

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY

Peace Officer Licensing Handbook



Peace Officer Standards & Training
(POST) Program
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This handbook is intended to assist an applicant in becoming a licensed peace officer in Missouri, to upgrade an existing license held by a Missouri Peace Officer, or re-licensure of a Missouri Peace Officer whose license has expired. The process has three phases:

- 1. Application** - The application must be completed with all required information and documents attached. If any documents are not attached, or if the application is illegible, it will be returned to the applicant as incomplete.
- 2. Assessment** – Assessment points will be awarded for basic training, continuing professional education, higher education and years of service as a peace officer, federal, or military police officer. The points accrued will determine if the applicant is eligible to take the Missouri Peace Officer License Exam (MPOLE). A **Class A** license is required for employment in St. Louis, St. Charles, Jackson, and Jefferson Counties, and the City of St. Louis. A **Class B** license is required for employment in areas not requiring a **Class A** license.
- 3. Exam** –A minimum score of 70% must be obtained on the Missouri Peace Officer License Exam.

Ineligible Applicants:

Persons who have a Missouri **Class R** or a **Class D** license, or a person graduating from a reserve basic training course, is not eligible to qualify on the point scale.

Federal or Military Police Officer Information:

Federal law enforcement officers or military police officers (which includes but is not limited to Army, Navy, Marine Corps, Air Force, and Coast Guard) are encouraged to attach as much information as possible about the basic law enforcement training received. Whenever possible, this information should include:

1. Date of course;
2. Location of course;
3. Hours of training received;
4. Name and number of the course attended;
5. Curriculum overview.

Most federal/military training centers will provide this information upon request.

Send your application and all documentation to:

Missouri Department of Public Safety
POST Program
P.O. Box 749
Jefferson City, MO 65102

The following applicant assessment point schedule will be used to determine if an applicant will qualify to take the MPOLE. A **Class A** license (required for employment in St. Louis, St. Charles, Jackson, and Jefferson Counties, and the City of St. Louis) will require a minimum of 16 points. A **Class B** license (required for employment in areas not requiring a **Class A** license) will require a minimum of 10 points.

Definitions:

Basic Training, training recognized by a state council, state commission, state board, or state agency that leads to licensing as a peace officer, or any portion of a basic recruit training course recognized by the federal government for its law enforcement officers, which falls within the core curricula areas of the Missouri basic training curriculum.

Years of Experience, the total number of years the applicant has been employed as peace officer or federal law enforcement officer, and who has not had their peace officer license, federal, or military equivalent suspended or revoked.

Advanced Degree, an academic degree including; Associates Degree, Bachelors Degree, Masters Degree and Doctorate, awarded by an accredited college or university.

Continuing Professional Education, properly documented training used to refresh, expand or supplement basic training, which occurred while employed as a peace officer, federal, or military officer.

Applicant Assessment:

Basic Training:

1. 120 hours to 179 hours of basic training, 1 point; or
2. 180 hours to 299 hours of basic training, 3 points; or
3. 300 hours to 469 hours of basic training, 5 points; or
4. 470 hours to 599 hours of basic training, 8 points; or
5. 600 hours or more of basic training, 14 points.

Years of Experience:

1. 1 point for every year of full-time service; and/or
2. One point for every 3 years of reserve/part time service.

Advanced Degree:

1. Associates Degree, 1 point; or
2. Bachelors Degree, 2 points; or
3. Masters Degree, 3 points; or
4. Doctorate Degree, 4 points.

Continuing Education:

1. Completed 16 continuing education hours for each calendar year of employment, 1 point; or
2. Completed 32 continuing education hours for each calendar year of

- employment, 2 points maximum; and/or
3. Graduate of the FBI National Academy or equivalent training: 1 point for each 100 contact hours of training.

Exam

If the applicant is eligible to take the MPOLE, we will notify the applicant of times and locations available for testing. If the assessment indicates the applicant is not eligible to take the exam, the applicant will be notified in writing.

The following is a description and area of recommended study for the MPOLE.

The MPOLE is a 200 question test that measures the basic knowledge and ability to apply that knowledge as a peace officer. The exam is based on a job task analysis that identifies the minimal knowledge a Missouri licensed peace officer should possess.

As most of the topics addressed in the exam are generic, a variety of textbooks and reference books may be used for study purposes, and may be found at public or college libraries. Practical application classes as well as street experience are particularly helpful.

The following is a breakdown of the core subject areas and the percentage portion of the exam focused on that particular knowledge area:

1. LEGAL STUDIES (11%)

CONSTITUTIONAL LAW

- Introduction to Law
- The Criminal Process
- Rules of Evidence
- Admissions/Confessions
- Contact/Detention/Arrest
- Prisoner Rights and Privileges
- Searches, Seizures, and the Search Warrant
- Peace Officer Liability

MISSOURI STATUTORY LAW

- Criminal Code Overview
- Justification-Use of Force
- Criminal Statutes
- Civil Process

TRAFFIC LAW

- Complaint and Summons
- Registration and Licensing

2. INTERPERSONAL PERSPECTIVES (14%)

ETHICS AND PROFESSIONALISM

DOMESTIC VIOLENCE

Crisis Intervention/Domestic Violence
Child Abuse and Neglect

HUMAN BEHAVIOR

Communication Obstacles
Cultural Diversity
Community Problem Solving
Crime Prevention
Dealing With Death
Stress Management
Health, Fitness, and Nutrition

