



Greetings:

Let me be the first to congratulate you on taking the first step to begin a career in law enforcement.

You are embarking on a path that will fulfill your desire to be of service to your community while working with a group of professionals who want you to succeed.

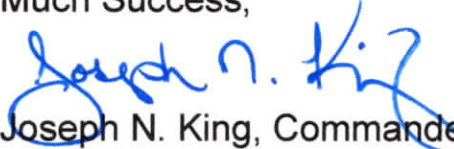
The Missouri Western State University Regional Law Enforcement Academy is an approved Basic Training Center by the Missouri Department of Public Safety. This means that this academy meets or exceeds all requirements outlined in the Code of State Regulations and the Revised Statutes of Missouri for Basic Recruit Training.

Please note that the stringent entry process is also governed by the Code of State Regulations. If accepted, rest assured you will be in class with others who met the same requirements for entry.

Recruits must also meet academy specific "supplemental training" requirements and successfully complete all requirements including academic, skills, and physical training. Failure to meet the minimum requirements will prevent you from being permitted to take the Peace Officer Licensing Exam at the end of the training.

This path is not for the faint of heart. If accepted, you will work hard; accomplish a lot; and, possess the confidence and competence to serve as a Peace Officer.

Much Success,

  
Joseph N. King, Commander

# PART-TIME APPLICATION

Start Date: February 22nd, 2022  
Application Deadline: February 8th, 2022

Dear Recruit:

I am pleased to hear of your interest in the Law Enforcement Academy for your education/training needs. The academy **exceeds** the State of Missouri's minimum basic training requirement for peace officer certification. Our classes are generally scheduled to meet Tuesday/Thursday 6 p.m. to 10 p.m, Saturday 8:00 a.m. to 5:00 p.m. and the occasional Sunday based on the availability of necessary locations. Classes may be required to meet outside of the scheduled days/times based on the availability of necessary locations and equipment to fulfill training requirements; adequate notice will be provided. Class dates and times are subject to change.

This information packet has been prepared to help you complete the application process completely and expediently.

**It is your individual responsibility to make sure all required information is complete.**

Applications received after the deadline may or may not be accepted based on space available in the program and criminal background history.

## APPLICATION CHECKLIST: REQUIRED INFORMATION

<input type="checkbox"/>	MWSU Application for Admission	Can be completed by paper form included in this packet.
<input type="checkbox"/>	Pre-Entrance Requirements	Initial each line and sign.
<input type="checkbox"/>	Law Enforcement Application	Please complete the form as instructed and return to the Law Enforcement Academy.
<input type="checkbox"/>	Personal Interview	Upon reviewing application, schedule an interview to discuss any concerns or questions of the academy, please be prompt and punctual to your interview. If for some reason you must reschedule, please call to cancel your appointment.
<input type="checkbox"/>	Pre-Screening	State certified academies are required to pre-screen applicants. The screening consists of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Criminal history and fingerprint check by Identigo.</li> <li><input type="checkbox"/> Proof of US Citizenship (copy of birth certificate)</li> <li><input type="checkbox"/> Final/Official high school transcript with graduation date or GED results</li> </ul>
<input type="checkbox"/>	Adult/Post-Secondary Transcript	If you have attended any educational institution(s) after high school, please request that an <b>OFFICIAL</b> transcript be sent to the academy. <i>Have OFFICIAL transcript mailed to the academy or turn in unopened with your application, unless it is a MWSU transcript.</i>
<input type="checkbox"/>	Copy of DD214 (if applicable)	If you were in the military, please submit a copy of your DD214.



## Law Enforcement Academy

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<input type="checkbox"/>	Copy of Driving Record	Obtain from the DMV.
<input type="checkbox"/>	Copy of Driver's License	
<input type="checkbox"/>	Notarized Liability Risk Agreement	Sign and return. <b>Must be notarized.</b>
<input type="checkbox"/>	Notarized Legal Questionnaire	<b>If "YES", please provide certified copies of court records, etc.</b> *If you have answered "YES" on the legal questionnaire, you have been "arrested" or "charged with" a criminal offense. PLEASE provide all the court records, police reports, disposition of the case AND your narrative in your own words what happened and what you have done with your life since the offense occurred. PLEASE include this when turning in your application. <b>Make sure these are all CERTIFIED copies; the Department of Public Safety, when reviewing your case, only accepts certified copies.</b>
<input type="checkbox"/>	Notarized Medical Release Form	Sign and return. Your doctor must fill out the second portion of this form. <b>Must be notarized.</b>
<input type="checkbox"/>	Missouri Peace Officer License Application	With license application, provide copy of high school diploma or it's equivalent and any college degrees attained; proof of U.S. Citizenship; and completed Legal Questionnaire. Other information may be required including agency ORI and commissioned date.
<input type="checkbox"/>	Release of Information	<input type="checkbox"/> Notarized Authorization for release of information <input type="checkbox"/> Authorization for release of information <input type="checkbox"/> Missouri Western Staff - Recruit Permission to Release Information
<input type="checkbox"/>	Financial Aid and the Academy	Choose one of three paths. Sign form indicating that you understand the options available to you. Review developmental coursework information.
<input type="checkbox"/>	DeKraai Memorial Scholarship	Optional

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## Law Enforcement Academy

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**Selection:** Recruit Applicants will be reviewed and selection made without consideration of age, marital status, sex, national origin, color, creed, financial status, and/or religion to the extent required by law. Applicants whose records are complete and indicate the greatest potential for achievement will be selected. **The Department of Public Safety determines if the Recruit Applicant is approved/accepted into the Law Enforcement Academy.**

**Financial Aid:** Veteran's benefits and/or financial aid are available to those that qualify.

**Tuition:** The part-time academy includes 18 credit hours.

Class A License curriculum (in-state tuition): \$5,760.00

Equipment and Uniform fee: \$150.00

**Please note: costs are subject to change.**

**Supply List:**

Provided by you:

- Black tactical pant (cargo pockets with velcro closures)
- Black sweat pants or black shorts
- Black shoes/boots (leather that can be polished)
- Black leather or nylon trouser belt
- Black socks
- Quality running/cross fit style athletic shoes

**Deadlines:** Please adhere to the deadlines listed in the checklist.

If you have any questions, please contact me at (816) 271-5843. —*Joseph King, Law Enforcement Academy Commander*

# Missouri Western State University

## Application for Admission

The first step in the application process for the Law Enforcement Academy if admission to Missouri Western. Please apply online at [www.missouriwestern.edu/admissions](http://www.missouriwestern.edu/admissions)

Once the application is completed, fill out the Academy application and return it to the Law Enforcement Academy, Office of the Commander. It is your responsibility to complete all the paperwork and to submit it with all required documents to complete your application. Your application is not complete until all steps of this process are completed.

If you have questions, please contact me at [cmdrking@missouriwestern.edu](mailto:cmdrking@missouriwestern.edu)

Thank you!

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## **PRE-ENTRANCE REQUIREMENTS FOR LAW ENFORCEMENT TRAINEES**

**Directions:** It is important that you, the applicant, know and understand the entrance requirements in the Missouri Western Law Enforcement Academy. Please read and initial each of the following entrance requirements.

- \_\_\_\_\_ 1. Effective September 1, 2003, the office of the Director of Public Safety will DENY the basic training center application of any individual who has been convicted of "driving while intoxicated", "driving with excessive blood alcohol content" or "possession of a controlled substance" within (3) three years of the date of application. This shall include those offenses where the imposition or execution of sentence was suspended. This denial shall be in accordance with section 590.100.1, RSMo, and 11 CSR 75-13.090, and the applicant shall have the ability to appeal this denial within the Administrative Hearing Commission.
- \_\_\_\_\_ 2. Must be 18 years of age prior to the first day of the Law Enforcement Academy. Must successfully COMPLETE all phases of the academy training before being permitted to sit for the licensing exam.
- \_\_\_\_\_ 3. Must have a high school diploma or GED.
- \_\_\_\_\_ 4. Must have visual ability sufficient to operate a vehicle in the State of Missouri (20/40) by both day and night, to observe traffic violations, to read and write reports, correspondence, etc.
- \_\_\_\_\_ 5. Must have the ability to effectively communicate via radio and telephone.
- \_\_\_\_\_ 6. Must complete all phases of the application process, including the legal questionnaire. Applicants who omit information or misrepresent information will be denied entrance into the Law Enforcement Academy.
- \_\_\_\_\_ 7. Must have a good driving record.
- \_\_\_\_\_ 8. Must have a current valid driver license.
- \_\_\_\_\_ 9. Must be of good moral character and personal habits (good background).
- \_\_\_\_\_ 10. Must have no gross conduct indicating ability to function as a peace officer. No felony convictions, S.I.S., or arrests, no misdemeanor convictions or arrests involving moral turpitude.
- \_\_\_\_\_ 11. Must successfully complete pre-entrance screening and review of the MWSU Academy application.
- \_\_\_\_\_ 12. Must be a citizen of the United States.
- \_\_\_\_\_ 13. Prior Military (if applicable): Must not have received "Other than Honorable", "Bad Conduct", or "Dishonorable" Discharge from Service.

*By my signature below, I have read and understand that above entrance requirements for the Missouri Western Law Enforcement Academy. I understand that failure to comply with any of the above requirements or making any false representation of any kind will result in denial into the Missouri Western Law Enforcement Academy. I also understand that the Missouri Western Law Enforcement Academy in no way guarantees a job in law enforcement, but will provide the required training as a peace officer in the State of Missouri.*

I sign this form voluntarily.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Law Enforcement Academy

## APPLICATION

Date	Social Security No	Age	Date of Birth	E-mail Address
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<b>A. NAME</b>		
Last	First	Middle Initial
Previous Last Names Used (including maiden name, if applicable)		
<i>Please include a copy of your marriage certificate if last names are different.</i>		

<b>B. ADDRESS</b>		
Mailing Address		
City	State	Zip Code

<b>C. PHONE NUMBERS</b>	
Home Phone Number	
Daytime Phone Number	Days/Hours
Cell Phone Number	
Pager Number	

<b>D. PERSON TO NOTIFY IN CASE OF EMERGENCY</b>	
Name	Relationship
Address	Home Phone Number
City	Daytime Phone Number
State	Cell Phone Number
Zip Code	Pager Number

<b>E. EDUCATION</b>	<i>High school graduation or G.E.D. equivalency is required.</i>
High School Name	
City	
State	
Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, when?	

