



Board of Peace Officer Standards and Training

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Advisory Rules Committee Meeting Minutes

December 19, 2024

9:00 a.m.

This was a hybrid meeting held at the POST Board office

Members Present:

Adam Meierding
Daniel Kurtz (Alt for Dawanna Witt)
Elliot Butay
Gae Davis
James Densley
Michelle Gross
Neil Bauer
Pat Nelson
Rick Hodsdon
Tracy Stille
Tom Draper
Vincent Scheckel

Staff Present:

Alicia Popowski
Erik Misselt
Katie Cederstrom
Rob Skoro

Ms. Popowski began the meeting on December 19, 2024 at 9:00 a.m.

1. Approval of Minutes from December 4, 2024: The Committee accepted the minutes as drafted.
2. Review of 6700.0600 final draft: The Committee discussed 6700.0600.
3. 6700.0600 consensus conversation: The Committee reached consensus of the final draft of 6700.0600.

6700.0600 LICENSING EXAMINATIONS.

Subpart 1. Examination eligibility and Application. ~~An applicant for any of the licensing examinations shall submit an application and documentation as required by the board. An application shall be accompanied by the appropriate nonrefundable fee under subpart 2. Applications are valid for one year from the date they are approved by the board.~~ Examination applicants are eligible to take the examination if they:

- A. Possess a postsecondary degree awarded by a postsecondary institution which is accredited by a federally recognized accrediting association or recognized as meeting accreditation by a member of the National Association of Credential Evaluation Services (NACES) and have successfully completed the peace officer licensing curriculum as described in part 6700.0300; or
- B. meet the reciprocity requirements described in part 6700.0501 or Minnesota Statute 626.8517.

Applications must include a transcript showing the completion of a postsecondary degree and documentation that the applicant successfully completed the peace officer licensing curriculum. Applicants must also pay the nonrefundable fee under subpart 2.

Subp. 2. **~~Nonrefundable fee Examination Fees.~~** A nonrefundable fee determined by the Board shall be paid to the board before taking a licensing examination. ~~the following licensing examinations:~~

- ~~A. peace officer licensing examination, \$105; and~~
- ~~B. reciprocity examination, \$105.~~

Subp. 3. **Retaking examinations.** An applicant who fails an examination will be allowed to retake that examination two times. ~~upon furnishing to~~ For each retake of the examination, an applicant must submit to the board a renewed ~~written~~ application and appropriate fee. The third examination application will require the applicant to successfully complete remedial training as described in subpart 4. Documentation of completion of remedial training must be supplied to the Board for review before applying to take the examination a third time. No individual will be allowed to take the examination more the three times unless they re-enroll in and complete the peace officer licensing curriculum.

Subp. 4. **Remedial examination procedures.** A third ~~or subsequent retake of the~~ examination application will require the applicant, in collaboration with Board staff, to submit and complete a remedial training plan prior to taking the examination. The applicant must provide proof that the objectives listed in the plan were completed. to the executive director for board approval. This plan must be directed at deficiencies indicated in previous examinations and must include, at a minimum, the following: Supporting documents must be submitted to the Executive Director for approval.

- ~~A. training activities to be completed;~~ A remedial training plan completed by an applicant must be directed at the deficiencies indicated in the applicant's previous examination and may include the following documentation:

- 1) the training activities and/or courses completed; and
- 2) a certificate of completion from the instructor or organization delivering the training activity or course, including documentation of the date the training activity or course was completed.

~~B. evaluation process to be used in verifying satisfactory completion of the listed activities; and~~

~~C. date of completion of all activities.~~

~~An additional written application and appropriate fee will be required for each administration of the examination.~~

Subp. 5. Reciprocity examinations. Reciprocity applicants will not be allowed to take the examination

more than three times. The third examination application will require the applicant to submit a remedial training plan as described in subpart 4.

~~Subp. 5~~ **6. Reinstatement eligibility Application expiration.** The eligibility for a person to take the an examination in ~~subpart 2~~ shall be void one year after the application to take the examination was received by the board. The fee and any supporting documents are invalid at the same time the application becomes invalid. In order to ~~reinstate eligibility~~ reapply for an examination, the person shall comply with subparts 1 and 2.

Subp. 7. License eligibility. Upon successful completion of one of the peace officer licensing examinations listed in subpart 2, a person is eligible to be licensed for three years. If the person is not licensed after three years, the person may reinstate eligibility by passing one of the peace officer licensing examinations. Upon successful completion of one of the examinations, a person will be eligible to be licensed for another three years.

