



# Minneapolis Police Department Policy and Procedure Manual

Number:  
2-500

## Volume Two – Personnel Administration

### Recruitment and Training

#### 2-502 POST Licensing Requirements (01/25/02) (04/14/05) (08/23/10) (04/22/19) (xx/xx/25)

##### I. Purpose

The purpose of this policy is to reinforce that it is the responsibility of sworn members to maintain a valid and active Peace Officer Standards and Training (POST) license.

##### II. Policy

All sworn members shall maintain a valid and active Peace Officer Standards and Training (POST) license as a condition of employment. Failure to maintain a valid and active POST license will result in a sworn member being relieved of enforcement duty and may result in discipline, up to and including termination.

##### III. Procedures/Regulations

- A. Sworn members shall report changes of name or address to the MN Post Board.
- B. Sworn members must pay the required fee and complete 48 hours of POST-approved training every three years, prior to June 30, for re-licensing.
- C. The MPD is not obligated to provide this training; however, participation in annual In-Service Training may meet or exceed licensing requirements.
- D. Upon request, the Training Division will provide appropriate forms and assistance to sworn members seeking MN POST Board credit for any training received, provided the training received is consistent with community policing.
  - 1. The MN POST Board requires law enforcement agencies to maintain and retain records of all POST-approved training for police officers in accordance with POST Board requirements.
  - 2. The MN POST Board recommends police officers maintain their own documentation to prove successful completion of their required credits.
- E. Sworn members who have instructed in MN POST Board approved training may apply for POST credit. The number of POST credits granted will be determined by POST guidelines. The Training Division will provide sworn members with requirements and forms. For more information regarding POST, members should visit the MN POST Board website.

- F.** Sworn members who do not have a valid and active POST license shall not represent themselves as a police officer, whether on duty or off duty, and shall not take enforcement action under the authority of being a police officer.
- G.** Sworn members who do not have a valid and active POST license shall not carry any firearm while on duty, and shall not carry a firearm while off-duty unless they have an additional Permit to Carry as a private person issued by the jurisdiction in which they live.
- H.** Any formal action that is taken or pending against a sworn member's POST license shall be immediately reported by the member to their Commander or Inspector and to Internal Affairs. Notification by the member may be made through the chain-of-command.
- I.** Upon being notified that a member's license is no longer valid or active, regardless of the reason, Inspectors and Commanders shall take action to ensure that the affected member is not acting in a capacity that requires them to be a licensed police officer.