



**MPCCF Command College Class
Schedule, Assignments & Handbook**



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

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

Students that are interested in obtaining Lincoln University's Master's Level Credits, that already have a BA Degree or BS Degree may register and pay Lincoln University for attending The Command College (see fee schedule listed below). Upon completing five online credit courses (three credits each) provided by Lincoln University, the candidate will earn a Master's Degree in Sociology / Criminal Justice Administration.

****Candidates must declare their intent to pursue a Master's Degree within three months following the start of the program****

COURSE SCHEDULING AND TUITION FOR COMMAND COLLEGE

MPCCF Command College Program Cost \$4,500 (daily lunch included)

Courses	Credits	Dates
CJ-570 Criminal Justice Admin.	3 hours	(November)
CJ- 550 Issues in Liability	3 hours	(December)
SOC-598 Homeland Security	3 hours	(January)
CJ-520 Personnel Management	3 hours	(February)
SOC-595 Dealing with the Media	3 hours	(March)
CJ-555 Issues in Criminal Law	3 hours	(April)
Subtotal	18 hours	

Online LU Courses	Credits	Dates	Tuition/Fees
HIS-582 Seminar in MO Corrections**	3 hours	TBA	\$1,044.50
SA-507 Seminar in Criminal Justice**	3 hours	TBA	\$1,044.50
SA-550 Research Methods**	3 hours	TBA	\$1,044.50
SA-505 Sem. in Social Problems**	3 hours	TBA	\$1,044.50
SA-502 Sociological Theory**	3 hours	TBA	\$1,044.50
Subtotal	15 hours	TOTAL	\$5,225.50

LINCOLN UNIVERSITY TUITION & FEES include Graduate Tuition, Activity Fee, Athletic Fee and Online Fees (Fees are Subject to Change)

ADDITIONAL FEES		
Technology Fee	\$173.94 per semester	\$173.94
Building Maintenance Fee	\$132.16 per semester	\$132.16
Wellness Fee	\$75.00 per semester	\$75
Total Per Semester		\$381.11

** 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 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 MASTER'S DEGREE:

- 1.) Complete the registration form (see website 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 link <https://www.lincolnu.edu/web/graduate-studies/requirements> to complete Lincoln University Graduate admissions application.
- 4.) \$30 non-refundable application fee. You can make payment over the phone by calling the Cashier's Office at 573-681-5054.
- 5.) Official transcript from all colleges/universities previously attended, including showing a baccalaureate degree earned. These must be sent directly to gradschool@lincolnu.edu or to the Graduate Studies Office, P.O. Box 29, Jefferson City, MO 65102. MUST come from the college/university.
- 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 Statement of Purpose Form. This can be emailed to gradschool@lincolnu.edu.
- 8.) Three letters of recommendation. These can be emailed to gradschool@lincolnu.edu. Must be sent from the recommender not the applicant.
- 9.) Take the Miller Analogies Test which MOPCCF & LU will make available in November at Lincoln University – Jefferson City, MO.
- 10.) MPCA/LU will also hold a program summary and financial aid assistance meeting following the Miller Analogies Test.
- 11.) If you have any questions call Lincoln University at 573-681-5247

MPCCF Command College
TENTATIVE Class Schedule (Subject to change)

November 2-7, 2020	CJ 570 Administration
2 nd	8 a.m. to 5 p.m. Orientation – Training will begin after LU orientation.
3 rd – 6 th	8 a.m. to 5 p.m. Resource Allocation
6 th	1 p.m. to End (MAT testing at 1 p.m. - Lincoln University for Master's Students)

November 30, December 4, 2020 **CJ 550 Issues in Liability**

January 11-15, 2021 **SOC 598 – Homeland Security**

February 8-12, 2021 **CJ 520 Personnel Management**

March 8-12, 2021 **SOC 595 Media Relations**

April 12-16, 2021 **CJ 555 Issues in Criminal Law**

April 16, 2021 **Graduation – 1pm – 3pm**

1-hour LUNCH each day and breaks each Hour of training.

Needed for training: Laptop with Microsoft EXCEL loaded on device for week one. Microsoft 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 except for 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 casual unless a formal event is scheduled, in which case; a department approved uniform is required.

Lodging Options:

- Capital Plaza:
 - Phone: 573-635-1234
 - Address: 415 W McCarty St. Jefferson City, MO 65101
- Baymont Inn:
 - Phone: 573-636-5231
 - Address: 319 W Miller St. Jefferson City, MO 65101

JOURNAL ASSIGNMENTS

Journals shall be at least 2-3 pages, but no more than 5 pages, 12-point font, double spaced. The journals for this academic program require that you respond to three issues.

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/how?

COURSE PAPERS ASSIGNMENTS

- APA Format/As Assigned; ***(All papers, unless otherwise directed, shall be written to (APA) American Psychological Association Format.)***
- 5-10 pages, 12point 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 the assigned topic(s) for each paper.
- YOU WILL NEED A LAPTOP with Microsoft Excel loaded on the device for week one.

TURNING IN 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. Gary P. Maddox at maddoxgp@gmail.com

Each student should e-mail Dr. Maddox individually. * DO NOT send attachments or homework through a class e-mail thread.

JOURNAL AND PAPER GRADING

Gary Maddox Ph.D. 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

Assignments will be provided to students as determined.

COMMAND COLLEGE COURSE ASSIGNMENTS

All assignments and topics will be given during class.

CJ570-	Due by November 27, 2020	Topic: Will be provided during class.
CJ550-	Due by January 9, 2021	Topic: Will be provided during class.
SOC598-	Due by February 5, 2021	Topic: Will be provided during class.
CJ520-	Due March 5, 2021	Topic: Will be provided during class.
SOC595-	Due April 9, 2021	Topic: Will be provided during class.
CJ555-	Due date is T.B.D.	Assignment(s) Topic(s) Will be provided during class.

JOURNAL ASSIGNMENT DUE DATES

1. Due November 27, 2020
2. Due January 9, 2021
3. Due February 5, 2021
4. Due March 5, 2021
5. Due April 9, 2021
6. Due date is T.B.D.



Command College

Missouri Police Chief's Charitable Foundation (MPCCF)

Rules, Regulations, Code of Conduct & Written Assignment Requirements

GENERAL RULES

- 1.0 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 College as determined by the MPCCF Executive Director.
- 1.1 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.
- 1.2 The Executive Director does, however, reserve the right to refuse the admission of or to dismiss any MPCCF Command 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.
- 1.3 All Command 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.

1.4 In addition to these Rules, Regulations, Code of Conduct and Written Assignment Requirements, each Command College student is subject to all lawful and/or reasonable requests or orders from the Executive Director, Coordinator or any MPCCF Faculty member at any or all times. Further, each MPCCF Command College student will be subject to adhere to any additional amendments to these Rules, Regulations, Code of Conduct and Written Assignment Requirements as may be promulgated by the Executive Director or Coordinator and communicated to the student at any time during the Program.

1.5 Insubordinate behavior or an inappropriate response to any of the above described MPCCF Command College Staff or Faculty will result in disciplinary action in the form of disciplinary memos, counseling and/or dismissal from the MPCCF Command College, as determined by the Executive Director.

PERSONAL BEARING AND DEMEANOR

2.0 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 College student's spoken and written statements of fact must also be entirely honest and complete.

2.1 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 College as determined by the Executive Director.

2.2 There will be no loud talking, noise, or profane language at any time during a Command 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 College, up to and including dismissal from the Command College as determined by the Executive Director.

2.3 Every MPCCF Command 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 Dr. Maddox, the Executive Director or Office Manager of the MPCCF. Failure to report may be cause for dismissal.

