide minimum standards. When funds are made available to begin this training, the State of Minnesota will have taken a major innovative step toward greater professionalism in law enforcement.

Sincerely,

RALPH W. TALBOT
Chairman
MINNESOTA PEACE OFFICER
TRAINING BOARD

RWT/JL

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BOARD MEMBERSHIP AND MEETINGS

During the past two years there have been several changes in the membership of the Minnesota Peace Officer Training Board. Harold P. Higgins, Superintendent of the Bureau of Criminal Apprehension, retired and was succeeded by Paul J. Tschida. Jack L. McCarthy, Chief of Police in Minneapolis, was succeeded by John R. Jensen, and Chief Jensen was in turn replaced by Carl E. Johnson. Joseph H. Trimbach, Special Agent in Charge of the Minneapolis office, Federal Bureau of Investigation, was replaced by William A. Meincke. Patrick J. Leary, Lyon County Attorney, resigned from the Board and was replaced by Scott County Attorney Dennis Moriarty. Lt. Walter Peterson, Duluth Police Department, was succeeded on the Board by Officer Duane J. Korbel, St. Louis Park Police Department. James H. Crawford, Director of Public Safety in Golden Valley, was appointed to the vacancy of Chief Clyde Sorensen, St. Louis Park Police Department. The present membership of the Board is as follows:

Russell Brooberg, Fergus Falls (public member)
James C. Crawford, Chief, Minnesota State Patrol
James H. Crawford, Public Safety Director, Golden Valley
David H. Estenson, Minneapolis Police Department
Neil S. Haugerud, Preston (public member)
Carl E. Johnson, Chief, Minneapolis Police Department
Duane J. Korbel, St. Louis Park Police Department
William A. Meincke, Special Agent in Charge, FBI
Dennis Moriarty, Scott County Attorney
Thomas P. Motherway, Chief, Hibbing Police Department
Donald J. Omodt, Sheriff of Hennepin County
Theodore Rix, First Assistant Hennepin County Attorney
Richard H. Rowan, Chief, St. Paul Police Department
Warren Spannaus, Attorney General (represented by Richard G. Evans, Special Assistant Attorney General)
Ralph W. Talbot, Sheriff of Anoka County
Milo S. Tasky, Chief, Duluth Police Department
Paul J. Tschida, Superintendent, Bureau of Criminal Apprehension

The Minnesota Peace Officer Training Board is required by statute to hold at least four meetings of the full membership each year. Most meetings are held in the Metro area, but the Board has also met several times at outstate educational institutions which have programs in law enforcement or criminal justice studies. During fiscal years 1975 and 1976 the following Board meetings were held:

August 2, 1974, at Paul's Place Inn, Roseville.
November 15, 1974, at the Management Center, College of St. Thomas, St. Paul.
January 17, 1975, at the same location.
April 4, 1975, at Atwood Memorial Center, St. Cloud State University, St. Cloud.
July 11, 1975, at Brainerd Community College, Brainerd.
August 26, 1975, at the Management Center, College of St. Thomas, St. Paul.
November 25, 1975, at Alexandria Area Technical Institute, Alexandria.
February 20, 1976, at the Management Center, College of St. Thomas, St. Paul.
May 13, 1976, at the same location.

In addition to these meetings of the full Board, the executive committee and a new committee on curriculum each met several times.

**1976 AMENDMENT TO THE PEACE OFFICER TRAINING LAW
AND NEW LEGISLATION SUPPORTED BY THE BOARD**

Pre-service training of students. In 1976 the Minnesota legislature amended the peace officer training law (Minn. Stat. §626.451, Subd. 2) as shown in Appendix C. This amendment is included in Chapter 52 of the 1976 session laws. The amendment reduced from 1,500 hours to 1,000 hours the minimum instruction which a student must complete in a post-secondary law enforcement program to become eligible to attend the basic police course. The effect of the amendment is to make it possible for college students in such a program to equate to 1,000 hours their two-year degree program in law enforcement or a senior college program in criminal justice studies. Before 1976 only students in a law enforcement program in a vocational school could meet the minimum requirement. No appropriation was provided for additional basic schools with the result that few if any students will be trained during fiscal year 1977.

Mandatory training of all peace officers. Cities of less than 1,000 population are not presently required to enroll their peace officers in the basic police course. The Minnesota Peace Officer Training Board feels that all peace officers, who carry firearms and have the authority to make arrests, should be required to complete the minimum basic police course. Legislation to this effect should be considered during the 1977 legislative session.

Penalty assessment on fines. Legislation will also be introduced to add a 10% assessment to all fines imposed in punishment for felonies or for misdemeanors other than parking violations. Such an assessment would yield about \$1,280,000 in revenues per year, and under the proposed legislation a maximum of \$900,000 from this source could be used for police training and for reimbursement to local units of government for the costs which they incur in sending their peace officers to mandatory training courses. Similar legislation was introduced in the 1976 legislative session, and hearings have been held in the House of Representatives but not yet in the Senate.

REVISION OF ATTORNEY GENERAL'S RULES: ADOPTION OF MINIMUM STANDARDS FOR THE SELECTION OF NEW PEACE OFFICERS

In 1974 the Minnesota legislature amended sections (d) and (e) of Minn. Stat. §626.843, Subd. 1. This amendment authorized the Minnesota Peace Officer Training Board to recommend to the Attorney General rules and regulations with respect to "[m]inimum standards of physical, mental and educational fitness which shall govern the recruitment of nonelective peace officers within the state . . ." and "[m]inimum standards of conduct which would affect the performance of the individual in his duties as a peace officer . . ."

The Board prepared for the adoption of minimum recruitment standards by holding regional meetings of Minnesota chiefs of police and sheriffs during the summer of 1975. At these meetings the Executive Director explained the new legislation to the law enforcement administrators present and asked them for their views as to what minimum standards should be included in the next revision of the Attorney General's Rules pertaining to peace officer training. Survey forms were completed by a number of other department heads who could not personally attend the regional meetings.

On August 26, 1975, the Board recommended a revision of the Rules to the Attorney General. The most important addition to the Rules is the new mandatory standards given in Rule 207(b). These standards require that all new peace officers must be United States citizens who have never been convicted of any felony and who possess (or are eligible to possess) a valid Minnesota driver's license. Applicants for employment must submit a preliminary application form prior to any testing and a comprehensive application form prior to being hired. Successful applicants must have passed a job-related written test, a thorough medical examination, a job-related test of physical strength and agility, an evaluation by a licensed psychologist, and an oral interview. The appointing authority must also conduct a background investigation of those applicants who are successful in the first parts of the testing procedure. This background check must include fingerprinting of the applicant and a search of state and Federal records to determine that the applicant is free from any criminal record and that his or her standards of conduct are not such as would adversely affect the performance of the duties of a peace officer.

On March 24, 1976, a public hearing was held on the proposed revision of the Rules. Members of minority groups and representatives of law enforcement organizations appeared in support of the revision, and the only critical comments were those of some minority persons who felt that the proposed selection standards were not stringent enough. The hearing officer recommended approval of the proposed revision with the addition of one change pertaining to the requirement for full participation in the basic police course.

The new Rules became effective upon approval by the Attorney General and publication in the *State Register* on August 22, 1976. In addition to the minimum selection standards, the new Rules include criteria for successful completion of the basic police course, a procedure for testing officers who may be qualified for certification by reason of previous training, and a minimum probationary period for students who complete their basic training prior to the start of their service as peace officers.

The full text of the new Rules is given in Appendix B to this report.

