****

**2018 - 2019**

**MPCCF Command College Class**

**Schedule, Assignments, & Handbook**

****

The Missouri Police Chiefs Command College is designed to provide valuable training for current and future leaders within the law enforcement community.

This opportunity provides Command College Training and a certificate of completion. The certificate will recognize your dedication and efforts in successfully completing the challenging topics presented in this program.

Candidates that have a BA or BS may register and pay Lincoln University to obtain Master’s Level Credits for attending Command College. Upon completing four online credits provided by Lincoln University, the candidate will earn a Master’s Degree.

**COURSE SCHEDULING AND TUITION FOR COMMAND COLLEGE**

**2018-2019**

**Command College Courses ($3,500 for just Command College + below Lincoln Univ. Fees)**

**Courses Credits Dates Tuition**

CJ-570 Criminal Justice Admin. 3 hours (typically November) $261.00\*#

CJ- 550 Issues in Liability 3 hours (typically December) $261.00\*#

SOC-598 Homeland Security 3 hours (typically January) $261.00\*#

CJ-520 Personnel Management 3 hours (typically February) $261.00\*#

SOC-595 Dealing with the Media 3 hours (typically March) $261.00\*#

CJ-555 Issues in Criminal Law 3 hours (typically April) $261.00\*#

\*payable at the time of registration which is usually the first day of each course-may be adjusted by LU.

**Subtotal 18 hours $1,566.00**

**Online LU Courses Credits Dates Tuition/Fees**

HIS-582 Seminar in MO Corrections\*\* 3 hours TBA $1,270.09#

SA-507 Seminar in Criminal Justice\*\* 3 hours TBA $1,270.09#

SA-550 Research Methods\*\* 3 hours TBA $1,270.09#

SA-505 Sem. in Social Problems\*\* 3 hours TBA $1,270.09#

SA-502 Sociological Theory\*\* 3 hours TBA $1,270.09#

**Subtotal 15 hours $6,350.45**

\*\* Lincoln University reserves the right to alter the scheduling/sequence and fees of online courses.

# The Lincoln University Board of Curators reserves the right to change tuition and fees at any time. Some fees are charged per semester instead of per credit hour so they will be charged at the full amount whether you are taking the courses as shown or taking only one course per semester.

**ENROLLMENT PROCESS FOR THOSE NOT SEEKING A MASTERS:**

1. Complete the registration form (see website [www.mopca.com](http://www.mopca.com) under the Command College page to submit a registration form online).
2. Make Hotel Reservations if needed (see lodging options on page 5).

**ENROLLMENT PROCESS FOR THOSE SEEKING A MASTERS:**

You may also enroll with LU online [www.lincolnu.edu](http://www.lincolnu.edu).

1. Complete the registration form (see website [www.mopca.com](http://www.mopca.com) under the Command College page to submit a registration form online).
2. Make Hotel Reservations if needed (see lodging options on page 5).
3. Go to Admissions then Graduate to complete application for Graduate Admission.
4. $30 non-refundable application fee.
5. Official transcript from all colleges/universities previously attended, including on showing a baccalaureate degree earned, sent directly to the Graduate Office.
6. Must have a 2.5 cumulative GPA in order to apply for admission and a 2.75 is required in the major field. (A GPA waiver may be granted to applicants who received their undergraduate degree more than ten years ago.)
7. Complete State of Purpose Form.
8. Three letters of recommendation.
9. Take the MAT test which MPCCF & LU will make available in October at Lincoln University – Jefferson City, MO.
10. MPCA/LU will also hold a program summary and financial aid assistance meeting following the MAT test.
11. If you have any questions call Lincoln at 573-681-5247

