

1.1 **Board of Peace Officer Standards and Training**

1.2 **Proposed Permanent Rules Relating to Peace Officer Continuing Education and**
1.3 **Accreditation**

1.4 **6700.0900 CONTINUING EDUCATION.**

1.5 Subpart 1. **Purpose.** Pursuant to the authority vested in it by Minnesota Statutes,
1.6 section 214.12, The board has determined that a program of believes continuing education
1.7 for peace officers is necessary to promote and ensure their professional competence.

1.8 Subp. 2. **Continuing education and license renewal.** No peace officer license may
1.9 be renewed unless the licensee or the licensee's appointing authority furnishes provides
1.10 the board proof that the licensee has successfully completed board-approved continuing
1.11 education as provided required in part 6700.1000, subpart 3. Licensees may be randomly
1.12 selected for a continuing education review. If selected, the licensee must verify successful
1.13 completion of the required hours of continuing education for license renewal.

1.14 Subp. 3. **Criteria for course approval.** For the purpose of this part, "course
1.15 sponsor" means any a school, agency, individual, or organization, or person who provides
1.16 continuing education courses and that seeks board approval of these the continuing
1.17 education courses they provide.

1.18 A. Before being eligible A sponsor that seeks to receive board continuing
1.19 education course approval, the course sponsor shall make submit a completed application
1.20 for course approval. Application for approval must be submitted on forms a form provided
1.21 by the board.

1.22 B. No approval will be granted unless the course sponsor files with the board
1.23 satisfactory proof that the course is law enforcement related, is based on the knowledge,
1.24 skills, and abilities needed to be a peace officer, and meets a law enforcement training
1.25 educational need and that the course has reasonable training equipment and facilities
1.26 available. Further, the course sponsor shall furnish the board with the lesson plans and

2.1 ~~instructor credentials for the course and such other relevant information as the board~~
2.2 ~~may require. Relevant information may include handout material, attendance policy,~~
2.3 ~~and evaluation.~~

2.4 C. No approval will be granted unless the ~~course sponsor files all relevant~~
2.5 ~~information required by the board at least ten days before commencement of the proposed~~
2.6 ~~course. A ten-day extension may be granted by the executive director upon receipt~~
2.7 ~~of documentation showing a compelling reason for the extension. sponsor submits~~
2.8 information required by the board at least ten days before commencement of the proposed
2.9 course. Required information may include course goals and objectives, course outline
2.10 including timeline, instructor qualifications and evaluation, and agreement the course
2.11 statement shall be read according to subpart 6a.

2.12 D. Upon approval, the board shall issue a letter of course approval to the ~~course~~
2.13 sponsor.

2.14 E. Instructors who teach in continuing education courses shall possess
2.15 professionally recognized training and experience in the assigned subject area; and
2.16 board-recognized instructor training or specialized academic preparation in the assigned
2.17 subject area, including but not limited to psychology, law, and forensic pathology.

2.18 F. Guest lecturers shall have their ~~lesson planning and~~ classroom activities
2.19 supervised by an individual who has completed board-recognized instructor training.

2.20 G. Approval of continuing education courses shall be based upon relevance to
2.21 the knowledge, skills, and abilities needed to be a peace officer.

2.22 H. The board will approve the course for continuing education credit hours
2.23 based on each hour of proposed training. An hour shall ~~consist~~ consists of 50 minutes of
2.24 learning activities.

3.1 I. H. The board may ~~accredit~~ allow a course sponsor to offer a continuing
3.2 education course for a specified period of time without further documentation.

3.3 Subp. 4. **Mandatory courses.** The board may mandate specific courses and required
3.4 minimum hours in selected subject areas ~~to ensure continued protection of the public~~
3.5 interest. Nothing contained in this part shall be construed as limiting An agency from
3.6 ~~requiring~~ may require or ~~furnishing~~ provide more than the number of hours of continuing
3.7 education required by the board.

3.8 Subp. 5. **Learning objectives.** The board may issue specific learning objectives
3.9 applicable to the content of continuing education courses.

3.10 Subp. 6. **Review.** All continuing education courses are subject to periodic review
3.11 and evaluation by the board. The sponsor shall cooperate with the board's review.

3.12 Subp. 6a. Course statement. The designee of the sponsor shall read aloud the
3.13 following statement at the beginning of each class:

3.14 "The (name of the sponsor) is a continuing education sponsor as approved by the
3.15 Board of Peace Officer Standards and Training. This course (name of the course),
3.16 (course number) has been approved by the POST Board for continuing education
3.17 credit. Peace officers who successfully complete this course will receive (total credits
3.18 approved) hours of continuing education.

