

BCA Training Course Catalog

July 2025-June 2026



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 national instructors, experts from the BCA and a broad training network of criminal justice professionals. In addition to the programs we offer onsite at our headquarters office, we have partnerships with predetermined training hubs throughout the state to bring training opportunities and certificate programs 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 register for our weekly email newsletter for updates and announcements, and 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: Serving all communities to build a safer Minnesota.

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!



Click/scan [here](#) for the full printable PDF schedule of 2025/2026 courses:



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.



BCA CERTIFICATION PROGRAMS

DMT-G Certification

THREE DAYS | 22 POST CREDITS

This course will certify law enforcement personnel in the use of 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 for court testimony. This course is required to lawfully run breath tests on the DMT.

This training includes a **mandatory one-day virtual** day in addition to two in-classroom days.

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

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 is a requirement for the **BCA Investigative Certificate**.*



MN CRIMINAL JUSTICE INFORMATION SYSTEMS (MNJIS) TRAININGS

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.

MNJIS One-Day Basic Operator Training

ONE DAY | 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 | 12 POST CREDITS

This 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.

“The active learning was great, showing us where to get the information along with hands-on experience... made it easy to understand and learn.”
—MNJIS Two-Day Basic Operator Training attendee

TAC Workshop

ONE DAY | 7 POST CREDITS

This course summarizes the duties and responsibilities a Terminal Agency Coordinator (TAC) has with regard to BCA MNJIS and FBI NCIC access. Attendees will gain the knowledge and skillset for performing TAC functions within their agency.

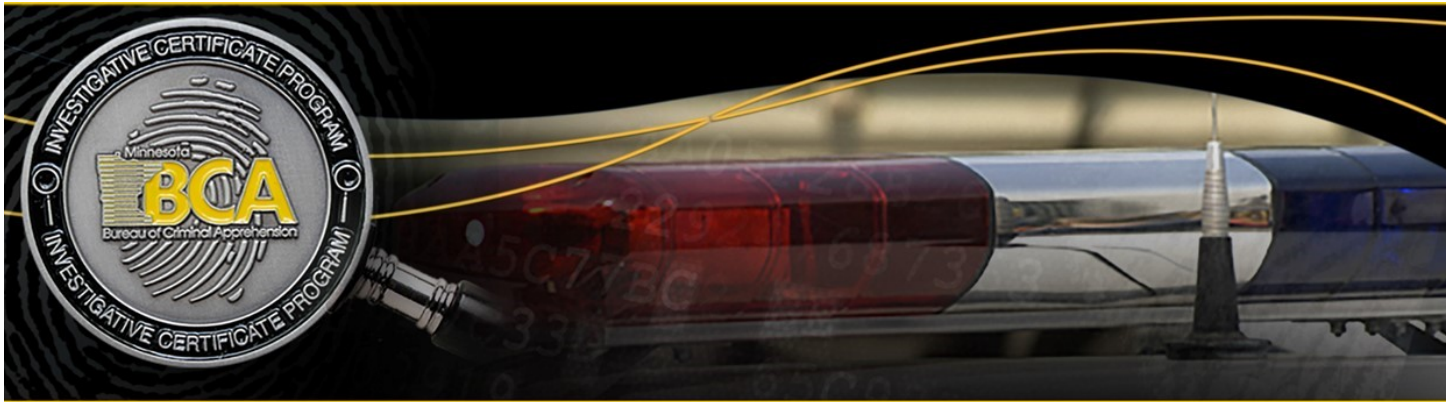
LEARNING OBJECTIVES

- 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

“Hands down walking away with a lot of great information that will greatly assist our entire department.”
—TAC Workshop attendee



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 -OR-	BCA Basic Narcotics Investigations
Basic Financial Crimes Investigations -OR-	Predatory Offender Registration and Investigations
Alerts—Crime, Missing and Endangered	

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>	
Crime Scene Photography	
BCA Advanced Narcotics Investigations	
BCA Basic Narcotics Investigations <i>(only if not used to fulfill the Required Course above)</i>	
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>



INVESTIGATIVE TRAININGS

Advanced Financial Crimes Investigations

Course Prerequisite: Basic Financial Crimes Investigations

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 for use in financial crimes investigations.
- 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.

