

LIMITED PURPOSE ACADEMY APPLICATION

The application for a Limited Purpose Academy shall be made in accordance with the following POST Rule:

464-5-21 Limited Purpose School (Academy)

(1) Definition.

- (a) A Limited Purpose School (Academy) is defined as an academy that exists solely to provide a single type of mandated certification training such as Basic Jail Officer Training, Basic Communications Officer Training, and Forensic Investigator Training, and other mandated courses as identified by the Council.
- (b) Basic Law Enforcement Officer Training (Mandate) shall not be included in this definition.

(2) Limited Purpose Schools Required to be Certified.

- (a) The number of certified Limited Purpose Schools shall be limited by the Council and all schools seeking certification shall, prior to the submission of application for certification, satisfy the Council of such need for an additional school based upon a training workload need beyond the capacity and capabilities of the existing schools or academies.
- (b) If the Council determines that such need does not exist, the Council shall notify the applicant thereof, and, upon request by the applicant, afford due notice and opportunity for hearing.
- (c) If the Council, after affording such notice and opportunity for hearing, finds the need is not such to justify an additional academy, the applicant shall be advised in writing of the findings upon which such determination is based.

(3) Application for Certification of Limited Purpose Schools (Academies).

- (a) Every agency or organ of this State, subdivision, or municipality thereof seeking Limited Purpose School certification shall make application on forms furnished by the Council and, in connection therewith, the Council shall require all answers to questions be under oath and that the applicant supply all information, and furnish all certificates, affidavits, and other requested supporting data.
- (b) In all cases the application shall be made in the name of the agency or organ of this State, subdivision, or municipality, and the application shall show that the certification is for the use of the applicant.

(4) Limited Purpose School (Academy) Requirements.

- (a) In order that a Limited Purpose School be qualified for certification under these Rules, all facilities and equipment related to administration of instructional courses shall be subject to inspection by POST Staff to ensure that the facilities are in compliance with applicable municipal, county, State, and federal fire, sanitation, building, and the Council regulations.
- (b) Copies of inspection reports shall be made available to the Council upon request as evidence of compliance with said regulations; otherwise, a letter documenting compliance shall accompany the application.

(5) Limited Purpose School (Academy) Director

- (a) A certified Limited Purpose School shall employ a director who is certified by the Council. The director of the Limited Purpose School shall function solely as the director during the administration of courses at the Limited Purpose School. When mandated training is being conducted, the Limited Purpose Academy Director shall have no additional duties assigned by the sponsoring agency which conflict with his/her duties as said Director.
- (b) If the Limited Purpose School Director becomes incapacitated or otherwise unavailable, an acting Limited Purpose School Director shall be appointed for a period of time as is reasonable for the sponsoring agency to employ and certify a new Limited Purpose School Director.
- (c) In order that a Limited Purpose School director be qualified for certification under these Rules the following requirements shall be met:

1. At the time of making application for certification under these rules, a Limited Purpose School director shall:

- (i) Be qualified for instructor certification in accordance with Council Rules;
- (ii) Have at least five years' experience in criminal justice;
- (iii) Possess good moral character.

2. No Limited Purpose School director shall be certified under these Rules without having completed an application as required by the Council. Said application shall be submitted within ninety (90) days of appointment as a Limited Purpose School director.

(6) Limited Purpose School (Academy) Instructor Requirements.

(a) Any person employed or utilized as staff or faculty of a certified Limited Purpose School shall be required to be a Level II (General) Instructor or higher as defined by Council rules. No Level I Instructors will be permitted to teach Basic Certification Courses at a Limited Purpose School (Academy).

(7) Limited Purpose School (Academy) Advisory Board.

(a) There shall be no requirement for an advisory board of a Limited Purpose School.

(8) Limited Purpose School (Academy) Period of Certification. Annual Renewals.

(a) Certification of a Limited Purpose Academy shall continue in effect for twelve calendar months commencing with the award of a certificate. The Council shall evaluate each certified Limited Purpose School within twelve calendar months commencing with the award of the certificate and annually thereafter to determine continued compliance with the qualification requirements of Council rules, adherence to contractual obligations, and maintenance of acceptable instructional quality.

(b) The Council shall award letters of renewal to schools found in continued compliance. Any certified Limited Purpose School shall, upon notice from the Council of a pending audit, provide whatever documentation to Council as requested to assist in the audit.

(9) Failure to Comply. Limited Purpose Schools.

(a) The Council shall deny certification to any Limited Purpose School which fails to comply with the certification provisions of this Chapter.

(b) The Council may suspend, revoke, place on probation, reprimand, or refuse to renew the certification at any time of any Limited Purpose School which fails to maintain the qualifications provided by this Chapter.

(10) Reapplication: Reinstatement. Limited Purpose Schools.

(a) Any Limited Purpose School to which certification has been denied, has been revoked, or has lapsed, may reapply or petition the Council for re-certification no sooner than six months after action by the Council becomes final.

(b) The Council may require a hearing at which time an affected School shall show cause why its application should be accepted or its petition granted.

(11) Information and Inspection.

(a) Any Limited Purpose School certified or seeking certification under these Rules shall supply such information or assist in such reasonable inspection as the Council deems necessary.

LIMITED PURPOSE ACADEMY APPLICATION

Agency Name:

Address:

Phone Number:

Proposed Academy Director:

Already Academy Director Certified? **YES** **NO**

Director's Email:

List of Mandated Training Courses to be offered with **DETAILED explanation of NEED** in accordance with POST Rule 464-5-.21. Attach additional documentation if desired.

Are all proposed academy staff POST-certified instructors? **YES** **NO**

List names of staff and OKeys.

List names and Okeys of Defensive Tactics Instructors to be utilized here:

Number of classrooms available:

Approximate dimensions/square footage of classroom(s) to be utilized:

Anticipated number of students per class:

Anticipated student/teacher ratio for practical exercises:

Are there sufficient restroom/locker room facilities available? **YES** **NO**

Is there a separate defensive tactics room available? **YES** **NO**

Approximate dimensions/square footage of defensive tactics area:

Are there first aid/AED resources immediately available? **YES** **NO**

Be specific as to type and location/proximity to classrooms:

Are lesson plans available for POST Review? **YES** **NO**

Are Performance Exam Evaluation Forms developed and on file? **YES** **NO**

Are Master Question Bank exam questions able to be kept in a secure storage location?
YES **NO**

Applicant's Name:

Applicant's Agency:

Applicant's Title:

I hereby certify under oath that the information contained in this application is true and correct and that the Limited Purpose Academy is for the sole use of the _____ .
(Agency Name)

(Applicant's Signature)

(Date)

(Notary Public)

(Date)

Notary Seal: