

BYLAWS OF ST. LOUIS COUNTY AND MUNICIPAL POLICE ACADEMY

ARTICLE I - NAME AND PURPOSE

Section 1 The St. Louis County and Municipal Police Academy (hereafter the “Academy”) shall exist under that name in accordance with these bylaws as of January 1, 1988.

Section 2 The purpose of the Academy shall be the training and continued education of persons in or indirectly related to law enforcement primarily in St. Louis County Missouri.

ARTICLE II – OPERATION

Section 1 The Academy shall be established and operated by the St. Louis County Chief of Police (hereafter the “Chief”) under the general supervision of the Board of Police Commissioners of St. Louis County (hereafter the “Police Board”).

Section 2 The rights, powers, authority and responsibilities of the Police Board and the Chief shall be those vested by these bylaws, County ordinances and charter, and applicable state and federal law.

ARTICLE III – BOARD OF MANAGERS

Section 1 There shall be a Board of Managers. The rights, powers, authority and responsibilities of the Board of Managers shall be those vested in the Board of Managers by the Police Board by contract, these bylaws, County ordinances, and applicable state and federal law.

Section 2 The Board of Managers shall be composed of seven members appointed by the Police Board and shall serve at the pleasure of the Police Board. One member of the Board of Managers shall be a member of the Police Board.

Section 3 The officers of the Board of Managers shall be a chairman, a vice-chairman and a secretary. They shall be members of the Board of Managers and each shall serve for a term of one year, except one chosen to fill a vacancy occurring during a term. Terms shall begin on January 1 each year. The chairman shall be a member of the Police Board. The vice-chairman and secretary shall be selected by majority vote of the Board of Managers present and voting.

Section 4 Each member of the Board of Managers shall have one vote. A quorum shall consist of at least four members.

Section 5 The Board of Managers shall meet on the second Thursday of every month, unless directed otherwise by the Chairman of the Board of Managers, and may adopt rules of procedure not inconsistent with these bylaws. Special meetings of the Board of Managers may be called by the Police Board, Chairman of the Board of Managers or any two members of the Board of Managers upon 24 hours notice.

Section 6 There shall be no alternate members of the Board of Managers nor may any member vote by proxy.

Section 7 The Board of Managers shall have the power and duty to:

1. Provide advice to the Police Board, the Chief or Academy Director on the management and supervision of the Academy.
2. Develop rules and regulations for the orderly conduct and dress of the attendees, curriculum, open-enrollment students, self-sponsored students and in-service students.
3. Make recommendations to the Chief of qualified persons to be appointed to the Academy staff including Academy Director.
4. Recommend an operating budget as developed by the Academy Director prior to submission to the Police Board.
5. Authorize the issuance of diplomas and certificates.
6. Develop and approve standards of admission.

ARTICLE IV – SUBCOMMITTEES

Section 1 There shall be four subcommittees established by these bylaws. Each subcommittee shall provide input and direction into one of the following four areas:

1. Continuing Education
2. Basic Training Curriculum
3. Firearms/Physical Fitness
4. Disciplinary Review

Section 2 The Board of Managers by resolution will have the authority to recommend additional subcommittees as deemed necessary. Resolutions of the Board of Managers to establish a new subcommittee must be approved by the Police Board.

Section 3 The appointments to each subcommittee will be made by the Board of Managers and shall be for a period of one year. Each subcommittee shall consist of not less than five members representing both St. Louis County and municipal police departments with the Academy Director serving as an ex officio member.

ARTICLE V – DIRECTOR

Section 1 The Director of the St. Louis County & Municipal Police Academy (hereafter the “Director”) shall be appointed by the Chief in accordance with the standards, qualifications and conditions adopted by the Police Board.

Section 2 It shall be the duty and responsibility of the Director, and he/she shall have the authority, to administer the day-to-day operations of the Academy under the supervision of the Board of Managers within the policies, rules and regulations approved by the Board of Managers. The Director shall determine the qualifications and approve each person who requests admission to an Academy course or program.

Section 3 The Chief may review and in his discretion, alter any determination of the Director as provided in Sections 1 and 2.

ARTICLE VI – FUNDING

Section 1 In order to prepare an annual budget (budget year January 1 to December 31), the Director shall submit to the Board of Managers for approval, the following information:

1. The number of trainees expected to be enrolled in the Academy basic recruit program.
2. The number of firearms training programs requested.
3. The number of specialized training programs requested.
4. Projected training hours and staff required to complete these requests.
5. Projected revenue and costs.

