

# **Police Officer Equivalency Course**

## **September 2016**

### **Administrator's Guide**



**Division of Criminal  
Justice Services**

New York State Division of Criminal Justice Services  
80 South Swan Street, Albany, New York 12110

[www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)

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## **Foreword**

The Police Officer Equivalency Course Administrator's Guide was developed by the staff of the New York State Division of Criminal Justice Services, Office of Public Safety. This guide is intended to explain the administration of the course.

This guide will define regulations that govern Municipal Police Training Council approval for this course, including the requirements for conducting and reporting training, as well as the responsibilities of the various parties involved.

## **Preface**

It is the goal of the Division of Criminal Justice Services, Office of Public Safety to assist school directors in the administration of law enforcement training in a manner consistent with New York State law, regulation and policy.

This guide is designed to provide the information necessary for each course to be administered in a manner that will provide a level of training required to adequately perform public safety functions.

## **ACKNOWLEDGMENTS**

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## **Introduction**

This guide is designed to assist training professionals who would like to conduct the *Police Officer Equivalency Course* for the purposes of satisfying the [New York State] police basic training requirements for persons who previously completed police basic training in a jurisdiction outside New York State. Documentation of training which meets the standards outlined in this manual is acceptable to assessors verifying compliance with the New York State Law Enforcement Accreditation program.

The equivalency course was designed to ensure veteran police officers employed and trained outside New York State possess the minimally acceptable knowledge and skills to perform the functions of a police officer in New York State. The equivalency course is an option for training veteran police officers from out of state, and does not preclude employers from sending them to an entire Basic Course for Police Officers.

Pursuant to §6020.8 of Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*, upon appointment to a police agency in New York State, any person formerly appointed and trained as a police officer of the United States or its subdivisions who completed a course of police basic training may apply to the Division of Criminal Justice Services (DCJS) for an evaluation of such training for parity with the Basic Course for Police Officers (BCPO) imposed under section 209-q of the General Municipal Law. Upon review of such application, DCJS will render a determination of what portions of such training program meet or exceed the minimum standards of the BCPO. Any units of instruction that remain must be completed by the applicant within the time frame prescribed by General Municipal Law.

In 1974, the Municipal Police Training Council (MPTC) recommended promulgation of 9 NYCRR 6020.8 regarding the issuance of equivalency certificates to police officers employed and trained in jurisdictions outside New York State. Under the original model, DCJS was authorized to provide reciprocity for units of instruction that utilized the same hours and content

as the New York State standard. Courses that were delineated or delivered differently or included fewer hours per topic than the New York standard could not be considered. The resulting process failed to consider the value of training or the experience level of the applicant and simply prescribed direct instruction as a matter of course, rather than need.

On June 1, 2011, the MPTC reviewed recommendations from a group of subject matter experts and police executives to revise the content and format of the *Police Officer Equivalency Course*. The new course retains the ability to perform curriculum evaluations from like units of instruction and incorporates the following enhancements:

- Proficiency testing for certain units of instruction common to law enforcement throughout the country,
- Evaluation of common law enforcement skills during the supervised field training,
- Waivers of training where the applicant demonstrates completion of identical training or possesses valid certification in that subject area.

The *Police Officer Equivalency Course* is the minimum course of study required for police officers who completed police basic training while employed by agencies outside of New York State. Employers are strongly encouraged to evaluate the training and experience of applicants and to require additional units of instruction as appropriate.

### **The Division of Criminal Justice Services**

The MPTC, created under Executive Law §839, determines minimally acceptable training and employment standards for law enforcement officers in New York State. The MPTC recommends rules and regulations for promulgation by the Governor. Once implemented, these rules and regulations carry the force of law.

The New York State Division of Criminal Justice (DCJS), Office of Public Safety, serves as the staff arm of the MPTC. It is the responsibility of DCJS to assist in the planning and evaluation of basic and in-service training courses and to ensure that practitioners meet the minimum standards established by the MPTC.

It is the goal of DCJS to assist practitioners in providing quality training for law enforcement personnel. Training directors and/or officers are encouraged to review this guide

and ask questions. DCJS will make every effort to help practitioners understand and deliver a quality program that meets, or exceeds, the standards established by the MPTC.

### **Establishing a School**

A *Police Officer Equivalency Course* may be established by a police officer employer or by a regional law enforcement academy. The course may be conducted independently or in conjunction with an ongoing Basic Course for Police Officers. All approvals are at the discretion of DCJS and are governed by Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* (9 NYCRR), Part 6020 - Basic Course for Police Officers.

### **School Director Selection**

Each school must appoint a school director. The school director serves as the administrator of the course and is responsible for a variety of important tasks that will be explained in this guide. It is preferable for the school director to be a certified MPTC instructor and possess a high level of administrative skill and the ability to work with a diverse student population. All contact with the school is conducted through the director.

The school director is expected to be an administrator who is available to students, instructors, and DCJS staff during school operational hours. Students and instructors should direct all questions or inquiries through the school director. Accordingly, the director must have the level of authority equal to this responsibility.

### **Instructor Selection**

All instructors must meet the Standards and Qualifications established by 9 NYCRR 6023 for certification. There are two categories of instructor for MPTC approved courses, certified and approved. *Certified* instructors have completed an Instructor Development Course approved by the MPTC. Instructors in this category may instruct general topics and may possess, or are eligible to obtain, advanced certification in specialty topics such as firearms and/or defensive tactics. This is the most common method of instructor certification.

The regulation also provides for Special Certification of instructors, or waiver of the Instructor Development Course, when an applicant can demonstrate technical expertise and has

advanced academic credentials or a unique qualifying experience. The applicant must also be evaluated in the classroom and found to have acceptable instructional skills. Applicants who have earned a Bachelor's Degree in Education (or equivalent), a Master's Degree, a Juris Doctorate (JD), or other doctorate (PhD) are deemed to have advanced academic credentials. All waivers are issued at the discretion of DCJS.

*Approved*, or Non-certified Special Topics Instructors, possess advanced academic credentials and a unique qualifying experience. Instructors in this category have not attended an Instructor Development Course and may only instruct topics for which they are uniquely qualified. They are not eligible to obtain advanced certification in specialty topics, such as firearms or defensive tactics without first successfully completing an approved Instructor Development Course. Applicants must be evaluated in the classroom and found to have acceptable instructional skills. For example, a social worker who specializes in domestic violence cases may be *approved* to provide domestic violence instruction.

To become an approved instructor, a candidate must submit to DCJS for consideration, an Instructor Personal History Form and an acceptable Instructor Evaluation performed by an MPTC certified Instructor Evaluator. All approvals are issued at the discretion of DCJS. A copy of the Instructor Personal History form is available on our website at:

<http://www.criminaljustice.ny.gov/docs/index.htm>.

DCJS maintains a list of specialty topics that require instructors to complete an advanced course of study in order to receive certification. For example, in order to provide instruction in firearms and deadly physical force an instructor must have completed an Instructor Development Course pursuant to 9 NYCRR 6023, and successfully completed a Firearms Instructor Course pursuant to 9 NYCRR 6024.

All instructors shall be responsible for administering proficiency testing to applicants as well as for disseminating the information in the lesson plans assigned them according to the standards established by the MPTC. Instructors may be called upon to provide documentation of

their status and DCJS may require any additional information to establish the competence of an instructor or for any other pertinent purpose.

### **Training Facilities**

Classrooms, like those used in any other training venue are sufficient for this program. The classrooms should meet the standards established by the Commissioner of Education for instructional resources set forth in section 52.2 of Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* (8 NYCRR 52.2).

Emergency Vehicle Operator Course (EVOC) training, including proficiency examinations, must be conducted in an area that will support the driving skills detailed in the Basic Course for Police Officers.

Interpersonal skills training, including proficiency examinations practical application of demonstrated skills/techniques must be conducted at an appropriate training facility that will support the physical skills detailed in the Basic Course for Police Officers.

Firearms range training, including proficiency examinations and range instruction, must be conducted at an appropriate firearms training facility that will support the shooting skills detailed in the Basic Course for Police Officers.

### **Police Officer Equivalency Course**

The minimum training standard for the *Police Officer Equivalency Course* is comprised of twenty-six mandatory units (including supervised field training). There are provisions to waive four of these units, where the applicant can demonstrate proficiency at, or above, the level required of police recruits in the same jurisdiction (see Appendix A). All proficiency examinations must be administered by instructors who maintain valid certification in the appropriate topic area and attested to by the chief executive officer of the employee and by the school director.

Additionally, the 2011 revision continues the practice of issuing a waiver of training for units of instruction in which the applicant has completed equivalent training or possesses a current certification, yielding an additional hours of reduction. Waivers may only be granted by DCJS and are issued prior to the agency or academy conducting training.

All basic training programs are required, by regulation, to "meet or exceed" the minimum standards established by the MPTC. The MPTC encourages schools to exceed the minimum standards by adding objectives to existing units as well as adding new topics. School directors have the flexibility to add scenario-based training to provide their students with the ability to practice newly learned skills and be evaluated in a realistic environment.

The rules and regulations for the administration of the Basic Course for Police Officers codified in 9 NYCRR 6020 must be followed when presenting the *Police Officer Equivalency Course*. This includes teaching the minimum standard instructional objectives and use of approved curriculum outlines for each unit.

Schools must establish written policies and procedures for the administration of this training. Policy areas must, at minimum, include: attendance, remediation, and retesting.

Pursuant to 9 NYCRR 6020, training must be conducted as a single and cohesive unit. In practical terms, this means that a student must complete all units of the *Police Officer Equivalency Course*, during one session, at one school. Under no circumstances may a student split the training among multiple schools.

Every instructor teaching a topic must be listed on the progress log and have been verified as possessing current MPTC certification as required. It is the school director's responsibility to ensure each instructor is provided with a complete lesson plan for the unit they are assigned to teach.

Upon approval of the application by DCJS training staff, an approval letter will be sent to the director which specifies any waivers granted and the required units of instruction.

School directors do not have the authority to disregard or waive any policy, procedure, rule, or regulation established by either the MPTC or by DCJS. Violations may result in revocation of school approval and render any training provided invalid.

The DCJS Office of Public Safety is available to provide any technical assistance required by the school director. Students and instructors should direct all questions or inquiries through the school director.

## **Student Entrance Requirements**

Students must be appointed to a police officer title identified in Criminal Procedure Law §1.20(34) and be eligible for an equivalency course. To become eligible for equivalency training, the applicant must have:

- Previously served as a police officer in a jurisdiction outside New York State for a period of at least twelve months,
- Completed the course of police basic training course required by that jurisdiction, and
- Not experienced an interruption in police service which exceeds the time period permitted by General Municipal Law for [NYS] municipal police officers.

### **Attendance**

Students shall attend all sessions of a *Police Officer Equivalency Course* and receive acceptable ratings during field evaluation. The school director is responsible for maintaining an accurate record of attendance, and may excuse an officer for valid reasons. The school director shall determine the validity of the excuse and may excuse absences of no more than ten percent of the required hours. It is within the school director's purview to require students make up the missed lessons as appropriate. No student shall miss any instruction in the use of firearms or the defense of justification of the use of force/deadly physical force (if required).

### **Examinations**

The passing of a written examination, or series thereof, is required for the *Police Officer Equivalency Course*. Students must achieve a minimum passing score of 70% on the examination, or series of examinations, in order to complete the course. If a series of examinations is administered, the average score must be 70%. If a series of examinations for mandated topics and agency specific topics are employed, the portion of the course prescribed by the MPTC shall constitute no less than 50% of the final grade. No partial credit may be given. The school director may establish a higher minimum passing score for any or all units of instruction consistent with the practices for recruit police officers in that jurisdiction.

## **Remediation**

The school director may remediate any students who have failed to meet the minimum passing requirements during classroom training or field practicum, if in the school director's judgment, it is reasonable to believe the student will show improvement with additional training. All remediation must occur within the original time frame of the course. It is suggested that training providers consider extra time during, and at the end of, courses. For example, schedule two weeks (80 hours) for the 40-hour firearms program, thus providing additional time to remediate poor or unsafe shooters who show the ability to improve with additional instruction/practice. Remediation does not apply to proficiency examinations.

## **Course Documentation**

### **Equivalency Evaluation**

Prior to filing a proposed curriculum for the *Police Officer Equivalency Course*, the Chief Executive Officer of the employing agency shall submit a copy of the applicant's prior training (including relevant in-service courses) as well as documentation regarding the duration of the applicant's prior police service.

DCJS will review the Central State Registry of Police Officers to verify the officer is registered as a police officer. Once this is confirmed, DCJS will commence an evaluation of the prior training and experience and render a minimum course of training designed to achieve equivalency with the New York State Standard. Agencies will have the option to utilize the proficiency testing model to reduce the number of required hours.

### **Proficiency Log**

The *Police Officer Equivalency Course* includes provision to waive training in units: 2-D Physical Fitness and Wellness; 4-J Interpersonal Skills; 4-L Emergency Vehicle Operator Course; and 4-M Firearms Range Training.

Proficiency examinations must be administered by instructors certified pursuant to 9 NYCRR 6023 or 6024 as appropriate. DCJS recommends police employers utilize the training

academy and staff that normally services their agency to ensure consistency in the administration of examinations and training (if necessary).

The result of proficiency examinations must be recorded on a form prescribed by DCJS (see Appendix A) and contains the signatures of the examiners, the school director, and the chief executive. All forms are available on our website at:

<http://www.criminaljustice.ny.gov/ops/docs/index.htm>.

### **Curriculum**

Pursuant to 9 NYCRR 6020.4(a), a school director proposing a course shall file with DCJS, a curriculum content form containing the location of the school, a chronological listing of the dates times and instructors for each topic prescribed in the DCJS equivalency evaluation.

If the *Police Officer Equivalency Course* is being offered in conjunction with an approved Basic Course for Police Officers, the school director may submit a letter indicating the units of instruction to be included in the equivalency for each applicant.

### **Approval**

Once an applicant's out-of-state curriculum is evaluated, DCJS will make written notification to the school director rendering the units of instruction required for that applicant. It is recommended that school directors maintain a copy of the approval letter in the course file.

Courses must be approved to be offered.

### **Course Completion Documentation**

Once a course has been completed, the school director has ten days in which to submit the Police Officer Proficiency Log, the Curriculum Content Form, and all 160 hours of SFTR&O documentation (including the Evaluation Summary) to DCJS. These forms must be typed and contain all required information including the school sponsor (must be a law enforcement agency or academy), school location, school dates, student information (name, social security number, sex, date of birth, and employer). Course completion documentation is not valid unless it bears the original signature of the instructors/examiners, the school director, and the Chief Executive of the employing agency.

In order to maintain accurate records, incomplete or inaccurate forms will be returned to the school director for completion/correction, thus delaying the posting of records and dissemination of certificates (if appropriate). A copy of this form is available on our website at <http://www.criminaljustice.ny.gov/ops/docs/index.htm> or by contacting our office at (518) 457-2667.

### **Certificates of Completion**

DCJS will issue certificates of completion for the *Police Officer Equivalency Course* to registered police officers that successfully complete all aspects of training.

Certificates are generated electronically and sent to the email address specified by the school director in Section II of the proficiency log. Please ensure the email address is accurate. It is the school director's responsibility to provide all certifications to the applicant.

### **Forms**

For copies of the most current versions of our forms or publications, please visit our website at: <http://www.criminaljustice.ny.gov/ops/docs/index.htm> or by contacting our office at (518) 457-2667.

## **Questions**

If, after reviewing this guide, school directors or instructors have any questions or concerns, please contact the Division prior to commencing any training.

New York State Division of Criminal Justice Services  
Office of Public Safety  
Alfred E. Smith State Office Building  
80 South Swan Street, 3<sup>rd</sup> Floor  
Albany, NY 12210  
(518) 457-2667  
[www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)

## **Appendix A**

State of New York Division of Criminal Justice Services  
**POLICE OFFICER EQUIVALENCY COURSE PROFICIENCY LOG**  
General Municipal Law §209-q

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THIS FORM IS USED TO DOCUMENT PROFICIENCY AND/OR CERTIFICATION OF TRAINING FOR THE PURPOSES OF ADMINISTERING THE POLICE OFFICER EQUIVALENCY COURSE TO ELIGIBLE POLICE OFFICERS PREVIOUSLY TRAINED AS POLICE OFFICERS WHILE APPOINTED AS A POLICE OFFICER IN A JURISDICTION OUTSIDE NEW YORK STATE. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

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Pursuant to §6020.8 of Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*, upon appointment to a police agency in New York State, any person formerly appointed as a police officer of the United States or its subdivisions who completed a course of police basic training may apply to the Division of Criminal Justice Services (DCJS) for an evaluation of such training for parity with the Basic Course for Police Officers. Upon review of such application, DCJS may render a determination of what portions of such training program meet or exceed the minimum standards of the BCPO. Any units of instruction that remain must be completed by the applicant within the time frame prescribed by General Municipal Law.

#### **SECTION I APPLICANT INFORMATION**

Type or print legibly, the applicant's last name, first name, middle initial, social security number, and date of birth. Enter the applicant's employer name and date of appointment. With the exception of social security number, the information in Section I is required. Incomplete submissions will not be processed.