**2018 – 2019**

**MPCCF Command College**

**Class Schedule**

**November- 2018 CJ 570 Administration**

 **5th 8 a.m. Orientation – Training will begin after LU orientation.**

 **6th 8 a.m. to 5 p.m. Resource Allocation T. Freesmeyer**

**7th 8 a.m. to 5 p.m. Resource Allocation T. Freesmeyer**

 **8th 8 a.m. to 5 p.m. Resource Allocation T. Freesmeyer**

 **9th 8 a.m. to 5 p.m. Resource Allocation T. Freesmeyer**

**9th 1 p.m. to End (MAT testing at 1 p.m. - Lincoln Univ.)**

**December – 2018 CJ 550 Issues in Liability**

 **10th 8 a.m. to 5 p.m. Evidence Management Joe Latta**

 **11th 8 a.m. to 5 p.m. Use of Force Steve Iams**

 **12th  8 a.m. to 12 p.m. Racial Profiling Gary Hill**

**12th 1 p.m. to 5 p.m. Implicit & Explicit Biased Based Policing S. McCarthy**

**13th 8 a.m. to 5 p.m. Employment Law Issues Dan Doetzel**

 **14th  8 a.m. to 5 p.m. Employment Law Issues Dan Doetzel**

**January – 2019 SOC 598 – Homeland Security**

 **14th 8 a.m. to 5 p.m. Radical Islamic Groups Ghada Wahdan**

 **15th 8 a.m. to 12 p.m. Sovereign Citizens A.J. Soll**

 **15th 1p.m. to 5 p.m. West Memphis - Shooting Mike Neil**

 **16th 8 a.m. to 5 p.m. Active Shooter/Mass Casualties Dan Linskey**

 **17th 8 a.m. to 5 p.m. Cyber Security & Threats Patrick Woods**

 **18th 8 a.m. to 5 p.m. Threats Homeland Security (Fed.) Mike Dierkes**

**February – 2019 CJ 520 Personnel Management**

 **11th 8 a.m. to 5 p.m. Leadership & Effective Management Gary Wilbers**

 **12th 8 a.m. to 5 p.m. Leadership & Effective Management Gary Wilbers**

 **13th 8 a.m. to 5 p.m. Millennial Management Jeff Butler**

 **14th 8 a.m. to 12 p.m. Human Communications A. J. Soll**

 **14th 1 p.m. to 5 p.m. Mitigating Police Fatigue J. Capanella**

**15th 8 a.m. to 5 p.m. Cultural Change within an Organization L. Harrison**

**March – 2019 SOC 595 Media Relations**

 **11th 8 a.m. to 12 p.m. P.O.S.T./LE Training/ Process Jeremy Spratt**

**11th 12 p.m. to 5 pm. Public Speaking S. Nicewaner**

 **12-13th 8 a.m. to 5 p.m. Media/Social Media Tim Burrows**

 **14th 8 a.m. to 5 p.m. Social Media Liability/Weaponization M. Fiedelholtz**

 **15th 8 a.m. to 12 p.m. Civil Crisis: Baton Rouge Shooting J.D. Leach**

 **15th 12 p.m. to 5 p.m. Open/Closed Records C. Lawrence**

**April – 2019 CJ 555 Issues in Criminal Law**

 **15th 8 a.m. to 12 p.m. Assessing Risk of Violence Dr. Zarse**

 **15th 1 p.m. to 5 p.m. Departmental Budgeting Terry Milam**

 **16th 8 a.m. to 5 p.m. Background Investigation/Decision Making J. Capanella**

 **17th 8 a.m. to 12 p.m. Peer Support Gregg Young**

 **17th 12 p.m. to 5 p.m. Governmental Budgeting R. McIntosh**

 **18th 8 a.m. to 5 p.m. Twenty First Century Policing Paul Williams**

 **19th 8 a.m. to 5 p.m. Internal /External Politics (Panel)**

**May – 2019 Command College**

 **20rd  8 a.m. to 12 pm Photographs, walk through & roundtable. MPCCF**

**20th 1p.m. to 5 p.m. Transitioning Glenn Ladd**

**21th  8 a.m. to 5 p.m. Adaptive Leadership Glenn Ladd**

 **22th 8 a.m. to 5 p.m. Adaptive Leadership Glenn Ladd**

 **23th 8 a.m. to 5 p.m. Graduation (MPCCF)**

 **(One hour lunch each day and breaks each hour of training).**

**Needed for training:** Laptop with excel loaded on device for week one. Word for rest of the classes.

**Cell phone and internet use:** Cell phone shall be on vibrating mode during training and all calls made during breaks with the exception of emergencies/urgent matters. Internet use is permitted when part of training; otherwise it shall not be used during training.

**Dress Attire:** The general attire for the Command College is business causal with the exception of formal events that will be notified of and during which department approved uniform is required.

**Lodging Options:**

* Capital Plaza:
	+ Phone: 573-635-1234
	+ Address: 415 W McCarty St. Jefferson City, MO 65101
* Best Western:
	+ Phone: 573-635-4175
	+ Address: 1937 Christy Dr. Jefferson City, MO 65101
* Baymont Inn:
	+ Phone: 573-636-5231
	+ Address: 319 W Miller St. Jefferson City, MO 65101

**JOURNAL ASSIGNMENTS**

The journals for this academic program are designed to ask three questions for you to respond to Journals shall 2-3 pages no more than 5 pages, 12-point font, double spaced.

