



Fall 2024– Summer 2025



BCA Training Course Catalog

Elevating Minnesota's Criminal Justice through Specialized Training





Welcome to BCA Training

The Minnesota Bureau of Criminal Apprehension is committed to providing high-quality, cost-effective training to Minnesota's criminal justice community. It is our priority to bring to you the most current topics and programs in the criminal justice field.

Our courses are taught by a mix of experts from the BCA, national instructors, and a broad training network of criminal justice professionals. In addition to the programs we offer onsite at our headquarters office, we travel throughout the state to bring training opportunities closer to your agencies. This can help leverage and stretch your training budget dollars so you and your department can continue to receive the best training opportunities in Minnesota. We also offer scholarships for some courses and conferences to help remove barriers to keeping our criminal justice professionals well trained.

We encourage agencies to let us know of any recommendations to adjust our courses, programs, or conferences, or to bring timely topics to Minnesota. Please continue to check our website often, as courses are added and updated throughout the year.

We look forward to working with you!

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Courses are added and updated throughout the year.
Scan here for the most up-to-date information on trainings, including calendar dates and course pricing.





Department of Public Safety Mission: The Department of Public Safety is committed to protecting citizens and communities through activities that promote and support prevention, preparedness, response, recovery, education and enforcement. These objectives are achieved through a focus on saving lives, providing efficient and effective services, maintaining public trust and developing strong partnerships.

BCA Mission: The Bureau of Criminal Apprehension prevents, investigates, and solves crimes in collaboration with our criminal justice partners.

BCA Vision: Delivering exceptional law enforcement services for a safer Minnesota.

Get the BCA Training [newsletter](#) delivered right to your inbox!

Go to <https://bcatraining.x.state.mn.us> to sign up to receive the newsletter and to register for courses.

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Coffee and refreshments are available with all BCA training courses. Your fee for full-day courses also includes lunch service.



“The BCA always has great trainings with many accommodations—snacks, drinks, lunch, etc. Very nice!”

DMT-G Certification

TWO DAYS | 18 POST CREDITS

Get certified to use the DataMaster DMT-G evidential breath test instrument. This hands-on course will teach proper administration of the DMT, how to interpret test results, and the theory of breath testing in order to give a competent court testimony. This course is required to lawfully run breath tests on the DMT.

AUDIENCE

Law enforcement

DMT-G Online Recertification



Course Prerequisite: DMT-G Certification Course

This online course will recertify law enforcement personnel in the use of the DataMaster DMT-G evidential breath test instrument, including proper test administration and interpretation of test results and DMT test records. Recertification is required every two years to maintain certification to administer breath tests on the DMT.

TRAINING LENGTH

Approximately three hours

AUDIENCE

Law enforcement currently DMT-G certified.

Alerts—Crime, Missing, and Endangered (formerly Minnesota Crime Alert Certification Online Training)



ONE HOUR | 1 POST CREDIT

This online training provides an overview of the Minnesota Crime Alert Network, demonstrating how to send crime and missing person alerts. After completion, you will become a certified user of the Minnesota Crime Alert Network (MCAN) and will receive instructions about gaining access to send alerts.

LEARNING OBJECTIVES

- Understand how to use the Crime Alert Network to increase investigation leads.
- Complete crime and missing person forms.
- Distribute crime and missing person alerts.

AUDIENCE

Law enforcement agencies only.

*This course meets a requirement for the **BCA Investigative Certificate**.*

Threat Liaison Officer Certification Training

HALF DAY | 4 POST CREDITS

The Threat Liaison Program is meant to identify individuals throughout the state who can serve as a liaison for their agency and the Minnesota Fusion Center (MNFC), to facilitate the receiving and sharing of information related to public safety concerns. The training will provide a brief history of the MNFC, an introduction to partners from federal and state agencies, an overview of the Minnesota threat landscape, and information-sharing expectations. This course is NOT intended to be a threat-identification training.

“I learned a lot about the importance of the network and system and why it’s vital in the law enforcement community.”

—Threat Liaison Officer
Certification Training attendee

LEARNING OBJECTIVES

- Understand the historical and current threat picture for Minnesota, including criminal and terrorism concerns.
- Identify critical infrastructure and key resources and how they are crucial to homeland security and public safety.
- Integrate information handling, information sharing, suspicious activity reporting, and collaborative efforts expected of TLOs and partner agencies.

AUDIENCE

Peace officers, firefighters, emergency managers, EMS providers, federal agents, military investigative/intelligence personnel, or partners in the public/private sector working in the public safety/homeland security communities and in partnership with the Minnesota Fusion Center.

MNJIS One-Day Basic Operator Training

TWO DAYS | 7 POST CREDITS

This class covers Criminal Justice Data Communications Network (CJDN) policies and procedures related to access to and dissemination of data. Attendees will gain an understanding of system security, driver and vehicles queries, Criminal History Record Information (CHRI), an overview of Minnesota and NCIC hot files, and the hit confirmation process.

LEARNING OBJECTIVES

- Describe CJDN policies and procedures.
- Process administrative messages
- Query and analyze criminal history information.
- Query driver and vehicle information.
- Identify hot file records.
- Obtain training resources.

AUDIENCE

Operators who have limited query-only hot files job duties and criminal history checks.

MNJIS Two-Day Basic Operator Training

TWO DAYS | 14 POST CREDITS

This two-day course covers the content from the MNJIS one-day basic operator training plus additional specialized training for those who run queries and/or enter records into the Minnesota and NCIC hot files. Gain additional knowledge of the hot file process through entering, querying, modifying, supplementing, and cancelling a variety of records. This class is held in a computer lab; it is recommended that attendees have direct access exposure to Portals prior to attending the class.

AUDIENCE

New or experienced operators who have full-access hot file entry and query job duties.

“I acquired many additional skills to promote myself in my position and to bring back to my agency.”
—*MNJIS Two-Day Basic Operator Training attendee*

TAC Workshop

ONE DAY | 7 POST CREDITS

This one-day course summarizes the duties and responsibilities a Terminal Agency Coordinator (TAC) has with regard to BCA MNJIS and FBI NCIC access. By the conclusion of this class, attendees will have the knowledge and skillset for performing TAC functions within their agency.

LEARNING OBJECTIVES

- Understand Criminal Justice Data Network (CJDN) policies and procedures.
- Manage user accounts and certifications.
- Obtain and analyze criminal history information.
- Manage hot file records.
- Understand the audit process and expectations.

