

Law Enforcement Training Institute

115 Bus. Loop 70 West, Suite 143
Columbia, Missouri 65211

PHONE: 573-882-6021

FAX: 573-884-5693

WEBSITE: <http://letl.missouri.edu>

Dear Applicant:

The faculty and staff of the Law Enforcement Training Institute appreciate your interest in applying for admission to the Class A Certified Basic Law Enforcement Training Academy.

Tuition for the program is \$4,500.00. This includes uniforms, a parking permit, all instruction, handout materials, certificates of completion and Continuing Education Units (CEU's).

The enclosed Application for Admission is the first step in the admissions process. Return the entire, completed and notarized application to LETI along with copies of your birth certificate, your high school diploma or GED certificate, and a check, money order or credit card number for the non-refundable registration fee of \$750.00. Make checks payable to "University of Missouri." The remainder of the tuition must be submitted by the first day of class unless alternate arrangements have been made. If a department or government agency is funding your tuition we require written verification stating that they accept responsibility for your tuition.

In addition to completing the application, you must complete and have notarized the enclosed Missouri Peace Officer License Legal Questionnaire. Return the questionnaire to LETI along with the other application documents no earlier than three months prior to class start date. Registrations will be accepted until 15 working days prior to the class start date if you have nothing to report in the POST criminal history section of the application.. If you have any charges on your record, except minor traffic violations, the deadline is 30 working days prior to the academy start date.

You will be required to wear the LETI Basic Training uniform. To ensure proper fit, please fill out the enclosed Uniform Sizing Form and return it with your application.

Incomplete applications will not be accepted. Any intentional omission or falsification of these admissions documents will be grounds for immediate dismissal from the Academy.

The information supplied in these documents will be used only for determining the applicant's eligibility for admission to the Academy and subsequent certification as a law enforcement officer by the Missouri Peace Officer Standards and Training (P.O.S.T.) Commission.

If you wish to enroll in our program, please complete the enclosed forms and return them to our office. Feel free to contact us at 573-882-6021 or 800-825-6505 if you have any questions.

John Worden
Director

Minimum Eligibility Requirements

Age and citizenship requirements

Applicants to the Law Enforcement Training Institute Basic Academy must meet the following age and citizenship requirements:

- be at least 18 years of age; and
- be a U.S. citizen, native or naturalized.

A recruit cannot test for POST licensure in the state of Missouri before his or her 21st birthday.

Education requirements

Applicants for the Law Enforcement Training Institute Basic Academy must meet the following education requirements:

- have a high school diploma from an accredited high school; or
- have an equivalent General Educational Development (GED) credential.

Fingerprint requirements

Applicants to the Law Enforcement Training Institute Basic Academy must submit their fingerprints for a background check. Instructions on how and where to be fingerprinted are included with the acceptance packet sent upon completion of the registration process. Students with **any** criminal or moral arrests and/or convictions are subject to review by the academy director, who may deny entrance based upon the records of the arrest or conviction.

Criminal history requirements

Applicants to the academy must meet the following criminal history requirements:

- have never been convicted of **any** felony;
- have never been convicted of any domestic violence offense;
- are not prohibited by state or federal law from operating a motor vehicle;
- are not prohibited by state or federal law from possessing firearms or ammunition; and
- are not currently on any community supervision or probation for any offense.

In addition to the preceding, applicants must

- possess a valid driver's license;
- have no DWI or related convictions within the past three years or have no more than two DWIs within the past 10 years;
- have no drug or related arrests within the past three years; and
- not be under any Full Order of Protection as the respondent.

Certification of Application

Authorization for release of information
(read carefully before signing)

I, _____ (print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts, regardless of how slight, will cause forfeiture of all rights to admission.

I hereby authorize all law enforcement agencies; the Department of Veterans Affairs; all military agencies; all federal, state or local government agencies; medical agencies; and schools and universities to furnish the holder of this release with all and any available records and information regarding me and my qualifications and suitability for police work.

I authorize the release of this application to any law enforcement agency.

I authorize the Law Enforcement Training Institute, University of Missouri Extension, to obtain arrest information from records that may be confidential or closed.

