**Minnesota Board**

**of Peace Officer**

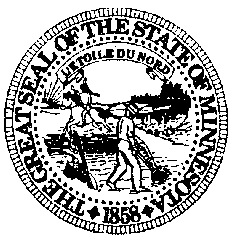
**Standards and Training**

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DATE: June 15, 2020

TO: Chief Law Enforcement Officer

FROM: Erik Misselt, Interim Executive Director

SUBJECT: **2020 Reimbursement for Continuing Education Expenses**

Enclosed is the *2020 Application for Reimbursement of Continuing Education Expenses for Peace Officers and Part-time Peace Officers* for fiscal year 2020 (July 1, 2019 to June 30, 2020). The reimbursement is based on the total amount appropriated by the legislature divided by the number of eligible officers.

**Whether you are requesting reimbursement monies or not, the POST Board must receive a signed application by 4:30 p.m. on Friday, July 31, 2020.**

Application Guidelines

* Only the Chief Law Enforcement Officer may sign the application. An application without a signature or a signature other than that of the Chief Law Enforcement Officer will delay the approval process, or potentially result in denial.
* Page two is a worksheet used to calculate all of the agency’s continuing education expenditures. An agency cannot be reimbursed more than its actual continuing education expenditures. However, to compile accurate statistics on the true cost of training, please use all the criteria listed to determine the total expenses.
* When determining the total expenses for reimbursement please use the following criteria: **Course Fees;** may include enrollment fees and college tuition; required equipment, videos, manuals and books; instructor fees; and cost of ammunition used in training. **Salary;** salary paid to officers while in training. Do not include salary paid to a designated training officer or staff. **Lodging and Meals;** costs incurred for transportation to and from training. **Training Organization Fees;** fees paid to training organization to participate in programs.
* Page three requires a list of names, license numbers and dates of employment of all officers eligible for reimbursement. To be eligible for reimbursement, the agency must have employed an officer for at least eight months during fiscal year 2020. New officers must have been hired and licensed on or before November 1, 2019. Officers who have left the agency must have been employed through February 28, 2020. Remember to complete the start and end dates of employment for every officer listed.
* If the agency employs officers who also work for another law enforcement agency, complete page four. Only one agency may claim reimbursement for the officer. **If an officer is employed by another agency, please contact that agency and determine who will claim the officer for reimbursement purposes**.

For questions regarding the application or process, please contact Bob Hawkins, Continuing Education Coordinator, at (651) 201-7785 or at [robert.hawkins@state.mn.us](mailto:robert.hawkins@state.mn.us).

**Reminder:** When submitting your application, please use **only one** of the following: U.S. Mail, or

Email [postboard.agency.docs@state.mn.us](mailto:postboard.agency.docs@state.mn.us).