AUDIENCE

Terminal Agency Coordinators

Crime Reporting

TWO DAYS | 14 POST CREDITS

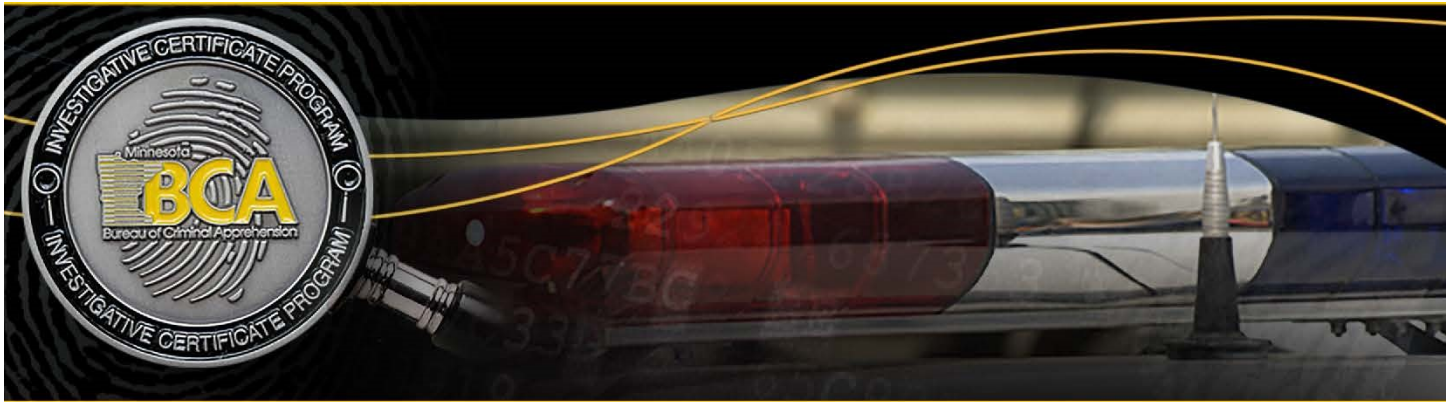
This course explains the purpose, intent, and operating procedures of state and federal crime reporting. Through lectures, quizzes, and practical exercises, learn how to classify and report crimes in accordance with the standards established by the FBI Uniform Crime Reporting (UCR) Program.

LEARNING OBJECTIVES

- Understand National Incident-Based Reporting System (NIBRS) rules.
- Recognize how to view submission and reporting data using the Crime Reporting System (CRS).
- Identify how to determine the proper UCR Offense Code(s) for each incident.
- Accomplish how to properly enter Group A and Group B incidents.
- Complete supplemental reports within the Supplemental Reporting System (SRS).
- Identify how to use Law Enforcement Incident Search (LEIS).
- Examine trends and metrics via the MN Crime Data Explorer (MN CDE).

AUDIENCE

Reporting Agency Coordinators and staff with related job duties.



BCA INVESTIGATIVE CERTIFICATE APPLICATION

Name	Agency
POST	Supervisor's Name
Email	Supervisor's Email

BCA Required Courses – Attend four

Date Completed

	Interview and Interrogation	
	Search Warrants	
	Basic Financial Crimes Investigations -OR-	Predatory Offender Registration and Investigations
	Alerts—Crime, Missing, and Endangered <i>(formerly Minnesota Crime Alert Certification Online Training)</i>	

BCA Sponsored and Co-Sponsored Conferences — Attend one

Date Completed

	BCA Death and Missing Persons Investigative Conference	
	MSANI CAN-AM Conference	
	ICAC/Human Trafficking Investigation Conference	
	MN Financial Crimes Task Force Criminal Investigation Conference	

BCA Electives – Attend two

Date Completed

	Advanced Financial Crimes Investigations	
	Basic Financial Crimes Investigations <i>(only if not used to fulfill the Required Course above)</i>	
	Basic Photography for the DSLR Camera	
	BCA Advanced Narcotics Investigations	
	BCA Basic Narcotics Investigations	
	BCA Crime Scene Course for Minnesota Law Enforcement	
	Down the Rabbit Hole	
	Human Trafficking Investigations	
	Predatory Offender Registration and Investigations <i>(only if not used to fulfill the Required Course above)</i>	
	Sexual Assault Investigations	

INSTRUCTIONS:

- You must be a sworn law enforcement officer to participate in this program.
- Use this form to track and document completed trainings, using the information from the Credits tab of your training account.
- Email completed application to bca.training@state.mn.us. Training staff will review and award the certificate if successfully completed.
- Certificate will be mailed to agency address in your BCA training account.

Scan the QR code to find training dates and descriptions.

Or visit our website:
<https://bcatraining.x.state.mn.us>



Version 10.22

Advanced Financial Crimes Investigations

Course Prerequisite: Basic Financial Crimes

TWO DAYS | 14 POST CREDITS

This course is intended for peace officers wanting to develop skills investigating larger-scale financial cases. Through hands-on exercises, learn a variety of methods to investigate and organize cases involving multiple victims and jurisdictions, including counterfeit check, transaction card fraud, and identity theft rings, as well as bank fraud, embezzlement, and financial exploitation. Case studies are based off real-life investigations.

LEARNING OBJECTIVES

- Identify a variety of investigative techniques to employ in financial crimes investigation.
- Use Microsoft Excel to organize, analyze, and present a large volume of investigative data.
- Draft subpoenas, search warrants, and other court orders in a way that preserves the integrity of an investigation.

REQUIRED EQUIPMENT (NOT PROVIDED)

Laptop with power cord and mouse; Microsoft Excel; Acrobat Pro (not Reader); a media player.

AUDIENCE

Law enforcement officers responsible for investigating financial crimes involving fraud.
This course satisfies an elective for the BCA Investigative Certificate.

Advanced Training on Financial Exploitation of Older Adults

ONE DAYS | 7 POST CREDITS

Financial exploitation of older and/or vulnerable adults presents unique challenges such as an unfamiliarity with decision-making documents, statute of limitations, and cognitive capacity. This course presents lecture and hands-on exercises to help you learn investigative techniques, considerations unique to elder abuse, and how to best present these cases for prosecution.

LEARNING OBJECTIVES

- Learn how victim typology impacts the timeline of an elder financial exploitation case.
- Understand how cognitive capacity can impact exploitation cases.
- Distinguish between power of attorney, guardianship, and conservatorship.
- Obtain, organize, and analyze bank records for both the legal process and adult protective services.

REQUIRED EQUIPMENT (NOT PROVIDED)

Laptop with power cord

AUDIENCE

Sworn law enforcement officers who investigate financial crimes.

Basic Financial Crimes Investigations

TWO DAYS | 14 POST CREDITS

Learn the fundamentals of addressing contemporary financial crime scams. You will learn to build criminal cases involving common financial crimes such as fraudulent checks, cloned credit cards, gas pump skimmers, and a variety of internet fraud.

LEARNING OBJECTIVES

- Apply state and federal law to financial crime investigations.
- Utilize appropriate investigative strategies for financial crime investigations.
- Organize investigative data into a case suitable for criminal prosecution.
- Examine the victimology of the people targeted for financial exploitation.

AUDIENCE

Law enforcement officers responsible for investigating financial crimes involving fraud.
This course satisfies a requirement or an elective for the BCA Investigative Certificate.

Basic Photography for the DSLR Camera

THREE DAYS | 18 POST CREDITS

This hands-on class will train you how to use a DSLR camera for the photographic documentation of evidence for cases including assaults, death scenes, arson investigations, vehicle crashes, burglaries, etc. Learn how to take strong photographic documentation in a variety of difficult lighting conditions and challenging environments, and become familiar with flash and macro photography. Portions of this class will be conducted outdoors; wear seasonally appropriate clothing.

LEARNING OBJECTIVES

- Understand the settings in the camera menu.
- Compose correct image exposure in varying environments.
- Demonstrate effective low-light photographic skills.
- Select appropriate photographic equipment and accessories.

REQUIRED EQUIPMENT (NOT PROVIDED)

DSLR camera, macro lens, detachable flash unit, a remote cable release capable of locking the shutter open, a tripod, at least one flashlight, spare camera batteries.

AUDIENCE

Sworn law enforcement officers or non-sworn staff with responsibilities for photographically documenting physical evidence and crime scenes utilizing a DSLR camera.
*This course satisfies an elective for the **BCA Investigative Certificate**.*

BCA Basic Narcotics Investigations

THREE DAYS | 24 POST CREDITS

This course is designed for officers who want to gain more experience in basic narcotics investigations. It includes a wide range of topics that are essential to drug enforcement investigations and are necessary for successful criminal prosecution.

LEARNING OBJECTIVES

- Recognize commonly abused street drugs and their current prices.
- Describe basic drug investigation techniques.
- Explain appropriate procedures for managing informants.
- Discuss unique challenges in writing a search warrant for drugs.

“The class was presented in a manner that blended patrol pertinent information and narcotics investigator information perfectly. With experience as a narcotics investigator, there was still beneficial information to learn from and to provide to patrol staff.”
—*Basic Narcotics Investigations attendee*

AUDIENCE

Law enforcement officers newly assigned to drug enforcement units, or officers who are interested in expanding their knowledge of drug enforcement techniques.
*This course meets a requirement for the **BCA Investigative Certificate**.*

BCA Advanced Narcotics Investigations

Course Prerequisite: BCA Basic Narcotics Investigations
THREE DAYS | 24 POST CREDITS

This advanced narcotics investigation course is taught by seasoned BCA special agents and is intended for experienced narcotics investigators. The course will include the advanced skills and practices necessary to conduct safe, effective short- and long-term drug investigations. Training topics include undercover skills, confidential informant and case management, and advanced surveillance technologies.

LEARNING OBJECTIVES

- Identify the essential elements of drug conspiracy investigations.
- Analyze case facts to determine if a conspiracy charge is a viable investigative strategy.
- Apply appropriate surveillance technologies in order to legally obtain the best evidence in drug investigations.
- Conduct successful moving surveillances from vehicles.

AUDIENCE

Drug investigators with prior drug investigation experience.
*This course satisfies an elective for the **BCA Investigative Certificate**.*

BCA Crime Scene Course for Minnesota Law Enforcement

THREE DAYS | 20 POST CREDITS

This three-day course, designed for law enforcement officers, teaches basic and effective crime scene processing. Attendees will learn how to identify, document, and package forensic evidence. Instructional methodology will include lecture and practical exercises with latent prints, trace and biological evidence, and firearms. A mock crime scene processing exercise will conclude the course. This basic course is not adequate to address all aspects of major crime scenes, such as a homicide.

LEARNING OBJECTIVES

- Identify, process, and package different types of physical evidence found at crime scenes.
- Describe important considerations when writing a search warrant for a crime scene.
- Explain the unique aspects of documenting and collecting digital evidence including hardware, software, and media.
- Determine the appropriate method(s) to utilize for documenting crime scenes including the use of photography, video, and diagrams and/or sketches.

REQUIRED EQUIPMENT (NOT PROVIDED)

Digital camera and tripod.

AUDIENCE

Sworn law enforcement officers or non-sworn staff with responsibilities for documenting physical evidence and processing basic crime scenes.
*This course meets a requirement for the **BCA Investigative Certificate**.*

“I took away MANY things that apply to patrol officers/supervisors first on scene. It was a very good course and well put on.”—*BCA Crime Scene Course for MN Law Enforcement attendee*

Demystifying the Data



ONE DAY | 8 POST CREDITS

This course is intended for experienced investigators who attended Down the Rabbit Hole and/or are seasoned investigators who have experience in technology-based investigations. This one-day training moves beyond cyber investigative techniques and the collection of evidence, and focuses on how to analyze and interpret the data collected.

LEARNING OBJECTIVES

- Describe and apply cyber-collected data to criminal investigations.
- Understanding the depth of mobile device log files.
- Identify best practices for end-to-end encryption applications (e.g., Meta, Apple, WhatsApp)
- Apply tools to identify edited or AI created images and videos.

AUDIENCE

Investigators with prior experience in technology-based investigations.

Down the Rabbit Hole: Utilizing OSINT, Internet of Things, and Social Media Court Orders to Further Investigations



TWO DAYS | 16 POST CREDITS

This course will provide an introduction or further your knowledge on Open Source Intelligence (OSINT) techniques to discover, locate, and track victims and suspects in the real world and cyber realm. Examine cyber investigative techniques including (but not limited to) social media court orders, electronic service provider court orders, and incorporating the internet in investigations. This course also discusses crypto currency marketplaces and applications utilized to access the dark web, and how data aggregators from market surveillance helps law enforcement.

LEARNING OBJECTIVES

- Understand social media usage statistics.
- Acknowledge different types of intelligence and applying them to investigations.
- Identify the importance of preserving digital evidence.
- Discover digital artifacts left behind on the deep web.
- Identify/describe IoT apps including cloud-based storage, ride-share services, and peer-to-peer payments.

AUDIENCE

Active sworn law enforcement, sex crimes/human trafficking investigators, and analysts affiliated with a law enforcement agency.

*This course satisfies an elective for the **BCA Investigative Certificate**.*

Forensic DNA for Law Enforcement

ONE DAY | 4 POST CREDITS

This four-hour informational course provides law enforcement personnel with a better understanding of the testing and procedures performed in the nuclear DNA section of the BCA Laboratory.

LEARNING OBJECTIVES

- Learn how to prioritize items to be tested.
- Understand proper evidence collection; view demonstrations on how/where to swab common items.
- Learn the criteria for evidence acceptance.
- Become familiar with DNA databases and understand how to interpret results.

AUDIENCE

Sworn peace officers

“This class was well put together. I enjoyed the training and took A LOT away from it.” —*Forensic DNA for Law Enforcement attendee*

Human Trafficking Investigations

TWO DAYS | 14 POST CREDITS

This training provides the knowledge essential to a successful investigation and criminal prosecution. Learn from BCA agents—Minnesota’s subject-matter experts on human trafficking—how to expand your skills and understand the available resources. Hear a survivor’s story and subsequent collaboration with law enforcement’s investigation.

LEARNING OBJECTIVES

- Recognize characteristics of trafficking victims and perpetrators.
- Learn how to use a victim-centered approach throughout the investigation.
- Understand the resources available to you to assist a victim/survivor during investigations.

AUDIENCE

Sworn law enforcement officers and personnel assigned directly to law enforcement agencies.

*This course satisfies an elective for the **BCA Investigative Certificate**.*

Interview and Interrogation

TWO DAYS | 14 POST CREDITS

This practical training will develop your interview and interrogation skills with the goal of obtaining high-quality information. Instructors will stress strategies and methods the interviewer can employ to establish rapport, improve feedback, and become more discerning through efficient listening. Case studies will be examined.

