



**MCOLES**

Michigan Commission on Law Enforcement Standards

## **Continuing Professional Education**

### **Distribution Guidelines**

**Effective January 2024 through December 2024**

State of Michigan  
Michigan Commission on Law Enforcement Standards  
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**Michigan Commission on Law Enforcement Standards  
Continuing Professional Education Distribution Guidelines**

**I. INTRODUCTION**

On January 31, 2023, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers in accordance with rules promulgated under section 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611).

*MCL 28.611*

*(2) The commission may promulgate rules with respect to any of the following:*

*(a) In-service training programs and minimum courses of study and attendance requirements for licensed law enforcement officers.*

The annual in-service training standards are referred to as Continuing Professional Education (CPE). The CPE requirements ensure that all licensed law enforcement officers maintain a level of knowledge, skill, and ability necessary to enhance proficiency and professionalism throughout their career to appropriately serve the people of Michigan.

Funds from the CPE appropriations will be distributed to law enforcement agencies on a per-full-time equivalent (FTE) basis using the count reported by an agency during the prior year MCOLES Annual Registration. The FTE count is determined by the total hours worked by the agency's officers during the year divided by 2080. The funding level is dependent on continued annual appropriation by the legislature.

CPE funds are separate from Michigan Justice Training Fund Law Enforcement Distributions (LED) made to law enforcement agencies.

**II. ELIGIBILITY**

Training courses must be registered in the MCOLES Information and Tracking Network (MITN) to be eligible for use of CPE funds. This includes agency in-house training, third-party training providers, online training, and learning management system (LMS) courses.

Following the training event, officers must be added to the course roster in MITN. This is the method by which officers' compliance with the CPE requirements is recorded.

CPE funds may only be used for in-service training of licensed law enforcement officers.

**III. ALLOWABLE EXPENDITURES**

CPE funds may be used for the following purposes:

- Salaries for licensed law enforcement officers.
  - Hourly salaries of officers attending a training event.
  - Hourly salaries of officers to backfill a position vacated by an officer attending training. This includes salaries at overtime rates.

- Hourly salaries of instructors for the actual time spent preparing and presenting training.
- Travel
  - Travel expenditures must not exceed the allowable travel rates outlined on page 4.
  - Lodging and Meals: Actual lodging and meal expenditures paid, including taxes, are allowable and shall not exceed the maximum allowance indicated in the current Schedule of Travel Rates listed on the following page.
  - Select Cities: Specific meal rates have been established for select cities within and outside of Michigan at rates higher than the standard rates.
  - Vehicle Mileage: Mileage expenses will be allowed at a rate not to exceed the allowable rate specified in the current Schedule of Travel Rates.
  - Mileage and Lodging Restriction: Travel expenses shall not be charged for mileage or lodging where training occurs within 50 miles, by standard mileage charts, of the home or work site, whichever is closer. An exception may be allowed for those persons who work or reside within a radius exceeding 25 miles of the training site when a minimum of two hours of training occurs following the evening meal.
- Supplies and equipment used exclusively for in-service training, needed to appropriately deliver the specific training, and the training satisfies a specific annual CPE requirement. Equipment purchases will require a written statement describing the justification of why it is required for the training (e.g., mats for Subject Control training to maintain a safe training environment and reduce risk of injury, etc.; vehicle maintenance or traffic cones due to emergency vehicle operations training).
- The reasonable rental costs for the use of a training facility for in-service training, if facilities owned or occupied by the law enforcement agency are either not available or are inappropriate due to the nature of the training.
- The cost of purchasing or leasing training materials used to assist trainees in understanding in-service training topics. This includes items such as training manuals, tests, evaluations, etc. Materials must be used exclusively for the direct delivery of criminal justice in-service training.
- The reasonable rental cost or purchase price of equipment used exclusively for the direct delivery of in-service training.
- A flat rate or tuition paid to a contractual training provider.
- The cost of web-based programs, digital or analog media, or other such instructional media that are based upon interactive learning.

#### **IV. INELIGIBLE EXPENDITURES**

CPE funds may not be used for the following purposes:

- Training events not used to satisfy annual Commission-designated CPE topics.
- Training courses not registered in MITN.
- The purchase of equipment deployed outside of the training environment.
- General office expenditures, e.g. copying machine purchase or rental, telephone lines, workstations, computers not used as part of the course of training, etc.
- The purchase of alcoholic liquor.

## V. AGENCY FISCAL RESPONSIBILITIES

Generally:

- All recipients of CPE funds must maintain records documenting their annual calendar year CPE expenditures in compliance with generally accepted accounting principles, to permit inspection of these records, and to cooperate with any audit requested or authorized by the Commission, the local unit of government, or the State of Michigan auditor general.
- All CPE funds and expenditures shall be recorded in a fund or account separate from other funds or accounts. Recipients of CPE funds must ensure that CPE funds and expenditures are not comingled with any other funds, including LED funds.
- All financial records and supporting documentation for CPE expenditures shall be retained by the agency for seven years following the calendar year in which the funds were expended. Recipients are obligated to protect these records adequately against fire or other damage.
- Records may be retained in an automated format. State and local governments may impose record retention and maintenance requirements in addition to those prescribed.

Reporting:

- Courses must be registered in MITN prior to the training event. Course rosters must be entered following the training event. This is the only means by which licensed officers will be recorded as having completed CPE requirements.
- Any specific reporting requirements shall be on forms or in the format established by the Commission.
- Do not report CPE expenditures during the MCOLES Annual Registration in the LED Expenditures section.

**State of Michigan Schedule of Travel Rates**  
**Effective January 1, 2024 through December 31, 2024**

- Michigan Select Cities
  - Breakfast \$11.75
  - Lunch \$11.75
  - Dinner \$28.00
  - Lodging \$85.00
  
- Michigan All Other Cities
  - Breakfast \$9.75
  - Lunch \$9.75
  - Dinner \$22.00
  - Lodging \$85.00
  
- Out-of-State Select Cities
  - Breakfast \$15.00
  - Lunch \$15.00
  - Dinner \$29.00
  - Lodging \$85.00
  
- Out-of-State All Other Cities
  - Breakfast \$11.75
  - Lunch \$11.75
  - Dinner \$27.00
  - Lodging \$85.00
  
- Standard Mileage Rate \$.440 per mile

## SELECT CITIES

<b>MICHIGAN SELECT CITIES AND COUNTIES</b>	
CITIES	COUNTIES
Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	All of Grand Traverse, Oakland, and Wayne

<b>OUT-OF-STATE SELECT CITIES</b>			
STATE	SELECT CITY OR COUNTY	STATE	SELECT CITY OR COUNTY
Alaska	All locations	Massachusetts	Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
Arizona	Phoenix, Scottsdale, Sedona	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
California	Los Angeles (Los Angeles, Orange, Mendocino & Ventura Counties, and Edwards AFB), Eureka, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Nevada	Las Vegas
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	New Mexico	Santa Fe
Connecticut	Bridgeport, Danbury	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens, and Staten Island), Riverhead, Ronkonkoma, Melville, Suffolk County, Tarrytown, White Plains, New Rochelle
District of Columbia	Washington DC (see also Maryland and Virginia)	Ohio	Cincinnati
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West, Miami	Pennsylvania	Bucks County, Pittsburgh
Georgia	Brunswick, Jekyll Island	Puerto Rico	All locations
Hawaii	All locations	Rhode Island	Bristol, Jamestown, Middletown/Newport (Newport County), Providence
Idaho	Sun Valley, Ketchum	Texas	Austin, Dallas, Houston, L.B. Johnson Space Center
Illinois	Chicago (Cook and Lake Counties)	Utah	Park City (Summit County)
Kentucky	Kenton	Vermont	Manchester, Montpelier, Stowe, Lamoille County
Louisiana	New Orleans	Virginia	Alexandria, Falls Church, Fairfax (Arlington and Fairfax Counties)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Washington	Port Angeles, Port Townsend, Seattle
Maryland	Counties of Montgomery & Prince George, Baltimore City, Ocean City	Wyoming	Jackson, Pinedale