EVALUATION AND EXPANSION OF TRAINING PROGRAMS

Evaluation of basic police training. The Governor's Crime Commission has obtained discretionary funds to evaluate the effectiveness of the basic police training program mandated in the Attorney General's Rules. The evaluation project began in January 1976, when a five-person evaluation team was employed by the Commission. In the spring and summer of 1976 this team collected raw data from the various basic police schools. The project is scheduled to be completed in the late fall of 1977.

Expansion of training programs. On July 11, 1975, the Minnesota Peace Officer Training Board approved a resolution calling for an increase in the basic police course from eight weeks to ten weeks by 1978, a lengthening of the intermediate command course from one week to two weeks, and refresher training for peace officers every second year. A curriculum committee was appointed and given the responsibility of reviewing the content of the basic and supervisory training courses. This committee will recommend to the Board what subjects should be allocated more training hours and what new subjects should be added to the two courses. Minnesota judges, county attorneys, and law enforcement administrators will be surveyed to determine the areas of training which they feel should be emphasized. The refresher course will offer training in new laws, new rules of procedure, and technological changes which have occurred since our peace officers completed their basic training. The Bureau of Criminal Apprehension was asked to prepare a budget request which will reflect the additional weeks of training proposed in the resolution of July 1975.

CERTIFIED PEACE OFFICER TRAINING PROGRAMS

Mandatory Training Courses (Basic and Supervisory)

The Minnesota peace officer training law, which was enacted in 1967, mandates basic police training for all new peace officers except those who serve a city of less than 1,000 population. Supervisory training for newly appointed supervisors was mandated in the Attorney General's Rules of 1971. In 1973 the Minnesota legislature amended the peace officer training law so as to allow the pre-service training of students who have completed at least two years of law enforcement instruction in vocational schools, and in 1976 the legislature extended the same eligibility to college students in law enforcement or criminal justice studies programs. The 1976 amendment also provided that students must meet minimum standards to be established by the Minnesota Peace Officer Training Board.

During the biennium 1975-76 the Minnesota Bureau of Criminal Apprehension conducted 18 basic police schools which were successfully completed by 646 active peace officers and 109 students. One school was conducted in Alexandria, and all other schools were offered in the Metro area. The St. Paul Police Department, the Minneapolis Police Department, and the Minnesota State Patrol each conducted one basic police academy. A total of 85 new peace officers were trained in these three schools.

During the same biennium the Bureau of Criminal Apprehension conducted ten supervisory training schools which were successfully completed by 275 officers. Seven of these courses were intermediate command courses, intended primarily for newly appointed first-line supervisors, and three were police management courses offered for department heads and senior supervisors. The Minnesota State Patrol offered one command school which was completed by 17 state troopers, and the Federal Bureau of Investigation assisted the Minneapolis Police Department in conducting a supervisory course for 30 Minneapolis police officers.

The Bureau of Criminal Apprehension also offered refresher training courses and specialized training in subjects such as criminal investigation and traffic. These courses are not mandatory, but the Bureau's program is approved each year by the Minnesota Peace Officer Training Board. Further details are available in the annual reports of the Bureau's police training section.

BCA Basic Police Courses

<u>Dates</u>	<u>Location</u>	<u>Trainees</u> ¹
Sept. 9 - Nov. 1, 1974	Highway Training Center, Arden Hills	42
Sept. 16 - Nov. 8, 1974	same	41
Nov. 4, 1974 - Jan. 10, 1975	same	40
Nov. 11, 1974 - Jan. 17, 1975	Anoka Armory, Anoka	39
Jan. 20 - March 14, 1975	Highway Training Center	45
Jan. 27 - March 21, 1975	same	40
March 17 - May 9, 1975	same	45
March 24 - May 16, 1975	Anoka Armory	44
March 31 - May 23, 1975	Highway Training Center	43
Sept. 8 - Oct. 31, 1975	same	40
Sept. 15 - Nov. 7, 1975	same	39
Nov. 3, 1975 - Jan. 16, 1976	same	44
Nov. 10, 1975 - Jan. 23, 1976	Anoka Armory	40
Jan. 19 - March 12, 1976	Highway Training Center	43
Jan. 26 - March 19, 1976	Anoka Armory	41
March 15 - May 7, 1976	Highway Training Center	44
March 22 - May 14, 1976	same	41
March 29 - May 19, 1976	Alexandria Area Technical Institute, Alexandria	43

Other Basic Police Courses

<u>Academy</u>	<u>Dates</u>	<u>Trainees</u>
Minneapolis Police Academy	July 1 - Oct. 30, 1975	28
St. Paul Police Academy	Sept. 8, 1975 - Jan. 15, 1976	42
State Patrol Academy	May 10 - Aug. 27, 1976	15

¹These totals include some persons who completed part of their training in a later school.

BCA Supervisory Courses²

<u>Course</u>	<u>Dates</u>	<u>Trainees</u>
Intermediate Command	Dec. 5-9, 1974	46
Intermediate Command	Jan. 23-27, 1975	27
Intermediate Command	Feb. 19-24, 1975	32
Police Management	March 6-10, 1975	13
Police Management	May 1-5, 1975	17
Intermediate Command	Oct. 20-24, 1975	30
Intermediate Command	Jan. 12-16, 1976	34
Police Management	Jan. 26-30, 1976	25
Intermediate Command	March 8-12, 1976	22
Intermediate Command	May 3-7, 1976	29

Other Certified Supervisory Courses

<u>Agency</u>	<u>Dates</u>	<u>Trainees</u>
Minneapolis Police Department	Aug. 26-30, 1974	30
Minnesota State Patrol	Sept. 23-27, 1974	17

Training of Police Radar Operators

In the early spring of 1974 the Hennepin County Municipal Court advised the law enforcement agencies within its jurisdiction that the Court would dismiss future speeding cases in which the evidence depended upon radar speed detection devices used by officers who had not been trained in the operation of such devices. The Hennepin County Chiefs of Police Association requested the Minnesota Peace Officer Training Board to coordinate a radar training program, and the Board authorized its Executive Director to establish a system of radar training and certification on a statewide basis. The Minnesota State Patrol agreed to conduct radar training regionally, and the St. Paul Police Department, the Minneapolis Police Department, and the Hennepin County Sheriff's Office also wished to have members of these departments certified to teach police radar operation.

The Board sponsored a workshop for radar instructors on July 16 and 17, 1974. Two State Patrol officers from each of the Patrol's twelve regional stations participated in this workshop, as did two officers from each of the other interested agencies. The participants developed training guidelines, a standard lesson plan, and standard test questions.

"Grandfather" certificates were issued on request to those peace officers who were experienced in radar operation and were currently using speed detection devices. These certificates expired on December 31, 1975, however, and to gain recertification the operators were required to attend a 2-hour radar school and pass a written test with a score of at least 70%. New operators were certified upon completing the school, passing the written test, and also completing a field demonstration using the type of radar equipment owned by their respective law enforcement agencies.

More than 2,000 Minnesota peace officers have now completed their training in radar operation. Many outstate courts have adopted the same requirements as those initiated in Hennepin County, but as a result of the training and certification program there are very few contested cases in which radar speed detection devices have been used by certified operators.

²All of these courses were conducted at the Highway Training Center in Arden Hills.

INSTRUCTOR TRAINING

Since 1969 the Minnesota Peace Officer Training Board has sponsored instructor training courses which teach Minnesota peace officers how to train other officers in statewide programs and in the in-service programs of county and local law enforcement agencies. The instructor training program was begun under grants from the Winton Fund and the Hill Foundation, and in the beginning it was conducted by the Management Center of the College of St. Thomas. The Center and the Executive Director of the Board developed a two-week basic instructor training course which included the identification of learning objectives, the preparation of lesson plans, communications skills, and the use of audio-visual equipment. One-week refresher courses were offered for experienced instructors.

In 1973 the Board requested a legislative appropriation to continue the instructor training program, but this item was cut from our budget. The Board then sought the help of the Federal Bureau of Investigation, and the Bureau agreed to present one two-week instructor course starting on August 12, 1974, and another starting August 4, 1975. Special agents from the Bureau's National Academy conducted these courses, which were limited to 25 officers each. We wish to take this opportunity to thank the Bureau for providing this assistance to us.

CERTIFICATION TESTING

Prior to July 1973 the Minnesota Peace Officer Training Board considered requests for exemption from basic training on a case by case basis. The Board or the Executive Director granted exemption whenever an officer's training was equivalent to that offered in the minimum basic police course, but this procedure was unsatisfactory in that the Board could not make a determination that the officer had mastered the subjects taught in the basic course. In 1973 a testing procedure took the place of the case by case consideration of certification requests.

Officers are eligible for certification testing if they have been trained in Minnesota but have been out of law enforcement for more than six months but less than two years,¹ or if they have completed equivalent training in another state. They must be currently employed as peace officers, and they are required to sign a waiver which permits the release of any pertinent information regarding their previous service in law enforcement. The Executive Director conducts a background investigation of the officer before allowing him or her to take the certification test.

The certification test is divided into eight parts which correspond to the eight weeks of the minimum basic police course. If an officer passes the test overall, but fails any of the most important sections, he or she is required to complete the corresponding week(s) of the basic police course. The entire basic course must be completed by an officer who fails overall. Eligible officers are given three chances to pass the certification test. Only a few officers have passed the test on their first attempt, but only a very few have failed all three times.

The Board feels that its testing procedure has been successful in determining which officers should be certified or recertified without having to complete all or part of a second basic police course. In 1976 the testing procedure was mandated in the Rules of the Attorney General, and the National Association of State Directors of Law Enforcement Training has recommended that other states incorporate into their regulations a certification testing procedure similar to that of Minnesota.

¹Recertification is not necessary when an officer returns to law enforcement within six months of terminating his previous employment as a peace officer.

WORKSHOP ON PSYCHOLOGICAL EVALUATION OF NEW PEACE OFFICERS

On September 4, 1975, the Minnesota Peace Officer Training Board sponsored a workshop which was attended by a large number of psychologists, most of them from regional mental health centers, who have evaluated prospective peace officers for law enforcement agencies throughout Minnesota. Dr. Robert Flint served as coordinator of this meeting, and the Minnesota State Patrol offered its training center as a meeting site.

The participants in the workshop took part in a number of technical discussions. There was also a panel of five law enforcement administrators who discussed the characteristics which they look for in hiring a new peace officer and to which the psychological evaluation process should be addressed. The panelists were from the State Patrol, the Beltrami County Sheriff's Office, the Robbinsdale Police Department, and the Public Safety Departments of Golden Valley and Richfield. After listening to this panel the participating psychologists compared their respective evaluation procedures in small group discussions.

The participants generally felt that the workshop should be followed by a second meeting in the fall of 1976. The second meeting would be primarily for the purpose of achieving a greater degree of uniformity in the psychological evaluation of new peace officers.

FEDERAL GRANT PROGRAMS

Since July 1974 the Minnesota Peace Officer Training Board has administered three grants awarded by the Governor's Crime Commission under the law enforcement assistance program.

Law Enforcement Resource Center. A grant to create a library of law enforcement training films became effective on July 1, 1974. Correctional Service of Minnesota, 1427 Washington Avenue South, Minneapolis, MN 55404, was awarded a contract under which it served as the repository for the library, edited the films, and handled all mailing and distribution. A committee of law enforcement trainers previewed the films and recommended purchases. Approximately 400 films were purchased as of June 30, 1976, several of them in more than a single copy. A film catalog was sent to all Minnesota law enforcement agencies in the summer of 1975. The catalog gave directions on how to preview, acquire, and use the training films. Films in the library are available at no cost to any law enforcement or other criminal justice agency, and users which are not part of the criminal justice system may also use the films by paying a rental. Matching funds for the third year of operation come from public foundations and donations. By the fourth year the project should be self sustaining from rentals and still able to provide films on a rent-free basis to law enforcement and other criminal justice agencies.

Law Enforcement Personnel Data Base. This grant has begun its third year of funding. Two computer files have been created, one of them on law enforcement personnel in Minnesota and the other on Minnesota law enforcement agencies. The personnel data base contains information on the experience, education, training, and rank of Minnesota peace officers. The departmental data base contains information on the population served, officers and nonsworn personnel employed, salaries paid, and reserve officers of each law enforcement agency.

Standards Compliance and Planning Coordinator. This grant becomes effective on September 15, 1976. The grant creates a new staff position for an experienced law enforcement administrator who will assist local units of governments in their efforts to comply with the mandatory minimum selection standards which became effective on August 22, 1976. The coordinator will also be responsible for organizing the pre-service training of students pursuant to the 1976 amendment to the peace officer training law.

BASIC TRAINING REIMBURSEMENT PROGRAM

The Minnesota legislature provided \$300,000 per year for reimbursement during the biennium 1974-75 and \$350,000 per year during the biennium 1976-77. These monies were used to reimburse local units of governments for part of the expenses which they incurred in sending their peace officers to the basic police course. During fiscal year 1975 the local units of government expended an average of \$2,141 in salary, living expenses and travel expenses for each trainee who completed the basic course. Our reimbursement payment that year was \$1,075 per trainee. In fiscal year 1976 many law enforcement agencies employed new peace officers under the Comprehensive Employment Training Act. The salaries of these officers were paid through the CETA program, and consequently their employing units of government were limited to reimbursement for expenses only. (The maximum reimbursement in such cases was \$320.) Reimbursement for the training of other officers was increased only to \$1,100 per trainee, since the larger appropriation was partly offset by a larger number of officers trained. Minnesota counties and cities received the following amounts in reimbursement during the years 1975 and 1976.

Reimbursement Payments

Local Unit of Government	FY 1975	FY 1976	Local Unit of Government	FY 1975	FY 1976
Atkin County	\$ 0	\$1,100	Olmsted County	\$6,450	\$ 0
Anoka County	6,450	8,800	Otter Tail County	1,075	1,100
Becker County	3,225	2,200	Pennington County	0	1,100
Beltrami County	1,075	3,300	Pine County	5,375	0
Big Stone County	3,225	0	Pipestone County	0	1,100
Blue Earth County	3,225	0	Polk County	0	1,100
Brown County	1,075	1,100	Ramsey County	9,675	9,900
Carver County	5,375	3,300	Red Lake County	2,150	1,100
Cass County	0	3,300	Renville County	0	1,100
Chisago County	4,300	2,200	Rice County	1,075	0
Clay County	0	1,100	Roseau County	2,150	1,100
Clearwater County	1,075	0	Saint Louis County	9,675	1,100
Cook County	0	1,100	Scott County	1,075	2,200
Dakota County	0	4,400	Sherburne County	2,150	1,100
Dodge County	2,150	0	Sibley County	0	2,200
Douglas County	1,075	1,100	Stearns County	0	4,400
Fairbault County	1,075	320	Steele County	0	2,200
Fillmore County	1,075	0	Stevens County	1,075	0
Freeborn County	2,150	0	Traverse County	0	1,100
Goodhue County	4,300	2,200	Wabasha County	1,075	1,100
Hennepin County	5,375	6,600	Wadena County	1,075	0
Hennepin County Park Reserve District	2,150	3,300	Washington County	2,150	6,600
Hubbard County	1,075	320	Watsonwan County	0	1,100
Itasca County	0	2,200	Winona County	2,150	640
Jackson County	1,075	0	Wright County	3,225	1,100
Kanabec County	1,075	1,100	Ada	0	1,420
Kandiyohi County	0	1,100	Akeley	1,075	0
Kittson County	0	1,100	Albany	0	1,100
Koochiching County	0	1,100	Albert Lea	2,150	0
Lake of the Woods County	1,075	1,100	Anoka	0	3,300
Le Sueur County	1,075	2,200	Appleton	1,075	0
Lyon County	3,225	0	Apple Valley	0	2,840
Mahnomen County	2,150	320	Arden Hills	1,075	0
Marshall County	1,075	0	Austin	2,150	1,100
Martin County	0	1,100	Babbitt	1,075	0
Meeker County	3,225	0	Baxter	0	320
Mille Lacs County	3,225	0	Bayport	0	1,100
Morrison County	3,225	2,200	Bemidji	0	1,100
Mower County	2,150	1,100	Benson	0	1,100
Murray County	2,150	0	Big Falls	0	320
Norman County	1,075	0	Brwabik	0	1,100
			Blaine	3,225	0

