



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

APPLICATION

For

Certificate in Law Enforcement

Basic Training Program

Class Beginning August 2023

Graduating July 2024

Deadline to apply: June 1, 2023

****NOTE:** *A new application must be submitted each year.*

NOTICE OF NON-DISCRIMINATION:

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, genetic information, age, disability, veteran status or any other characteristic protected by law.

Inquiries related to employment practices may be directed to the Human Resources Director, DSSC 005, (636) 584-6712 or hrnotice@eastcentral.edu. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, Buescher Hall 131, (636) 584-6565 or stnotice@eastcentral.edu. Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

CERTIFICATE IN LAW ENFORCEMENT

Basic Training Program

Thank you for your interest in our Certificate in Law Enforcement (Basic Training Program)! This 37-college credit hour program encompasses on-campus classroom instruction at East Central College's Rolla North site as well as practical experience in facilities that are maintained by the Phelps County Sheriff's Department. Once selected for admission into the program, students should complete the part-time law enforcement program in one year. Upon graduation, students receive a Certificate of Achievement in Law Enforcement and are eligible to sit for the Missouri Peace Officer Licensing Exam (MPOLE) to obtain a Peace Officer license in the state of Missouri. Students may choose to pursue the Associate of Applied Science in Law Enforcement by completing additional general education courses on a full- or part-time basis prior to entering or after the completion of the basic training certificate program. The program is approved by the Missouri Department of Higher Education and Workforce Development and is pending approval from the Higher Learning Commission. As a new basic training center, the East Central College Phelps Law Enforcement Training Center has a probationary license from the Missouri Department of Public Safety.

To apply to the basic training certificate program, return the attached application to ECC-Phelps Law Enforcement Training Center, 2303 North Bishop, Rolla, MO 65401, with a receipt from the ECC Student Services office located on the Rolla Technical Center campus (500 Forum Drive, Rolla) showing payment of the \$25.00 application fee. Applications must be submitted on an annual basis and are only good for one admission cycle.

APPLICATION DEADLINE: The ECC-Phelps Law Enforcement Training Center accepts basic training certificate students each Fall semester. ***The deadline for application is June 1 of the year of your desired entrance into the Law Enforcement Certificate Program and all transcripts must be on file by June 1.***

For consideration, applicants must meet the following minimum criteria:

- 1. Must be 20 years of age prior to the start date of the 1-year law enforcement certificate coursework (and turn 21 prior to taking the MPOLE).**
 - ****NOTE: If the applicant has provided written verification of current employment as a non-commissioned employee of a law enforcement agency, is otherwise eligible to apply for a peace officer license pursuant to 11 CSR 75-13.020, and will turn twenty (20) years of age prior to taking the MPOLE at the end of program, the applicant may apply for the program***
- 2. Must be a citizen of the United States (11 CSR 75-13.020).**
- 3. Possess a valid high school diploma or equivalent, as defined by 11 CSR 75-2.010.**
- 4. Possess a current, valid driver's license.**
- 5. Vision in each eye must be correctable to 20/40.**
- 6. No criminal history** as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must be free from conviction. Must have no gross misconduct indicating inability to function as a peace officer. No Felony Conviction, SIS (Suspended Imposition of Sentence), or SES (Suspended Execution of Sentence).

7. **Have an “honorable” discharge or “under honorable conditions” discharge if having served in the military.**
8. **Perform an initial physical fitness assessment** consisting of a 1-mile run, 2-minute push-ups, and 1-minute sit-ups at the beginning of the program. If the applicant does not meet minimum standards, they may not be admitted. Minimum entrance standards are:
 - Sit-ups – Must be able to complete at least 10 in a minute
 - Push-ups – Must be able to complete at least 10 in two minutes
 - Complete 1-mile run (run or jog without stopping)
9. **Must place into ENG 101 or have successfully completed ENG 101 English Composition I.**
10. **Three (3) appropriate references on file.** (See application for guidelines regarding references).
11. **Official high school (or equivalent) and college (if applicable) transcripts submitted.**
12. **Must be in a state of physical and mental health compatible with the responsibilities of a law enforcement career.** A physical examination is required after acceptance into the program (a form is provided in this acceptance packet).
13. **Complete the law enforcement applicant interview process.**
14. **Sign the Authorization for Release of Information & Basic Training Legal Questionnaire.**

After acceptance and prior to the start of the program:

1. **Satisfactory background check through MACHS fingerprint collection**
2. **A physical examination (completed within 90 days before the scheduled beginning date of the program) is required after acceptance at the student’s expense.**
 - a. Student must be examined by a licensed physician (licensed to practice medicine in the State of Missouri).
 - b. Applicant must be physically and psychologically capable of performing the job task and licensing requirements of the law enforcement profession.
3. **Admission is contingent upon a satisfactory drug screening.** Accepted students are drug tested prior to the start of the program and may be tested during the program. A positive drug test may result in immediate dismissal from the program.

During the program, accepted students must satisfactorily complete a physical fitness assessment.

Physical Fitness Assessment Charts are provided in this packet. Assessments for the 1.5-mile run, 2-minute push-ups, and 1-minute sit-ups will be given at the end of the first semester with the final assessment being done at the end of the 2nd semester. Students that do not participate in the physical assessment or do not meet the basic requirements of the final physical assessment may be dismissed from the program.

It is the *applicant’s responsibility* to verify with the ECC-Phelps Law Enforcement Training Center that the application file is complete. Incomplete application files will *not* be considered for admission.

All applicants will be notified, *in writing*, of their admission status by the first two weeks of July. If you have any questions, please contact the ECC–Phelps Law Enforcement Training Center at (573) 466-4100 or LETC@eastcentral.edu. Law Enforcement program information is also available on our website at <https://www.eastcentral.edu/LETC>.

Please let us know if you have any questions or if we can assist you in any way.