LEARNING OBJECTIVES

- Explain the impact of case law on interviews and interrogation.
- Examine actual case studies for lessons learned.
- Recognize deception by the interview subject.
- Learn how to develop a pre-interview plan.
- Identify potential non-verbal indicators during interviews.

AUDIENCE

Sworn law enforcement officers and personnel assigned directly to law enforcement agencies.

*This course meets a requirement for the **BCA Investigative Certificate**.*

Predatory Offender Registration and Investigations

TWO DAYS | 7 POST CREDITS

This course is designed to give law enforcement officers, probation officers, and prosecuting attorneys the knowledge and skills necessary to meet state requirements for predatory offender registration. It will examine the law, liability issues, and different roles and expectations within each discipline. It will also emphasize the psychology and typology of sex offenders as it relates to public safety, and the necessity for compliance to registration mandates. Examination of case studies will give participants an opportunity to apply what they have learned.

LEARNING OBJECTIVES

- Conduct thorough investigations of predatory offender registration violations and non-compliance.
- Use proper procedures established between disciplines to determine how to effectively track offenders.
- Identify the different typologies of sexual and predatory offenders and utilize this information through case investigations.

AUDIENCE

Sworn peace officers and employees of governmental law enforcement and public safety agencies.

*This course satisfies a requirement or an elective for the **BCA Investigative Certificate**.*

“One of the better courses I’ve attended... Would recommend it to any of my partners whether they will be working directly with POR or not.”
—*Predatory Offender Registration and Investigations*

Search Warrants

ONE DAY | 7 POST CREDITS

This introductory course provides a basic overview of search warrants for patrol officers and newly appointed investigators. Learn how to document reliable information needed to establish probable cause, and common mistakes to avoid when drafting and executing search warrants. *This training requires attendees to bring a laptop and have access to eCharging from an external site.*

LEARNING OBJECTIVES

- Recognize when a search warrant is legally required.
- Identify the different sections of a search warrant and explain their purpose.
- Define probable cause as it applies to the search warrant.
- Understand differences between daytime search warrants, nighttime search warrants, and unannounced entries.
- Describe appropriate procedures for executing warrants.
- Explain documentation requirements associated with search warrants.

AUDIENCE

Sworn law enforcement officers with limited experience drafting and executing search warrants.

*This course meets a requirement for the **BCA Investigative Certificate**.*

Sexual Assault Investigations



TWO DAYS | 14 POST CREDITS

This course leans on case studies and interactive communication skills to explore a variety of topics necessary when investigating sexual assault cases. The course instructors are veteran sexual assault investigators who are passionate about conducting aggressive investigations that lead to positive outcomes.

LEARNING OBJECTIVES

- Understand different strategies for interviewing victims and suspects.
- Examine different investigation strategies between adolescent and adult sexual assault reports.
- Learn how to respond to victims with a victim-centered, trauma-informed approach.
- Identify how to collect and preserve evidence for successful prosecution.
- Analyze and apply proper disciplinary actions through examining real-life case studies.

AUDIENCE

Sworn law enforcement officers.

*This course satisfies an elective for the **Investigative Certificate**.*



NEW



SUPERVISION CERTIFICATE

Join the ranks of successful leaders who have transformed their careers and achieved their goals—unlock your full potential today!

Are you ready to take your career to new heights? The Supervision Certificate Leadership Program is designed to empower and equip you with the skills and knowledge needed to excel in a leadership role.

In today's competitive business world, effective supervision is crucial for organizational growth and success. Our program goes beyond the basics, diving deep into the core principles of leadership, communication, and decision-making. You'll learn how to inspire and motivate your team, foster a positive work environment, and drive results that exceed expectations.

Led by industry experts with years of experience, this program offers a comprehensive curriculum that combines theoretical knowledge with practical application. Through hands-on learning, case studies, and real-world simulations, you'll gain the confidence and competence to lead with conviction.

But it doesn't stop there. Our program also provides ongoing support and networking opportunities, allowing you to connect with like-minded professionals and expand your career horizons. Imagine the possibilities when you join a community of leaders who are passionate about making a difference.

Don't miss out on this life-changing opportunity. Rise above the competition and become the leader you were meant to be. Your future starts now!

View the Credits tab of your training account to verify completion dates. To easily view all currently available trainings in this program, use the search by category button from the Search tab.

Email completed form to bca.training@state.mn.us.

Training staff will review and award the certificate if successfully completed. Certificates will be mailed to the agency address in the graduate's training account.

Name: _____

Email: _____

Agency: _____

Supervisor: _____

Supervisor Email: _____

BCA Required Courses – Attend all Date Completed

		Date Completed
<input type="checkbox"/>	Ethics and Integrity in Supervision	
<input type="checkbox"/>	Influence in Supervision	
<input type="checkbox"/>	Leading Beyond Compliance	
<input type="checkbox"/>	Maxims and Truths	
<input type="checkbox"/>	Mentoring and Coaching	
<input type="checkbox"/>	Trust and Legitimacy	

BCA Electives – Attend two Date Completed

		Date Completed
<input type="checkbox"/>	Change Management	
<input type="checkbox"/>	Employee Misconduct and Discipline	
<input type="checkbox"/>	Employee Recruitment and Development	
<input type="checkbox"/>	Labor Contracts and Arbitration	
<input type="checkbox"/>	Leadership in Police Organizations	
<input type="checkbox"/>	Organizational and Employee Wellness	
<input type="checkbox"/>	Practical Wisdom for PIOs: Your Message and the Media	
<input type="checkbox"/>	Team Dynamics and Decision Making	

Ethics and Integrity in Supervision

TWO DAYS | 14 POST CREDITS

Supervision is the key component in creating high-integrity, culturally contemporary law enforcement organizations. As leaders, supervisors play a fundamental role in setting the tone for acceptable personal and professional conduct. This course teaches the important values ethical leaders impart at all levels of an organization in order to build, gain, and maintain organizational and public trust.

LEARNING OBJECTIVES

- Define and discuss the difference between ethics, morals, and integrity.
- Understand the impact the media has in reporting unethical behaviors by law enforcement, management, and leadership.
- Explain different supervisory strategies, management principles, and leadership models designed to create high-integrity organizations.
- Identify the difference between supervision, management, and leadership.

AUDIENCE

Current and aspiring law enforcement supervisors, leaders, and managers, as well as any law enforcement staff with interest in leadership development.

“Relevant to anyone who is a supervisor and mostly relevant to anyone aspiring.”—*Ethics and Integrity in Supervision* attendee

Influence in Supervision

TWO DAYS | 14 POST CREDITS

Once a leader has enhanced their ability to influence others, working and leading teams is easier; mentoring, coaching, and holding others accountable is more effective; and demonstrating ethical behavior comes more naturally. If one can be influential to others, communication is enhanced, and preventing or dealing with discipline issues is taken with more trust. This course teaches ways to better understand yourself. In addition, discover simple tools and identify small changes to achieve greater impact and influence with direct reports, peers, and others.