<u>Local Unit of Government</u>	<u>FY 1975</u>	<u>FY 1976</u>	<u>Local Unit of Government</u>	<u>FY 1975</u>	<u>FY 1976</u>
Bloomington	\$1,075	\$4,400	Hayfield	\$1,075	\$ 0
Blue Earth	1,075	0	Hector	0	1,100
Brainerd	0	2,200	Hermantown	0	1,100
Breckenridge	2,150	0	Hibbing	5,375	4,400
Brooklyn Center	2,150	1,420	Hill City	0	320
Brooklyn Park	0	1,100	Houston	1,075	0
Brooklyn	1,075	0	Howard Lake	0	1,100
Brownsdale	0	1,100	Hugo	0	1,100
Buhl	1,075	0	Hutchinson	2,150	1,100
Burnsville	3,225	3,300	Independence	0	1,100
Cannon Falls	0	1,100	Inver Grove Heights	0	1,100
Cass Lake	0	320	Jordan	0	1,100
Champlin	1,075	1,100	Kasson	1,075	0
Chatfield	1,075	0	Kenyon	1,075	0
Chisago City	0	1,100	Lake City	1,075	0
Chisholm	3,225	2,200	Lake Edward	1,075	0
Cloquet	2,150	3,300	Lakeville	0	4,400
Cold Spring	0	1,100	Le Sueur	1,075	1,100
Coleraine	1,075	0	Lewiston	1,075	0
Columbia Heights	5,375	0	Litchfield	2,150	0
Coon Rapids	5,375	2,200	Long Prairie	0	2,200
Cottage Grove	1,075	0	Madison	1,075	0
Crookston	1,075	2,200	Mahnomen	0	1,100
Crosby	1,075	1,100	Mankato	2,150	0
Crosslake	1,075	1,100	Mantorville	1,075	1,100
Crystal	2,150	3,300	Maple Grove	1,075	1,100
Dassel	0	320	Maple Lake	1,075	0
Dawson	3,225	0	Mapleton	0	1,100
Dayton	0	2,200	Maplewood	1,075	0
Detroit Lakes	0	2,200	Marshall	2,150	1,100
Dodge Center	0	1,100	McIntosh	1,075	0
Duluth	2,150	0	Medina	1,075	0
Dundas	1,075	0	Melrose	1,075	0
Eagan	2,150	2,200	Menahga	0	320
East Grand Forks	1,075	0	Minneapolis	4,300	8,960
Eden Prairie	2,150	1,100	Minneapolis Park Board	0	1,100
Edina	1,075	0	Montevideo	2,150	0
Elk River	1,075	2,200	Moorhead	0	7,700
Eveleth	2,150	2,200	Morristown	905	0
Fairmont	3,325	0	Mounds View	2,150	1,100
Faribault	1,075	0	Mountain Iron	1,075	0
Fergus Falls	3,325	5,500	Nashwauk	0	320
Forest Lake	1,075	0	Nevis	1,075	0
Fosston	0	1,100	New Brighton	0	3,300
Frazee	1,075	1,420	Newport	1,075	0
Fulda	1,075	0	New Prague	1,075	1,100
Gilbert	0	2,200	New Ulm	0	2,200
Glencoe	0	1,100	Nisswa	0	1,100
Glenwood	1,075	0	Northfield	0	1,100
Golden Valley	2,150	0	North Mankato	1,075	0
Goodview	1,075	0	North Saint Paul	0	3,300
Grand Marais	0	1,100	Oakdale	0	1,100
Grand Rapids	1,075	1,100	Orono	1,075	0
Granite Falls	0	1,100	Ortonville	0	1,100
Green Isle	1,075	0	Osakis	1,075	0
Hackensack	0	1,100	Oslo	1,075	0

<u>Local Unit of Government</u>	<u>FY 1975</u>	<u>FY 1976</u>	<u>Local Unit of Government</u>	<u>FY 1975</u>	<u>FY 1976</u>
Perham	\$ 0	\$1,100	South Saint Paul	\$1,075	\$ 0
Pine River	0	1,100	Spring Grove	0	320
Pipestone	0	2,200	Stephen	1,075	0
Proctor	2,150	0	Stillwater	4,300	0
Ramsey	1,075	0	Thief River Falls	2,150	1,100
Redwood Falls	0	1,100	Tracy	3,225	1,100
Rice Lake	0	320	Trimont	1,075	0
Richfield	1,075	6,600	Two Harbors	0	1,100
Robbinsdale	0	2,200	Virginia	3,225	5,500
Rochester	4,300	6,600	Waite Park	1,075	0
Rosemount	1,075	1,100	Warren	0	1,100
Roseville	3,225	0	Wells	1,075	0
Saint Cloud	2,150	2,200	West Concord	1,075	0
Saint James	2,150	0	Wheaton	1,075	0
Saint Joseph	1,075	1,100	White Bear Lake	1,075	1,100
Saint Louis Park	0	3,300	Willmar	1,075	0
Saint Paul	0	45,100	Winnebago	1,075	0
Saint Paul Park	1,075	0	Winona	3,225	1,100
Sauk Centre	1,075	0	Winthrop	0	1,100
Sauk Rapids	1,075	0	Worthington	2,150	3,300
Shakopee	1,075	0	Zumbrota	1,075	1,100
Silver Lake	0	1,100			

APPENDIX A
MINNESOTA PEACE OFFICER TRAINING LAW

626.841 PEACE OFFICER TRAINING BOARD; MEMBERS. There is hereby created in the office of the attorney general the Minnesota peace officer training board, hereinafter referred to as the "board." The board shall be composed of the following:

- (a) Two members to be appointed by the governor from among the county sheriffs in Minnesota;
- (b) Two members to be appointed by the governor from among the chiefs of police of Minnesota municipalities;
- (c) Two members to be appointed by the governor from among peace officers in Minnesota municipalities other than chiefs of police or sheriffs;
- (d) Two members to be appointed by the governor from among the county attorneys or their assistants in Minnesota, one of whom shall be from a county containing a city of the first class;
- (e) The chiefs of police of each city of the first class;
- (f) The superintendent of the Minnesota bureau of criminal apprehension or his designee;
- (g) The chief of the Minnesota highway patrol or his designee;
- (h) The special agent-in-charge of a field office of the federal bureau of investigation in this state or his designee;
- (i) The attorney general or his designee, and
- (j) Two members to be appointed by the governor from among the general public.

626.842 TERMS, MEETINGS, COMPENSATION. Members of the board appointed pursuant to clauses (a), (b), (c), (d), and (j) shall serve for a term of four years. When initial appointments are made a member from clauses (a), (b), (c), (d), and (j) shall be appointed for a two year term.