2.4 An MPCCF Command 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 College class. Violations of this regulation will result

in immediate disciplinary action up to and including dismissal from the Command College, as determined by the Executive Director.

ATTENDANCE, TARDINESS, ABSENCE

3.0 Unless otherwise notified, Command 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.

3.1 A student who is not able to report for class at the required time and location shall notify Dr. Gary P. Maddox at 573-821-5800 prior to 8:00 A.M., of the date of the class in question.

3.2 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.

3.2.1 Tardiness is defined and will be recorded and filed as follows:

3.2.1.1 1-15 Minutes tardy = 15 minutes against the student's attendance record.

3.2.1.2 16-30 Minutes tardy = 30 minutes against the student's attendance record.

3.2.1.3 31-45 minutes tardy = 45 minutes against the student's attendance record.

3.2.1.4 46-60 minutes tardy = 1 hour against the student's attendance record.

3.3 A Daily/Hourly Attendance Roster will be maintained by MPCCF for each Command 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.

3.3.1 Absence is defined as a period of scheduled MPCCF Command College class time which exceeds one hour.

3.4 There is no excused tardiness or absence from a scheduled MPCCF Command 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.

- 3.5 To successfully complete the MPCCF Command College, a student's absences must not exceed five percent (5%) of the total hours of instruction for any reason, valid or otherwise. The Executive Director will dismiss from the Command College any student whose absences exceed five (5) percent of the MPCCF Command College Program.
- 3.6 Certain MPCA Command College classes are mandatory. No Command College student will be allowed to complete or to graduate from the MPCCF Command College who is absent from any classes which are mandatory. Such mandatory classes shall be identified in advance of each class.
- 3.7 The MPCCF Executive Director may override and has full discretion relating to the attendance policy based upon unusual occurrences, medical issues, and military situations.

CLASSROOM RULES AND PROCEDURES

- 4.0 During class the student must be alert, attentive and ready to answer any questions pertaining to the subject matter being covered or previously taught.
- 4.1 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.
- 4.2 Each MPCCF Command College student will be issued and will display upon the table in front of the respective student a name card. The name card will be kept on display by each student during all classroom sessions and for the entirety of the MPCCF Command College.
- 4.3 All papers, materials or items on the instructor's podium are confidential and not subject to be inspected or handled by an MPCCF Command College student unless specifically authorized to do so by the instructor of record.
- 4.4 All homework assignments are to be completed and submitted within the time specified.
- 4.5 Each MPCCF Command 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 College, as determined by the Executive Director.
- 4.6 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 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 whose 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.

- 4.7 The use of any recording type of device by a student during any MPCA Command 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

5.0 To successfully complete the MPCCF Command College the student must achieve a minimum of eighty percent (80%) final overall grade average on all written examinations, journal assignments and papers.

5.1 An MPCCF Command College student who scores below eighty percent (80%) on any written examination, assignment, or paper 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.

5.2 Cheating on any examination, written assignment or performance test is professionally and academically unacceptable and will result in immediate dismissal from the MPCCF Command College. A student who is dismissed from the MPCCF Command College for having cheated will not be allowed to return to that, or to any subsequent MPCCF Command College.

5.3 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 College and will not be allowed to return to that, or to any subsequent MPCCF Command College session.

DISCIPLINARY PROCESS

6.0 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 College.

6.1 Any student dismissed from the MPCCF Command 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

7.0 In addition to other examinations, exercises, assignments, etc., as may be required by the instructor of record, each of the MPCCF Command 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 College Coordinator. Each paper will be due on the date indicated on the Student Schedule provided by the Executive Director. The student will be notified as to specific page requirements as is necessary.

7.1 All papers will be read, scored, and returned to the student during the week of the next MPCA Command College course, unless otherwise specified.

CANDIDATE'S NAME (PRINTED): _____

CANDIDATE'S SIGNATURE: _____

DATE SIGNED: ___ ___ / ___ ___ / 2020