



---

**MINERAL AREA COLLEGE  
LAW ENFORCEMENT ACADEMY**

**REQUIREMENTS AND APPLICATION PACKET  
FOR 1000 HOUR EVENING ACADEMY CLASS 18-97**

**NOTE: *Evening Academy Class Schedule:  
January-May & August -December 2018  
Monday-Friday 5pm-10pm***

Read the entire **Requirements** portion of this packet carefully **prior** to filling out the **Application**. Once you have completely read the requirements portion of the packet and feel that you have met or will be able to meet ***all*** requirements, you may then proceed to complete the application.

The **Application** is 2 (two) pages, front and back, so make sure you complete both pages in full. All questions must be answered accurately and all entries, except signatures, must be **printed** legibly with **black ink**.

Once you have completed the application and signed all required areas, return it to Mineral Area College Law Enforcement Academy, P.O. Box 1000, Park Hills, MO 63601, along with your non-refundable application/testing fee of \$100 in a payment method of check or money order (***made payable to MACLEA***).

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE  
APPLICATION/TESTING FEE.**

**APPLICATION DEADLINE FOR:**

**1000 HOUR DAY ACADEMY- JULY 1<sup>ST</sup>  
1000 HOUR EVENING ACADEMY- DECEMBER 1<sup>ST</sup>**

***NO EXCEPTIONS ON APPLICATION DEADLINE!* If you have any questions regarding the Requirements or Application you can contact the Director, Rich Flotron, Administrative Assistant, Paula Golden, or one of the Law Enforcement Academy Instructor's at 573-518-2148.**



---

## **REQUIREMENTS**

### **MACLEA Training Philosophy**

Our philosophy is based upon high expectations, both for ourselves and for our recruits. We recognize that law enforcement is not simply a job, but a position of respect and trust. This respect cannot be bought; it can only be earned and cultivated. Through our training, we strive to instill in each recruit, self-discipline and a high standard of personal and professional conduct. Staff and recruits alike subscribe to the MACLEA Honor Code, which, like in the public, demands integrity which is beyond reproach.

The acquisition of knowledge is a never-ending process of personal and professional development that must be pursued with vigor. MACLEA provide our students the opportunity to improve their level of knowledge, to enhance their competence, to demonstrate self discipline, and above all, to be held accountable. These are the essential components of a professional law enforcement officer's performance of duty.

We acknowledge the public's trust by demanding the very best from our recruit's, and in turn, giving them our best. The Mineral Area College Law Enforcement Academy's standards are high, as are the demands and expectations of the public that we serve.

### **MACLEA Minimum Eligibility Requirements**

#### **Age & Citizenship Requirements:**

Anyone interested in attending the Mineral Area College Law Enforcement Academy must meet the following age and citizenship requirements:

- Must be at least 18 years of age;
- A recruit cannot test for P.O.S.T. licensure in the State of Missouri until they reach their 21<sup>st</sup> birthday.
- Must be a U.S. Citizen

#### **Educational Requirements:**

Anyone interested in attending the Mineral Area College Law Enforcement Academy must meet the following educational requirements:

- A High School diploma from an attendance based, accredited high school (**NOT an on-line or computer based high school program**); or
- An equivalent GED diploma



---

*Students who graduated from a non-public high school must provide documentation that the school is accredited by the Department of Education for the corresponding state. Students who graduated from a non-accredited high school must submit a GED certificate. For locations on GED programs/test you can call the Assessment Office at (573) 518-2202.*

### **Fingerprint Requirements:**

Everyone attending the Law Enforcement Academy must submit their fingerprints for a background check. Instructions on how and where to be fingerprinted are included with the acceptance packet sent to those potential recruits that has successfully completed the initial testing phase for the Academy. Students with ANY criminal or moral arrests/convictions are subject to review by the Academy Director, who may deny entrance based upon the arrest or conviction.

### **Criminal History Requirements:**

Anyone interested in attending the Mineral Area College Law Enforcement Academy must meet the following Criminal History requirements:

- Has never been convicted of **ANY** felony;
- Has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the past ten years; but
- The Academy **MAY** approve the application of a person who was convicted of a Class B misdemeanor at least five (5) years prior to application if the individual sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and the individual applying for licensure, and that the public interest would be served by reducing the waiting period;
- Has never been convicted of any Domestic Violence offense;
- Is not prohibited by state or federal law from operating a motor vehicle;
- Is not prohibited by state or federal law from possessing firearms or ammunition;
- Has been subjected to a background investigation and been interviewed by academy staff if it is warranted.
- Is not currently on any Community Supervision/Probation for any offense.

In addition to the preceding, the following must be met as well:

- Possess a valid Missouri driver's license;
- Have no DWI or related arrest within the last 3 years; or
- Have no more than two (2) DWI's within the past ten years;
- Have no drug or related arrest in the last 3 years; and
- Not be under any Full Order of Protection where you are the respondent.