3.19 The sponsor of this course has a written policy for the investigation and resolution
3.20 of allegations of classroom discrimination. Discrimination is an act or comment
3.21 of prejudice that offends another. This policy applies to all faculty, instructors,
3.22 administrative staff, and students. A copy of the policy may be obtained from the
3.23 sponsor by contacting (insert appropriate name and contact information)."

3.24 Subp. 7. **Inactive licensed officer.** An inactive licensed officer is eligible to attend
3.25 continuing education courses. Priority may be given to active licensees.

4.1 Subp. 8. **Record keeping.** A list of licensees who successfully complete an
4.2 approved continuing education course shall be maintained by the course sponsor and a
4.3 copy transmitted to the board within ten days of the close of the course. The list shall be
4.4 submitted on forms provided by the board and shall include the license number of each
4.5 officer. Successful completion of the course shall be determined by the course sponsor.

4.6 Subp. 9. **Instructor credit.** Peace officers may earn up to one-half of their required
4.7 continuing education credits for instructing in approved continuing education courses.
4.8 The peace officer may earn two hours of continuing education credit for each hour of
4.9 instruction.

4.10 Subp. 10. **Credit for courses not directly approved by the board.** Peace officers
4.11 may request receive continuing education credit for a course which that was not directly
4.12 approved by the board provided the course was not denied approval, the licensee can show
4.13 proof that the course was law enforcement related meets the requirements of subpart 3,
4.14 item B, and can prove successful completion of the course. Application for credit must be
4.15 submitted on forms provided by the board. Continuing education credit will be granted
4.16 according to subpart 3, items G and H.

4.17 Continuing education credit may be granted for courses completed at accredited
4.18 colleges and universities according to if the course meets the requirements of subpart 3,
4.19 item G, and B. Credit shall be granted with one semester credit equaling 15 continuing
4.20 education credits and one quarter credit equaling ten continuing education credits.

4.21 Subp. 13. **Classroom discrimination; procedures.** Every course sponsor must
4.22 establish written procedures for the investigation and resolution of allegations of
4.23 classroom discrimination. These procedures must minimally specify:

- 4.24 A. the person to whom the formal complaint must be made;
- 4.25 B. the process by which to investigate complaints will be investigated;
- 4.26 C. the sanctions which that may be imposed if a complaint is sustained;

- 5.1 D. the appeal process for the offending party;
- 5.2 E. the process ~~which will be used~~ to notify the complainant of the investigation
5.3 and disposition; and
- 5.4 F. the effective date of the procedures or subsequent modifications of the
5.5 procedures.

5.6 Subp. 14. **Copy of procedures.** The course sponsor must make the written
5.7 procedures required in subpart 13 available to all faculty, instructors, and administrative
5.8 staff, and to anyone who requests a copy else upon request. Also, the course sponsor
5.9 must make available to all of its faculty members and staff persons a copy of the written
5.10 procedures required in subpart 13.

5.11 Subp. 14a. **Complaints.** Complaints that allege classroom discrimination during
5.12 a course must be processed according to the written procedures required in subpart 13
5.13 by the sponsor.

5.14 Subp. 15. **Disciplinary action.** The board may take disciplinary action against a
5.15 course sponsor that:

- 5.16 A. who violates the provisions of this part 6700.0900;
- 5.17 B. who files with the board submits a false application form or course roster;
- 5.18 C. who provides instruction which is not consistent with the application form; or
- 5.19 D. who fails to cooperate or whose faculty, instructors, or administrative staff
5.20 fails to cooperate with the board's investigation into an allegation of a violation of this
5.21 part; and,
- 5.22 E. whose administrative staff or faculty fails to cooperate with the board's
5.23 investigation into an allegation of a violation of this part.

6.1 Subp. 16. **Sanctions.**Disciplinary action for violation of subpart 15 consists of one
6.2 or more of the following: a letter of censure to the course sponsor, formal or informal
6.3 probation of the course sponsor, or denial of approval of other courses for a specified
6.4 period of time.

6.5 Subp. 17. **Procedure requirements** **Disciplinary proceedings.**Disciplinary
6.6 proceedings under this part must shall be conducted under pursuant to the
6.7 Administrative Procedure Act, Minnesota Statutes, chapter 14, and the rules of the Office
6.8 of Administrative Hearings, parts 1400.5100 to 1400.8500 chapter 1400.