<i>If you have a G.E.D., please complete the following:</i>		
Year Obtained	City	State

<i>Please indicate below all colleges / universities previously attended (if applicable):</i>				
Name	State	Dates of Attendance	Major	Date Graduated



Law Enforcement Academy

**F. EMPLOYMENT**

List all jobs you have held in the past five (5) years (begin with current or most recent).

Name of Employer	Type of Work	Dates	Reason for Leaving

**G. MILITARY / DRIVING / ARREST RECORDS**

- 1. Are you a veteran of military service? If yes, please provide a copy of your DD-214.  Yes  No
- 2. Date of Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_
- 3. Do you have a valid driver's license?  Yes  No
- 4. Has your driver's license ever been suspended or revoked?  Yes  No
- 5. Have you ever been arrested for a felony?  Yes  No
- 6. Have you ever been arrested for a misdemeanor?  Yes  No
- 7. Have you ever been convicted of a felony, including the receiving of Suspended Imposition of a Sentence following a plea or finding of guilty to a felony charge?  Yes  No
- 8. Have you ever been convicted of a misdemeanor involving moral turpitude?  Yes  No

**If you answered "YES" to questions 5 through 8, please explain and provide COMPLETE CERTIFIED COPIES of investigative reports and court disposition documents.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I certify that the information given herein is true and accurate to the best of my knowledge. I understand that any omission or falsification of the above information will disqualify me from attending the Missouri Western State University Law Enforcement Academy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I understand that the Missouri Western State University Law Enforcement Academy will conduct, or cause to be conducted, a law enforcement records inquiry to learn of any criminal record data pertaining to myself. I hereby authorize this inquiry, and the release of such information to the Missouri Western State University Law Enforcement Academy.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **FINGERPRINT INFORMATION**

### **IdentoGO is Missouri's Fingerprint Service Vendor**

The Missouri Automated Criminal History Site (MACHS) website redirects you to the IdentoGo website for completing your registration.

MACHS is located at [www.machs.mo.gov](http://www.machs.mo.gov)

The 4 digit registration code for Missouri Western State University Regional Law Enforcement Academy is **5979**. The cost of the fingerprinting is \$41.75.

#### APPLICANT REGISTRATION

- \*Once applicant clicks on the “complete Registration”, system will re-direct to the IdentoGO registration page.
- \*Applicant reviews the information & clicks “Correct”.
- \*Applicant will then choose an option for how they would like to complete the fingerprint session
  - \*Livescan location in MO: Applicants selects “**Register for Digital Fingerprinting Service**”

### **LIVESCAN FINGERPRINTING—Option for the academy**

- \*After selecting “**Register for Digital Fingerprinting Service**”. You will be provided with details regarding the enrollment process.
- \*Clicking the Identity Document option in the registration confirmation will list the options available during enrollment.
- \*Clicking the location button will direct you to a search option for locating the nearest enrollment center.
- \*You will then select the enrollment center you would like to go to. After this is complete, you will then click “done” which will then send you an email confirmation.
- \*If you provided an email you will have the option of scheduling an appointment.
- \*If NO scheduled appointment, you can still complete an enrollment by just walking into site.
- \*For appointment scheduling, you will confirm your date of birth.
- \*For the location search, you can click next to choose an available appointment time.
- \*Drop downs will provide available options for appointments. Additionally provides option for walk-ins if no appointment time is available you would like.
- \*Confirmation of appointment, payment, & service enrolling for are displayed on screen after selection.

The Workstation will automatically print receipts which includes: enrollment location, service date, unique service ID (UE ID), service rendered, payment methods, customer signature.

**PLEASE REMEMBER TO SAVE YOUR RECEIPT – IT MUST BE TURNED IN WITH YOUR APPLICATION.**



Law Enforcement Academy

**Missouri Applicant Fingerprint Privacy Notice**

The Missouri Applicant Fingerprint Privacy Notice includes three (3) sections.