“Subject matter experts! Took time to explain concepts and tools to assist in investigations.”
—Advanced Financial Crimes
Investigations attendee

Advanced Training on Financial Exploitation of Older Adults

ONE DAY | 7 POST CREDITS

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

LEARNING OBJECTIVES

- Learn how victim typology impacts 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

Law enforcement officers investigating financial crimes.

Basic Evidence Processing and Collection

ONE DAY | 7 POST CREDITS

This course incorporates all facets of the forensic laboratory to differentiate between the various forensic disciplines and the lab's testing capabilities for each. Through lecture and practical exercises, you'll learn evidence identification, enhancement/processing and the collection of physical/forensic evidence from crime scenes for the various forensic disciplines, plus the importance of collecting and packaging evidence to ensure integrity. *Note: This is a shortened version of the 3-day Crime Scene Course for Law Enforcement; this class does not include photography, search warrants, and other critical training for crime scene processing.*

LEARNING OBJECTIVES

- Develop an understanding of the various forensic testing disciplines.
- Develop a plan for documenting and processing evidence at crime scenes.
- Understand various applications for forensic science to different types of evidence.
- Understand the importance of processing, collection, and packaging of evidence to ensure integrity.

AUDIENCE

Sworn law enforcement officers or non-sworn staff with responsibilities for understanding processing of basic crime scenes and forensic evidence.

Basic Financial Crimes Investigations

TWO DAYS | 14 POST CREDITS

Learn the fundamentals of addressing contemporary financial crime scams. 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.

INVESTIGATIVE TRAININGS

- 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**.*

BCA Advanced Narcotics Investigations

Course Prerequisite: BCA Basic Narcotics Investigations

THREE DAYS | 24 POST CREDITS

This advanced narcotics investigation course, intended for experienced narcotics investigators, includes the advanced skills and practices necessary to conduct safe, effective short- and long-term drug investigations.

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 Basic Narcotics Investigations

THREE DAYS | 24 POST CREDITS

This course 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.

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

BCA Crime Scene Course for Minnesota Law Enforcement

THREE DAYS | 20 POST CREDITS

This course teaches basic and effective crime scene processing. Learn how to approach a crime scene; identify forensic evidence; and document, collect, and package physical evidence. Gain experience with latent prints, trace, biological, and firearms evidence through lecture and practical exercises. Instruction and hands-on experience will also include digital evidence, scene diagramming, scene/ evidence photography, and preparation of crime scene search warrants. *Note: This course does not adequately 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) 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 satisfies an elective for the **BCA Investigative Certificate**.*

“This was one of the best courses I’ve been to that the BCA has put on. The practical on the last day was fantastic.”—*BCA Crime Scene Course for MN Law Enforcement attendee*

Crime Scene Photography

TWO DAYS | 14 POST CREDITS

This hands-on class will train you how to use a DSLR (digital single-lens reflex) 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. Portions of this class will be conducted outdoors.

LEARNING OBJECTIVES

- Identify/understand the fundamental functions and settings of the camera.
- Explain the different settings within the camera menu.

INVESTIGATIVE TRAININGS

- Compose correct image exposure in varying environments.
- Demonstrate effective low-light photographic skills.
- Become familiar with flash and macro photography.
- Select appropriate photographic equipment and accessories.

REQUIRED EQUIPMENT (NOT PROVIDED)

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

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.

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 with 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.
- Understand 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 | 14 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 and 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

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

This course satisfies an elective for the BCA Investigative Certificate.

Excel for Financial Crimes Investigations

TWO DAYS | 14 POST CREDITS

This course was highly asked for and created specifically for financial crimes investigators. Expand your knowledge on Excel spreadsheets, sorting and filtering, PivotTables, charts and formulas. Learn datasets commonly encountered during financial crimes investigations, including transaction card data, call detail records, and bank records. Excel Macros, program shortcuts, and Power Query will also be briefly discussed.