6.9 **6700.0901 DEFINITIONS.**

6.10 Subpart 1. **Scope.**For the purpose of this part, the following words and phrases in
6.11 this part have the meanings given.

6.12 Subp. 2. **Accreditation.**"Accreditation" means a sponsor that has received authority
6.13 granted by from the board to a school, agency, or association of agencies to approve
6.14 courses they provide for continuing education credit.

6.15 Subp. 2a. **Accredited sponsor.**"Accredited sponsor" means a sponsor that has
6.16 received accreditation from the board.

6.17 Subp. 3. [See repealer.]

6.18 Subp. 4. **Continuing education Sponsor.**"Continuing education Sponsor" means
6.19 a school, agency, individual, or association of agencies which organization that has
6.20 received accreditation authority from the board to provide approved courses for continuing
6.21 education credit.

6.22 Subp. 5. **Disciplinary action.**"Disciplinary action" means one or more of the
6.23 following sanctions: letter of censure to the course sponsor, probation of the course
6.24 sponsor, denial of approval of other courses for a specified amount of time, or suspension
6.25 or revocation of the accreditation.

7.1 **6700.0902 ACCREDITATION.**

7.2 Subpart 1. [See repealer.]

7.3 Subp. 1a. Purpose. The board believes sponsors who provide peace officer
7.4 continuing education play a vital role in ensuring professional competence. The board
7.5 recognizes a sponsor demonstrates competency by providing courses that are law
7.6 enforcement related, promote professional job-related competence, and meet a law
7.7 enforcement educational need. The board further believes if a sponsor has proven
7.8 competency and is in good standing with the board, the sponsor can apply to become an
7.9 accredited sponsor.

7.10 Subp. 2. [See repealer.]

7.11 Subp. 2a. Criteria for accreditation approval. For the purpose of this part,
7.12 "accreditation" means a sponsor who provides continuing education courses and seeks
7.13 accreditation from the board.

7.14 A. A sponsor that seeks accreditation shall submit a completed application
7.15 on a form provided by the board.

7.16 B. No approval will be granted unless the sponsor has submitted and received
7.17 continuing education course approval from the board over a two-year period, and the
7.18 board has not taken disciplinary action against them.

7.19 C. No approval will be granted unless the sponsor's courses are law enforcement
7.20 related, based on the knowledge, skills, and abilities needed to be a peace officer, and
7.21 meet a law enforcement educational need.

7.22 D. No approval will be granted unless the sponsor submits information required
7.23 by the board. Required information includes instructional objectives, course curriculum,
7.24 facilities/learning resources, classroom discrimination policy, and agreement the course
7.25 statement shall be read according to subpart 9.

8.1 E. Upon completion of the application process, the board shall issue a letter
8.2 granting or denying accreditation.

8.3 F. Instructors who teach in continuing education courses shall possess
8.4 professionally recognized training and experience in the assigned subject area, and
8.5 board-recognized instructor training or specialized academic preparation in the assigned
8.6 subject area.

8.7 G. Guest lecturers shall have their classroom activities supervised by an
8.8 individual who has completed board-recognized instructor training.

8.9 H. The course will be approved for continuing education credit hours based on
8.10 each hour of proposed training. An hour consists of 50 minutes of learning activities.

8.11 Subp. 3. [See repealer.]

8.12 Subp. 4. [See repealer.]

8.13 Subp. 4a. Evaluation. Every five years the board shall conduct an evaluation of all
8.14 accredited sponsors to ensure compliance. All accredited sponsors are subject to periodic
8.15 evaluation by the board. Accredited sponsors shall cooperate with the board's evaluation.

8.16 Subp. 5. [See repealer.]

8.17 Subp. 6. [See repealer.]

8.18 Subp. 7. [See repealer.]

8.19 Subp. 8. Documentation. The continuing education coordinator shall maintain
8.20 copies of the documents received in part 6700.0900, subpart 3, item C, for five years.
8.21 Copies of this documentation shall be made available to the board within five working
8.22 days of the board's request for it. If compliance is not possible within that time, the
8.23 continuing education coordinator shall inform the board within five working days of the
8.24 board's initial request and shall have an additional five working days to comply with
8.25 the request. The accredited sponsor shall retain copies of information required by the

9.1 board. Required information may include but is not limited to learning goals, specific
9.2 performance objectives, timeline showing a breakdown of hours, course outline of each
9.3 major unit of instruction, instructor qualifications, and instructor evaluation.