If any incumbent sheriff, chief of police, peace officer or county attorney so appointed ceases to be a sheriff, chief of police, peace officer or county attorney prior to the expiration of his term as a member of the board, the governor shall be notified by the executive director of the board that a vacancy exists or is about to exist, and the governor shall forthwith appoint some other incumbent sheriff, chief of police, peace officer or county attorney to complete his term. Similar notification shall be made by the executive director of a vacancy existing or about to exist as to a member appointed pursuant to clause (j) and the governor shall make a similar appointment.

The board shall meet at least four times each year. Special meetings shall be called at the request of the executive director, the attorney general, or upon the written request of a majority of the members of the board. All recommendations by the board to the attorney general shall require the affirmative vote of a majority of the members of the board.

Membership on the board shall not constitute the holding of a public office, and members of the board shall not be required to take and file oaths of office or submit a public official's bond before serving on the board.

The members of the board shall receive no compensation for their services but shall be allowed their actual and necessary expenses incurred in the performance of their duties.

No member of the board shall be disqualified from holding any public office or employment, by reason of his appointment to the board, nor shall he forfeit any such office or employment notwithstanding any general, special, or local restriction, or ordinance, or city charter to the contrary.

626.843 RULES AND REGULATIONS, RECOMMENDATIONS, EXECUTIVE DIRECTOR. Subdivision 1. The Minnesota peace officer training board may recommend to the attorney general rules and regulations with respect to:

- (a) The approval or disapproval thereof, of peace officer training schools or courses including training schools for the Minnesota highway patrol. Such schools shall include schools administered by the state, county, school district, municipality, or joint or contractual combinations thereof, and such courses shall include police training courses taught at vocational schools and trade schools;
- (b) Minimum courses of study, attendance requirements, and equipment and facilities to be required at each approved peace officers training school located within the state;
- (c) Minimum qualifications for instructors at approved peace officers training schools located within this state;

(d) Minimum standards of physical, mental and educational fitness which shall govern the recruitment of non-elective peace officers within the state, by any state, county, municipality, or joint or contractual combination thereof, including members of the Minnesota highway patrol;

(e) Minimum standards of conduct which would affect the performance of the individual in his duties as a peace officer;

(f) Minimum basic training which peace officers appointed to temporary or probationary terms shall complete before being eligible for permanent appointment, and the time within which such basic training must be completed following any such appointment to a temporary or probationary term;

(g) Minimum basic training which peace officers not appointed for temporary or probationary terms but appointed on other than a permanent basis shall complete in order to be eligible for continued employment or permanent employment, and the time within which such basic training must be completed following such appointment on a nonpermanent basis;

(h) Categories or classifications of advance in-service training programs and minimum courses of study and attendance requirements with respect to such categories and classifications;

(i) Grading, reporting, attendance and other records, and certificates of attendance or accomplishment; and

(j) Such other matters as may be necessary.

Subd. 2. An executive director shall be appointed by and serve at the pleasure of the governor. He shall be in the unclassified service and receive compensation as fixed by the director of civil service, and reimbursement for the expenses within the accounts available by appropriation. The board may appoint such employees, agents and consultants as they may deem necessary, prescribe their duties, and provide for reimbursement of their expenses. Such employees shall be in the classified service and subject to sections 43.09 to 43.17.

Subd. 3. The board may, in addition:

(a) Recommend studies, surveys, and reports to be made by the executive director regarding the carrying out of the objectives and purposes of sections 626.841 to 626.854;

(b) Visit and inspect any peace officer training school approved by the executive director or for which application for such approval has been made;

(c) Make recommendations, from time to time, to the executive director, attorney general, governor, and the legislature regarding the carrying out of the objectives and purposes of sections 826.841 to 826.854;

(d) Perform such other acts as may be necessary or appropriate to carry out the powers and duties of the board as set forth in sections 626.841 to 826.849.

Subd. 4. The board shall report to the attorney general from time to time, and to the governor and the legislature at least biennially concerning the activities of the board.

626.844 ATTORNEY GENERAL. The attorney general may adopt and promulgate rules and regulations including but not limited to regulations and rules recommended by the board to the attorney general pursuant to section 626.843, section 626.846, subdivision 2, and section 626.847. When the attorney general promulgates any rules or regulations recommended by the board, he shall transmit a certified copy thereof to the secretary of state.

626.845 EXECUTIVE DIRECTOR. The executive director, on behalf of the board, shall have the following powers and duties, to be exercised with the approval of the board and to be executed only in full accordance with the rules and regulations promulgated by the attorney general pursuant to section 626.844:

(a) To approve peace officers training schools administered by state, county, and municipalities located within this state;

(b) To issue certificates of approval to such approved schools, and to revoke such certification of approval when necessary to maintain the objectives and purposes of sections 626.841 to 626.854;

(c) To certify, as qualified, instructors at approved peace officer training schools, and to issue appropriate certificates to such instructors;

(d) To certify peace officers who have satisfactorily completed basic training programs, and to issue appropriate certificates to such peace officers.

(e) To cause studies and surveys to be made relating to the establishment, operation, and approval of state, county, and municipal peace officer training schools;

(f) To consult and cooperate with state, county, and municipal peace officer training schools for the development of advanced in-service training programs for peace officers;

(g) To consult and cooperate with universities and colleges for the development of specialized courses of instruction and study in the state for peace officers in police science and police administration;

(h) To consult and cooperate with other departments and agencies of the state and federal governments concerned with peace officer training;

(i) To perform such other acts as may be necessary and appropriate to carry out his powers and duties as set forth in the provisions of sections 626.841 to 626.854; and

(j) To report to the board, from time to time, at the regular meetings of the board and at such other times as may be required by the board.

626.846 ATTENDANCE; FORFEITURE OF POSITION. Subdivision 1. Notwithstanding any general or local law or charter to the contrary, any peace officer employed or elected on or after July 1, 1967, by any state, county, municipality, or joint or contractual combination thereof of the state of Minnesota with a population of more than 1,000 according to the last federal census shall attend a peace officers training course within 12 months of his appointment, except as provided in section 626.853.

Subd. 2. Every peace officer shall be appointed by any state, county, municipality or joint or contractual combination thereof of the state of Minnesota with a population of more than 1,000 according to the last federal census, on a temporary basis or for a probationary term, shall forfeit his position unless he has satisfactorily completed, within the time prescribed by the rules and regulations promulgated pursuant to sections 626.841 to 626.854, an approved peace officer training program, except as provided in section 626.853. Any other peace officer employed or elected by any state, county, municipality or joint or contractual combination thereof, may attend peace officer training course subject to the rules and regulations promulgated pursuant to sections 626.841 to 626.854.

626.847 COMPULSORY PROGRAM; EXEMPTIONS. Nothing contained in sections 626.841 to 626.854, except the population limits in section 626.846 and section 626.853, shall be construed to exempt any peace officer charged with the enforcement of the general criminal laws of the state from the provisions of sections 626.841 to 626.854, or to exempt a peace officer having received his last permanent appointment prior to July 1, 1967. The peace officers training board may recommend by a two-thirds vote rules and regulations for the minimum basic training for all peace officers who received an appointment prior to July 1, 1967. Upon the adoption of such rules and regulations by the attorney general all such peace officers shall comply with such rules and regulations.

626.848 TRAINING COURSES, LOCATIONS. The superintendent of the bureau of criminal apprehension shall provide courses at convenient locations in the state, for training peace officers in their powers and duties, and in the use of approved equipment and the latest technique for detection, identification and apprehension of criminals. For this purpose, the superintendent may use the services and employees of the bureau.