- A. If the individual is not licensed during the second eligibility period, they must again complete the peace officer licensing curriculum before taking the examination to reinstate their eligibility.
- B. Regardless of when the initial examination is taken, an applicant has six years to become licensed after completing the peace officer licensing curriculum.

Items A and B do not apply to reciprocity examination applicants.

4. **6700.0601:** The Committee reached consensus of the final draft of 6700.0601.

6700.0601 PROHIBITED EXAMINATION CONDUCT AND SANCTIONS STANDARDS.

Subpart 1. ~~Grounds for denial~~ **Prohibited Conduct.** Violations of the following standards shall be grounds to deny an applicant to take an examination or to deny or revoke eligibility for a license: The following conduct is prohibited and may result in discipline by the board.

- A. ~~making~~ Making any false material statement to the board;
- B. ~~communicating with any other person in any way during an examination, except with the express permission of the monitor;~~ Communicating with another person, without express permission from the proctor, in any way during the examination.
- C. ~~referring to books or any study material during the examination, except with the express permission of the monitor;~~ Using or referring to study materials or study aids during the examination.
- D. ~~obstructing~~ Obstructing a board investigation;
- E. ~~without board authorization, possessing a copy of any of the board's examinations;~~ Possessing or attempting to possess or manufacture a copy of the board's examination without the Board's permission.
- F. ~~aiding another person to violate items A to E; or~~ Violating the rules of the testing center or being banned from testing center locations.
- G. ~~failing to meet the minimum selection standards for licensure as a peace officer under part 6700.0700.~~ Aiding another individual in attempting or executing an act of prohibited examination conduct as listed in items A through F.

H. Falsely claiming or failing to meet the minimum selection standards for peace officer licensure as described in part 6700.0700 except for subpart 1, items C, J, and K.

Subp. 2. [Repealed, 47 SR 1120]

Subp. 3. [Repealed, 47 SR 1120]

Subp 4. **Sanctions.** A violation of any of the provisions listed in subpart 1 may be grounds for the board to deny or revoke:

- A. an individual's application to take one of the licensing examinations; or
- B. an individual's license eligibility after successfully completing an examination.

Subp. 5. **Procedures.** Disciplinary proceedings under this part shall be conducted pursuant to the Administrative Procedure Act, Minnesota Statutes, chapter 14 and Examining and Licensing Boards, Minnesota Statutes, chapter 214.

5. **6700.0401:** The Committee reached consensus of the final draft of 0401.

6700.0401 CLASSROOM PROGRAM DISCRIMINATION; PROCEDURES.

Subpart 1. **Procedures.** Every certified organization delivering the peace officer licensing curriculum program ~~certified school~~ must establish ~~written~~ published procedures for the investigation and resolution of allegations of ~~classroom~~ discrimination within the program. These procedures must minimally specify:

- A. the person to whom the formal complaint must be made;
- B. the process by which complaints will be investigated;
- C. the sanctions that may be imposed if a complaint is sustained;
- D. the appeal process ~~for the offending party;~~
- E. the process that will be used to notify the complainant of the investigation and disposition; and
- F. the effective date of the procedures or subsequent modifications of procedures.

Subp. 2. **Summary.** The ~~coordinator~~ program director must provide all ~~new students~~ participants enrolled in the ~~who are in courses taught as a part of the professional peace officer education program~~ peace officer licensing curriculum program a summary of the ~~written~~ published procedures required under subpart 1. The ~~coordinator~~ program director must provide all ~~faculty~~ instructors and staff members ~~who participate in courses as a part of the professional peace officer education program~~ a copy of the ~~written~~ published procedures required under subpart 1. Also, the ~~coordinator~~ program director must make the procedures required under subpart 1 available to anyone else upon request.

Subp. 3. **Complaints.** Complaints which allege ~~classroom~~ discrimination within the program ~~at a certified school~~ must be processed according to the ~~written~~ published procedures adopted ~~by the certified school~~ required in subpart 1.

6. **6700.0100:** The Committee is currently working on 6700.0100. Once a final draft has been approved by the Committee then it will be posted in the minutes.
7. **6700.2500:** The Committee is currently working on 6700.2500. Once a final draft has been approved by the Committee then it will be posted in the minutes.

Ms. Popowski reminded the Committee that their statements regarding consensus or no consensus with points of arguments are due on January 3, 2025.

8. **Adjournment:** Meeting adjourned at 11:00 a.m.