Questions to be addressed by journals:

One: Overview of the week.

Two: How does the information have relevance to law enforcement operations?

Three: Your analysis of the information put in practice. Will the information work with your operations – if not why and if so why?

**COURSE PAPERS ASSIGNMENTS**

* APA Format
* 5-10 pages, 12 point font, double spaced.
* Papers will be graded in part according to mechanical structure (spelling, grammar, and punctuation), but the focus of the grading will be on the academic content of and pertinence to assigned topic for each paper.
* YOU WILL NEED A LAPTOP with Excel loaded on the device for week one.

***(All papers shall be written to (APA) American Psychological Abstracts Standard.)***

**TURNING IN OF JOURNALS & PAPERS**

All journals and papers are due upon the assigned dates before midnight (See attached). All journals and papers are to be emailed to Dr. Maddox at maddoxgp@gmail.com

**JOURNAL AND PAPER GRADING**

Gary Maddox PHD will be reviewing and grading all journals and assigned papers. If you have any questions, please feel free to email him at maddoxgp@gmail.com or contact by phone at 573-821-5800.

**READING ASSIGNMENTS**

“Deep Change” will be provided to students.

**COMMAND COLLEGE COURSE ASSIGNMENTS**

1. **(Due by December 3, 2018)** Topic: Will be provided during class.
2. **(Due by January 7, 2019)** Topic: Will be provided during class.
3. **(Due by February 4, 2019)** Topic: Will be provided during class.
4. **(Due by March 4, 2019)** Topic: Will be provided during class.
5. **(Due by April 8, 2019)** Topic: Will be provided during class.
6. **(Due by May 13, 2019)** Assignment(s) Topic(s) Will be provided during class.

**JOURNAL ASSIGNMENT DUE DATES**

1. **(Due by December 3, 2018)**
2. **(Due by January 7, 2019)**
3. **(Due by February 4, 2019)**
4. **(Due by March 4, 2019)**
5. **(Due by April 8, 2019)**
6. **(Due by May 13, 2019)**

****

**Command College**

**Missouri Police Chief’s Charitable Foundation (MPCCF)**

**Rules, Regulations, Code of Conduct & Written Assignment Requirements**

**GENERAL RULES**

1. It is the responsibility of the student to become familiar with these Rules, Regulations, Code of Conduct and Assignment Requirements as all of them are required to be adhered to by each student and will be strictly enforced. Violation of any of these Rules, Regulations Code of Conduct and/or Written Assignment Requirements may lead to disciplinary proceedings, dismissal, or both, from the Command School/College as determined by the MPCCF Executive Director.
	1. MPCCF is an equal opportunity training/education vendor. No student will be denied enrollment to an MPCCF training/education program based upon age, gender, disability, ethnicity, religious beliefs, sexual orientation, marital status, family status, or any other such criteria as specified by law.
	2. The Executive Director does, however, reserve the right to refuse the admission of or to dismiss any MPCCF Command School/College applicant/student who does not meet the requirements as prescribed under RSMo., Chapter 590, and Missouri Administrative Rules (II CSR 75 Peace Officer Certification) for becoming or being a Certified Missouri Peace Officer or for maintaining Missouri Peace Officer Certification, or of any applicant/student who would be prohibited by any other state or federal statutes from being a Certified Peace Officer in Missouri.
	3. All Command School/College students, as representatives of MPCCF, are expected to uphold the highest standards of moral, ethical and professional conduct, courtesy and demeanor while participating in the MPCCF Command School/College. As such, every student is required to adhere strictly to the Rules, Regulations, Code of Conduct and Written Assignment Requirements prescribed herein.
	4. In addition to these Rules, Regulations, Code of Conduct and Written Assignment Requirements, each Command School/College student is subject to all lawful and/or reasonable requests or orders from the Executive Director, Coordinator or any MPCCF Faculty member, regardless of whether the status of such MPCCF Faculty member is that of a full-time, part-time or volunteer. Further, each MPCCF Command School/College student will be subject to adhere to any additional Rules, Regulations, Code of Conduct and Written Assignment Requirements to any amendments to these as may be promulgated by the Executive Director or Coordinator and communicated to the student at any time during the Program.
	5. Insubordinate behavior or an inappropriate response to any of the above described MPCCF Command School/College Staff or Faculty representatives will result in disciplinary action in the form of disciplinary memos, counseling and/or dismissal from the MPCCF Command School/College, as determined by the Executive Director.