#### **SECTION II PROFICIENCY EXAMINATION PROVIDED BY EMPLOYER OR ACADEMY INSTRUCTOR**

Enter the date and location proficiency examinations were administered, whether the applicant received a satisfactory (S) or unsatisfactory (U) rating. All proficiency tests must be administered according to the rules and policies of the training provider that govern police recruit training. This includes minimum standards for qualification as well as guidelines for remediation.

**All evaluators must possess valid instructor certification in the areas in which they are evaluating.** If there is any question to the validity of the evaluator's instructor certifications, please contact the Division. Any proficiency evaluation conducted by an instructor who does not possess a valid certification will be deemed null and void.

Remedial training must be provided for any subject areas in which the applicant did not receive an "S". Such training should be added to the curriculum content form as appropriate.

#### **SECTION III TRAINING PROVIDER ATTESTATION**

Upon completion of the proficiency examinations and/or submission of relevant certifications, the School director shall attest to the veracity of statements contained herein. This section should not be signed until all sections have been completed and the examiner has signed the appropriate sections.

#### **SECTION IV CHIEF EXECUTIVE ATTESTATION**

Upon completion of the proficiency examinations and/or submission of relevant certifications, the Chief Executive Officer of the applicant's employer shall attest to the veracity of statements contained herein. This section should not be signed until all sections have been completed and the examiner has signed the appropriate sections.

#### **Documentation Required**

- Police Officer Equivalency Course Proficiency Log containing original signatures,
- Curriculum Content Form identifying the dates and times of curriculum identified in the equivalency evaluation as well as any additional training provided, and
- All 160 hours (minimum) of SFTR&O Documentation and the Evaluation Summary.

#### **Mailing Instructions**

Completed forms should be mailed to:

**New York State Division of Criminal Justice Services  
Office of Public Safety  
Alfred E. Smith State Office Building  
80 South Swan Street, 3rd Floor  
Albany, NY 12210**

#### **Questions**

If you have any questions regarding this form, contact DCJS staff at (518) 457-2667 for assistance.

State of New York Division of Criminal Justice Services  
**POLICE OFFICER EQUIVALENCY COURSE PROFICIENCY LOG**  
 General Municipal Law §209-q

<b>DCJS USE ONLY</b>	Approved by	Date	School ID: <b>71:</b>	Hours
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**WARNING:** All applicants for the police officer equivalency course must be duly appointed as a police officer with the agency identified in Section I prior to completing any proficiency testing or instruction. DCJS must review and approve all proposed training prior to conducting any proficiency training or direct instruction.

**SECTION I – APPLICANT INFORMATION**

Last Name	First Name & MI	Social Security Number*	Date of Birth
Employer		Title	Date of Appointment

\*Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise **communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.**

**SECTION II – PROFICIENCY TESTING**

The following proficiency tests must be administered after the applicant has been appointed as a police officer as defined in Criminal Procedure Law section 1.20(34). All tests must meet or exceed the exit standards for recruit police officers in that jurisdiction. Any areas in which the officer receives a "U" must be remediated through direct instruction. As the instructor responsible for evaluating the person named in Section I during the proficiency evaluation portion of the course, the undersigned understands that the information in this form is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of their knowledge and belief.

Proficiency Area	Date Administered	S/U	MPTC Approved Instructor (Name and SSN)	Instructor Initials
2-D Physical Fitness and Wellness*				
4-J Interpersonal Skills*				
4-L Emergency Vehicle Operator Course*				
4-M Firearms Range*				

**SECTION III – TRAINING PROVIDER ATTESTATION**

Training Academy /Provider	Academy Address
School Director	School Director Email address (for receipt of certification)

**School director Attestation:** *I hereby certify that the above named applicant has, where indicated, successfully completed proficiency examinations to the standard applied to police recruits, and has not missed a greater number of hours of required instruction than that permitted by rule or statute. I further certify that the curriculum for this course has not been substantially altered in either content or duration from that which was approved. I further certify that all instruction meets the minimum standards set forth by rule or statute. I affirm under penalty of perjury that the statements made on this form, including all attachments, are true.*

School director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IV – CHIEF EXECUTIVE ATTESTATION**

Chief Executive Officer	Chief Executive Officer Email Address
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**Chief Executive Officer Attestation:** *I am the chief law enforcement officer responsible for appointing the person named in Section I as a police officer of the above named law enforcement agency. I understand that the information in this form is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.*

Chief Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_