Christina Ayres, Director, ECC-Phelps Law Enforcement Training Center

**EAST CENTRAL COLLEGE
CERTIFICATE OF ACHIEVEMENT
LAW ENFORCEMENT**

BASIC TRAINING PROGRAM COURSES

FALL

COL 100	Campus Orientation	0
COL 101	Falcon Seminar for Law Enforcement	1
LWE 101	Introduction to Law Enforcement	3
LWE 102	Law Enforcement Procedures	4
LWE 103	Constitutional Law for Law Enforcement	2
LWE 104	Missouri Statutory Law	3
LWE 105	Traffic Control & Investigation	3
LWE 106	Physical Training for Law Enforcement I	0.5

SPRING

LWE 151	Defensive Tactics for Law Enforcement	4
LWE 152	Law Enforcement Skills	5
LWE 153	Criminal Investigation for Law Enforcement I	3
LWE 156	Physical Training for Law Enforcement II	0.5

SUMMER

LWE 203	Criminal Investigation for Law Enforcement II	3
LWE 204	First Responder for Law Enforcement	3
LWE 205	Practical Applications in Law Enforcement	2

TOTAL HOURS: 37

***NOTE:** To achieve success in the law enforcement program, a student is expected to spend additional hours outside of class studying and preparing. Some examples include but are not limited to: preparing for class, reviewing notes and procedures, preparing for practical application assignments, studying for exams, developing written assignments and reports.*

ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION:

Students may elect to complete the following courses prior to entry or after the completion of the basic training certificate program.

Course Number	Credits	Course Title
COM 101* or 110*	3	Public Speaking or Oral Communications
ENG 101*	3	English Comp I
CIS 110	3	Computer & Digital Literacy
Core 42 Civics*	3	HST 101, 102, or PSC 102
PSC 100	0	Civics Achievement Exam
MTH 102, 110*, 140*, 150*, or higher	3	Business Math, Intermediate Algebra, Contemporary Math, Statistics (recommended), or higher
PSY 101* or SOC 101*	3	General Psychology or General Sociology
Electives	6	Recommended: CHM 100, CRJ 101, CRJ 201, ENG 104*, PHL 203*, SPN 101*, PSC 101, PSC 102, PSC 103, PSC 202, PSY 221, PSY 222, PSY 224, MCM 206, SOC 104*
TOTAL HOURS:	24	

*denotes a Core 42 course per Missouri's Core Curriculum Higher Education Transfer Act

LAW ENFORCEMENT CERTIFICATE PROGRAM: ADMISSION CHECKLIST

To INITIATE the application process, the student MUST complete the following requirements:

1. APPLY FOR GENERAL ADMISSION TO THE COLLEGE

Declare Major: Law Enforcement.

To apply, visit the East Central College website: <https://admissions.eastcentral.edu>.

If you have questions regarding the college application, please contact Admissions at (636) 584-6588.

2. REQUEST ALL OFFICIAL TRANSCRIPTS (HIGH SCHOOL, HIGH SCHOOL EQUIVALENCY, HOMESCHOOL, TECHNICAL SCHOOL & COLLEGE)

Send to the Admissions Office at our Union campus by one of the following methods:

- a. Email: admissions@eastcentral.edu
- b. Mail: 1964 Prairie Dell Road, Union, MO 63084

3. APPLY FOR FINANCIAL AID

- a. Complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and the [ECC Scholarship Application](#). ECC's School Code is **008862**.
- b. Refer to the [Financial Aid Checklist](#) for detailed information.

4. SUCCESSFUL COMPLETION OF ENGLISH COMPOSITION I (with a grade of "C" or better) OR APPROPRIATE SCORE ON PLACEMENT TEST TO PLACE INTO ENGLISH COMPOSITION I

- a. Students may be required to take a placement test. Criteria can be found at the [Placement Test Guide](#): <https://www.eastcentral.edu/admissions/placement-test-guide/>
- b. To [prepare for the placement test](#): <https://www.eastcentral.edu/learning-center/accuplacer-prep/>
- c. If additional courses are necessary to complete this requirement; courses must be completed by the end of the summer semester before Fall admission into the program.

5. COMPLETE THE BASIC TRAINING PROGRAM APPLICATION.

Submit the completed application with the paid application fee receipt of \$25.00 to the Phelps Law Enforcement Training Center: Law Enforcement Program, Rolla North, 2303 North Bishop or to Rolla Main Building at 500 Forum Drive.

The receipt for the application fee (obtained at the ECC Business Office Union or Rolla Main Front Desk) must accompany your application.

6. COPY OF YOUR BIRTH CERTIFICATE AND VALID DRIVER'S LICENSE

7. COPY OF YOUR DD214 (if you were in the military)

8. SIGNED PERFORMANCE STANDARDS ACKNOWLEDGEMENT FORM

9. THREE (3) COMPLETED APPROPRIATE REFERENCES

(see basic training application and reference form for criteria); the applicant is responsible for distributing reference forms. It is the applicant's responsibility to check with the ECC-Phelps Law Enforcement Training Center to make sure that the references have been received by the June 1st deadline.

10. SIGNED AUTHORIZATION FOR RELEASE OF INFORMATION & SIGNED BASIC TRAINING LEGAL QUESTIONNAIRE

- a. If a response of "Yes" is given for any question on the legal questionnaire, provide a copy of the complete investigative report, a certified copy of the court record, the applicant's signed and dated account of the incident, and any mitigating factors and happenings since the offense.

