



# MISSISSIPPI

## PEACE OFFICER STANDARDS & TRAINING

### FULL-TIME LAW ENFORCEMENT APPLICATION FOR CERTIFICATION - PART I

READ THE INSTRUCTIONS ON PAGE 2

In accordance with the Law Enforcement Officers Training Program (LEOTP) MCA § 45-6-1 et al. Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a board. This statute authorizes a fine of up to \$10,000.00 and a jail sentence of up to 5 years. Further, the LEOTP authorizes the BLEOST in § 45-6-11 (7) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. Name: \_\_\_\_\_  
Give Full Name - First Middle Last
2. SSN: \_\_\_\_\_
3. Date of Hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 4. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
5. Title/Rank: \_\_\_\_\_
6. Department: \_\_\_\_\_  
Dept.'s
7. Telephone: \_\_\_\_\_
8. Address: \_\_\_\_\_  
Post Office Box or Street City & Zip Code
9. Has the applicant ever been certified under the LEOTP? No ( ) Yes ( ) 10. Certificate No. \_\_\_\_\_  
Number of High
11. Education, Years Completed \_\_\_\_, School Diploma \_\_\_\_ or GED \_\_\_\_, Degree(s) \_\_\_\_\_
12. EMPLOYMENT RECORD List all employment. Begin with your most previous employment and work back. Use an additional 8.5 x 11 sheet of paper if necessary.

Agency/Department	Position	City/State		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

13. TRAINING RECORD List all completed law enforcement training consisting of eighty (80) hours or more. Include copies of certificates of completion. Use an additional 8.5 x 11 sheet of paper if necessary.

Name of Course	Location	Course Length		Month	Day	Year
			From:			
			To:			
			From:			
			To:			
			From:			
			To:			

## INSTRUCTIONS

Complete Parts I, II and III of the "Application for Certification" form for all newly hired full-time law enforcement officers. Return the form to the Board on Law Enforcement Officer Standards and Training (BLEOST) within thirty days of the officer's date of hire.

### Part I

**Type or print in ink when completing this form.** Record the applicant's full name, social security number, date of hire as a full-time law enforcement officer, date of birth, current position or rank, the name of the employing agency/department, the department's telephone number and mailing address. Check whether or not the applicant has ever been certified under the Law Enforcement Officers Training Program (LEOTP). If the answer is yes, enter the applicant's certificate number. State the number of years of education completed by the applicant. Check whether the applicant has a high school diploma or GED, and denote any degrees earned other than a high school diploma or GED (i.e., BS - Bachelor of Science, BA - Bachelor of Arts, etc.).

List all past employment that has been held by the applicant, beginning with the applicant's most previous employment and working back. Include the name of the employer, the position held, the city and state where employed, and the dates of said employment.

List all law enforcement training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Include copies of the certificates of completion and any other documentation available, such as a course curriculum.

### Part II

This portion of the form must be completed by the applicant. **Circle** the answer that applies. A "yes" answer to any of these questions does not automatically bar anyone from obtaining certification. Any of the questions, items one (1) through nine (9) that are answered "yes" must be explained to the Board. **The explanation must be typed or printed in ink on a separate eight and a half (8½") by eleven (11") inch sheet of paper, signed and dated by the applicant and include all related court documents.**

All crimes must be reported, to include alcohol and drug related offenses. The only exceptions to this requirement are traffic offenses where the fine is less than one hundred dollars (\$100.00) and where the applicant has had fewer than four (4) traffic offenses within the preceding twenty-four (24) months. **All traffic offenses involving drugs or alcohol, are to be reported regardless of the fine. Any alternative to sentencing that has been decreed by any political subdivision must be reported including, but not limited to: pre-trial diversion, probation, fines, restitution, or community service.** The applicant must sign and date "Part II - Applicant's Background Investigation Review" before a Notary Public.

### Part III

This part of the background investigation review must be completed by the head of the department or someone with authority to sign as the department head. There must be a letter on file, at this office, stating specifically who has the authority to sign as the department head. This letter of authorization will have to be signed by the head of the department.