1. The State and National Rap Back Privacy Notice
2. The Noncriminal Justice Applicant Privacy Rights
3. The Privacy Act Statement

**State and Federal Rap Back Privacy Notice**

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup>Written notification includes electronic notification, but excludes oral notification. <sup>2</sup><https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> <sup>3</sup>See 28 CFR 50.12(b). <sup>4</sup>See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

## Privacy Act Statement

*This privacy act statement is located on the back of the FD-258 fingerprint card.*

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018



Law Enforcement Academy

**RECRUIT WAIVER:**  
**RELEASE FROM LIABILITY**  
**AND ASSUMPTION OF RISK AGREEMENT**

Release from Liability and Assumption of Risk Agreement

- 1) Intending that this agreement be legally binding upon me, my heirs, executors, administrators and assigns. I hereby waive, release and forever discharge the Administration of Missouri Western State University, their trustees, officers, employees, and agents from any and all liability damage, or claim of any nature whatsoever by reason of any and all known and unknown, foreseen and unforeseen physical and mental injuries and consequences thereof, suffered by me during activities at the Regional Law Enforcement Academy. These may include but are no limited to self-defense, physical role playing, firearms training, and physical agility activities prior to and during the Academy term held:

\_\_\_\_\_ February 22, 2022 \_\_\_\_\_ to \_\_\_\_\_ December 9, 2022 \_\_\_\_\_

- 2) In signing this release, I assert that:
  - a. I am presently in good physical and mental health.
  - b. I have no reason to believe that I am not in good physical and mental health.
  - c. I am fully aware of, acknowledge and assume all risk of injury during my participation in the training.
  - d. I am aware that I must maintain health insurance coverage during the Academy term and may be asked to provide proof of coverage.
  - e. I have read and fully understand the terms and conditions of this agreement, and I agree to all terms and conditions.
  - f. I further state that I am cognizant of the inherent dangers and risks, including paralysis and death associated with the activities.
  - g. I am of lawful age and legally competent to sign this waiver and release, and I have signed this document as my own free act.

I hereby certify that the above information is true, correct and complete based on my personal knowledge and belief. I understand that providing false or fraudulent information may be grounds for adverse action, up to and including expulsion from the program.

Name (print or type) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_

Commissioned in \_\_\_\_\_ County, Missouri

Notary Public \_\_\_\_\_



# Missouri Peace Officer License Legal Questionnaire



New Licensure Applicants  
Last Revised 03/09/2017

### Instructions:

- All basic training applicants shall complete this questionnaire prior to being admitted into a basic training course.
- If the applicant indicates "yes" to the question listed below, submit the questionnaire to the POST Program for review **prior** to admitting the individual into a basic training course.
- Maintain a copy of the completed questionnaire and submit it along with the individual's Peace Officer License Application.

### Missouri Western State University Regional Law Enforcement Academy

Licensed Basic Training Center: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

### Have you ever been arrested for, charged with, or committed any criminal offense? (§ 590.080.1(2), RSMo)

- YES \*    NO

\*If yes, describe the offense(s) below. If needed, you may attach additional pages.

Date	Charge/Offense	City/County/State	Misd/Felony/Ordinance	Disposition	Arresting Agency

Before signing and submitting the notarized questionnaire, please feel free to discuss any questions you might have with a representative of the POST Program by calling (573)751-3409.

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ . I am commissioned as a notary public within the county of \_\_\_\_\_, state of \_\_\_\_\_, and my commission expires on \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC

### \*POST USE ONLY\*

Based on the information provided, the above listed applicant is eligible for licensure.

POST Program Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## **PHYSICAL EXAMINATION**

\_\_\_\_\_ has applied for admission for the MWSU Law Enforcement Academy. Each recruit attending the Academy participates in and must satisfactorily pass a strenuous physical fitness program and training activities. This program emphasizes aerobic exercises, strength development, and the increase of flexibility and other activities.

Specifically, the applicant will be:

1. Achieving the goal of endurance running and sprints.
2. Completing an obstacles course, consisting of running, jumping, climbing, crawling, and lifting.
3. Carrying other recruits and performing calisthenics, such as: push-ups, pull-ups, sit-ups, weightlifting, and various stretching exercises.
4. Participants in defensive tactics and activities such as blocks, kicks, strikes, and ground fighting.

It is imperative that each applicant receives a physical examination designed to ensure his/her ability to perform required exercises and activities. Therefore, the Academy requests that you determine if this applicant is, to the best of your knowledge, physically capable of participation in our program.

Attached is the PHYSICAL APPROVAL FORM. After your examination, please initial and sign at the appropriate place, along with your *printed* name, signature, and have the doctor's office staff type or stamp the office address information.

## **MEDICAL HISTORY & RELEASE OF LIABILITY**

### **Part I – To be completed by academy recruit:**

Name \_\_\_\_\_ Session \_\_\_\_\_

Address \_\_\_\_\_

Phone # Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Birth date \_\_\_\_\_ Social Security # \_\_\_\_\_

### **Please answer the following questions:**

A. Are you aware of any physical, psychiatric, or psychological conditions which would restrict the academy cadet's ability to participate in moderate activities of the M.W.S.U. Regional Law Enforcement Academy?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If you answered "yes" to A, describe the condition and provide information concerning what you consider to be a reasonable accommodation which would enable the academy recruit to participate safely in the academy activities (attach additional pages if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Is the academy recruit allergic to any food, drugs, or other substances, and if so, what?