3. TECHNICAL STUDIES (65%)

PATROL

Radio Communication Procedure
Field Interviews
Mechanics of Arrest and Control
Search of Persons/Vehicles
Vehicle Stops
Day vs. Night Patrol
Emergency Response/Building Searches
Gangs, Transients, and Organized Crime
Civil Disturbance Response
Survival Mentality
Hazardous Materials
Introduction to Drug Abuse Resistance Education (DARE)

JAIL POPULATION MANAGEMENT

Processing and Documentation Procedures
Basic Security Principles

TRAFFIC ACCIDENT and LAW ENFORCEMENT

State Wide Accident Reporting System (STARS)/Accident Report Writing & Diagramming
Accident Investigation
Introduction to Traffic Radar
DWI Investigation and Reporting

CRIMINAL INVESTIGATION

Crime Scene Processing and Investigation
Fingerprint Evidence
Interrogation Process

OFFENSE INVESTIGATION (not all inclusive)

Homicide
Robbery
Sexual Assault
Bad Check
Vehicle Theft
Burglary

REPORT WRITING

Memoranda (internal departmental correspondence)
Introduction to Report Writing

JUVENILE JUSTICE AND PROCEDURES

Introduction, Jurisdiction and Certification
Judicial Custody
Juvenile Interrogation/Interviews
Fingerprinting and Lineups
Related Missouri Statutes

FIRST AID (FIRST RESPONDER)

4. SKILL DEVELOPMENT (10%)

DEFENSIVE TACTICS

Handcuffing and Restraining Devices
Control Techniques

FIREARMS

Fundamentals of Marksmanship
Shooting Stance

DRIVER TRAINING

Fundamentals of Law Enforcement Driving

Sample Exam Questions

The following questions are typical of those that appear in the Missouri Peace Officer License Exam. There is a sample question for each category. By reviewing each question, candidates can familiarize themselves with the types of questions on the examination.

1. **Technical Studies**

One can generally say that a serial murderer has the following characteristics:

- a. They are a dangerous criminal.
- b. They murder more than once.
- c. Their crime may have a similar modis operandi.
- d. All of the above.

2. **Legal Studies**

The right of the people to be secure that excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted is embodied in which amendment?

- a. First
- b. Ninth
- c. Eighth
- d. Third

3. **Legal Studies**

Officer Brown responds to a report of property damage. After interviewing the complainant, Officer Brown determines the complainant had contracted with a construction company to put in a water line and in the process the backhoe operator backed into his house causing substantial damage. The complainant wants the backhoe operator arrested. This is a:

- a. Criminal matter
- b. Civil matter

4. **Legal Studies**

After a search warrant has been served:

- a. Only items over \$50.00 in value need to be listed on the return to the court.
- b. Only items over \$150.00 in value need to be listed on the return to the court.
- c. Only items that have a retail value of \$500.00 need to be listed on the return to the court.
- d. All items seized need to be listed on the return to the court.

5. **Skill Development**

When handcuffing a prisoner who is unruly:

- a. Always spray the prisoner with chemical mace before applying handcuffs.
- b. Handcuff the prisoner's right hand to their left ankle and left hand to right ankle.
- c. Handcuff the prisoner's hands behind their back and apply leg restraints if necessary, insuring the handcuffs and leg restraints are double locked.
- d. Tighten the handcuffs tight enough that the prisoner's hands turn blue and they cease to be unruly.

6. **Legal Studies**

Officer Brown has developed sufficient probable cause to arrest suspect Jones for misdemeanor stealing. Officer Brown is able to locate suspect Jones one month after the incident. At the time of the arrest Officer Brown must have in his possession:

- a. Writ of Habeas Corpus
- b. Writ of Mandamus
- c. Subpoena Duces Tecum
- d. None of the above

7. **Technical Studies**

In a DWI investigation, eight hundredths of one percent or more by weight of alcohol in the suspects blood is:

- a. Proof that the suspect drank at least eight beers
- b. Indication that the suspect is in need of medical attention
- c. Prima Facie evidence that the suspect is intoxicated
- d. Cause for dismissal

8. **Technical Studies**

T F A Missouri STARS accident report must be completed on all private property accidents.

9. **Legal Studies**

You have answered a second domestic abuse call at the same residence involving the same husband and wife. The husband is identified as the primary aggressor. The wife does not want her husband arrested and doesn't want any report made. If this second call has taken place within _____ hours of the first and you can identify the primary aggressor, you must make an arrest.

- a. 24
- b. 8
- c. 12
- d. 48

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|------------|------|------|------|------|------|------|------|------|------|
| Answer Key | 1. d | 2. c | 3. b | 4. d | 5. c | 6. d | 7. c | 8. f | 9. c |
|------------|------|------|------|------|------|------|------|------|------|

Recommended Reading

Some of the questions on the exam are Missouri specific, particularly in the area of Missouri Statutory Law and alcohol related offenses. A good source of study is the *Missouri Criminal Code Handbook*. This is available at the Law Enforcement Training Institute (LETI), University of Missouri Columbia, 321 Hearnes Center, Columbia, MO 65211.

To obtain a copy of the Missouri Criminal Code Handbook please contact LETI at (573) 882-6021.

Contact Information

If you have any questions or need further assistance, please contact the POST Program at (573) 751-3409.