626.849 SCHEDULE OF SUBJECT MATERIAL. The superintendent of the bureau of criminal apprehension shall prepare not later than August 1 of each year a written schedule of subject material to be taught in each training course, the scheduled instructors for each subject and the time and place for each subject presentation. This material shall be presented to the board. The subject material, instructors, and schedules may be approved or disapproved by a majority vote of the board before September 1 of each year and if disapproved, the proposal shall be revised and re-presented to the board for their view in like manner.

626.85 INSTRUCTORS; DONATIONS, CONTRIBUTIONS. Subdivision 1. In addition to the bureau employees assigned to police training, full time or part time, the superintendent is authorized to engage such part time instructors as he deems proper and necessary to furnish the best possible instruction in police sciences, subject to the limitation of funds as appropriated and available for expenditure. Sections 43.09 to 43.17 shall not apply to such part time employees.

Subd. 2. Any donations, contributions, grants, or gifts which may be received shall be accepted without recourse to the donor, and shall become the property of the state. All cash receipts shall be deposited with the state treasurer, and are hereby appropriated to the bureau in the quarter in which they were so deposited.

626.851 ELIGIBLE OFFICERS. Subdivision 1. Any police officer employed or elected by any county or municipality of the state of Minnesota shall be eligible to attend such training courses as herein provided in accordance with the rules and regulations of the board.

Subd. 2. Any student successfully completing 1,000 hours of law enforcement instruction in a post secondary educational law enforcement program which is approved by the Minnesota state department of education or an accredited institution of higher learning, shall be eligible, upon compliance with the requirements prescribed by rules of the attorney general

for the Minnesota peace officer training board, to receive the minimum basic police training as established under section 626.843 conducted by the Minnesota bureau of criminal apprehension in facilities provided by the institute. Upon satisfactory completion of the training course conducted by the bureau the certificate shall be awarded to the individual.

626.852 TUITION, SALARY AND EXPENSES. No tuition shall be charged any officer for attending any training school herein provided for, and each officer when assigned to attend the police school shall receive his regular salary and shall be reimbursed by the governing body of the governmental unit or combination of governmental units from which elected or by which employed for his cost of meals, travel, and lodgings while in attendance at the police school, not to exceed similar allowance for state employees, except as provided in section 626.853.

626.853 PARTICIPATION, POPULATION LIMIT. Notwithstanding other provisions of sections 626.841 to 626.854 to the contrary, peace officers elected or appointed in any governmental unit or combination of governmental units with a total population of more than 500 but less than 1,000 according to the last federal census shall comply with the provisions of sections 626.846 and 626.847 when:

(a) The county board of the county in which such municipality or combination of municipalities is located provides by resolution for reimbursement to such municipality or combination of municipalities for the ordinary and necessary expenses, not including salary, of such officers' attendance at a peace officers training course as set forth in section 626.852, and

(b) The sheriff of such county consents to furnish substitute local protection for such municipality or combination of municipalities, the expense of which, except for salary, his office shall be similarly reimbursed by the county board.

626.854 COOPERATION WITH FEDERAL GOVERNMENT. The Minnesota peace officers training board shall have the further power and authority to cooperate with, receive financial assistance from and join in projects or enter into contracts with the federal government or its agencies for the furtherance of peace officer training within the state.

APPENDIX B
RULES OF THE ATTORNEY GENERAL

Atty Gen 201 Definitions

For the purposes of these rules, the following terms shall have the meanings given them:

- (a) "Appointing agency" means the public official, board, commission, or other person or group of persons responsible for the initial appointment and continued tenure of a person employed as a peace officer.
- (b) "Basic course" means a course of training as described in Section 202 of these rules, or a course which has been approved by the Executive Director in writing, as meeting or exceeding the minimum course content as prescribed in Section 202 of these Rules.
- (c) "Board" means the Minnesota Peace Officer Training Board.
- (d) "Bureau" means the Division of Bureau of Criminal Apprehension, Department of Public Safety of the State of Minnesota.
- (e) "Director" means the director or head of a peace officers training school.
- (f) "Executive Director" means Executive Director of the Minnesota Peace Officers Training Board.
- (g) "Instructor" means a person certified by the Executive Director as qualified to teach at a training school.
- (h) "Lecturer" means a person possessing a sufficient educational background or experience necessary to meet instructional demands made of him.
- (i) "Municipality" means any county, city, town, or other political subdivision of the state.
- (j) "Peace Officer" means any employee of a municipality or state law enforcement agency paid by public funds who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of the state and who has the full power of arrest; and shall also include Minnesota Highway Patrol and state conservation officers.
- (k) "School" means any training school which has been certified by the Executive Director of the Minnesota Peace Officer Training Board for the purpose of training peace officers.
- (l) "Trainee" means a person enrolled in a certified training school. The term also means any person enrolled in a certified training school conducted by the Bureau, whose attendance is authorized by the provisions of Minn. Stat., § 626.851, subd. 2, and complies with the rules as stated herein.

Attn Gen 202 Minnesota Peace Officer Basic Course

- (a) Statement of Purpose. The course described in subsection (e) is a minimum program. Nothing contained in these rules shall limit or be construed as limiting the power of any appointing agency to enact rules which establish a higher standard of training above the minimum required by these rules; or which provide for termination of employment due to unsatisfactory service during probationary periods, or due to violation of the rules of the law enforcement agency employing a peace officer.
- (b) Each trainee enrolled in the basic course shall maintain an adequate notebook during the course and shall submit such a notebook upon demand to the director. In addition to appropriate entries on material covered during the course, the notebook shall also contain all the trainee's written assignments.
- (c) The assembling of examination materials, the giving and supervising of the examinations, and the review of the examination papers shall be the responsibility of the director. The director shall file a copy of any examination upon request of the Executive Director.
- (d) A score of less than 70 on any exam may be cause for requiring the trainee to repeat the material covered at the next session, prior to issuance of the certificate, but no certification shall be issued if the trainee receives less than a score of 70 overall average on all exams. A score of less than 70 on two weekly examinations shall be cause for suspension from the school. Trainees must attain a minimum score of 70 in the first aid and firearms training. However, these numerical scores shall not be included in computing the scholastic overall average.
- (e) The minimum amount of training for which certification can be granted by the Executive Director shall be 280 hours including the following:

- | | |
|---|---------|
| (1) Registration — Orientation | 1 hour |
| (2) Classroom Notetaking & Study Skills | 2 hours |

(3) Jurisdiction of State & Federal Agencies	11 hours
(4) Criminal Laws for Police	57 hours
(5) Administration of Justice	8 hours
(6) Police Patrol Functions & Techniques	21 hours
(7) Traffic Law Enforcement	27 hours
(8) Human Behavior	16 hours
(9) Investigation of Crimes	45 hours
(10) Report Writing & Records	7 hours
(11) First Aid	25 hours
(12) Physical Training & Skills, including basic firearms instruction	36 hours
(13) Crime Prevention	2 hours
(14) Testing & Review	14 hours
(15) Elective Time	8 hours

- (f) The elective time portion of a basic course shall be approved by a resolution of the Board.

Atty Gen 203 Attendance and Completion Information

(a) Attendance shall be required of each trainee at all sessions of any course. Any trainee who is absent for more than one day of any course shall make up such course content to the satisfaction of the director.

(b) Enrollment in any training course shall not exceed 40 trainees; provided that if the Executive Director determines that an exigency exists, an exemption may be granted from this provision.

- (c) Eligible peace officers applying for enrollment in any certified training course shall receive priority acceptance.

(d) All trainees must be physically and psychologically capable of complete participation in all course activities. Any trainee unable to physically or psychologically participate in all aspects of the course shall not be deemed to have satisfactorily completed the course and shall not be certified as having done so.