\_\_\_\_\_  
\_\_\_\_\_

D. Is the academy recruit currently taking any prescription drugs, and if so, what?

\_\_\_\_\_  
\_\_\_\_\_

E. In the event the academy recruit is injured while attending the academy and it is necessary to obtain medical treatment for the academy recruit, is there any other information we should know about the academy recruit that would be pertinent to seeking such treatment (attach additional pages if necessary)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





I understand and acknowledge that the Regional Law Enforcement Academy and Missouri Western State University are not responsible for any injuries or illness existing prior to my participation in the Academy.

I hereby authorize the employees of the foregoing entities to act according to their best judgment in any situation requiring medical attention, whether an emergency or not, until such time as I am able to make decisions concerning treatment.

\_\_\_\_\_  
\_ Signature of the Academy Recruit Date

Subscribed before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_

**Part 2 – To be completed by physician:**

I hereby certify that I have examined \_\_\_\_\_ and found him/her physically fit to attend and participate in the Missouri Western State University Law Enforcement Academy, and I know of no conditions which would limit his/her participation in all activities in the academy except (attach additional pages if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I am aware of any conditions that would limit his/her participation in the academy, the following is a description of what I would consider to be a reasonable accommodation of such conditions to enable him/her to participate safely in the activities of the academy (attach additional pages if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_ Date of last exam \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_  
Physician's Name (printed) \_\_\_\_\_  
Physician's Address \_\_\_\_\_  
Physician's Phone # \_\_\_\_\_



Law Enforcement Academy

## MINIMUM PHYSICAL FITNESS PERFORMANCE STANDARDS

### Push Ups (1 minute)

Category Male	Age 19-29	Age 30-39	Age 40-49	Age 50+	Category Female	Age 19-29	Age 30-39	Age 40-49	Age 50+
<b>A 100%</b>	47+	39+	30+	25+	<b>A 100%</b>	28+	23+	15+	15+
<b>B 93%</b>	37-46	30-38	23-29	18-24	<b>B 93%</b>	21-27	16-22	11-14	11-14
<b>C 84%</b>	27-36	21-29	16-22	11-17	<b>C 84%</b>	14-20	10-15	8-10	8-10
<b>D 77%</b>	26	20	15	10	<b>D 77%</b>	13	9	7	7
<b>F 69%</b>	< 26	< 20	<15	<10	<b>F 69%</b>	<13	<9	<7	<7

### Sit Ups (1 minute)

Category Male	Age 19-29	Age 30-39	Age 40-49	Age 50+	Category Female	Age 19-29	Age 30-39	Age 40-49	Age 50+
<b>A 100%</b>	47+	43+	39+	35+	<b>A 100%</b>	44+	35+	29+	24+
<b>B 93%</b>	41-46	38-42	33-38	28-34	<b>B 93%</b>	37-43	29-34	23-28	18-23
<b>C 84%</b>	36-40	33-37	28-32	22-27	<b>C 84%</b>	31-36	23-28	18-22	13-17
<b>D 77%</b>	35	32	27	21	<b>D 77%</b>	30	22	17	12
<b>F 69%</b>	<35	<32	<27	<21	<b>F 69%</b>	<30	<22	<17	<12

### 300 Meter Run

Category Male	Age 19-29	Age 30-39	Age 40-41	Age 50+	Category Female	Age 19-29	Age 30-39	Age 40-49	Age 50+
<b>A 100%</b>	:50 or Faster	:51 or Faster	:57 or Faster	1:06 or Faster	<b>A 100%</b>	:58 or Faster	1:06 or Faster	1:12 or Faster	1:12 or Faster
<b>B 93%</b>	:51-:56	:52-:57	:58-1:07	1:07-1:16	<b>B 93%</b>	:59-1:06	1:07-1:14	1:13-1:30	1:13-1:30
<b>C 84%</b>	:57-1:01	:58-1:02	1:08-1:16	1:17-1:26	<b>C 84%</b>	1:07-1:14	1:15-1:21	1:31-1:48	1:31-1:48
<b>D 77%</b>	1:02-1:05	1:03-1:06	1:17-1:20	1:27-1:30	<b>D 77%</b>	1:15-1:18	1:22-1:25	1:49-1:50	1:49-1:50
<b>F 69%</b>	1:06+	1:07+	1:21+	1:31+	<b>F 69%</b>	1:19+	1:26+	1:51+	1:51+

### 1.5 Mile Run

Category Male	Age 19-29	Age 30-39	Age 40-	Age 50+	Category Female	Age 19-29	Age 30-39	Age 40-49	Age 50+
<b>A 100%</b>	10:08 or Faster	10:38 or Faster	11:09 or Faster	12:08 or Faster	<b>A 100%</b>	11:56 or Faster	12:53 or Faster	13:38 or Faster	15:14 or Faster
<b>B 93%</b>	10:09-11:38	10:39-12:09	11:10-12:50	12:09-14:12	<b>B 93%</b>	11:57-13:55	12:54-14:47	13:39-16:02	15:15-17:45
<b>C 84%</b>	11:39-13:07	12:10-13:47	12:51-14:32	14:13-16:15	<b>C 84%</b>	13:56-15:55	14:48-16:45	16:03-18:25	17:46-20:16
<b>D 77%</b>	13:08-15:56	13:48-16:46	14:33-18:26	16:16-20:17	<b>D 77%</b>	15:56-17:55	16:46-18:25	18:26-19:25	20:17-20:27
<b>F 69%</b>	15:57+	16:47+	18:27+	20:18+	<b>F 69%</b>	17:56+	18:26+	19:26+	20:28+