LEARNING OBJECTIVES

- Discuss and recognize effective communication skills.
- Identify positive ways to help employees achieve goals and objectives.
- Examine various tools used to understand and recognize different work style preferences.
- Describe how to modify your own style to promote trust and engagement.
- Utilize the Situational Leadership Model as a tool for effective ways to influence others.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with interest in leadership development.

Leading Beyond Compliance

TWO DAYS | 14 POST CREDITS

The paramilitary command structure often found in law enforcement can discourage individuals and teams from performing at their highest level. Conversely, ethical and thought-provoking leaders who engage teams and inspire others can make a difference between an organization that meets minimum standards and one that provides outstanding public service. This course studies ways in which law enforcement managers can be more effective at directing, motivating, mentoring, and empowering their team members.

LEARNING OBJECTIVES

- Identify ways to collaborate between leaders, communities, and employees.
- Describe common challenges when supervising and leading others in law enforcement.
- Explain key communication skills necessary to be a great supervisor.
- Discuss how leadership decisions help promote internal and public trust.
- Recognize the importance of having clear organizational values as a law enforcement leader.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with interest in leadership development.

This course also satisfies an elective for the Senior Leadership Certificate.

“Great instructors. Both are very passionate about wanting to better the law enforcement field as well as guiding those who want to/aspire to be better leaders.”—*Leading Beyond Compliance* attendee

Maxims and Truths in Supervision

TWO DAYS | 14 POST CREDITS

This course emphasizes the importance of understanding and adapting to the character shift that must occur when developing into a role as a leader. Examine the skills and attributes needed as a first-line law enforcement supervisor, and learn general management principles and practices while

discussing a range of problems that can arise when new supervisors fail to acknowledge and react to problems that may be a result of poor supervision.

LEARNING OBJECTIVES:

- Distinguish the difference between leadership and expectation.
- Describe Unity of Command in law enforcement management.
- Recognize political implications of leadership in law enforcement.
- Discuss the sociological effect of police culture in law enforcement supervision.
- Differentiate between various types of leaders.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

“This was a fantastic course. I’m a new supervisor and the experiences passed on were greatly appreciated.”
—*Maxims and Truths in Supervision*
attendee

Mentoring and Coaching in Supervision

TWO DAYS | 14 POST CREDITS

In today’s complex and diversified workforce, more agencies are turning to mentoring and coaching in order to lead employees to success. This course will teach you the differences between and benefits of mentoring and coaching, and how to utilize them to improve employees’ performance, speed learning, and increase organizational engagement among your teams.

LEARNING OBJECTIVES

- Understand various coaching theories.
- Adapt supervisory coaching styles to match individual employee needs.
- Describe how individual goal setting applies to an organization’s mission and vision.
- Examine the different tools used for coaching difficult employees.
- Plan and implement a results-oriented coaching session.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

This course also satisfies an elective for the Senior Leadership Certificate.

Trust and Legitimacy

TWO DAYS | 14 POST CREDITS

Trust plays a huge role in the ability to influence others. Without trust, a leader loses credibility and diminishes their potential to effectively influence their followers. People are simply more likely to obey the law when they believe those enforcing it have legitimate authority. This course looks at the importance of trust at both the individual level and the community level. We will examine behaviors that build or destroy trust, and strategies that strengthen and regain it.

LEARNING OBJECTIVES

- Identify behaviors that build trust or cause mistrust.
- Discuss the concepts of behavior-based policing.
- Summarize historical context of law enforcement as it pertains to underserved communities.
- Explain the connections between trust, legitimacy, and compliance with the law.
- Build practical actions for police organizations to strengthen or rebuild trust and legitimacy within the community.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement with interest in leadership development.

This course also satisfies an elective for the Senior Leadership Certification.

Employee Misconduct and Discipline

TWO DAYS | 14 POST CREDITS

Employee performance issues and allegations of misconduct must be handled in a fair and just manner. This training focuses on how to respond justly when reacting to negligent behaviors and shortcomings of employees. Learn why assessing and documenting employee performance early on and having a performance management system in place are effective tools when faced with employee performance issues.

LEARNING OBJECTIVES

- Understand the role of a supervisor in dealing with employee misconduct.
- Discuss the importance of Police Early Warning Systems and strategies used for early intervention.
- Describe various corrective disciplinary processes, including progressive discipline and understanding employee rights in the grievance process.
- Examine Garrity rights and the legal issues relating to misconduct allegations.
- Analyze and apply proper disciplinary actions through examining real-life case studies.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

This course satisfies an elective for the Supervision Certificate.

Team Dynamics and Decision Making

TWO DAYS | 14 POST CREDITS

Beyond the technical and procedural capabilities needed to be an effective supervisor, soft skills are critical to motivating individuals, managing conflict, making tough decisions, and capitalizing on a team's full potential. This course addresses how to transform groups into high-functioning teams, balance the motivations of different team members, and build a willingness of members to support their leaders and organizational goals. In addition, students will discover methods to manage team conflicts, build team consensus, and handle difficult conversations with confidence.

LEARNING OBJECTIVES

- Understand how groups become effective teams.
- Learn the stages of group development.
- Discover strategies to motivate teams and team members.
- Learn ways to manage conflict in different situations.
- Explore problem-solving and decision-making techniques.

AUDIENCE

Current and aspiring law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

*This course satisfies an elective for the **Supervision Certificate**.*

“As a new Sergeant, this training will help me connect with my team and ensure everyone works well together.”
—*Team Dynamics and Decision Making attendee*



NEW



SENIOR LEADERSHIP CERTIFICATE

Are you ready to take your career to new heights? Start the transformation now and become the leader you were destined to be!

The Senior Leadership Certificate Program is designed to empower seasoned leaders with the skills and knowledge needed to excel in today's competitive business world. Don't let your potential go untapped - join our program and unlock endless opportunities for growth and success!

With our Senior Leadership Certificate Program, you'll gain valuable insights into effective leadership strategies, hone your decision-making skills, and develop a strong sense of self-confidence that will set you apart from the crowd. Our expert instructors will guide you through interactive sessions, real-world case studies, and hands-on exercises, ensuring that you not only learn the theory but also apply it in practical scenarios.

But that's not all! As part of our program, you'll also have access to a network of industry professionals and like-minded peers, providing you with valuable connections and support throughout your professional journey. Imagine the possibilities of collaborating with influential leaders, sharing experiences, and learning from each other's successes and challenges.

Don't miss out on this exclusive opportunity to sharpen your leadership acumen and boost your career trajectory. Register for program trainings today and be the driving force behind your own success. Remember, leaders are not born - they are made.

View the Credits tab of your training account to verify completion dates. To easily view all currently available trainings in this program, use the search by category button from the Search tab.

Email completed form to bca.training@state.mn.us.

Training staff will review and award the certificate if successfully completed. Certificates will be mailed to the agency address in the graduates training account.