LEARNING OBJECTIVES

- Understand and execute filtering, sorting and formatting in Excel.
- Utilize Pivot Tables and data analysis tools.
- Build meaningful charts and visualizations.
- Construct formulas and leverage macros for frequently used tasks.

AUDIENCE

Sworn law enforcement and analysts who encounter data that Excel can be used to analyze.

Forensic DNA for Law Enforcement

ONE DAY | 4 POST CREDITS

This four-hour informational course provides law enforcement personnel with a better understanding of DNA evidence and testing. This hands-off course will demonstrate proper evidence collection and how/where to swab common items; the BCA forensic lab's criteria for property vs. violent crimes evidence collection; and understanding and interpreting DNA testing and reports including CODIS.

LEARNING OBJECTIVES

- Learn how to prioritize items to be tested.
- Understand proper evidence collection; view demonstrations on how/where to swab common items.

INVESTIGATIVE TRAININGS

- Learn the criteria for evidence acceptance.
- Become familiar with DNA databases and understand how to interpret results.

AUDIENCE

Sworn peace officers.

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 recognize the characteristics of both victims and perpetrators, and understand how human trafficking investigations cross over with internet crimes against children.

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

Develop your interview and interrogation skills to obtain 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 is a requirement for the **BCA Investigative Certificate**.*

Predatory Offender Registration and Investigations

TWO DAYS | 14 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 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 is a requirement and satisfies an elective for the **BCA Investigative Certificate**.*

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.

REQUIRED EQUIPMENT (NOT PROVIDED)

Laptop and access to eCharging from 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 is a requirement for the **BCA Investigative Certificate**.*

INVESTIGATIVE TRAININGS

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 **BCA Investigative Certificate**.*

“[The instructors] were a wealth of knowledge and did an excellent job preparing and presenting this course.... Everything was extremely organized and well put together.”
—*Sexual Assault Investigations*



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
Ethics and Integrity in Supervision	
Influence in Supervision	
Leading Beyond Compliance	
Maxims and Truths	
Mentoring and Coaching	
Trust and Legitimacy	

BCA Electives – Attend two	Date Completed
Change Management	
Employee Misconduct and Discipline	
Employee Recruitment and Development	
Labor Contracts and Arbitration	
Leadership in Police Organizations	
Managing the Media	
Organizational and Employee Wellness	
Team Dynamics and Decision Making	

LEADERSHIP DEVELOPMENT: SUPERVISION CERTIFICATE

Ethics and Integrity in Supervision

TWO DAYS | 14 POST CREDITS

Supervisors play a fundamental role in setting the tone for acceptable personal and professional conduct. Competent supervision is key for creating high-integrity, culturally contemporary law enforcement organizations. 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.
- Recognize the importance of the public's trust in law enforcement.
- Understand the positive and negative impact the media has in reporting unethical behaviors by law enforcement.
- Understand and apply the ethical decision making model in specific situations.
- Explain different supervisory strategies, management principles and leadership models designed to create high integrity organizations.

AUDIENCE

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

“Well organized, up to date and had good use of handouts and guest speakers.”
—*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.

“This is the best course that I have taken for the certification yet. I wish more instructors brought this much energy and great learning points. I am leaving this training with more than all of the other combined.”—*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.

LEADERSHIP DEVELOPMENT: SUPERVISION CERTIFICATE

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.

- 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**.*

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 and 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.





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	
Managing the Media	
Mentoring and Coaching	
Organizational and Employee Wellness	
Trust and Legitimacy	

LEADERSHIP DEVELOPMENT: SENIOR LEADERSHIP CERTIFICATE

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.

“The instructors did a fantastic job with their mode/methodology of instruction, and did a great job of balancing between lecture and hands-on/case-based learning.”
—*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 requires responding to and facing crises head-on, but few agencies are well prepared to deal with them. Crisis management requires not only responding to crises when they occur, but having a framework in place for handling them before they happen. Learn how to build resilient organizations, and discuss how to prepare for, respond to and learn from crisis events.