11. SCHEDULE & COMPLETE PHYSICAL FITNESS ASSESSMENT

- a. **Perform an initial physical fitness assessment** consisting of a 1-mile run, 2-minute push-ups, and 1-minute sit-ups at the beginning of the program. If the applicant does not meet minimum standards, they may not be admitted.
 - i. Minimum entrance standards are:
 1. Sit-ups – Must be able to complete at least 10 in a minute
 2. Push-ups – Must be able to complete at least 10 in two minutes
 3. Complete 1-mile run (run or jog without stopping)
- b. Contact the ECC-Phelps Law Enforcement Training Center to schedule your date and time

12. SCHEDULE & COMPLETE LAW ENFORCEMENT APPLICATION INTERVIEW PROCESS

- a. Contact the ECC-Phelps Law Enforcement Training Center to schedule your date and time

AFTER ACCEPTANCE INTO THE LAW ENFORCEMENT CERTIFICATE PROGRAM THE FOLLOWING WILL BE REQUIRED:

1. **MACHS FINGERPRINT COLLECTION:** Fingerprint collection is submitted to the Missouri State Highway Patrol and the FBI for a criminal history check. The fee is set and charged by IDEMIA. Details are provided in acceptance packet.
2. **DRUG SCREENING** (site determined by ECC).
3. **MEDICAL EXAMINATION** - with Satisfactory Results
Must be in a state of physical and mental health compatible with the responsibilities of a law enforcement career. A physical examination is required after acceptance at your cost (the form is provided in the acceptance packet).
4. **UNIFORM REQUIREMENTS**
Students are required to wear the program uniform (unless otherwise directed):
 - a. Classroom instruction:
 - i. ECC-Phelps LETC polo (2 issued)
 - ii. blue BDU pants (2 issued)
 - iii. black lace-up boots that can be polished/shined
 - iv. black belt
 - b. Physical Fitness Training:
 - i. ECC-Phelps LETC t-shirt (2 issued)
 - ii. black shorts
 - iii. black athletic pants
 - iv. athletic/running shoes
 - v. Stocking cap and gloves may be worn outside during colder weather
 - c. Defensive Tactics Training:
 - i. ECC-Phelps LETC t-shirt (2 issued)
 - ii. blue BDU pants (2 issued)
 - iii. athletic/running shoes

d. Firearms Training:

- i. ECC-Phelps LETC t-shirt (2 issued)
- ii. blue BDU pants (2 issued)
- iii. black lace-up boots that can be polished/shined
- iv. black belt
- v. * ECC-Phelps LETC hat (1 issued):

Note: Hats are worn at the range for safety; hats should not be worn indoors.

5. **REQUIRED EQUIPMENT**

- a. All equipment will be issued to the student during training. This includes firearms and ammunition for use during the scheduled practical, tactical, and field experience lab course time.

During the program, accepted students must satisfactorily complete a physical fitness assessment.

Physical Fitness Assessment Charts are provided in this packet. Assessments for the 1.5-mile run, 2-minute push-ups, and 1-minute sit-ups will be given at the end of the first semester with the final assessment being done at the end of the 2nd semester. Students that do not participate in the physical assessment or do not meet the basic requirements of the final physical assessment may be dismissed from the program

NOTE TO ALL STUDENTS:

- It is the **RESPONSIBILITY of the STUDENT** to maintain communication with the ECC-Phelps Law Enforcement Training Center to ensure that the application folder is complete and up-to-date with current admission requirements. You may call (573) 202-6960 or e-mail karen.swope@eastcentral.edu or LETC@eastcentral.edu.
- Admission to the program is **competitive in nature** and **is not guaranteed**. A selection committee ranks all applications and admission is granted to the most qualified applicants. ***It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.***
- *The Certificate of Achievement in Law Enforcement program at East Central College meets the state education requirements for a peace officer license in the state of Missouri. East Central College graduates sit for the MPOLE (Missouri Peace Officer Licensing Exam). Other states may have individual education level requirements. East Central College has not determined if the Certificate in Law Enforcement program at East Central College meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.*

APPLICATION DEADLINES:

- The basic training **application is due by June 1st** of the year for which you are applying.
- ***Applications will not be reviewed if incomplete on June 1st.***

EAST CENTRAL COLLEGE CERTIFICATE IN LAW ENFORCEMENT

Law Enforcement Program - Estimated Expenses	AY23-24	
Application Fee	\$ 25.00	
MACHS Fingerprint Fee	**fee set by IDEMIA**	
Acceptance Fee	\$ 125.00	
	In-district	Out-of-district
Credit Hour Rate	\$ 125.00	\$ 174.00
1st semester, credit hours:	16.5	
Tuition	\$ 2,062.50	\$ 2,871.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$ 610.50	\$ 610.50
Course Fees (Special Lab/Supply Fee)	\$ 215.00	\$ 215.00
TOTAL 1st SEMESTER	\$ 2,888.00	\$ 3,696.50
2nd semester, credit hours:	12.5	
Tuition	\$ 1,562.50	\$ 2,175.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$ 462.50	\$ 462.50
Course Fees (Special Lab/Supply Fee)	\$ 725.00	\$ 725.00
TOTAL 2nd SEMESTER	\$ 2,750.00	\$ 3,362.50
3rd semester, credit hours:	8	
Tuition	\$ 1,000.00	\$ 1,392.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	\$ 296.00	\$ 296.00
Course Fees (Special Lab/Supply Fee)	\$ 60.00	\$ 60.00
TOTAL 3rd SEMESTER	\$ 1,356.00	\$ 1,748.00
TOTAL: <u>Law Enforcement Certificate Program</u>	\$ 7,144.00	\$ 8,957.00

*ALL costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the certificate. Required and suggested texts are not included. A list will be provided upon acceptance.

**TOTAL includes the cost for 37 credit hours of college credit.

***TOTAL includes the use of all equipment such as firearms and ammunition for use during the scheduled practical, tactical, and field experience lab course time.