Name: _____

Email: _____

Agency: _____

Supervisor: _____

Supervisor Email: _____

BCA Required Courses – Attend all	Date Completed
Budgeting and Staffing	
Change Management	
Crisis Resilient Organizations	
Labor Contracts and Arbitration	
Leadership Lessons Learned	

BCA Electives – Attend two	Date Completed
Employee Recruitment and Development	
Leading Beyond Compliance	
Leadership in Police Organizations	
Mentoring and Coaching	
Organizational and Employee Wellness	
Practical Wisdom for PIOs: Your Message and the Media	
Trust and Legitimacy	

Budgeting and Staffing

TWO DAYS | 14 POST CREDITS

Law enforcement leaders need to have a sufficient understanding of and a methodology in place when budgeting for their employees and equipment, both now and into the future. This course instructs on how to effectively develop, convey, and implement modifications to current organizational structure, policy, and procedures within their departments.

LEARNING OBJECTIVES

- Understand necessary building blocks to construct a budget and appropriately apply strategies to manage a budget.
- Discuss the impact budgets have in meeting agency staffing needs.
- Identify internal and external factors that affect agency staffing.
- Apply various strategies used to calculate staffing needs.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, and any law enforcement staff with interest in leadership development.

“Budgeting and staffing are less than enthralling topics but [the instructor] presented the topics in ways that were most useful to LE administrators.”
—*Budgeting and Staffing attendee*

Change Management

TWO DAYS | 14 POST CREDITS

As communities and citizens call on law enforcement for change in the relationships and standards of the law enforcement profession, learn how to proactively recognize and successfully initiate your response to the ever-changing demographics, trends, and patterns that affect the need for change in public safety organizations.

LEARNING OBJECTIVES

- Understand and further react to those factors that influence the need for change.
- Recognize the broader leadership opportunities that exist when focusing on change.
- Lead change based on critical analysis of communities and proactive response to the demands our communities place on public safety services.
- Employ practical administrative, command, and management techniques to lead officers, staff, and organizations through change.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, and any law enforcement staff with interest in leadership development.

This course also satisfies an elective for the Supervision Certificate.

Crisis Resilient Organizations

TWO DAYS | 14 POST CREDITS

The nature of law enforcement inevitably requires the need to face crises head-on and effectively respond to them, but few agencies are well prepared to deal with them. Learn how to build organizations that are resilient, and discuss how to prepare for, respond to, and learn from crisis events.

LEARNING OBJECTIVES

- Understand the factors that influence the need for change.
- Recognize the broader leadership opportunities that exist when focusing on change.
- Lead change based on critical analysis of communities and proactive response to the demands our communities place on public safety services.
- Employ practical administrative, command, and management techniques to lead officers, staff, and organizations through change.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, and any law enforcement staff with a special interest in crisis management.

Labor Contracts and Arbitration

TWO DAYS | 14 POST CREDITS

The stakes can be high and the challenges great when it comes to negotiating agreements between organizations and its members. This course provides a greater understanding of employer and employee rights and the laws that govern unions and union members. Experience hands-on practice as a negotiator on both sides of the collective bargaining process.

LEARNING OBJECTIVES

- Identify the role managers play in contract negotiations including interest arbitration.
- Interpret public bargaining laws including the Minnesota Public Employment Labor Relations Act.
- Apply Due Process and Peace Officer Discipline Procedures Act.
- Discuss collective bargaining agreements and grievance arbitration.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with interest in leadership development.

This course also satisfies an elective for the Supervision Certificate.

Leadership Lessons Learned

TWO DAYS | 14 POST CREDITS

By studying different leadership styles, we can better understand ourselves and our organizations. This course teaches the evolution of the various leadership models found in our organizations today, and allows you greater insight into the human condition in the worlds of politics and people, and how politics and ethics apply to the modern workplace.

LEARNING OBJECTIVES

- Understand what creates great leaders.
- Identify specifically what you want from your teams.
- Understand what happens in the absence of trust.
- Analyze ways to foster accountability.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, and any law enforcement staff with interest in leadership development.

Employee Recruitment and Development

TWO DAYS | 14 POST CREDITS

Through an intentional look at the new generation's more diverse pool of talent, along with agencies' and communities' expectations, this training discusses methods to recruit, hire, and develop new employees, as well as the equally important need of promoting the professional advancement of current employees. Identify various character traits needed in the law enforcement profession, and examine development strategies that align with an agency's future goals.

LEARNING OBJECTIVES

- Discuss the impact of generational shifts and diversity on organizational management in law enforcement.
- Define strategies that ensure employee development and professional success.
- Identify multiple retention strategies and methods to retain staff in police agencies.
- Examine the relationship of professional development to an agency's promotional process.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, and any law enforcement staff with interest in leadership development.

*This course satisfies an elective for the **Senior Leadership Certificate** and the **Supervision Certificate**.*

Organizational and Employee Wellness

TWO DAYS | 14 POST CREDITS

On-the-job stressors cause many law enforcement personnel to struggle with substance abuse, depression and anxiety, posttraumatic stress, insomnia, suicidal thoughts, burnout, divorce, chronic pain, and other challenges. Not actively managing the effects of stress can

negatively impact your physical, mental, and emotional well-being, resulting in a poor quality of life. Managing this stress, and helping others do so, will be one of the biggest challenges you face. Learn how to recognize the warning signs of burnout and stress—and how to prevent or mitigate the negative effects, and avoid the negative and tragic consequences.

LEARNING OBJECTIVES

- Recognize why wellness matters for law enforcement personnel—personally and professionally.
- Understand the didactic relationship between officer wellness and community relations.
- Become familiar with recognizing and effectively dealing with stress, anxiety, anger, and other emotions that can negatively impact individual, team, and departmental success.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

*This course satisfies an elective for the **Supervision Certificate** and the **Senior Leadership Certificate**.*

Practical Wisdom for PIOs: Your Message and the Media

TWO DAYS | 14 POST CREDITS

This training provides public information officers (PIOs), communications professionals, and agency leaders with the knowledge, skills, and confidence needed to successfully interact with the media in a variety of real-world situations. Have a better understanding of the role of the PIO, learn how to build mutually beneficial relationships with reporters, and learn what to do and say during a crisis.

LEARNING OBJECTIVES

- Confidently manage media encounters.
- Craft key messages and write news releases for a variety of situations and circumstances typical to law enforcement.
- Successfully prepare for and provide media interviews in a variety of forms.
- Use effective public-relation strategies and tactics to protect an organization's reputation.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, supervisors, and public information officers, as well as any law enforcement staff with related job duties.

*This course satisfies an elective for the **Senior Leadership Certificate** and the **Supervision Certificate**.*

“This was one of the most interesting and informative courses I’ve taken at the BCA.... The instructors were high quality with impressive resumes.”
—*Practical Wisdom for PIOs attendee*

Crisis Response, Conflict Management, Cultural Diversity, and Autism Training

TWO DAYS | 16 POST CREDITS

Pursuant to MN Statute 626.8469, every state and local law enforcement agency shall provide in-service training in crisis intervention and mental illness crises; conflict management and mediation; and recognizing and valuing community diversity and cultural differences to include areas such as implicit bias and autism training to every peace officer and part-time peace officer employed by the agency.