LEARNING OBJECTIVES

- Understand 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**.*

“The course was well organized and well presented. The instructor did a good job of ... focusing on specific concerns that the class had.”—*Labor Contracts and Arbitration attendee*

LEADERSHIP DEVELOPMENT: SENIOR LEADERSHIP 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.



LEADERSHIP CERTIFICATE ELECTIVES

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**.*

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**.*

Managing the Media

TWO DAYS | 14 POST CREDITS

This training provides practical tips for communicating clearly with the media, identifying and pitching stories to the press, and emphasizing the importance of developing strong working relationships with reporters, photographers and editors. You will actively take part in small-group, scenario-based exercises and practice doing on-camera interviews.

LEARNING OBJECTIVES

- Gain a better understanding of the inner workings of the media in order to write impactful messages and motivate reporters to accurately portray law enforcement's perspective.
- Learn how to work best with media at the scene of an incident.
- Be better prepared to help your agency manage media relations in a time of crisis.
- Create mutually beneficial connections with the media.

AUDIENCE

Supervisors, administrators, PIOs and others who may need to communicate with the media.

*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 potential tragic consequences.

LEARNING OBJECTIVES

- Recognize why wellness matters for law enforcement personnel—personally and professionally.
- Understand the symbiotic 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.

LEADERSHIP CERTIFICATE ELECTIVES

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**.*

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. 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**.*

PROFESSIONAL TRAINING

Followership: The Other Side of Leadership

ONE DAY | 7 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.

“Joe’s wealth of knowledge was great. He had real-world examples and his style encouraged others to provide feedback and answer questions as well.”
—*Followership attendee*

Internal Affairs

TWO DAYS | 14 POST CREDITS



This course will provide you with Minnesota-specific best practices and essential resources when you encounter misconduct or ethical violations within your agency. You will learn the investigative procedures, standards and considerations necessary to ensure professionalism and integrity throughout an internal affairs case.

LEARNING OBJECTIVES

- Comprehensive understanding of legal rights of complainants, subjects, and witnesses involved in internal affairs investigations.
- Understanding of different types of complaints.
- Complaint processing and investigation best practices for:
 - Intake of allegations of misconduct.
 - Preliminary, formal and completion of investigation.
 - Procedural requirements.
 - Interrogation techniques.
 - Presentation of investigation.
- Post-investigation procedure:
 - Pre-deprivation hearing.
 - Post-deprivation procedures.

AUDIENCE

Personnel assigned to receive, investigate and supervise investigations of complaints alleging misconduct of law enforcement personnel

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 an organization, from leading individuals to leading groups and finally 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.

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**.*

Officer Wellness Online

ONE HOUR | 1 POST CREDIT



This self-paced training in nexTEST will teach you behavior models and strategies that support good mental and physical health, and how to process and cope with the stress and trauma inherent to your job.

LEARNING OBJECTIVES

- Learn how nutrition and physical health is connected to sleep, disease prevention and cognitive function.
- Recognize the symptoms of emotional trauma, and learn how to know when you need additional help/support and where to find it.

BCA CONFERENCES

Criminal Justice Information Users Conference

Fall 2026

Join criminal justice professionals and experts from across the nation as they provide information about criminal justice applications, policies, trends and 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.

Internet Crimes Against Children (ICAC) and Human Trafficking Conference

Winter 2025

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.

Death and Missing Persons Investigative Conference

April 8-10, 2026 | 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 and special operations.

MN Financial Crimes Task Force Criminal Investigation Conference

Spring 2026

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.

MSANI/CanAm Conference

May 21-23, 2025 | May 20-22, 2026 | Grand View Lodge, Nisswa, MN

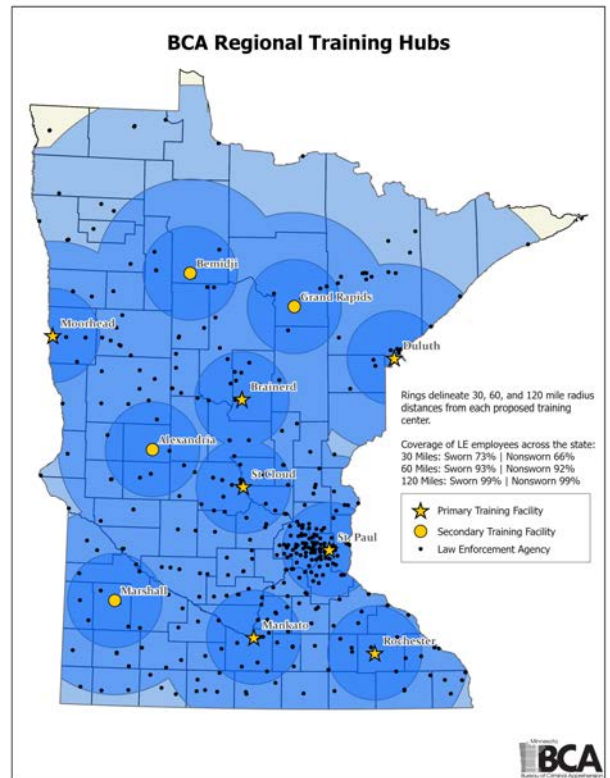
The Minnesota State Association of Narcotics Investigators (MSANI) Conference offers many great sessions and case studies including new statutory requirements to assist with investigations, developing investigative insight and tools for cases, and understanding the advantage of a cooperative working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

BCA Regional Training Hubs

The Bureau of Criminal Apprehension is committed to continually improving our criminal justice trainings, including ensuring that all members of the criminal justice community can benefit from our resources, regardless of their location.

For this reason, the BCA has established training hubs throughout the state, with the goal of making our high-quality, cost-effective training more convenient and affordable throughout Greater Minnesota. Training hubs will host specific courses based on interest and availability, as well as rotate all three of the BCA certificate programs over the course of two to three years, which will allow those based in Greater Minnesota to more easily complete a full certificate program. In the end, BCA courses and professional certificate programs will be available within a 60-mile radius of over 90% of sworn officers' home agency locations.

Our goal at the BCA is to support every peace officer with the resources needed to excel in their role; this initiative will strengthen our ability to give our dedicated law enforcement community in Greater Minnesota the training and tools needed to be successful into the future!



FY26 Primary Facility Trainings

- ★ **Brainerd**
 - Predatory Offender Registration and Investigations Sept. 26, 2025
 - BCA Crime Scene Course for MN Law Enforcement Sept. 30-Oct. 2, 2025
 - Advanced Financial Crimes Investigations Oct. 16-17, 2025
 - Search Warrants Nov. 6, 2025
- ★ **Duluth**
 - Team Dynamics and Decision Making Aug. 6-7, 2025
 - Employee Recruitment and Development Sept. 23-24, 2025
 - Mentoring and Coaching in Supervision June 2-3, 2026
- ★ **Mankato**
 - Leading Beyond Compliance Dec. 2-3, 2025
 - Threat Liaison Officer Basic Training Dec. 18, 2025
 - Crisis Resilient Organizations Jan. 27-28, 2025
- ★ **Moorhead**
 - Budgeting and Staffing Nov. 5-6, 2025
 - Change Management Feb. 10-11, 2026
 - Threat Liaison Officer Basic Training March 19, 2026
 - Employee Recruitment and Development May 6-7, 2026
- ★ **Rochester**
 - BCA Basic Narcotics Investigations March 3-5, 2026
 - Basic Financial Crimes Investigations March 18-19, 2026
 - Interview and Interrogation April 29-30, 2026
- ★ **St. Cloud**
 - Influence in Supervision Aug. 5-6, 2025
 - Ethics and Integrity in Supervision Aug. 19-20, 2025
 - Change Management Oct. 8-9, 2025
 - Employee Misconduct and Discipline Jan. 13-14, 2026

FY26 Secondary Facility Trainings

- **Alexandria**
 - Leadership Lessons Learned Oct. 15-16, 2025
 - Trust and Legitimacy Feb. 18-19, 2026
 - Organizational and Employee Wellness Feb. 25-26, 2026
- **Bemidji**
 - Excel for Financial Crimes Investigations Oct. 22-23, 2025
 - MNJIS Two-Day Basic Operator April 21-22, 2026
 - TAC Workshop April 23, 2026
 - MNJIS One-Day Basic Operator April 14, 2026
 - MNJIS Two-Day Basic Operator May 5-6, 2026
 - TAC Workshop May 7, 2026
- **Grand Rapids**
 - Down the Rabbit Hole: Utilizing OSINT, Internet of Things, and Social Media Court Orders to Further Investigations Sept. 17-18, 2025
 - Maxims and Truths in Supervision March 10-11, 2026
 - BCA Advanced Narcotics Investigations March 24-26, 2026
 - Leading Beyond Compliance April 28-29, 2026
 - Organizational and Employee Wellness June 9-10, 2026
- **Marshall**
 - Search Warrants March 2, 2026
 - Advanced Financial Crimes Investigations April 22-23, 2026
 - Predatory Offender Registration and Investigations May 21, 2026
 - BCA Crime Scene Course for MN Law Enforcement June 2-4, 2026

BCA TRAINING POLICIES, ACCOUNTS AND REGISTRATIONS

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 five (5) 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

In the unfortunate event that it is necessary for the BCA to cancel a training, 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>

Or at



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

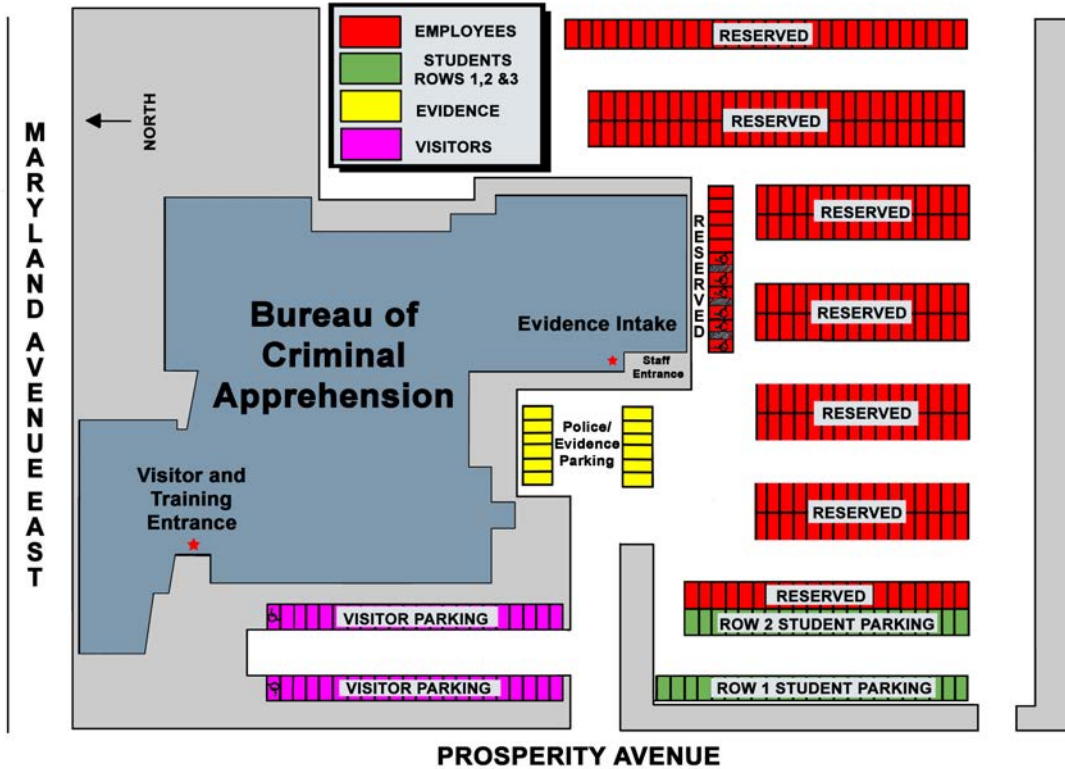
Email: bca.training@state.mn.us

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.

