



# MISSISSIPPI

## PEACE OFFICER STANDARDS & TRAINING

### BJOST ACCREDITATION OF TRAINING FACILITY APPLICATION COVER PAGE

Name of Applicant Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
P.O. Box or Street Address

City/State Zip Code

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Type of Application:

Original Accreditation

Accreditation Renewal

Date of Application: \_\_\_\_\_

# FACILITY APPLICATION INSTRUCTIONS

## 1. LETTER OF REQUEST FOR ACCREDITATION

The applicant agency must submit a letter of request for accreditation. This letter must originate from the agency head and commit both financial and administrative support for the program.

## 2. APPLICATION COVER PAGE

The BJOST "Application Cover Page" must accompany the completed application.

## 3. APPLICATION TEXT

The narrative text of the application must demonstrate the ability of the applicant agency to comply with requirements as outlined in the BJOST Policy and Procedures Manual and those listed below. Supporting documentation, consisting of copies of required information, should be submitted in this section of the application. If information is not available, then the method of complying with the requirement should be addressed in this section.

### a. ADMINISTRATIVE REQUIREMENTS

#### i. ADMINISTRATIVE STAFFING

This section of the application should address the entire staff (full or part - time). The qualification and assignment of the staff should be delineated to include an organizational chart. Where staff are assigned to other activities or agencies as their primary duty, a letter under signature of that individual's supervisor authorizing participation as needed in the training program must be included.

#### ii. FACILITY POLICY AND PROCEDURES MANUAL

A copy of the applicant facility's "Policy and Procedures Manual" should be provided in this section.

#### iii. FACILITY RECORDS

A copy of each of the records below should be enclosed. If no record exists, please enclose a sample of how you propose to maintain the required information.

- (1) Facility administrative records
- (2) Class records
- (3) Student records

#### iv. SAFETY REQUIREMENTS

Provide documentation of compliance with this requirement.

### b. PHYSICAL REQUIREMENTS

#### i. PHYSICAL FACILITIES

Please provide physical descriptions, diagrams, maps or any other information that may assist our office in determining the adequacy of the facility's physical facilities that are listed below. It should be noted that an inspection of these facilities will be conducted prior to any determination as to accreditation.