This class was designed to meet all of the POST mandates by providing informative and engaging training facilitated by nationally recognized trainers. The class will host guest speakers and be presented in a dynamic learning environment tailored to meet the needs of law enforcement professionals.

LEARNING OBJECTIVES

- Recognize signs and symptoms of trauma, and explain approaches for interacting with someone who has experienced trauma.
- Discuss how culture affects views and reactions to signs/behaviors associated with mental illnesses.
- Explain the difference between implicit and explicit bias; identify your own implicit bias and strategies that can reduce the negative influence of bias
- Demonstrate understanding of Autism Spectrum Disorder (ASD) and the benefits of autism-informed policing.
- Identify tools and technologies that may be useful in interacting with people with autism.

AUDIENCE

Sworn law enforcement and law enforcement affiliates.

Followership: The Other Side of Leadership



ONE DAY | 8 POST CREDITS

Followers are essential to an organization's success. A leader's need to have good followers is a massive understatement. This course explores the roles and relationships between organizational leaders and followers, and examines multiple followership theories. Learn what leaders need from their followers and, conversely, what followers want from their leaders.

LEARNING OBJECTIVES

- Gain insights into the roles and dynamics inherent in the symbiotic relationships between organizational leaders and followers.
- Discover and analyze the expectations leaders have of their followers and the desires followers have from their leaders.
- Explore strategies for cultivating and enhancing the skills of present-day followers to meet the demands of contemporary workplaces, while

simultaneously fostering the development of future leaders.

AUDIENCE

Current and aspiring senior law enforcement leaders, managers, and supervisors, as well as any law enforcement staff with special interest in leadership development.

Leadership in Police Organizations (LPO)

**THREE WEEKS (NON-CONCURRENT)
88 POST CREDITS**

Leadership in Police Organizations (LPO) is recognized as the flagship leadership program from the International Association of Chiefs of Police (IACP). Modeled after the training concept of dispersed leadership ("every officer a leader"), this program delivers modern behavioral science concepts and theories uniquely tailored to the law enforcement environment. You will have the opportunity to explore leadership at different levels in the organization: leading individuals, leading groups, and leading organizations. Graduates from this course will be able to understand and apply modern behavioral science and leadership theories in the achievement of organizational and career goals.

Experienced public safety leaders from the Department of Public Safety including the State Patrol, BCA, HSEM, and Commissioner's Office facilitate the LPO Program in Minnesota.

LEARNING OBJECTIVES

- Discuss and apply modern behavioral science and leadership theories that affect human motivation, satisfaction, and performance in the achievement of organizational goals.
- Learn frameworks to organize knowledge and experience into effective leader actions.
- Integrate course content into daily leadership practices.
- Inspire a lifelong commitment to the study and practice of effective leadership.

AUDIENCE

Experienced sergeants (first-line sworn and non-sworn supervisors) and above in law enforcement.

*This course satisfies an elective for the **Senior Leadership Certificate** and the **Supervision Certificate**.*

2024 Criminal Justice Information Users Conference

October 1-2, 2024

Join us as criminal justice professionals and experts from across the nation provide information about criminal justice applications, policies, trends, and proper procedure. Get the latest information that applies specifically to the work you do every day, whether you're new to the job or a seasoned veteran. Get strategies to help your agency deal with changing laws, changing policies, and changing criminal activities. Choose from dozens of sessions. Meet with BCA staff one-on-one and learn how to use Minnesota Justice Information System (MNJIS) products and services to maximize your investigations.

2024 Internet Crimes Against Children (ICAC) and Human Trafficking Conference

December 11-13, 2024 | Breezy Point, MN

The Internet Crimes Against Children (ICAC) and Human Trafficking Investigation Conference is designed to raise awareness and education within Minnesota law enforcement agencies regarding ICAC and Human Trafficking investigations. This conference hosts several national speakers with expertise and knowledge in sextortion, child protection, wellness and self-care, victim survivor care, and cyber safety. Sessions are intended to inform on identifying and responding to victims of these crimes with a trauma-informed and victim-centered approach.

2025 Death and Missing Persons Investigative Conference

Spring 2025 | Breezy Point, MN

The Death and Missing Persons Investigative Conference highlights the complex nature of death and missing persons investigations, and strives to deliver the most effective investigative tools and techniques for case management. Presenters will discuss topics such as advantages of cooperative relationships between multi-disciplinary and multi-jurisdictional agencies, avoiding predisposed assumptions and theories, and the impact of time constraints during investigations while working within the parameters of legal issues and statutes. Case studies are presented by medical examiners, investigators, and specialties within the BCA, such as the laboratory or special operations.

2025 MN Financial Crimes Task Force Criminal Investigation Conference

Spring 2025

The MNFCTF Criminal Investigation Conference provides attendees with an understanding of available tools and resources addressing contemporary financial crimes. Through a variety of case studies, learn the various types of financial crimes and the investigative and prosecutorial methods to solve them. Gain an understanding of digital forensics as it relates to financial crimes and how to leverage relationships in the banking industry to successfully investigate and prosecute financial crimes.

2025 MSANI/CanAm Conference

May 21-23, 2025 | Grand View Lodge, Nisswa, MN

The Minnesota State Association of Narcotics Investigators (MSANI) Conference offers many great sessions and case studies. Learn about new statutory requirements to assist with investigations, develop investigative insight and tools for cases, and understand the advantage of a cooperative working relationship between multi-jurisdictional agencies. Come for the valuable information, stay for the valuable networking.



Do you want BCA trainings to come to you?

We firmly believe that all law enforcement agencies across Minnesota should have access to the same high-caliber training courses that we offer at our headquarters in St. Paul—that’s why we take our trainings on the road. Our skilled and experienced instructors frequently lead courses in locations like Bemidji, Hermantown, Mankato, Moorhead, and New Ulm, to name a few, but maybe the specific course you need hasn’t lined up with your location or date. Now you can request a single course or an entire certificate program (usually offered over a few years) in your greater-Minnesota location. This means your staff can receive the same high-quality, low-cost BCA training without spending extra time or dollars on travel. In addition, you still get the excellent technical support and snack/lunch service the BCA is known for! You know your area and your needs, so choose the training courses to come to you! (Based on availability.)

Some requirements and expectations apply:

- We typically have up to 36 students per course, but a minimum of 20-25 students is required to host a training in greater Minnesota.
- You have a professional classroom with technology to support multimedia (e.g., the ability to project audio and visual).
- We expect you will help market the course to your area and region (i.e., let regional partners know about the opportunity via emails, fliers we supply, etc.).
- When required, a state liability waiver must be signed by the hosting agency.
- We typically plan our courses on the state’s fiscal year of July to June, but we can make exceptions for some courses based on availability.

Please email our training team with questions or to start a request: bca.training@state.mn.us.

ATTENDANCE

Participants are required to attend the full training program. The agency of a no-show participant or a participant who fails to attend the full program without prior approval for the absence will not be eligible for a refund or training credit.

CANCELLATION

Cancellations must be received ten (10) business days prior to the start date of the course. Individuals who fail to do so will be responsible for the full course amount.

Cancellations can be made through your training account (access the Current Schedule link after login). To transfer a registration to another person, you must contact the training office prior to start date. (The replacement must have a registration on file to qualify.)