**EAST CENTRAL COLLEGE
LAW ENFORCEMENT CERTIFICATE
BASIC TRAINING PROGRAM**

Summary of Drug Screening and Physical Examination Policies

Drug Screening

The purpose of the Law Enforcement Program Drug Testing Policy is to ensure that students entering the Program are drug- and alcohol-free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989. Offers of acceptance to the Basic Training program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not receive a final offer of admission. A current student who refuses to authorize and pay for testing, or who tests positive for drugs, alcohol, or controlled substances, may not be allowed to continue in the Basic Training program.

Physical Examination

The purpose of the Physical Examination Policy is to ensure that students entering the program are in a state of physical and mental health compatible with the responsibilities of a career in law enforcement and in general, ready for experiential training and practical application of the subject matter. Upon acceptance to the program, all incoming students are required to have a physical examination (forms will be provided). Applicants may be denied admittance if they are not in a state of physical and mental health compatible with the responsibilities of a career in law enforcement.

Graduate Learning Outcomes

Upon completion of the ECC Law Enforcement Certificate program, the graduate will be eligible to sit for the MPOLE (Missouri Peace Officer Licensing Exam). Upon passing the exam, graduates will be licensed as peace officers in the State of Missouri.

Physical Training Charts

1.5 Mile Aerobic Run MALE

	Score	Under 30	30-39	40-49	50-59	60-69
Level I	65	17:00-17:14	17:30-17:44	18:00-18:14	18:30-18:44	19:00-19:14
	66	16:45-16:59	17:15-17:29	17:45-17:59	18:15-18:29	18:45-18:59
	67	16:30-16:44	17:00-17:14	17:30-17:44	18:00-18:14	18:30-18:44
	68	16:15-16:29	16:45-16:59	17:15-17:29	17:45-17:59	18:15-18:29
	69	16:01-16:14	16:31-16:44	17:01-17:14	17:31-17:44	18:01-18:14
	70	=16:00	=16:30	=17:00	=17:30	=18:00
	71	15:45-15:59	16:15-16:29	16:45-16:59	17:15-17:29	17:45-17:59
	72	15:30-15:44	16:00-16:14	16:30-16:44	17:00-17:14	17:30-17:44
	73	15:15-15:29	15:45-15:59	16:15-16:29	16:45-16:59	17:15-17:29
	74	15:00-15:14	15:30-15:44	16:00-16:14	16:30-16:44	17:00-17:14
	75	14:45-14:59	15:15-15:29	15:45-15:59	16:15-16:29	16:45-16:59
	76	14:30-14:44	15:00-15:14	15:30-15:44	16:00-16:14	16:30-16:44
	77	14:15-14:29	14:45-14:59	15:15-15:29	15:45-15:59	16:15-16:29
78	14:00-14:14	14:30-14:44	15:00-15:14	15:30-15:44	16:00-16:14	
79	13:45-13:59	14:15-14:29	14:45-14:59	15:15-15:29	15:45-15:59	
Level II	80	13:30-13:44	14:00-14:14	14:30-14:44	15:00-15:14	15:30-15:44
	81	13:15-13:29	13:45-13:59	14:15-14:29	14:45-14:59	15:15-15:29
	82	13:00-13:14	13:30-13:44	14:00-14:14	14:30-14:44	15:00-15:14
	83	12:45-12:59	13:15-13:29	13:45-13:59	14:15-14:29	14:45-14:59
	84	12:30-12:44	13:00-13:14	13:30-13:44	14:00-14:14	14:30-14:44
	85	12:15-12:29	12:45-12:59	13:15-13:29	13:45-14:59	14:15-14:29
	86	12:00-12:14	12:30-12:44	13:00-13:14	13:30-14:44	14:00-14:14
	87	11:45-11:59	12:15-12:29	12:45-12:59	13:15-13:29	13:45-13:59
	88	11:30-11:44	12:00-12:14	12:30-12:44	13:00-13:14	13:30-13:44
	89	11:15-11:29	11:45-11:59	12:15-12:29	12:45-12:59	13:15-13:29
Level III	90	11:00-11:14	11:30-11:44	12:00-12:14	12:30-12:44	13:00-13:14
	91	10:45-10:59	11:15-11:29	11:45-11:59	12:15-12:29	12:45-12:59
	92	10:30-10:44	11:00-11:14	11:30-11:44	12:00-12:14	12:30-12:44
	93	10:15-10:29	10:45-10:59	11:15-11:29	11:45-11:59	12:15-12:29
	94	10:00-10:14	10:30-10:44	11:00-11:14	11:30-11:44	12:00-12:14
	95	9:45-9:59	10:15-10:29	10:45-10:59	11:15-11:29	11:45-11:59
	96	9:30-9:44	10:00-10:14	10:30-10:44	11:00-11:14	11:30-11:44
	97	9:15-9:30	9:45-9:59	10:15-10:29	10:45-10:59	11:15-11:29
	98	9:00-9:14	9:30-9:44	10:00-10:14	10:30-10:44	11:00-11:14
	99	8:45-8:59	9:15-9:29	9:45-9:59	10:15-10:29	10:45-10:59
	100	<8:44	<9:14	<9:44	<10:14	<10:44