I understand that photocopies of this authorization will be considered as effective, encompassing and valid as the original.

Applicant signature _____ Date _____

Applicant Social Security number _____ Date of birth _____

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

Notary public

Completing the Application

Read each question carefully, and answer each as accurately, completely and neatly as possible. All entries, except signatures, **must be printed legibly with black ink** or typed in the downloaded fillable PDF file.

If a question does not apply to you, indicate that it is not applicable (N/A) in that space.

The information requested on this application will be used for reference in the consideration of your application for acceptance to LETI.

Please confirm that you have read and understand the above by signing in the spaces below.

Signature _____

Printed name _____

Date _____ Social Security number _____

Statement of Understanding

I understand that in this Class A Certified Basic Law Enforcement Training Academy I will be required to participate in intense physical activities that will include defensive tactics training, firearms training and qualification, physical training and job-related situational scenario training.

I certify that I am aware of no physical or mental conditions that would prohibit or limit my participation in the above activities.

The Law Enforcement Training Institute has informed me that I have **not** been assured of any law enforcement position as a result of my successful completion of the Basic Academy. I understand that I must apply directly to the law enforcement department in which I am interested in seeking employment. I also understand that I must comply with all entry requirements of the city/county department in which I am seeking employment.

I understand that testing and acceptance in the Law Enforcement Training Institute academy does not guarantee my completion. I also understand that, once accepted in the Law Enforcement Training Institute academy, I will be under ongoing review — morally, ethically, legally and intellectually — and may be removed from the academy by the Law Enforcement Training Institute academy director or the Missouri Peace Officer Standards and Training (POST) for any act against the academy rules and regulations, Missouri Revised Statutes, or provisions of the Missouri Code of State Regulations.

Signature

Date

Application for Admission

Class dates _____

Personal data

Social Security number _____ Email address _____

Last name _____ First name _____ Middle name _____
(full legal name)

Street address _____

City _____ State _____ ZIP code _____

Home phone _____ Cell phone _____

Business phone _____ Date of birth _____

List any other names you have ever used (officially or unofficially, including nicknames, maiden names, married names and abbreviations):

Are you a citizen of the United States? Yes No

Were you naturalized? Yes No

If yes, provide certified copy of naturalization certification.

Military service: Branch _____ Dates of service _____ Date of discharge _____

Are you a member of the National Guard? Yes No If yes, what state? _____

List all driving citations or summons you have received within the past 10 years, beginning with the most recent:

<i>Month/Year</i>	<i>Charge</i>	<i>Issuing agency/City/State</i>	<i>Disposition</i>

Driver's license number _____ State issued _____

Education

High school attended _____ Graduation date _____

Address _____

College or university attended _____ Graduation date _____

Address _____

Last name _____ First name _____ Middle name _____

Criminal history

Have you **ever** been arrested, charged, questioned, accused, warned or detained for any offense or alleged violation or any statute, ordinance, law, regulation by any civil or military authority, either in this country or any other country? (**NOTE: You must list all arrests, regardless of their eventual outcome. Arrests do not "go away." While an arrest record will not automatically disqualify an applicant, a failure to list an arrest will result in an immediate disqualification for an applicant or a dismissal for a student who has begun the program.**) Yes No

<i>Date</i>	<i>Charge</i>	<i>City/State</i>	<i>Arresting agency</i>	<i>Disposition</i>

Employment (law enforcement agency)

Employed by _____

Address _____

City _____ State _____ ZIP code _____

Chief or sheriff's name _____

Agency phone _____ Agency fax _____

Rank _____ I am employed full time _____ or reserve _____

Date employed by current employer _____

(Other employment)

Employed by _____

Address _____

City _____ State _____ ZIP code _____

Supervisor's name _____ Employer phone _____

I am employed full time _____ or part time _____ Date employed by current employer _____

Were you dismissed, fired or asked to resign by this employer? Yes No

If yes, employer's name _____ Date of dismissal _____

Reason for dismissal _____

Last name _____ First name _____ Middle name _____

Employed by _____

Address _____

City _____ State _____ ZIP code _____

Supervisor's name _____ Employer phone _____

I am employed full time _____ or part time _____ Date employed by current employer _____