Each procedure must be **initialed** (ex. - JD 1. A personnel ...) by the agency head to indicate completion of said procedure. **The applicant's fingerprints must be submitted to the Criminal Information Center of the Mississippi Department of Public Safety (see the address below).** If procedure number four (4) is not applicable to the officer in question enter N/A in the space provided. "Part III - Agency's Background Investigation Review" must be signed and dated before a Notary Public by the department head or someone with authority to sign as the department head.

**Criminal Information Center/MJIC  
Department of Public Safety  
"Fingerprints"  
3891 Highway 468 West  
Pearl, Mississippi 39208  
Telephone # - (601) 933-2600; Fax # - (601) 933-2676**

**PART II - APPLICANT'S BACKGROUND INVESTIGATION REVIEW**

**Important, read the instructions before completing this form**

**Circle One**

- 1. Have you ever been a defendant in a court martial, Article 15, Captain's Mast or other nonjudicial punishment? Yes No
- 2. Has a judgement ever been issued against you? Yes No
- 3. Have you ever been arrested or charged with a crime? Yes No
- 4. Have you ever received any alternatives to sentencing such as probation before judgement, pretrial diversion, non-adjudication of guilt or have you ever had an expungement? Yes No
- 5. Have you ever been found guilty or pled guilty or no contest to a crime? Yes No
- 6. Have you ever been refused a surety bond or turned down for employment that required a surety bond? Yes No
- 7. Have you ever: (a) been suspended for any reason from any employment; (b) been terminated from any employment; (c) resigned to prevent termination from any employment; (d) resigned prior to, during or at the conclusion of any such investigation into your activities? Yes No
- 8. Have you ever been addicted to or hospitalized for the use of alcohol or drugs? Yes No
- 9. Have you ever had a certificate, license or privilege removed, revoked, suspended, or voluntarily relinquished the same under state, federal or other laws? Yes No

I, the undersigned do hereby authorize and direct any duly authorized representative of a public safety agency to provide the POST full and complete disclosure of any information, public and private, pertaining to myself or my employment as required by the POST regarding my certification and my qualifications to be a certified law enforcement officer. It is my intent to provide full and free access to all information about me including my: work record, background and reputation, military records, educational records, financial status, criminal history and/or arrest record, information in investigatory files, job performance, attendance records, complaints or grievances, records or recollections of attorneys whether representing me or another person in any case in which I have had an interest, polygraph examinations, internal affairs investigations, discipline files and files which are deemed to be confidential and/or sealed.

I further authorize and direct the POST to provide copies of said records and/or any other record or document contained or related to my certification application and record to any duly authorized representative of a public safety agency.

I hereby release the POST and its authorized agents, the public safety agency and its authorized agents and all others, individually and collectively, from any and all liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I understand that should any information of a criminal nature surface, the information may be turned over to the appropriate authorities.

I, the undersigned, do hereby swear and affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted, pled guilty, pled nolo contendere, fined, ordered into probation or pre-trial diversion in relation to a felony or a misdemeanor involving moral turpitude, that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, **that I have provided my employer with a full explanation (without any omissions) of each and every "yes" answer to the above questions, one (1) through nine (9) of Part II of the "Application for Certification" form, and that these explanations (if any) are attached to this form,** that I am at least twenty-one (21) years old, that I have read and understand this form, all the instructions contained therein and do hereby confirm that all of the information contained in this application and/or all other information I furnish in conjunction with my application is true and correct.

Witness my signature this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Applicant's Name

**NOTARY PUBLIC**

I, the undersigned authority in and for \_\_\_\_\_ County and State, do hereby attest that the above individual did personally appear before me. Who being by me first duly sworn on oath, depose and state that he or she is the individual named in Part II of the "Application for Certification and Background Investigation Review" form, and that the said individual signed Part II of the foregoing "Application for Certification and Background Investigation Review" form.

GIVEN under my hand and official seal this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