**Physical Fitness Training Award- Must Achieve an A in all four activities**

**To Pass the Physical Fitness Testing, you may only get a D in one activity, you must get an A, B, or C in the other three activities. An F is a Failure.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **WITHDRAWAL INFORMATION**

Registered students may drop or withdraw from a class online or through the Registrar's Office. Information may also be found in the current term's online registration guide. Students dropping or withdrawing from a course will receive a refund and fees assessed, based upon the current semester's drop/withdraw refund schedule.

Additional information may be found online at:

<https://intranet.missouriwestern.edu/registrar/withdrawal/>

**QUESTIONS ABOUT WITHDRAWAL AND REFUNDS MAY BE DIRECTED TO THE REGISTRAR'S OFFICE 271-4424; FINANCIAL AID OFFICE 271-4361; OR THE BUSINESS OFFICE 271-4324.**

**Please remember if you are NOT planning on attending class and you have registered for class you MUST withdraw BEFORE class begins or you will be assessed fees starting on day one of classes even if you are not attending!**



# Missouri Peace Officer License Application

Last Revised 06.08.2020



## LICENSED TRAINING CENTER INFORMATION

Training Center Name		Contact Name	
Contact's E-mail Address	Phone Number ( ) ( )	Fax Number ( ) ( )	

## APPLICANT INFORMATION

Name (Last, First, Middle)	E-Mail Address	Social Security Number	
Mailing Address	City	State	Zip Code
Telephone Number ( ) ( )	Date of Birth	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

## ATTESTATION BY APPLICANT

Have you previously applied for admittance into any other a basic law enforcement academy?  Yes  No If yes, please indicate the name of the training center and the state in which it was located: \_\_\_\_\_

I am aware that causing a material fact to be misrepresented for the purpose of obtaining a peace officer license issued pursuant to Chapter 590 RSMo, is a Class B Misdemeanor.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PLEASE ATTACH ALL DOCUMENTS LISTED BELOW IN THE ORDER THAT THEY ARE REQUESTED.

1. Copy of High School Diploma, GED, or Degree from an accredited college or university.
2. Proof of United States Citizenship: Birth Certificate, Passport, or Naturalization Documentation. If name has been changed, include marriage license, divorce decree, or legal name change documentation.
3. Completed Missouri Peace Officer License Legal Questionnaire and the Authorization for Release of Information.
4. Photocopy of the applicant's current state issued driver's license.

## ADDITIONAL INFORMATION REQUIRED FROM CERTAIN TRAINING CENTERS

In addition to the three items listed above, the following items are required from the Missouri State Highway Patrol, the Missouri Department of Conservation, the St. Louis City Police Department, the Kansas City Police Department, and the Springfield Police Department:

- 1 Agency ORI: \_\_\_\_\_
- 2 Date Applicant will be Commissioned by your department, unless individual is an open enrollment applicant: \_\_\_\_\_

## SEND THIS FORM AND ATTACHMENTS TO POST

Missouri Department of Public Safety  
Peace Officer Standards & Training  
(POST) Program  
Attn: Cheryl Parris  
P.O. Box 749  
Jefferson City, MO 65102

Phone: (573) 526-2764  
Fax: (573) 751-5399  
Email: [cheryl.parris@dps.mo.gov](mailto:cheryl.parris@dps.mo.gov)  
Website: <https://dps.mo.gov/post>

### FOR POST USE ONLY:

POST Test Date: \_\_\_\_\_ Proof of U.S. Citizenship: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

IADLEST Check: \_\_\_\_\_ Legal Questionnaire: \_\_\_\_\_

Basic Training Hours: \_\_\_\_\_

Processed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Program Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

License number: \_\_\_\_\_



## AUTHORIZATION FOR RELEASE OF INFORMATION



Rev. 06.28.2018

I, \_\_\_\_\_ hereby authorize any individual, organization, court, or law enforcement agency to release any and all records related to my prior law enforcement training and certification or licensure; any and all records related to any criminal or internal investigation conducted on me; and any and all pre-employment application or employment records pertaining to me, to the Missouri Department of Public Safety's Peace Officer Standards and Training Program for the purpose of obtaining or retaining a peace officer license.

A copy of this authorization will be considered as effective and valid as the original and shall not expire.

\_\_\_\_\_

\_\_\_\_\_

*Signature of Applicant or Licensee*

*Date*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. I am commissioned as a notary public within the county of \_\_\_\_\_, state of \_\_\_\_\_, and my commission expires on \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

## AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I, \_\_\_\_\_ hereby authorize you to release any and all information regarding my employment, credit, arrest and conviction record, and any other information, whether personal or otherwise, that may be on my records to the:

Missouri Western State University  
Law Enforcement Academy  
4525 Downs Drive, Wilson Hall 202  
St Joseph, Missouri 64507

I further release you from all liability for releasing information.