Physical Training Charts

1.5 Mile Aerobic Run FEMALE

	Under 30	30-39	40-49	50-59	60-69	
Level I	65	19:00-19:14	19:30-19:44	20:00-20:14	20:30-20:44	21:00-21:14
	66	18:45-18:59	19:15-19:29	19:45-19:59	20:15-20:29	20:45-20:59
	67	18:30-18:44	19:00-19:14	19:30-19:44	20:00-20:14	20:30-20:44
	68	18:15-18:29	18:45-18:59	19:15-19:29	19:45-19:59	20:15-20:29
	69	18:01-18:14	18:31-18:44	19:01-19:14	19:31-19:44	20:01-20:14
	70	=18:00	=18:30	=19:00	=19:30	=20:00
	71	17:45-17:59	18:15-18:29	18:45-18:59	19:15-19:29	19:45-19:59
	72	17:30-17:44	18:00-18:14	18:30-18:44	19:00-19:14	19:30-19:44
	73	17:15-17:29	17:45-17:59	18:15-18:29	18:45-18:59	19:15-19:29
	74	17:00-17:14	17:30-17:44	18:00-18:14	18:30-18:44	19:00-19:14
	75	16:45-16:59	17:15-17:29	17:45-17:59	18:15-18:29	18:45-18:59
	76	16:30-16:44	17:00-17:14	17:30-17:44	18:00-18:14	18:30-18:44
	77	16:15-16:29	16:45-16:59	17:15-17:29	17:45-17:59	18:15-18:29
	78	16:00-16:14	16:30-16:44	17:00-17:14	17:30-17:44	18:00-18:14
79	15:45-15:59	16:15-16:29	16:45-16:59	17:15-17:29	17:45-17:59	
Level II	80	15:30-15:44	16:00-16:14	16:30-16:44	17:00-17:14	17:30-17:44
	81	15:15-15:29	15:45-15:59	16:15-16:29	16:45-16:59	17:15-17:29
	82	15:00-15:14	15:30-15:44	16:00-16:14	16:30-16:44	17:00-17:14
	83	14:45-14:59	15:15-15:29	15:45-15:59	16:15-16:29	16:45-16:59
	84	14:30-14:44	15:00-15:14	15:30-15:44	16:00-16:14	16:30-16:44
	85	14:15-14:29	14:45-14:59	15:15-15:29	15:45-15:59	16:15-16:29
	86	14:00-14:14	14:30-14:44	15:00-15:14	15:30-15:44	16:00-16:14
	87	13:45-13:59	14:15-14:29	14:45-14:59	15:15-15:29	15:45-15:59
	88	13:30-13:44	14:00-14:14	14:30-14:44	15:00-15:14	15:30-15:44
	89	13:15-13:29	13:45-13:59	14:15-14:29	14:45-14:59	15:15-15:29
Level III	90	13:00-13:14	13:30-13:44	14:00-14:14	14:30-14:44	15:00-15:14
	91	12:45-12:59	13:15-13:29	13:45-13:59	14:15-14:29	14:45-14:59
	92	12:30-12:44	13:00-13:14	13:30-13:44	14:00-14:14	14:30-14:44
	93	12:15-12:29	12:45-12:59	13:15-13:29	13:45-13:59	14:15-14:29
	94	12:00-12:14	12:30-12:44	13:00-13:14	13:30-13:44	14:00-14:14
	95	11:45-11:59	12:15-12:29	12:45-12:59	13:15-13:29	13:45-13:59
	96	11:30-11:44	12:00-12:14	12:30-12:44	13:00-13:14	13:30-13:44
	97	11:15-11:30	11:45-11:59	12:15-12:29	12:45-12:59	13:15-13:29
	98	11:00-11:14	11:30-11:44	12:00-12:14	12:30-12:44	13:00-13:14
	99	10:45-10:59	11:15-11:29	11:45-11:59	12:15-12:29	12:45-12:59
	100	<10:44	<11:14	<11:44	<12:14	<12:44

Physical Training Charts

The Push-Up Event

(2-minutes)

MALE & FEMALE

(All Age Groups)

	Score	Quantity
Level I	70	25
	71	26
	72	27
	73	28
	74	29
	75	30
	76	31
	77	32
	78	33
	79	34
Level II	80	35
	81	36
	82	37
	83	38
	84	39
	85	40
	86	41
	87	42
	88	43
	89	44
Level III	90	45
	91	46
	92	47
	93	48
	94	49
	95	50
	96	51
	97	52
	98	53
	99	54
	100	55+

Physical Training Charts

The Sit-Up Event

(1-minute)

MALE & FEMALE

(All Age Groups)

	Score	Quantity
Level I	70	25
	71	26
	72	27
	73	28
	74	29
	75	30
	76	31
	77	32
	78	33
	79	34
Level II	80	35
	81	36
	82	37
	83	38
	84	39
	85	40
	86	41
	87	42
	88	43
	89	44
Level III	90	45
	91	46
	92	47
	93	48
	94	49
	95	50
	96	51
	97	52
	98	53
	99	54
	100	55+

EAST CENTRAL COLLEGE
LAW ENFORCEMENT CERTIFICATE
BASIC TRAINING PROGRAM

SCHEDULE

FALL 2023

AUGUST 21, 2023 – DECEMBER 12, 2023

Class meets every Monday, Tuesday, Wednesday, 5 – 9 pm & Saturdays 8 am – 5 pm

excluding the following holidays/important dates:

- Labor Day Weekend (College Closed): September 2, 2023 & September 4, 2023
- Fall Break (College Closed): October 14, 2023
- Thanksgiving Break (College Closed): November 22, 2023 & November 25, 2023

SPRING 2023

JANUARY 16, 2024 – MAY 8, 2024

Class meets every Monday, Tuesday, Wednesday, 5 – 9 pm & Saturdays 8 am – 5 pm

excluding the following holidays/important dates:

- Spring Break (College Closed): March 11 – 16, 2024
- Spring Holiday (College Closed): March 30, 2024

SUMMER 2023

JUNE 3, 2024 – JULY 24, 2024

Class meets every Monday, Tuesday, Wednesday, 5 – 9 pm & Saturdays 8 am – 5 pm

excluding the following holidays/important dates:

- July 4th Weekend (College Closed): July 6, 2024

**Schedule is subject to change

Written Assessments and Exams

1. Exams start at the established, communicated time. A late student may not start the exam once it begins and will be counted absent during the exam time.
2. Students are expected to notify the program Director *before* class time in order to be able to take the exam upon return. If the student does not properly notify the program Director (see attendance expectations), the student may not be permitted to take the exam.
 - a. If the student is not allowed to take the exam, they will receive a zero and must retake the exam to be graded on a pass/fail basis as described below.
 - b. If the student is permitted to take the exam, it must be taken the day the student returns to class.
3. Students will be assessed on each subject area in the curriculum. Some exams may assess more than one subject area simultaneously.
4. Students must achieve a minimum score of seventy percent (70%) on all written exams (80% is required for the DWI/Standardized Field Sobriety Test).
 - a. Students who do not achieve the minimum score must retake the exam prior to the next scheduled exam.
 - i. Retakes will be scheduled through the program Director or designee.
 - ii. Students may be required to complete remediation work to enhance their skills prior to retesting.
 - iii. The retake will be graded on a pass/fail basis and will be included in the final overall average as a minimum passing score of seventy percent (70%).
 - iv. Students will be allowed to retake an exam once.
 1. Students who fail to achieve a passing score on the retake exam will be dismissed from the program.
5. A minimum score of 80% is required for the DWI/Standardized Field Sobriety written test.
 - a. Students who do not achieve the required score must retake the exam but will not be certified via the Department of Health.
6. Report writing assessments are pass/fail.
 - a. All report writing assessments must be successfully completed in order to complete the program.
 - b. If the student does not pass the report writing assessment on the first attempt, they may retake the assessment a second time.
 - c. If the student does not pass the report writing assessment on the second attempt, they will be dismissed from the program.
7. Faculty provide student feedback in a variety of methods. Grade Advisements are utilized during the semester to notify students regarding performance when achieving less than a 70%. Faculty also utilize the Exemplary Performance form to recognize outstanding performance.
8. Students are expected to write clearly and submit well-organized, correctly spelled responses to test questions and written exercises. Answers or submissions that are not readable will be given zero credit.
9. Academic dishonesty will not be tolerated. Refer to the Academic Honor Code for more information and examples on academic dishonesty and expectations. Failure to comply with expectations as described in the Academic Honor Code may result in program dismissal.
10. Electronic devices such as cell phones, smart watches, laptops, or tablets should not be accessible during exams.

11. All hats, hoods, headphones, and Bluetooth devices must be removed. Other articles of clothing and/or accessories may be requested to be removed at the discretion of faculty.
12. Students are encouraged to see faculty to make an appointment to review questions or concerns. Students are encouraged to seek exam-taking skills assistance early in the semester if difficulty in testing is experienced.
13. The Missouri Peace Officer License Exam (MPOLE) will be administered during the last week of the basic training program.
 - a. the qualifying score to obtain a peace officer license is 70% or above (11 CSR 75-13.050.5)
 - b. Students who fail the MPOLE may retake it at their own expense up two additional times as described in 11 CSR 75-13.050.6. Additional testing dates are arranged through the Peace Officer Standards and Training Program by the student.

LAW ENFORCEMENT CERTIFICATE PROGRAM APPLICATION FOR ADMISSION

OFFICE USE ONLY
Receipt # _____
Received by: _____
Date Rec'd: _____

RETURN APPLICATION by June 1, 2023

with receipt for \$25.00 application fee,

TO: EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

Law Enforcement Program

2303 North Bishop

Rolla, MO 65041

Telephone: (573) 202-6960

*** Deadline for all Basic Training Certificate Program applications:
June 1, 2023

Completion of this application does not constitute admission to the program of study.

NAME: _____
Last
First
MI
Previous or Other Names
Student ID Number

ADDRESS: _____
(Mailing) *Street*
City
State
Zip Code
County

Home Phone: _____ Work/School Phone: _____ E-Mail: _____
(Falcon e-mail address)

Person to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ Phone: _____

EDUCATION:

High School Attended: _____ Year Graduated _____

OR, Earned GED: State: _____ Date Received: _____

COLLEGE/PROFESSIONAL SCHOOL(S) ATTENDED:

NAME: _____ Dates Attended _____ Degree _____

NAME: _____ Dates Attended _____ Degree _____

NAME: _____ Dates Attended _____ Degree _____

If you are currently attending college, list the courses being taken: _____

<p>PROFESSIONAL REFERENCE INSTRUCTIONS: Please fill in the following information. Three (3) references are required by June 1 for a completed application file. Please note: It is your responsibility to contact references and distribute the enclosed reference form to those individuals, with a stamped envelope addressed with the ECC-Phelps Law Enforcement Training Center address above. Your references should be by a professional, no friends/relatives, who can attest to your character and work ethic.</p>			
NAME (First and Last) PLEASE PRINT LEGIBLY	STREET/BOX ADDRESS/CITY/STATE/ZIP (Must have complete addresses. If business address, please include name of business.)	TITLE/ POSITION	RELATIONSHIP (No friends/relatives)

WORK HISTORY: List employment beginning with the *most recent* position.

NAME OF EMPLOYER	ADDRESS	POSITION HELD	DATES	
			From	To

**If yes, explain fully, in a separate notarized statement, and provide certified copies of court documents (i.e. docket sheet, complaint, and final disposition).				
	YES		NO	Have you ever been arrested, charged, questioned, accused, warned, or detained from any offense, or alleged violations for any statute, ordinance, law, or regulation by any civil or military authority, either in this country or any other county? If yes, please explain and provide the date, charge, city/state/country, arresting agency, and disposition.
	YES		NO	Have you ever been convicted of any crime other than a traffic offense. If yes, please explain.
	YES		NO	Have you ever committed or been a participant in an undetected crime? If yes, please explain.
	YES		NO	Have you ever been served with a criminal or civil subpoena or summons other than a traffic offense. If yes, please explain.
	YES		NO	Have you ever applied to any other law enforcement training program or academy? If yes, please provide the date, name of the program, and the outcome.