Section 2 The Director will assume the responsibility of identifying training needs for the municipalities of St. Louis County and incorporating them in training budgetary proposals for presentation to the Board of Managers. The Director will also prepare a calendar of training programs which incorporates the requests for services with the funds and staff provided.

Section 3 Pursuant to the identification of training needs received from the Director, the Board of Managers shall formulate a budget and training calendar for the Academy. After adoption by the Board of Managers of the budget and calendar, the Board of Managers shall recommended said budget and calendar to the Police Board.

Section 4 The Police Board may include all or part of the Board of Managers’ budget and calendar in its budget request to the County Executive.

Section 5 The Director will assume the responsibility, through a trust and agency fund established and operated by St. Louis County, for fiscal control, disbursements, procedures and settlements of all accounts relating to special training classes and hours, subject to the following procedures:

- A. The Board of Managers must recommend and approve all fund transfers exceeding (\$10,000) ten thousand dollars. The Academy Director may authorize transfers not exceeding (\$10,000) ten thousand dollars.
- B. Professional service contracts for Continuing Education training programs over (\$10,000) ten thousand dollars approved by the Board of Managers. The Director may approve contracts under (\$10,000) ten thousand dollars.
- C. The Board of Managers shall establish an annual cost sharing for Continuing Education training programs. The Director shall bill members annually for this cost sharing and bill nonmember users for the actual costs of Continuing Education training programs. Funds received as a result of these billings shall be deposited in the trust and agency fund.
- D. An audit of the trust and agency fund shall be conducted annually by the auditing firm chosen by the St. Louis County Council for all County funds.
- E. At the conclusion of the budget year, the Board of Managers shall review the status of all cost information, including the assignment and crediting of any surplus or interest to the appropriate participants based on contributions and participation costs, and make necessary adjustments.

Section 6 Full-time paid employees of the County or municipal police departments and their fringe benefits shall continue to be budgeted and paid by their respective departments.

Section 7 The Academy shall use the St. Louis County Purchasing Department and the Police Fiscal Services Unit.

Section 8 The Director may negotiate and submit proposals for services from private organizations or governmental units if the Board of Managers determines that said contracts would be consistent with the operation and goals of the Academy. Contracts for services may include, but are not limited to the following:

1. Conducting specialized training programs.
2. Providing technical assistance.
3. Providing research and development assistance.

ARTICLE VII – STANDARDS OF ADMISSION

Section 1 Admission to the Academy shall be limited to those persons in or directly related to law enforcement primarily within St. Louis County, Missouri.

Section 2 Applicants shall be admitted to the Academy upon written request and certification by the appropriate departments municipality or political subdivision. The Director may refuse an applicant admission to a particular class or program for reasons of

space restrictions and upon any such refusal; the applicant shall be admitted to the next scheduled class with available space. Admission of any applicant shall not be construed as a commitment that he or she will fully complete the course for which admitted, but each applicant shall comply with all rules and standards of the Academy for certification before any diploma shall be granted. The Director has the authority to permit or refuse unemployed certified police officers to Continuing Education programs.

ARTICLE VIII – ACADEMY SITE

The Academy shall conduct the classroom portion of the Basic Recruit Training Program and **Continuing Education** Programs at the St. Louis County Police and Fire Training Center, 1266 Sutter Avenue, Wellston, Missouri, or such other places that may be determined by the Board of Managers. The firearms training will be held at the St. Louis County firearms range or other such firearms range as approved by the Board of Managers.

ARTICLE IX – AMENDMENTS

Section 1 Any amendment, revision or addition to these bylaws must be proposed in writing and presented to the members of the Board of Managers at least two weeks prior to the next regular meeting at which action may be taken thereon.

Section 2 To be adopted, any amendment, revision or addition shall receive the favorable vote of four members of the Board of Managers and approved by the Police Board.

ARTICLE X – SCHEDULE

Section 1 These bylaws shall take effect upon the approval by the Police Board

Section 2 Upon adoption, duplicate originals of these bylaws shall be signed by the members of the Police Board.

CERTIFICATE OF ADOPTION

We, the undersigned member of the Board of Police Commissioners of St. Louis County, hereby certify that the foregoing bylaws were adopted by the unanimous vote of the Board of the date set forth.

January 12, 2006
Date

Chairman

Vice Chairman

Secretary

Member

Member

Member

Member