**PERSONAL BEARING AND DEMEANOR**

1. Honor is the hallmark of professional police/public safety officer’s conduct. This means that a peace/public safety officer's word may be accepted without question. An MPCCF Command School/College student’s spoken and written statements of fact must also be entirely honest and complete.
	1. The MPCCF and Lincoln University both have stringent sexual harassment policies. Sexual harassment, in any form, will not be tolerated and a student who violates the MPCCF’s/Lincoln University’s Sexual Harassment Policies will be subject to disciplinary action up to and including dismissal from the MPCCF Command School/College as determined by the Executive Director.
	2. There will be no loud talking, noise, profane language, or, "horseplay," at any time during a Command School/College class, session or activity. Swearing; profanity; obscene, suggestive or derogatory remarks; conversation; jokes; cartoons; or other offensive behaviors may result in disciplinary action up to and including dismissal from the MPCCF Command School/College, up to and including dismissal from the Command School/College as determined by the Executive Director.
	3. Every MPCCF Command School/College student is required to report any, "unusual circumstances," or, "misconduct," attributable to any other class member(s) which occurs or has occurred either during class or on the student’s free time, immediately, to the Executive Director of the MPCCF. Failure to report may be cause for dismissal.
	4. An MPCCF Command School/College student will not appear for or attend any class while under the influence of drugs or alcohol, nor will any student have the odor of an alcoholic beverage on or about his/her breath or person when appearing for or while attending an MPCCF Command School/College class. Violations of this regulation will result in immediate disciplinary action up to and including dismissal from the Command School/College, as determined by the Executive Director.

**ATTENDNCE, TARDINESS, ABSENCE**

1. Unless otherwise notified, Command School/College classes will commence in accordance with the schedule provided to each student by the MPCCF Executive Director at the prescribed time(s) and/or locations.
	1. A student who is not able to report for class at the required time and location shall notify MPCCF Executive Director at (573) 291-2380 prior to 8:00 A.M., of the date of the class in question.
	2. Each student is expected to report promptly for all assignments, classes and/or activities. Any student who is not in the classroom or who is not at the assigned location at the prescribed start time is considered to be tardy.
		1. Tardiness is defined and will be recorded and filed as follows:
			1. 1-15 Minutes tardy = 15 minutes against the student’s attendance record;
			2. 16-30 Minutes tardy = 30 minutes against the student’s attendance record;
			3. 31-45 minutes tardy = 45 minutes against the student’s attendance record;
			4. 46-60 minutes tardy = 1 hour against the student’s attendance record.
	3. A Daily/Hourly Attendance Roster will be maintained by MPCCF for each Basic Command School/College. This Roster must be signed daily by each student and will be reviewed and approved daily by the Coordinator. Failure to sign the Daily/Hourly Attendance Roster at the time of scheduled class may/will result in the student being considered as tardy or absent from the class(s) in question, regardless of whether the student was or claims to have been in attendance for the class(s) in question.
		1. Absence is defined as a period of scheduled MPCCF Command School/College class time which exceeds one hour.
	4. There is no excused tardiness or absence from a scheduled MPCCF Command School/College class. Each student must make-up all missed hours of instruction in a manner to be determined by at the discretion of and to the satisfaction of the instructor of record as well as by the Coordinator and/or the Executive Director.
	5. To successfully complete the MPCCF Command School/College, a student’s absences must not exceed five percent (5%) of the total hours of MPCCF instruction for any reason, valid or otherwise. The Executive Director will dismiss from the Command School/College any student whose absences exceed five (5) percent of the MPCCF Command School/College Program.
	6. Certain MPCA Command School/College classes are mandatory. No Command School/College student will be allowed to complete or to graduate from the MPCCF Command School/College who is absent from any classes which are mandatory. Such mandatory classes shall be identified in advance of each class.
	7. The MPCCF Executive Director may override and full discretion relating to the attendance policy based on unusual occurrences, medical issues, and military situations.

