



# St. Louis County and Municipal Police Academy

1266 Sutter Avenue  
St. Louis, MO 63133-1934  
(314) 889-8600  
FAX (314) 863-2317  
www.stlcmpa.org

CALEA Accredited



**Director**  
Captain Jerry Kelly  
(jkelly@stlouiscountymo.gov)

**Board of Managers**  
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Chief Douglas Schaeffler  
Ballwin P.D.

## LETTER OF INTENT

Captain Jerry Kelly, Director  
St. Louis County and Municipal Police Academy  
1266 Sutter Avenue  
St. Louis County, Missouri 63133-1934

Dear Captain Kelly:

The \_\_\_\_\_ Police Department/Sheriff herein declares that it will become a member of the St. Louis County and Municipal Police Academy Continuing Education Programs for the fiscal year January 1, 2023 through December 31, 2023. This will include access to training provided by the CMPA for the Continuing Education Programs, specialized classes advertised as no cost to CMPA members and computer training. This will also include the use of the fitness center, track and computer lab during academy hours.

I understand that a requirement for membership will be payment of a department tuition cost, which will be determined by multiplying the total number of full-time commissioned officers or certified reserve officers on our department by the \$200.00 shared Continuing Education Programs training costs. Continuing Education Programs for dispatcher training will be multiplied by number of dispatchers and \$50.00.

Under this tuition-paying program, only full-time officers commissioned, or certified part-time officers may attend the seminars. Should our Department wish to send part-time officers or non-certified reserve officers, they will be charged the full cost of the individual seminar programs.

Our current Department authorized full time commissioned strength is \_\_\_\_\_. Our current number of dispatchers/non-commissioned is \_\_\_\_\_.

Our Department \_\_\_\_ (does) \_\_\_\_ (does not) wish to defer payment until the beginning of our 2023 fiscal year. Our fiscal year begins on \_\_\_\_\_.

I certify that the above personnel are certified by P.O.S.T. as peace officers or certified reserve peace officers. I am aware that all officers and/or dispatchers that attend the CMPA shall be subject to follow all academy rules and regulations or they can be dismissed from any class.

I understand and agree that there may be no modification of this agreement except in writing, signed by both the Director (CMPA) and myself. I further understand and agree if this agreement is terminated prior to the end of the contract year, I will be required to pay full individual program costs for any classes attended by my officers.

Sincerely,

\_\_\_\_\_  
Chief of Police/Sheriff/Supervisor

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

The Letter of Intent should be returned to the St. Louis County and Municipal Police Academy, 1266 Sutter, St. Louis, MO 63133-1934 by December 31, 2022.