Any student who is found to have a criminal history, as defined by state law, or is found to be on one of the governmental sanction lists, may not be able to continue enrollment in the East Central College Law Enforcement program. **Acceptance into, and completion of the program, does not guarantee licensure by the Missouri Department of Public Safety. If criminal history prohibits peace officer licensure in the state of Missouri, you will not be admitted into the law enforcement program at East Central College.**

Admission is contingent upon a successful criminal background check and a satisfactory drug screening. The procedures for the criminal background check (MACH fingerprinting) and drug screening are completed after the initial acceptance letter is sent.

I understand that all information contained in this application, high school, college or university transcripts, together with the information received from references, will be presented to an admissions committee for review. I hereby grant permission to have my records reviewed.

In applying for admission to the law enforcement program at East Central College, I hereby _____waive my right of access or, I hereby _____do not waive my right of access, to confidential letters and statements of recommendation submitted by references on my behalf as provided by Federal Law, PL93-380.

By signing this application, I understand that it is my responsibility to check the completion status of my application file no later than June 1 of the year of desired program entrance. The file must be complete for consideration. I also understand that any falsification of this application will result in ineligibility for admission.

Date

Signature

EAST CENTRAL COLLEGE – LAW ENFORCEMENT CERTIFICATE CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

In the interest of your own personal safety, the safety of others, and the potential liability to the school, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands require law enforcement students to be in good physical and mental health. Please read this form carefully and initial each technical skill if you can comply with the associated standard. When complete, please sign, date, and return the original copy to the Law Enforcement program with your application.

Technical Skill	Standard	Examples of Necessary Action (not all inclusive)	Initials
<p style="text-align: center;">Auditory</p> <p>Use of hearing</p>	<p>Auditory ability sufficient to effectively perform tasks in a safe manner.</p>	<ul style="list-style-type: none"> • Hear and speak in a variety of environments using communication tools such as two-way radio and telephone. • Effectively receive and respond to direction from instructors, supervisors, and peers. • Hear and appropriately respond to equipment alarms, various audible signals, and voices under duress. 	
<p style="text-align: center;">Visual</p> <p>Use of sight</p>	<p>Visual ability is sufficient for observation and assessment necessary in law enforcement.</p>	<ul style="list-style-type: none"> • Identify and respond to non-verbal communication. • Rapidly assess surroundings for hazards in various conditions and light levels. • Identify and protect evidence. • Identify signs of an individual needing medical attention. 	
<p style="text-align: center;">Tactile</p> <p>Use of touch</p>	<p>Tactile ability sufficient for physical assessment and assistance necessary to be an effective peace officer.</p>	<ul style="list-style-type: none"> • Conduct full search for visible and hidden contraband on persons or property. • Recover and process evidence. • Safely handle law enforcement equipment. • Obtain accurate pulse, detect signs of breathing, and perform CPR. 	
<p style="text-align: center;">Mobility</p> <p>Physical ability: strength and stamina</p>	<p>Physical abilities are sufficient to move with agility and without restriction in various scenarios and conditions.</p>	<ul style="list-style-type: none"> • Perform physically demanding tasks (such as climbing, jumping, crawling, and running) that may require prolonged physical exertion. • Move (lift, carry, push, or pull) objects up to 50 lbs. • Enter and exit patrol car without assistance. 	
<p style="text-align: center;">Motor</p> <p>Physical ability: coordination and dexterity</p>	<p>Gross and fine motor abilities are sufficient to perform safe and effective law enforcement procedures.</p>	<ul style="list-style-type: none"> • Safely operate law enforcement equipment. • Administer appropriate personal protective equipment and devices. • Walk, crawl, crouch, stoop, bend, and kneel as necessary to complete law enforcement duties. 	

Technical Skill	Standard	Examples of Necessary Action (not all inclusive)	Initials
Communication Use of the English language including speech, reading, and writing.	Communication abilities are sufficient for effective interaction with others in verbal, nonverbal, and written form.	<ul style="list-style-type: none"> • Read and understand policies and procedures. • Communicate effectively with others in verbal, non-verbal, and written forms. • Hear and speak over two-way radio to receive and provide information. • Prepare accurate, legible handwritten and typed reports. • Proficient use of technology 	
Interpersonal Ability to relate to others	Abilities are sufficient to effectively interact with diverse populations from a variety of social, emotional, cultural, intellectual, and economic backgrounds and collaborate with others to achieve a desired result.	<ul style="list-style-type: none"> • Establish and maintain rapport with others under stressful and non-stressful situations. • Possess the ability to regulate emotions and operate without bias. • Communicate effectively and promptly with other public safety personnel. • Effectively use de-escalation techniques. 	
Behavioral Emotional and mental stability	Functions effectively under stress, maintains self-control, and assumes responsibility for actions.	<ul style="list-style-type: none"> • Adapt rapidly to stressful, dangerous, and emergency situations. • Display high levels of personal accountability, integrity, and professionalism. • Present a professional appearance and maintain personal hygiene. • Recognize personal limitations and request assistance as appropriate. 	
Critical Thinking Ability to problem solve	Ability is sufficient for law enforcement industry situations, especially emergency crime scenes.	<ul style="list-style-type: none"> • Appropriately apply policy and procedure to make decisions and draw reasonable conclusions. • Calmly intervene in verbal or physical conflicts. • Assess crime scenes and interpret evidence to determine the cause of the incident. 	
Environmental Tolerance Ability to tolerate environmental stressors	Sufficient ability to adapt and function safely in changing work environment regardless of weather or terrain.	<ul style="list-style-type: none"> • Perform all the functions of a law enforcement officer in all weather (extreme heat/cold, rain, ice, and snow), daylight/darkness, and terrains. • Endure hostile environments, physical attacks, and verbal antagonism. 	
Print Name:		Signature:	Date:

East Central College
CERTIFICATE IN LAW ENFORCEMENT
Basic Training Program

Performance Standards for Students

To the applicant: Review and sign this page to indicate you understand the assessment, performance, and progression standards listed on the previous pages. **Return the signed page with your application materials by the June 1st deadline.**

Student Responsibilities:

Students are expected to follow professional standards set by the Law Enforcement Certificate program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, community professionals, equipment, and supplies.