Were you dismissed, fired or asked to resign by this employer? Yes No

If yes, employer's name _____ Date of dismissal _____

Reason for dismissal _____

Employed by _____

Address _____

City _____ State _____ ZIP code _____

Supervisor's name _____ Employer phone _____

I am employed full time _____ or part time _____ Date employed by current employer _____

Were you dismissed, fired or asked to resign by this employer? Yes No

If yes, employer's name _____ Date of dismissal _____

Reason for dismissal _____

Have you ever been dismissed, fired or asked to resign by any employer? Yes No

Have you ever been denied entry into another academy in Missouri or any other state?

Yes No If yes, what academy, and what was the reason? _____

Have you ever been admitted and then dismissed from another academy in Missouri or any other state?

Yes No If yes, what academy, and what was the reason? _____

I certify that the information I have supplied in this application packet is factual to the best of my ability.

Signature

Date

Dear Prospective Student:

When filling out the Legal Questionnaire please list any arrest on the form. The form specifically asks “Have you ever been arrested for, or charged with, any criminal offense?” This means exactly that, have you been arrested, even if the charges were dropped. These things will still show up on the Criminal Background check that is done when you are fingerprinted. If you have an arrest and/or conviction listed, we **must** have the following items included with your application packet.

1. **Certified** copy of the police report, including narrative.
2. **Certified** copy of the court record, **including disposition**.
3. Narrative stating the details of the arrest in your own words.

We must have the above listed items for anything you have listed on the form. You will also need to call our office and make an appointment with our Director, John W. Worden. Do not try to schedule an appointment with the Director until your packet is complete. The Director will then decide if the form and these items will be sent to the Department of Public Safety for review and approval or denial. We cannot process your application for the class until we have that approval.

If you have never been arrested, then just have the form notarized and return it to us. You will not need an appointment with the Director. If you have any questions, please call before mailing your paperwork in. Thank you.

Sincerely,

Debbie Sorrell
Academy Coordinator



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.

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: _____



AUTHORIZATION FOR RELEASE OF INFORMATION

10/22/2013

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, and any and all records related to any criminal or internal investigation conducted on 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 photo static 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

Uniform Order Form

Class A Certified Basic Law Enforcement Training Academy

Return this form five weeks prior to class in order to guarantee uniforms will be ready the first week of class.

You will be issued two (2) BDU pants, two (2) short sleeved polo shirts, one (1) belt, two (2) pair shorts, two (2) short sleeved t-shirts. You may purchase additional uniform items or other LETI logo clothing (sweatpants, long sleeved t-shirts, long sleeved polos, ball caps, sweatshirts - both crew neck and hoodie.)

Please give **exact** measurements for each piece of clothing. Use a tape measure for accurate measurements to ensure a good fit. The pants are black BDUs and the shirts are polo style. Use the following information to select your pants and shirt sizes.

BDU Waist Sizes:

Small	27" to 31" waist
Medium	31" to 35" waist
Large	35" to 39" waist
XLarge	39" to 43" waist
XXLarge	43" to 47" waist

BDU Length Sizes:

Short Length	under 29 ½" inseam
Regular Length	29 ½" to 32 ½" inseam
Long Length	over 32 ½" inseam

Polo Shirt Sizes:

These come in small through XXXLarge and are 100% preshrunk cotton. They will be short sleeved with a collar.

LETI Uniform Order Form

Class A Certified Basic Law Enforcement Training Program

Student Name:
Name to appear on name tag: (first & last)
BDU Wasit size:
BDU Length size:
Belt size:
Polo Shirt size:
T-Shirt size
Shorts size:



Missouri Peace Officer License Application

Last Revised 01.01.2016



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 P.O. Box 749 Jefferson City, MO 65102 Phone: (573) 751-3409 Fax: (573) 751-5399 Email: post@dps.mo.gov Website: www.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: _____	SID#: _____
	Processed by: _____	Reviewed by: _____
	Program Manager Approval: _____	Date: _____
Exam Score: _____	License #: _____	