**CLASSROOM RULES AND PROCEDURES**

1. During class, the student must be alert, attentive and ready to answer any reasonable questions pertaining to the subject matter being covered or previously taught.
	1. The student should take complete notes during all classes. These notes are to supplement any handout and lecture materials presented during the course of instruction.
	2. Each MPCCF Command School/College student will be issued and will display upon the table in front of the respective student a name card. The name card will kept on display by each student during all classroom sessions and for the entirety of the MPCCF Command School/College.
	3. All papers, materials or items on the instructor's podium are confidential and not subject to be inspected or handled by an MPCCF Command School/College student unless specifically authorized to do so by the instructor of record.
	4. All homework assignments are to be completed and submitted within the time specified.
	5. Each MPCCF Command School/College student will actively participate in all structured classes including classroom discussions, question/answer sessions, presentations and other situational assignments or expectations as may be prescribed by the instructor of record. Failure, refusal or the inability to participate in a prescribed manner may result in denial of POST certification and/or dismissal from the Command School/College, as determined by the Executive Director.
	6. The use of or any attention paid to cell phones, PDA’s, pagers or any such other similar electronic communications devices are strictly prohibited during any MPCCF Command School/College class session, regardless of the class location. Such devices will remain in the, “Off,” or the, “Silent Vibrate,” mode while the class is in session. The use of such devices is restricted to the lunch period or to class breaks. A student who fails to follow this requirement, or who’s communications device is disruptive at any time, as determined by the instructor, will be subject to disciplinary action at the discretion of the instructor and/or the Coordinator/Executive Director.
	7. The use of any recording type of device by a student during any MPCA Command School/College class session will be done so only with the advanced request by the student of and the expressed consent by the instructor. A student who fails to adhere to this requirement may be subject to disciplinary action.

**ACADEMIC STANDARDS AND TESTING**

1. To successfully complete the MPCCF Command School/College the student must achieve a minimum of eighty percent (80%) final overall grade average on all written examinations, assignments and papers.
	1. An MPCCF Command School/College student who scores below eighty percent (80%) on any written examination, assignment or papers must retake such examination or redo such assignment or paper to the satisfaction of the instructor and/or the Coordinator and at the discretion of same.
	2. Cheating on any examination, assignment or performance test is professionally and academically unacceptable and will result in immediate dismissal from the MPCCF Command School/College. A student who is dismissed from the MPCCF Command School/College for having cheated will not be allowed to return to that, or to any subsequent MPCCF Command School/College.
	3. All tests, testing materials and answer sheets are the property of MPCCF and will not be removed from the education environment, copied, or altered without previous written authorization from the Coordinator or the Executive Director. A student who fails to adhere to this requirement will be dismissed from the MPCCF Command School/College and will not be allowed to return to that, or to any subsequent MPCCF Command School/College.

**DISCIPLINARY PROCESS**

1. In addition to those disciplinary measures as outlined above, the MPCCF Executive Director specifically reserves the right to dismiss any student from the MPCA Command School/College.
	1. Any student dismissed from the MPCCF Command School/College will be notified, in writing, of the reason(s) for the dismissal. In addition, the appropriate department executive will also be notified in writing.

**WRITTEN ASSIGNMENT REQUIRMENTS**

1. In addition to other examinations, exercises, assignments, etc. as may be required by the instructor of record, each of the MPCCF Command School/College courses presented by the faculty of the MPCCF will require a written paper, to be authored and submitted by the student to the Command School/College Coordinator. Each paper will be due on the date indicated on the Student Schedule provided by the Executive Director.
	1. Each of the above written papers must:
		1. Be eight (8) to ten (10) pages in length – one paper will be 5 pages;
		2. Typed, double spaced, Times New Roman, 12 point font, hard copy;
		3. Paper topic will be provided on the schedule and during the course addressing the course topic, subjects or materials covered during the course in question;
		4. Develop and support a personal thesis of some sort. Support your ideas by analysis and, if possible, other authors positions, research and data on a given issue. It is not necessary to support the totally obvious with a footnote, but do not make generalizations that cannot be supported by footnotes and do not cite another author’s work without properly footnoting same. The safest rule is that, when in doubt, cite. In any case, ***originality in thinking is valued. Regurgitation of the ideas of others is disvalued.***
		5. Include a proper bibliography. All papers will be read, scored and returned to the student on the first day of the next MPCA Command School/College course, unless otherwise specified.

CANDIDATE’S NAME (PRINTED): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CANDIDATE’S SIGNTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SIGNED: \_\_\_\_ \_\_\_\_ / \_\_\_\_ \_\_\_\_ / 2018