---

## Physical Requirements and Drug Testing Policy:

Anyone interested in attending the Mineral Area College Law Enforcement Academy must meet the following Physical requirements:

- Has been examined by a licensed Physician, who is licensed to practice medicine in the State of Missouri;
- The physician must be familiar with the duties appropriate to the type of license sought and training to be attended;
- The recruit must be declared in writing by that professional within ninety (90) days before the scheduled beginning date of the academy.
- **ALL** potential recruits will be drug tested periodically during testing period and throughout the academy. A positive drug test will result in immediate dismissal from the program.

## Tattoos:

No tattoos or brands on the arms shall extend below the wrist. No tattoo or brand, of any type, is authorized on the head, face (including inside of mouth), neck, or hands, except as described below. Exceptions to this rule will be made on a case-by-case basis by the Director.

- Neck – The academy polo shirts serves as the reference point for the back and sides of the neck; i.e. no tattoo or brand may be visible above the collar of the academy polo on the neck. In the case of a tattoo or brand very near the collarbone, a final evaluation must be made to ensure that no tattoo is visible when wearing a PT shirt or academy polo.
- Hands – Tattoos in the form of a ring are authorized on the wearer's fingers (not thumbs) with the limitation of one tattoo per hand.
- Head/Face – Permanent eyeliner makeup in the form of cosmetic tattooing is authorized for female members.
- Content - Tattoos or brands anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or contain sexually explicit material are prohibited.

## Military Service:

Anyone interested in attending the Mineral Area College Law Enforcement Academy and has been in the Military, must meet the following requirements:

- Has not been discharged from any military service under less than honorable conditions including specifically;
  - Under other than honorable conditions;
  - Bad conduct;
  - Dishonorable;



- 
- Any other characterization of service indicating bad character

### **Academic & Physical Fitness Testing Requirements:**

Anyone interested in attending the Mineral Area College Law Enforcement Academy must meet the following academic and physical fitness requirements:

The three parts of the MACLEA testing process include:

1. Written Test (COMPASS or ACT)
  2. Three-part physical fitness test
  3. Psychological Test (PAF)
- Each potential recruit will need to take and achieve a passing score on each the following tests:
    - COMPASS test consisting of three parts, Writing, Reading, and Math. To make a determination of the suitability for training, the recruit will need to achieve at least a 31 on the Writing portion of the COMPASS test; or
    - ACT test with a minimum score of 14 on the English portion of the test;
    - If either test has been taken and the minimum score is not achieved, then the recruit may take, and successfully complete, Basic Writing Skills II in order to meet the minimum writing skills needed by a successful recruit in the law enforcement academy.
    - The psychological test that is administered at MACLEA is the Psychological Aptitude Form (PAF). It will measure the potential recruit in five different areas, Racial Acuity, Use of Force, Flexibility, Maturity and Authority.
    - Any recruit who is identified as a caution indicator on any portion of the PAF, may be asked to attend a follow-up interview by MACLEA staff to determine suitability to attend and successfully complete the academy program.

Upon entry into the Academy every potential recruit will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If at the time of entrance into the Academy a recruit does not meet minimum standards, he or she will not be admitted.

- Physical Fitness Testing (3 part test)
  - The three parts of the physical fitness test are; sit-ups, push-ups and a 1.5 mile run. The run may be either inside or outside, depending on weather conditions. Each part of the physical fitness test must be passed to proceed to the next test. Failure of any part of the physical fitness test will eliminate the recruit from further consideration.



---

## How will physical fitness be measured?

The three-part physical fitness test consists of three basic tests: sit-ups, push-ups and a 1.5 mile run. Each test is a scientifically valid test. The tests will be given in sequence with a rest period in between.

### 1. 1 minute sit-up test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit ups performed in 1 minute. Hands must remain on or about the head, in the up position, elbows should touch the knees or upper portion of the thigh, in the down position, the back must come down so that blades should touch the floor. Legs may be held for assistance.

### 2. 1 minute push-up test

This test requires pushing one's own weight off the floor, measuring the amount of force the upper body can generate. An important aspect of performing police tasks requiring upper body strength. The score is calculated by the number of push-ups performed in one minute. The chest must come down and touch a fist placed under the individual's chest, and then the arms must go to full extension to complete one push up. Female recruits will have a female proctor for the push up test or another female recruit.

### 3. 1.5 mile run

This is a timed run to measure the heart and vascular system's capability to transport oxygen. Performing police tasks involve stamina and endurance, in turn minimizing the risk of cardiovascular problems. The score is in minutes and seconds.

## Physical Fitness Standards

In order to successfully gain admittance into the MACLEA, each potential recruit must score at or above the following on the three-part physical fitness test:

- Sit-ups – Must be able to complete at least 10 in a minute
- Push-ups – Must be able to complete at least 10 in a minute
- 1.5 mile run – Must be able to complete the entire run in under 20 minutes

Our admission requirements are based in what is mandated by State law and our experience with police recruits. They are designed to assist us in determining who can meet our standards and be a successful recruit in the Academy. We are attentive to the needs of the law enforcement community and the desires of each individual attempting to gain entry into the police profession. The selection process assures us that all who gain entry are more than capable of completing the entire Academy program.