9.4 The documentation must be maintained for five years or until evaluated and shall be
9.5 made available to the board upon request.

9.6 Subp. 9. **Course statements.** The continuing education coordinator or a designee
9.7 of the coordinator accredited sponsor shall read aloud the following statement at the
9.8 beginning of each class:

"The (name of the continuing education accredited sponsor) is a continuing education
9.9 accredited sponsor as approved by the Board of Peace Officer Standards and Training.
9.10 Peace officers who successfully complete this course (name of the course) will
9.11 receive (total number of hours) hours of continuing education. A course roster will
9.12 be mailed to the POST Board no later than ten days after this course is completed.
9.13 The roster will list the names, license numbers, and continuing education hours for
9.14 those who successfully complete the course. Any questions about this course can
9.15 be directed to (the name of the continuing education coordinator)." This course
9.16 (name of the course), (course number) has been approved for continuing education
9.17 credit. Peace officers who successfully complete this course will receive (total credits
9.18 approved) hours of continuing education.

The accredited sponsor of this course has a written policy for the investigation and
9.20 resolution of allegations of classroom discrimination. Discrimination is an act
9.21 or comment of prejudice that offends another. This policy applies to all faculty,
9.22 instructors, administrative staff, and students. A copy of the policy may be obtained
9.23 from the accredited sponsor by contacting (insert appropriate name and contact
9.24 information)."

9.26 Subp. 10. **Violations Disciplinary action.** The board may take disciplinary action
9.27 against a continuing education sponsor for any violation of this part by the sponsor or

10.1 ~~the continuing education coordinator. Also, disciplinary action may be taken when the~~
10.2 ~~continuing education sponsor, continuing education coordinator, or faculty does not~~
10.3 ~~cooperate with the board in the investigation of a violation of this part. The board may~~
10.4 take disciplinary action against an accredited sponsor that:

- 10.5 A. violates the provisions of this part;
10.6 B. submits a false application;
10.7 C. provides instruction not consistent with the application; or
10.8 D. fails to cooperate or whose faculty, instructors, or administrative staff fails to
10.9 cooperate with the board's investigation into an allegation of a violation of this part.

10.10 Subp. 10a. **Sanctions.**Disciplinary action for violation of subpart 10 consists of one
10.11 or more of the following: a letter of censure to the accredited sponsor, probation of the
10.12 accredited sponsor, denial of approval of other courses for a specified period of time, or
10.13 suspension or revocation of the accreditation.

10.14 Subp. 11. **Disciplinary proceedings.**Disciplinary proceedings under this part shall
10.15 be conducted pursuant to the Administrative Procedure Act, Minnesota Statutes, ~~sections~~
10.16 ~~14.001 to 14.69~~ chapter 14, and the rules of the Office of Administrative Hearings,
10.17 chapter 1400.

10.18 Subp. 12. **Classroom discrimination; procedures.**~~A continuing education~~ Every
10.19 accredited sponsor must establish written procedures for the investigation and resolution
10.20 of allegations of classroom discrimination. The procedures must minimally specify:

- 10.21 A. the person to whom the complaint must be made;
10.22 B. the process ~~by which~~ to investigate complaints will be investigated;
10.23 C. the sanctions ~~which~~ that may be imposed if a complaint is sustained;
10.24 D. the appeal process for the offending party;

11.1 E. the process which will be used to notify the complainant of the investigation
11.2 and disposition; and

11.3 F. the effective date of the procedures or subsequent modifications of the
11.4 procedures.

11.5 Subp. 13. **Copy of procedures.** The continuing education coordinator accredited
11.6 sponsor must make available to all faculty and staff a copy of the written procedures
11.7 required in subpart 12. Also, the continuing education coordinator must make these
11.8 procedures available to all faculty, instructors, administrative staff, and to anyone else
11.9 upon request.

11.10 Subp. 14. **Complaints.** Complaints which that allege classroom discrimination
11.11 during a course sponsored by a continuing education sponsor must be processed according
11.12 to the written procedures required in subpart 12 by the accredited sponsor.

11.13 **REPEALER.** Minnesota Rules, parts 6700.0901, subpart 3; and 6700.0902, subparts 1,
11.14 2, 3, 4, 5, 6, and 7, are repealed.