BCA CANCELLATION

The BCA may cancel training if the minimum number of attendees is not reached. These notices will be sent no later than two weeks prior to the start date if applicable. While we strive to allow as much cancellation notice as possible, there are times when we must cancel due to circumstances outside our control, such as weather, instructor conflicts, etc.

DISCRIMINATION

The BCA endeavors to provide training in an environment free of discrimination or prejudice. Acts or comments of discrimination or prejudice by faculty members, staff persons, or students will not be tolerated. Complaints of inappropriate behavior based on race, gender, creed, age, color, religion, national origin, marital status, e.g., may be reported to any representative of the BCA. All complaints received will be handled in accordance with DPS Policy #1502. Any questions about this policy can be directed to the Director of Training.

DRESS CODE

Business casual dress is recommended.

ONLINE TRAINING

Each registration covers the accreditation of one individual only. Participants are required to view the full training program to receive training credit. Due to the flexibility of online courses, participants assume the responsibility to complete the course on their own schedule. Training credit or refund will not be issued if participant does not complete or pass course.

SPECIAL NEEDS

If you have special requirements while attending a BCA training, e.g., food allergies, please let us know as far in advance of your training as possible. Attendees can record allergy information in their training account (Update Details tab).

TRAINING AUDIENCE

Pursuant to BCA Policy #1009, the BCA superintendent is statutorily required under MSS 626.848 to provide "training to peace officers in their powers and duties..." The BCA makes every effort to provide high-quality law enforcement training at a low cost to its partners. In order to create the best training value, individual **eligibility to attend BCA provided training is limited to licensed peace officers and employees of governmental law enforcement, public safety, and corrections agencies.** The Director of Training must approve any exceptions to this policy.

WEAPONS POLICY

Officers in uniform may carry exposed weapons. If in plain clothes and your weapon is exposed, a badge or identification must be visible. Gun lockers are available at the BCA during training for those wishing to use them.

Register online at <https://bcatraining.x.state.mn.us>.

Pay at time of registration via credit card, or select Invoice to forward invoices and payment links to agency contacts who will be submitting payment. All registrations remain pending until reviewed and approved by training staff. A confirmation will be emailed upon approval. *Please note it can take up to two business days for registrations to be processed.*

Create your own training account to:

- Register for courses
- View approved course registrations
- Cancel approved registrations
- Print certificates and transcripts
- Update contact information

If you have a change in agency or email address, you will need to create a new training account with the new information. Training staff will merge the training records from the old account to the new one, preserving your access to transcripts and credit information.

Waitlist. If a course is full, you will be placed on a waitlist and contacted as soon as possible if an opening occurs.

Course materials. If handouts are required for a training, attendees will be notified by email when they are available. Material links will only be available for thirty (30) days following the completion of the course. The BCA does not provide printed handouts (some exceptions apply).

Payments must be received before a registration can be confirmed. Below are accepted payment options:



- **Credit card.** The BCA accepts Visa and MasterCard. When entering credit card information, please be sure to edit the email field to the email you wish to receive the credit card receipt. Payment is secure: the BCA does not store credit card information.
- **SWIFT payment.** This option is available for state agencies only. Select Invoice, then email the SWIFT purchase order number to bca.training@state.mn.us. Registration will be approved once a valid SWIFT purchase order number is received. SWIFT invoices will be sent at the conclusion of the training.
- **Invoice.** Select when paying via check or if another individual will be submitting the card payment. An automated invoice email will be sent to the individual to forward to the correct agency personnel.

Please note credits or refunds cannot be issued to attendees who do not follow the cancellation and attendance policies.

BCA TRAINING CONTACT INFORMATION

Contact us for questions regarding training, payments, accounts, and registrations.

Phone: 651-793-1100

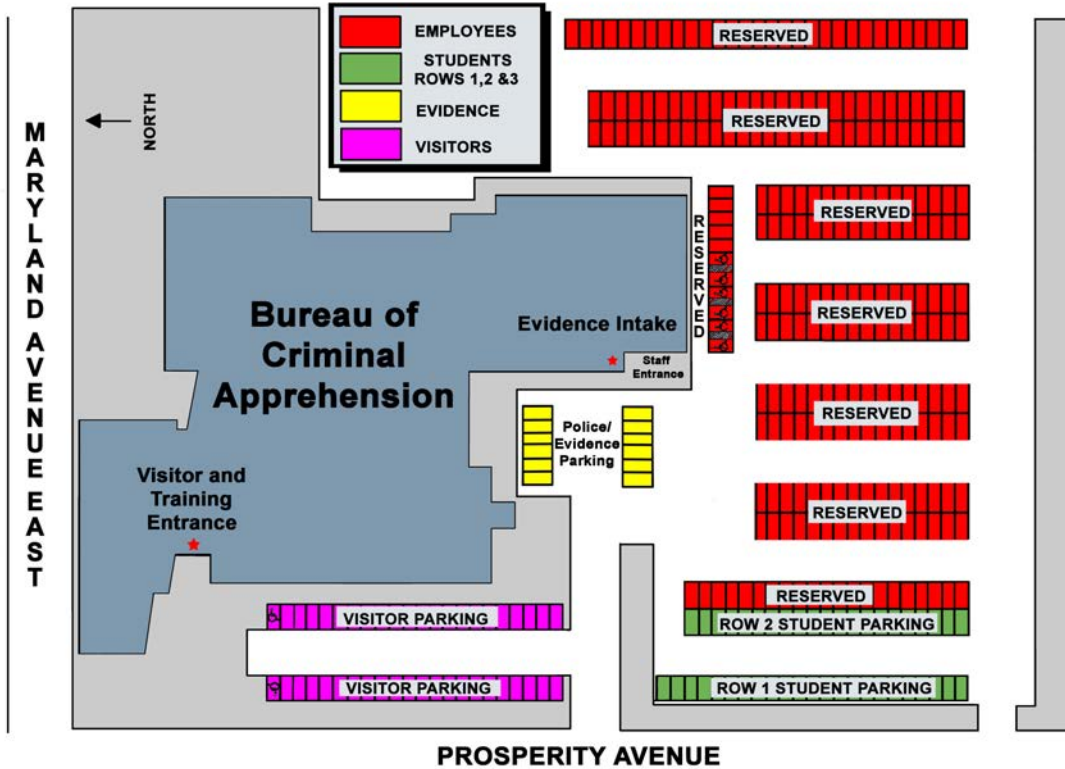
Email: bca.training@state.mn.us

Website: bcatraining.x.state.mn.us

TRAINING LOCATION

MINNESOTA BUREAU OF CRIMINAL APPREHENSION (BCA)
1430 Maryland Avenue East
St. Paul, MN 55106

BCA PARKING MAP



WHERE TO PARK

Parking is limited. Students may park in the first two aisles (green area on map) of the BCA parking lot. Street parking is also available.

We encourage you to arrive early, and carpool if possible.

Please note:

**The BCA front doors
open at 7:30 a.m.**

Students and visitors will not be admitted into the building before 7:30 a.m.