(e) All trainees enrolled in any certified school shall be subject to the rules and procedures for the conduct of such course as promulgated by the certified school and filed with the Board. Notebooks and handout materials distributed to the trainee shall remain the property of the certified school until the trainee has satisfactorily completed the course.

(f) The director shall be responsible for maintaining and making available to the Board and Executive Director all pertinent information on all training courses conducted at the school. All courses shall be subject to periodic review and evaluation by the Board.

Atty Gen 204 Instructors

(a) Qualifications. All instructors in certified schools must have at least a high school diploma or a certificate of equivalency and two years of experience as a peace officer or a college degree.

(b) Certification of Instructor. Each instructor at a certified school must be certified annually by the Executive Director. No certification will be issued until the instructor files a lesson plan for each subject taught which is accepted by the Executive Director.

(c) These rules shall not preclude a director from engaging lectures in specialized courses. All members of Federal law enforcement agencies are exempt from the certification requirements for instructors set forth herein.

Atty Gen 205 Certification of Schools; Approval Procedure

(a) Before a certification is issued by the Executive Director to any school, the director of the school must file with the Board satisfactory proof that the school will offer the mandatory courses, if any; has the necessary equipment, and has qualified instructors. Further, the director shall also file with the Board such other information as the Executive Director requires, including rules and procedures for the conduct of trainees enrolled in the courses.

(b) The director of the school shall file all information required at least 30 days prior to the commencement of each proposed course, including the proposed maximum enrollment in such course.

Atty Gen 206 Certification of Peace Officers

(a) All peace officers, except those excluded in Minn. Stat., §626.846, subd. 1, and Minn. Stat., §626.853, must commence attendance in a certified basic course at a certified school within one year from the time of their appointment and successfully complete such course within six months of the date of enrollment.

(b) The Executive Director shall issue certificates of compliance with the provisions of Minn. Stat., §626.846 to each peace officer who has satisfactorily completed a basic course as certified by the director.

(c) The Executive Director shall issue a certificate of compliance to a trainee who, pursuant to Minn. Stat., §626.851, subd. 2, has attended and satisfactorily completed a certified basic course conducted by the Bureau and who has, within six months of such completion, been employed as a peace officer as the term is defined in Rule 201(j) of these Rules when such certification is requested by the head of the employing agency following successful completion of that agency's probationary period. This probationary period shall, in no event, be less than one year.

(d) All certificates of compliance awarded by the Board pursuant to Rule 206 shall be deemed to remain the property of the Board and shall be void after six months from the date the individual named thereon terminates employment as a peace officer. The certificate issued may be subject to revocation and recall by the Board for just cause in the event that the termination of employment of the peace officer occurs involuntarily. In the event the Board proceeds to revoke and recall a certificate as provided for herein, the proceeding shall be subject to the provisions of Minn. Stat., §15.0418 to 15.0424.

(e) A peace officer who holds a valid certificate of compliance under the provisions of Rule 206 need not seek recertification solely because of appointment to a new position or election to public office; provided, that the assumption of duties in the new position or elected office occurs within six months of termination of previous appointment as a peace officer.

(f) Notwithstanding the provisions of these Rules relating to the completion of a certified basic course, the Executive Director may issue a certification of compliance to an experienced peace officer who has received training equivalent to that offered at a certified school when a request for such certification is made in writing by the appointing agency. No person shall be subject to this provision unless, in the four years prior to the application hereunder, at least two years of employment was that of a full-time peace officer. The Executive Director shall require detailed information on the applicant's previous training and experience in law enforcement, and passing by the applicant of an examination approved by the Board on the subjects enumerated in Rule 202(e), before a certificate is issued.

(g) If a person applying for exemption pursuant to Rule 206(f) submits fraudulent information, any certificate issued is void.

Acty Gen 207 New Peace Officers

(a) All appointing agencies, when requested, shall furnish the name, address, date of appointment, and other pertinent information concerning a newly appointed peace officer to the Executive Director.

(b) No appointing agency shall appoint any new peace officer who does not comply with the minimum selection standards hereinafter enumerated; provided, that these standards shall not be construed to restrict an appointing agency from promulgating more rigid standards in the areas enumerated.

(1) The applicant must be a citizen of the United States.

(2) The applicant must possess or be eligible for a valid State of Minnesota driver's license.

(3) The applicant must successfully pass a written examination demonstrating the possession of all mental skills necessary for the accomplishment of the duties and functions of a peace officer.

(4) The applicant shall be required to complete and submit to the appointing agency a preliminary application form before testing and a comprehensive application form after testing and just prior to hiring. The prospective employee shall be fingerprinted, and a thorough background search shall be made through the resources of local, state and Federal agencies in order to disclose the existence of any criminal record or the existence of unacceptable standards of conduct which would adversely affect the performance by the individual of his duties as a peace officer.

(5) The applicant shall not have been convicted of a felony in this state or in any other state or in any Federal jurisdiction, or of any offense in any other state or in any Federal jurisdiction, which would have been a felony if committed in this state.

(6) A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that he or she is free from any physical condition which might adversely affect the performance by the individual of his duties as a peace officer.

(7) An evaluation shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance by the individual of his or her duties as a peace officer.

(8) The applicant must successfully pass a job-related examination of his or her physical strength and agility demonstrating the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.

(9) The applicant must successfully complete an oral examination conducted by or for the appointing agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

Atty Gen 208 [Repealed]

Atty Gen 209 [Repealed]

**Reimbursement Program of the
Minnesota Peace Officer Training Board**

Atty Gen 210 Statement of Purpose

An increase in the minimum number of weeks required for the basic training of peace officers has created additional cost to the local units of government. The reimbursement program of the Minnesota Peace Officer Training Board will, subject to the availability of funds, assist local units of government to pay the salary and expenses of a peace officer who has successfully completed a basic training course, or a training course for supervisory personnel and will help to absorb the cost of providing substitute protection while these peace officers are being trained. Therefore, the following rules are promulgated pursuant to Minn. Stat. §626.844.

Atty Gen 211 Definitions

(a) The term "reimbursement funds" means money which has become available to the Minnesota Peace Officer Training Board for use by local units of government to defray the cost of salaries, expenses, and substitute protection incurred during the basic training of peace officers or the training of supervisory personnel.

(b) The term "local unit of government" means any country, city or town, acting either jointly or individually.

(c) The term "peace officer" as used in Rules 210 through 217 shall have the same meaning as promulgated in Atty. Gen. 201(j).

Atty Gen 212 Eligibility for Program

(a) Any appointing agency which meets the following criteria will be eligible to receive reimbursement funds to help defray the cost of salaries, expenses and substitute protection incurred during the training of peace officers.

(b) The appointing agency shall have complied with the minimum selection standards set forth in Atty. Gen. 207(b).

(c) The local unit of government shall not require a peace officer to work while he is attending the basic training school unless it is a part of the training program.

(d) The peace officer for whom a local unit of government is requesting reimbursement funds must have successfully completed the course enrolled in.

(e) All reports requested by the Minnesota Peace Officer Training Board must be filed by the local unit of government or the law enforcement agency thereof.

Atty Gen 213 Application for Funds

(a) Application for funds shall be made on reimbursement request forms provided by the Minnesota Peace Officer Training Board.

(b) Individual forms must be submitted for each peace officer who has successfully completed a basic training course or a course for the training of supervisory personnel and for whom the local unit of government seeks reimbursement funds.

(c) The application for reimbursement funds shall be submitted on behalf of the local unit of government by an official designated by resolution of the governing body. Verification of compliance with these rules shall accompany the application and shall be made in writing by the person in charge of the law enforcement agency of the local unit of government.