**PLEASE PRINT THE FOLLOWING INFORMATION**

NAME					
ADDRESS					
DRIVER LICENSE NUMBER					
SOCIAL SECURITY NUMBER					
DATE OF BIRTH			PLACE OF BIRTH		
SEX	RACE	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR

I sign this agreement voluntarily.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **RECRUIT PERMISSION TO RELEASE INFORMATION**

I \_\_\_\_\_ specifically give the staff of Missouri Western State University Regional Law Enforcement Academy permission to release any and all information including information about my GPA, specific class grades and performance, academic standings and disciplinary matters. I understand that by signing this release I am not asking the staff members to keep anything “off the record” or “confidential”.

\_\_\_\_\_  
Recruit Signature

\_\_\_\_\_  
Date

# Financial Aid & the Law Enforcement Academy

## P.O.S.T.

Earning a P.O.S.T. Certificate requires full-time enrollment across approximately 23 weeks (fall and two mini-terms, or spring and two mini-terms).

You can earn the P.O.S.T. at any time in the part-time or full-time pursuit of a degree, or as a stand alone program.

**PATH 1:** Enroll as a degree-seeking student working toward a Bachelor's in Criminal Justice completing the POST during your degree studies

- ▶ Financial aid is available if qualified
- ▶ If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-time POST program

**PATH 2:** Enroll as a degree-seeking student working toward an Associate's in Criminal Justice completing the POST during your degree studies

- ▶ Financial aid is available if qualified
- ▶ If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-time POST program



**PATH 3:** Enroll as a non-degree seeking student, earning a POST certificate ONLY

- ▶ Financial aid is **NOT** available; however, VA benefits can apply
- ▶ There are no ACT/developmental coursework requirements
- ▶ You will earn 18 college credits that you can apply to a degree in the future (ACT requirements will apply at that time)



## FINANCIAL AID AND THE LAW ENFORCEMENT ACADEMY

*Please indicate the path you wish to complete. (You must indicate one path only)*

\_\_\_\_\_ **PATH 1** – Enroll as a degree-seeking student working toward a Bachelor's in Criminal Justice completing the POST during your degree studies.

- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-term POST program. **You must complete one of the following lines to qualify for this category:**
  - REQUIRED: -My ACT English \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_
  - Placement test scores: English \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_
  - Grade: English 108 (or equivalent) \_\_\_\_\_ Math 110 (or equivalent) \_\_\_\_\_

\_\_\_\_\_ **PATH 2** – Enroll as a degree-seeking student working toward an Associate's in Criminal Justice completing the POST during your degree studies.

- Financial aid is available if qualified
- If your ACT scores are below 22 (math) / 18 (English, reading), you must enroll in developmental courses, and be continually enrolled in them and corresponding general education courses (e.g. ENG 104 & 108) until you pass BEFORE you can enroll in the full-term POST program. **You must complete one of the following lines to qualify for this category:**
  - REQUIRED: -My ACT English \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_
  - Placement test scores: English \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_
  - Grade: English 108 (or equivalent) \_\_\_\_\_ Math 110 (or equivalent) \_\_\_\_\_

\_\_\_\_\_ **PATH 3** – Enroll as a non-degree seeking student, earning a POST certificate ONLY

- **Financial aid is NOT available;** however, VA benefits can apply
- There are no ACT/ developmental coursework requirements
- You will earn 18 college credits that you can apply to a degree in the future. (ACT requirements will apply at that time.)