Assessment Requirements for Successful Completion of the Law Enforcement Certificate program:

Students are expected to meet the assessment requirements for written exams, skill-based performance exams, and practical applications to determine if they are otherwise qualified to be a licensed peace officer.

Progression Policy:

Students are required to meet the standards of progression policy to successfully complete the program. Details are published in the Law Enforcement Student Handbook (obtained after acceptance and available on the Law Enforcement program website).

Upon completion of the Law Enforcement Certificate program, the graduate will be able to meet the standards outlined to take the Missouri Peace Officer License Exam (MPOLE).

I acknowledge receiving, reading, understanding, and meeting the Law Enforcement Certificate program Performance Standards and the Missouri POST Commission basic training/peace officer licensure requirements. I realize that these Performance Standards must be met for successful completion of the Law Enforcement Program. I further understand that completion of the Law Enforcement Certificate program does not guarantee licensure with Missouri Department of Public Safety.

Student Name (printed legibly):

Student Signature: _____ **Date:** _____

NOTE: *Students who do not meet Performance Standards or POST Commission requirements may not be eligible for the Law Enforcement Certificate Program. Any applicant who is concerned about being eligible for licensure may discuss this matter with the ECC-Phelps Law Enforcement Training Center Director by contacting (573) 202-6960 for an appointment.*



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

Medical Marijuana Policy

As of December 2018, Article XIV of the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, after voters approved a statewide ballot measure. Under the program developed by the Missouri Department of Health and Senior Services, Missouri physicians may certify that their clients are eligible for medical marijuana use. Clients who receive certification must then apply for an identification card authorizing their use of medical marijuana.

Please note, *marijuana is still illegal at the federal level*. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Accordingly, because marijuana is still considered illegal under federal law as a “Schedule I” drug, ***East Central College must prohibit its distribution, possession, and consumption on property owned and operated by the College or its affiliates (partner affiliations).***

Students and employees who are found in possession or under the influence of marijuana will be subject to disciplinary action in keeping with the College’s policies and procedures. Please be advised that disability accommodations are not available for medical marijuana use. Students are encouraged to seek assistance with ACCESS services for options related to alternative accommodations. In the event that the authorized use of marijuana for medical purposes while off-campus impairs a student or results in student conduct violations, it may result in disciplinary consequences from the program and/or College.

CBD oils, supplements, and products derived from hemp are legal under both federal and Missouri law, but may not be sold on campus. Individuals are cautioned to use these products at their own risk. ***These types of supplements may still be detected in small amounts or types and can result in a positive drug screen (AJN, 2/2021)***

Student Name (printed legibly): _____

Student Signature: _____ Date: _____

****Please submit this form with your application.**



EAST CENTRAL COLLEGE

Phelps Law Enforcement Training Center

Please mail by June 1 to:
 East Central College
 Attn: Law Enforcement Program
 2303 North Bishop
 Rolla, MO 65401

Basic Training Certificate Program Professional Reference Form

Section A: Applicant Instructions:

Please complete this section and then present this form to the person giving the reference, along with *a stamped envelope addressed to East Central College Law Enforcement Program (the address is in top right corner)*. As an alternative, the reference form may be returned to you *in a sealed envelope* for you to submit with your application packet. Forms should be completed by a professional, other than a friend or relative, who can attest to your character and work ethic, preferably a law enforcement professional.

PLEASE NOTE: Applicant files close June 1. Applications will not be reviewed unless references are on file by the deadline.

Name: _____
 Last *Maiden (if applicable)* *First* *Middle Initial*

WAIVER OPTION: In applying for admission to the law enforcement program at East Central College, this student agrees to waive their Right of Access, as provided by Federal Law, PL93-380, to confidential letters and statements of recommendation submitted by references on their behalf as constituted by their signature below. *If no signature is given*, the student will have the right to read this reference.

Applicant's Signature _____ **Date** _____

Section B: Person Completing Reference Form:

The above individual has applied to the East Central College Law Enforcement Certificate: Basic Training Program. Graduates of the program are expected to pursue careers in the law enforcement field. Your assessment of their potential is essential in the process used for selection of final candidates.

Relationship to applicant? _____ How long have you known this applicant? _____

Please carefully assess the applicant in the following areas, comparing this applicant to others you have known who have similar levels of experience or education.

Criteria	Excellent	Above Average	Average	Below Average	Unable to Judge
Communication Skills: (<i>Command of oral and written language, use of appropriate body language</i>)					
Reliability/Integrity: (<i>Honest; trustworthy; conscientious</i>)					
Motivation: (<i>Committed based on mature values; realistic view of profession</i>)					
Maturity: (<i>Self-control, unselfish, realistic self-appraisal</i>)					
Perseverance: (<i>Steadfast in purpose; disciplined work habits; stamina/endurance</i>)					
Interpersonal Relations: (<i>Effective response/sensitivity to feelings/needs of others</i>)					
Emotional Stability: (<i>Performance under pressure; absence of tension symptoms; mood stability</i>)					
Intellectual Ability: (<i>Capable of understanding new ideas and concepts</i>)					
Resourcefulness: (<i>Adaptable in new situations; effective use of resources</i>)					
Judgment: (<i>Ability to analyze a situation and make appropriate decisions</i>)					

Please share any *additional strengths, weaknesses or concerns* that the selection committee should consider for this candidate (please use back of page for additional space).

Reference Signature: _____ Date: _____

Please Print Name: _____

Thank you for taking the time to provide a reference for this potential law enforcement student.

