

**Title 11—DEPARTMENT OF  
PUBLIC SAFETY  
Division 75—Peace Officer Standards and  
Training Program  
Chapter 14—Basic Training Centers**

**11 CSR 75-14.020 Minimum Requirements for Basic Training Centers.** The department is amending section (1).

*PURPOSE: This amendment is being made to modify the record retention requirements for basic training centers.*

(1) A basic training center shall:

(A) Be under the management and operational control of a full-time, salaried training center director and shall designate to the Director the name, mailing address, and telephone number of the training center director;

(B) During its initial one (1) and three (3)-year licensing periods pursuant to 11 CSR 75-14.010(7), shall have an advisory board consisting of at least five (5) individuals with a law enforcement background;

(C) Operate pursuant to written policies and procedures;

(D) Deliver basic training courses on a regular basis;

(E) Notify the Director within thirty (30) days upon the dismissal, suspension, or other discipline of the training center director or any instructor;

(F) Maintain facilities and equipment adequate to deliver safe and effective basic training; and

(G) Deliver all training in a manner that is safe, effective, and in strict compliance with these rules; and

(H) Retain complete records on each basic training course for a period of [*seventy-five (75)*] **six (6)** years following completion of the course, including:

1. The designation of the course pursuant to 11 CSR 75-14.040(2)(A);

2. The lesson plans used to teach the course;

3. The class schedule, including the date, time, and instructor for all training, both mandatory and supplemental;

4. With respect to each objective designated pursuant to 11 CSR 75-14.050(3)(B)2. to be taught only by a specialist instructor with a valid, current third-party or secondary license, a copy of the appropriate third-party or secondary license[;].

[5. *With respect to each trainee: name, Social Security number, date of birth, attendance record, all grades, and final course score.*]

**(I) Retain permanent records regarding each trainee to include: name, Social Security Number, date of birth, attendance record, all grades, final course score and hours of training completed.**

(2) The Director may on a regular or irregular basis require all basic training center directors to attend meetings called by the Director. With prior approval of the Director, a training center director may appoint a designated representative to attend any such meeting.

(3) Each basic training center shall submit to a programmatic audit by the Director at least once every three (3) years.

(4) All records of a basic training center that are relevant to a determination of compliance with Chapter 590, RSMo, or these rules shall be open to inspection by the Director without a subpoena.

(5) A training center director shall cooperate with the Director in all audits and investigations conducted pursuant to Chapter 590, RSMo, or these rules.

*AUTHORITY: sections 590.060 and 590.190, RSMo Supp. 2007.\* Original rule filed May 1, 2002, effective Oct. 30, 2002. Amended: Filed July 1, 2008, effective Dec. 30, 2008.*

*\*Original authority: 590.060, RSMo 2001 and 590.190, RSMo 2001, amended 2007.*

*PUBLIC COST: This proposed amendment will not cost public entities more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with Jeremy Spratt, Missouri Department of Public Safety Peace Officer Standards and Training (POST) Program Manager, PO Box 749, Jefferson City, Mo 65102. To be considered, comments must be received within thirty days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*