---

## **Nondiscriminatory Policy:**

The Mineral Area College Law Enforcement Academy admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the Academy. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its training policies, and other academy-administered programs. Mineral Area College is committed to equal opportunity in employment and admissions. Any inquiries or concerns about discrimination on the basis of race, color, religion, sex, age, disability, ancestry, or veteran status may be directed to Office of Human Resources, 5270 Flat River Rd., Park Hills, MO 63601.

## **Financial Aid/Academy Cost**

The Mineral Area College Law Enforcement Academy runs for 2 semesters. This means two Pell Grants may be applied. You can apply for financial aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call our Financial Aid Department for an application at 573-518-2133. Other funding may also be applied, contact our office for optional funding opportunities.

<b>Expense's</b>	<b>Charges</b>
<b>MAC Application Fee</b> <b>*First time MAC student's only</b>	\$15.00
<b>LEA Application/Testing Fee</b>	\$100.00
<b>Fingerprint &amp; Background Fee</b>	\$44.80 (Subject to Change)
<b>Accuplacer Test</b>	\$15.00
<b>Tuition</b>	\$6,700.00
<b>Lab Fee's</b>	\$450.00
<b>Books</b>	\$180.00 (Approximate)
<b>Uniform</b>	\$750.00 (Approximate)
<b>Graduation Fee</b>	\$50.00
<b>Total Cost</b>	<b>\$8,298.20</b>



---

**LEFT BLANK INTENTIONALLY**





# **APPLICATION**

**Mineral Area College  
Law Enforcement Academy  
5270 Flat River Rd  
Park Hills, MO 63601  
(573) 518-2148 Fax (573) 518-2286**

**APPLICATION FOR 1000 HOUR LAW ENFORCEMENT ACADEMY**

**CLASS 18-97**

**APPLICATION DEADLINE: DECEMBER 1, 2017**

### **PLEASE PRINT ALL INFORMATION**

*The information provided by you on this form will be used to produce your academy nametag, certificate of completion, and summary sheet to be sent to the Department of Public Safety so please type or print legibly. Double check all information given for accuracy.*

**NOTE: A NON-REFUNDABLE \$100 TESTING AND APPLICATION FEE MUST ACCOMPANY THIS APPLICATION TO BE SCHEDULED FOR TESTING.**

NAME: \_\_\_\_\_  
(last) (first) (middle)

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOC. SEC. NO.: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

IN CASE OF AN EMERGENCY PLEASE CONTACT: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

EDUCATION COMPLETED: High School/GED      Some College      Associate's Degree      Bachelor's Degree



---

*Have you ever been arrested and/or convicted of a felony, including the receiving of a Suspended Imposition of a Sentence, following a plea or finding of guilty to a felony charge? Yes\_\_\_\_\_ No\_\_\_\_\_*

*Have you ever been arrested and/or convicted of a misdemeanor to include a DWI, BAC, Leaving the Scene? Yes\_\_\_\_\_ No\_\_\_\_\_*

*Have you ever been involved in, arrested and/or convicted of a misdemeanor or felony in this or any state? Yes\_\_\_\_\_ No\_\_\_\_\_*

I certify that I have reviewed the foregoing information supplied by me and that it is true and correct to the best of my knowledge. I understand that any omission or falsification of the above may disqualify me from attending a Basic Certified Training as prescribed by law.

---

*Signature*

---

*Date*

### **STATEMENT OF UNDERSTANDING**

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

I certify that I have no physical or mental conditions that would prohibit my participation in the above activities.

The Mineral Area College Law Enforcement Academy has informed me that I have NOT been assured of any law enforcement position as a result of my successful completion of the Basic or Advanced Training Academy in which I am enrolled. 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 have to comply with all entry requirements of the city/county department for which I am seeking employment.

I understand that testing and acceptance in the Mineral Area College Law Enforcement Academy does not guarantee my completion of the academy. I also understand that once accepted in the Mineral Area College Law Enforcement Academy, that I will be under constant review morally, ethically, legally and intellectually and may be removed from the academy by the Mineral Area College Law Enforcement Academy Director or the Missouri Police Officer Standards of Training (P.O.S.T.) for any act against the academy rules, regulations, Missouri Revised Statutes, or provisions of the Missouri Code of State Regulations.

---

*Signature*

---

*Date*

*If you have any special needs addressed by The Americans with Disabilities Act please contact us at (573)518-2148 immediately. Reasonable efforts will be made to accommodate your special needs.*

**REMINDER: A NON-REFUNDABLE \$100 TESTING AND APPLICATION FEE MUST ACCOMPANY THIS APPLICATION TO BE SCHEDULED FOR TESTING**

*MACLEA is a part of Mineral Area College. Mineral Area College does not discriminate on the basis of race, color, national origin, gender, disability, age religion, creed, or marital or parental status.*