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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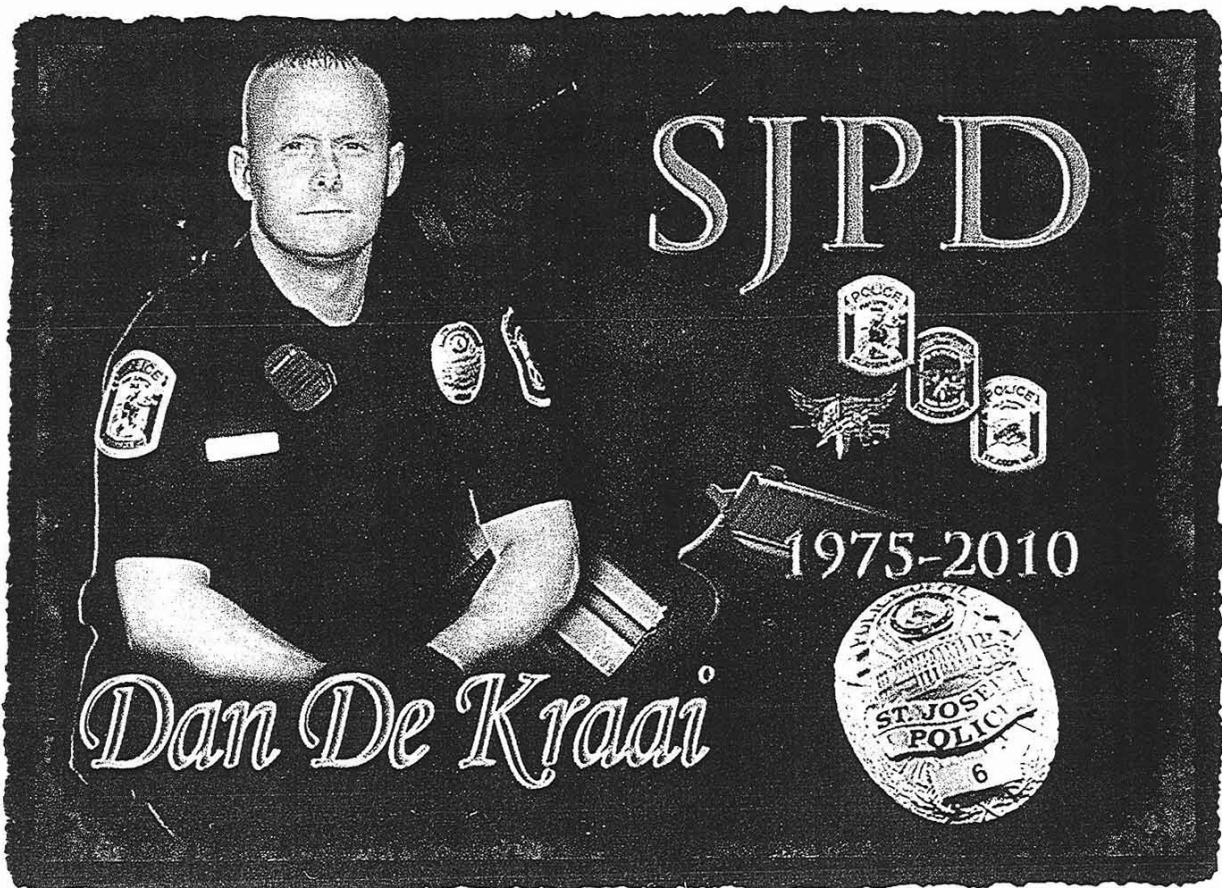
<sup>1</sup>Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup>See 28 CFR 50.12(b)

<sup>3</sup>See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV9c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

# The Dan D. De Kraai Scholarship

## Application



## **THE DAN D. DEKRAAI SCHOLARSHIP APPLICATION**

The Dan D. DeKraai Memorial Fund was established in Dan's name by his family shortly after his death on September 15, 2010. The memorial fund will provide scholarships for those seeking employment in Law Enforcement. Dan loved his family as well as his career. After graduating from the Academy, Dan came back to be an instructor in Physical training. He was dedicated to helping make the cadets the best they could be. He was looked at as a mentor by many.

### *Scholarship Eligibility*

Eligibility is open to anyone pursuing a career in Law Enforcement who is attending the MISSOURI WESTERN STATE UNIVERSITY REGIONAL LAW ENFORCEMENT ACADEMY.

### *Application Process*

Each applicant must complete an application, provide a current transcript and submit an essay. Applicants will also go through an interview process. Scholarships will be awarded annually upon review and recommendations of the executive board.

### *How to Apply*

Scholarship applications are available at the Missouri Western State University Regional Law Enforcement Academy.

Location: Missouri Western State University  
4525 Downs Drive, Wilson Hall 202  
St Joseph, MO 64507  
Phone : (816) 271-5843  
Email: [cmdrking@missouriwestern.edu](mailto:cmdrking@missouriwestern.edu)

## **THE DAN D. DEKRAAI** **SCHOLARSHIP APPLICATION**

In order to be considered for the Dan D. DeKraai Scholarship, please provide ALL information requested in this application.

### **Standards for Selection:**

1. Character  
The character and integrity of each applicant will be considered.
2. Leadership  
Demonstrated qualities of leadership, either in school or community activities, will also be considered.
3. Athletic Achievements  
The athletic achievement of candidate will be looked at, however, is not a determining factor for scholarships to be awarded.

### **Scholarship Committee:**

Finalists will be chosen on the basis of the selection criteria reviewed by the Scholarship Executive Board. The decision of the Scholarship Board is final.

### **How to Apply:**

The Dan D. DeKraai Scholarship can be obtained online or at the Missouri Western State University Law Enforcement Academy.

The application form must be completed by the applicant. It should be mailed to: Missouri Western State University Law Enforcement Academy, 4525 Downs Drive - Wilson Hall 202, St. Joseph, Missouri 64501.

Application must include a copy of a current official transcript AND a one page essay on – “WHY I WANT TO PURSUE A CAREER IN LAW ENFORCEMENT”.



Law Enforcement Academy

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## THE DAN D. DEKRAAI SCHOLARSHIP APPLICATION

*Please type or print:*

Applicant First/Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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High School or College: \_\_\_\_\_

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I am presently in good health and know of no personal or physical limitation that would prevent my full participation in a career in law enforcement, law or criminal justice. I know of no reason why Missouri Western State University would not accept me as a recruit. And, I certify to the accuracy of the foregoing facts in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_