Atty Gen 214 Approval of Application

(a) Approval of the application shall be by the Executive Director of the Minnesota Peace Officer Training Board who shall determine whether the request for reimbursement funds is in proper form and whether the local unit of government meets the eligibility criteria enumerated in Rule 212.

(b) After the Executive Director of the Minnesota Peace Officer Training Board has approved the reimbursement request, he shall recommend payment and forward the request form through the appropriate state agencies for disbursement of funds.

(c) Upon approval, each local unit of government shall be entitled to an equal share for each peace officer trained from the funds designated for such reimbursement, provided that the eligibility criteria enumerated in Rule 212 have been fulfilled for all trainees who begin courses subsequent to the effective date of these regulations. Any such award shall be conditioned upon the availability of funds.

(d) When funds are made available for reimbursement for mandated courses other than basic training, a local unit of government shall, upon approval, be entitled to an equal share for each peace officer who completes such a course, provided that the eligibility criteria enumerated in Rule 212 have been fulfilled for all trainees who begin courses subsequent to the effective date of these regulations. Any such award shall be conditioned upon the availability of funds.

(e) A local unit of government is not deemed eligible for reimbursement herein when it receives a subsidy from a state or Federal agency or program to assist paying a trainee's salary; provided, that if no expenses are allowed under such program, the Executive Director may authorize reimbursement for expenses only in an amount not to exceed \$30.00 per week of training per trainee.

Attn Gen 215 Deadline for Filing Applications

Applications for reimbursement must be submitted within 60 days after receipt of the application forms.

Atty Gen 216 Mandatory Training for Newly Appointed Supervisory Personnel

All peace officers appointed to positions in which they will supervise five or more persons shall attend a course for the training of supervisory personnel no later than six months after they have assumed their supervisory duties. This course shall be one approved in writing by the Executive Director, and it shall be at least one week in length. Chiefs of police and sheriffs are excluded from this requirement.

Atty Gen 217 [Repealed]

Atty Gen 218 [Repealed]

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APPENDIX C
EXCERPTS FROM REPORT ON POLICE (1973)

The key to professionalism is adequate training and education for peace officers. In 1973 the National Advisory Commission on Criminal Justice Standards and Goals made the following recommendations as to training in the publication *Report on Police*:

General Police Recruiting (Standard 13.1)

Every police agency should insure the availability of qualified applicants to fill police officer vacancies by aggressively recruiting applicants when qualified candidates are not readily available.

1. The police agency should administer its own recruitment program.
 - a. The agency should assign to specialized recruitment activities employees who are thoroughly familiar with the policies and procedures of the agency and with the ideals and practices of professional law enforcement;
 - b. Agencies without the expertise to recruit police applicants successfully should seek expertise from the central personnel agency at the appropriate level of State or local government, or from cooperative personnel systems with other police agencies that are likely to benefit from such an association: every police agency, however, should retain administrative control of its recruitment activities.
2. The police agency should direct recruitment exclusively toward attracting the best qualified candidates. In so doing, it:
 - a. Should make college-educated applicants the primary targets of all recruitment efforts.
 - b. Should concentrate recruitment resources according to the agency's need for personnel from varied ethnic backgrounds.
3. Residency should be eliminated as a preemployment requirement.
4. The police agency should provide application and testing procedures at decentralized locations in order to facilitate the applicant's access to the selection process.
 - a. The initial application form should be a short, simple record of the minimum information necessary to initiate the selection process.
5. The police agency should allow for the completion of minor routine requirements, such as obtaining a valid driver's license, after the initial application but before employment.
6. The police agency, through various incentives, should involve all agency personnel in the recruitment and selection process.
7. The police agency should seek professional assistance — such as that available in advertising, media, and public relations firms — to research and develop increasingly effective recruitment methods.
8. The police agency should evaluate the effectiveness of all recruitment methods continually so that successful methods may be emphasized and unsuccessful ones discarded.

Preparatory Training (Standard 16.3)

Every police agency should take immediate steps to provide training for every police employee prior to his first assignment within the agency, prior to his assignment to any specialized function requiring additional training, and prior to his promotion. In states where preparatory training is currently mandated by state law, every police agency should provide all such training in 1975; in all other states, every agency should provide all such training by 1978.

1. Every state should require that every sworn police employee satisfactorily complete a minimum of 400 hours of basic police training. In addition to traditional basic police subjects, this training should include:
 - a. Instruction in law, psychology, and sociology, specifically related to interpersonal communication, the police role, and the community the police employee will serve;
 - b. Assigned activities away from the training academy to enable the employee to gain specific insight in the community, criminal justice system, and local government;
 - c. Remedial training for individuals who are deficient in their training performance but who, in the opinion of the training staff and employing agency, demonstrate potential for satisfactory performance; and

- d. Additional training by the employing agency in its policies and procedures, if basic police training is not administered by that agency.
2. During the first year of employment with a police agency, and in addition to the minimum basic police training, every police agency should provide full-time sworn police employees with additional formal training, coached field training, and supervised field experience through methods that include at least:
 - a. A minimum of 4 months of field training with a sworn police employee who has been certified as a training coach.
 - b. Rotation in field assignments to expose the employee to varying operational and community experiences;
 - c. Documentation of employee performance in specific field experience to assist in evaluating the employee and to provide feedback on training program effectiveness;
 - d. Self-paced training material, such as correspondence courses, to assist the employee in acquiring additional job knowledge and in preparing for subsequent formal training;
 - e. Periodic meetings between the coach, the employee, and the training academy staff to identify additional training needs and to provide feedback on training program effectiveness; and
 - f. A minimum of weeks' additional training at the training academy six months after completion of basic training and again after one year's employment in field duties.
3. Every police agency should provide every unsworn police employee with sufficient training to enable him to perform satisfactorily his specific assignment and to provide him with a general knowledge of the police role and the organization of the police agency.
4. Every police agency should provide every police employee newly assigned to a specialized task the specific training he needs to enable him to perform the task acceptably.
5. Every police agency should provide sufficient training to enable every newly promoted employee to perform the intended assignment satisfactorily.

State Legislation and Fiscal Assistance for Police Training (Standard 16.1)

Every state, by 1975, should enact legislation establishing mandatory minimum basic training for police, a representative body to develop and administer training standards and programs for police, and financial support for mandated training on a continuing basis to provide the public with a common quality of protection and service from police employees throughout the state. By 1978, every state should certify all sworn police employees.

1. Every state should enact legislation that mandates minimum basic training for every sworn police employee prior to the exercise of authority of his position.
2. Every state should enact legislation establishing a state commission to develop and administer state standards for the training of police personnel. The majority of this commission should be composed of representatives of local law enforcement agencies. Other members should be from the criminal justice system, local government, and criminal justice education and training centers. The state should provide sufficient funds to enable this commission to meet periodically and to employ a full-time staff large enough to carry out the basic duties of the commission. In addition to any other duties deemed necessary, this commission should:
 - a. Develop minimum curriculum requirements for mandated training for police;
 - b. Certify police training centers and institutions that provide training that meets the requirements of the state's police training standards;
 - c. Establish minimum police instructor qualifications and certify individuals to act as police instructors;
 - d. Inspect and evaluate all police training programs to insure compliance with the state's police training standards;
 - e. Provide a consulting service for police training and education centers; and
 - f. Administer the financial support for police training and education.
3. Every state should reimburse every police agency 100 percent of the salary or provide appropriate state financed incentives for every police employee's satisfactory completion of any state mandated and approved police training program.
4. Every state, through the police training body, should, by 1978, certify as qualified to exercise police authority every sworn police employee who satisfactorily completes the state basic police training and meets other entrance requirements.