# MINNESOTA CHIEFS OF POLICE (MCPA) EXECUTIVE LEADERSHIP COLLEGE STUDENT/ATTENDEE HANDBOOK

## SESSION 1

2026/2027

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## Welcome

Welcome to the Minnesota Chiefs of Police Association (MCPA) Executive Leadership College (ELC).

The Executive Leadership College is designed to prepare current and emerging law enforcement leaders to successfully navigate the complexities of modern policing through strategic leadership development, critical thinking, ethical decision-making, and collaborative problem solving.

This program provides participants with an opportunity to learn from experienced practitioners, subject matter experts, and peers from across Minnesota while building lasting professional relationships that strengthen the law enforcement profession.

We are committed to fostering an educational environment that encourages innovation, accountability, professionalism, and service to our communities.

We are honored to have you as part of this leadership journey.

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## Mission Statement

To be the professional voice for professional law enforcement in Minnesota.

## Vision Statement

To bring the highest quality police services to the people of Minnesota.

## Values

Integrity and honesty, dedication and commitment, professionalism and dignity, responsibility and accountability, innovation and teamwork, and community service.

## Program Objectives

Upon completion of Executive Leadership College, students will be able to:

- Demonstrate strategic leadership competencies.
- Apply ethical decision-making models.
- Improve organizational effectiveness.
- Strengthening communication skills.
- Lead organizational change initiatives.
- Build collaborative partnerships.
- Enhance emotional intelligence.
- Develop succession planning strategies.
- Evaluate contemporary public safety challenges.
- Create actionable leadership plans.

## Eligibility and Enrollment

Students may include:

- Law Enforcement Leadership

Students must:

- Be employed by a law enforcement or public safety organization.
- Remain in good professional standing.
- Complete all registration requirements.
- Pay applicable tuition and fees.

## Program Expectations

Students are expected to:

- Arrive prepared and engaged.
- Participate actively in discussions.
- Complete all assignments on time.
- Respect differing perspectives.
- Maintain professionalism.
- Collaborate with classmates.
- Contribute positively to the learning environment.
- Demonstrate ethical leadership.

# Attendance Requirements

The Executive Leadership College (ELC) is a six-week program in which each course builds on the one before it. Full participation is essential to the learning experience, to the cohort, and to successfully completing the program. This policy sets the attendance expectations for all ELC students.

Attendance Expectations
Attendance at the ELC is mandatory. Students are expected to:

- Attend every scheduled day of the program.
- Arrive on time and remain for the full day.
- Notify program staff in advance if an absence is unavoidable.
- Complete all material missed during an absence.

Attendance Limits
Students must meet both of the following limits:

1. **No more than two (2) absences across the entire six-week program.**
2. **No more than one (1) absence in any single week.**

For extenuating circumstances, including but not limited to a death in the immediate family, a required court appearance, or a critical incident at the student's agency, MCPA may use its discretion to grant an exception to this policy. MCPA may require documentation supporting the circumstance. Any exception is decided by MCPA, and that decision is final.

Reporting an Absence
Students must notify instructors and MCPA Training & Operations Director before the start of the day they will miss, or as soon as possible in an emergency. The notice should include the student's name, the date(s) of the absence, and the reason.

Exceeding the Limits
A student who exceeds attendance limit will be **removed from the Executive Leadership College**.

Agency Notification
Because agencies sponsor ELC participants, MCPA may notify the student's chief or supervisor about absences and attendance concerns, including any removal from the program.

# Academic Standards

Students are expected to maintain high academic standards.

Requirements include:

- Complete all assignments.
- Participate in discussions.
- Complete group projects.
- Complete presentations.
- Meet established deadlines.

# Classroom Conduct

Students shall:

**Demonstrate Professionalism**

- Treat everyone with dignity and respect.
- Encourage constructive dialogue.
- Be open to new perspectives.

**Avoid Disruptions**

- Silence mobile devices.
- Refrain from side conversations.
- Limit distractions.

**Engage Fully**

- Participate in exercises.
- Ask questions.
- Share professional experiences.

# Artificial Intelligence

Artificial intelligence is ever changing daily. The MCPA allows the use of artificial intelligence; however, each individual instructor will have guidelines on how they would like you to utilize or not utilize AI.

## Technology Requirements

Students are encouraged to bring:

- Laptop computer
- Charging cable

Students will have access to:

- Course presentations
- Syllabi
- Handouts
- Assignments
- Resource materials

Students are responsible for routinely checking program communications which will be utilized through the platform, Canvass.

## Assignments and Projects

Assignments may include:

- Leadership assessments
- Case studies
- Reflection papers
- Online discussions/participation
- Strategic plans
- Group projects
- Capstone presentations

Late submissions may impact successful completion of the program.

## Communication Guidelines

Official communication methods include:

- Email/Announcements through Canvass platform
- Text/phone calls

Students should:

- Respond to communications within 48 hours when possible.

- Maintain professional communication.
- Notify staff of changes to contact information.

## Professional Appearance

Students are expected to maintain a professional appearance.

Acceptable attire includes:

- **Business Casual**
  - Collared shirt
  - Dress slacks
  - Professional footwear

Agency uniforms are permitted if approved.

**Unacceptable attire includes:**

- Torn clothing
- Athletic wear
- Flip-flops
- Clothing with inappropriate graphics

## Networking and Collaboration

Students are encouraged to:

- Build professional relationships.
- Share best practices.
- Participate in peer discussions.
- Establish long-term professional networks.

Networking is a critical component of the Executive Leadership College experience.

## Code of Ethics

Students shall:

- Act with integrity.
- Demonstrate honesty.
- Respect confidentiality.

- Avoid conflicts of interest.
- Uphold public trust.
- Lead by example.

Ethical violations may result in removal of the Executive Leadership College.

## Harassment and Discrimination Policy

The Minnesota Chiefs of Police Association prohibit:

- Harassment
- Discrimination
- Bullying
- Retaliation

Protected categories include:

- Race
- Color
- Religion
- National origin
- Sex
- Disability
- Age
- Veteran status
- Other protected classes under applicable law

Violations should be reported immediately.

## Confidentiality

Many discussions involve sensitive leadership topics.

Students agree to:

- Respect confidential information.
- Not disclose sensitive discussions outside class.
- Protect organizational information.

Confidential information may not be shared without permission.

## Social Media Guidelines

Students should exercise professionalism online.

Students shall:

- Protect confidential information.
- Avoid posting sensitive discussions.
- Respect classmates.
- Represent their agencies appropriately.

Nothing online should undermine public trust.

## Certificates and Graduation Requirements

To graduate, students must:

- Attend required sessions.
- Complete assignments.
- Participate in discussions.
- Complete capstone requirements.
- Maintain professional standards.

Students who successfully complete all requirements will receive an official MCPA Executive Leadership College Certificate of Completion.

## Student Support Resources

Students may contact MCPA staff for:

- Academic assistance
- Technical support
- Attendance concerns
- Program accommodations
- Accessibility requests

## Emergency Procedures

During emergencies:

- Follow instructor directions.

- Follow facility evacuation procedures.
- Contact emergency personnel if necessary.
- Account for all participants.
- Await further instructions.

## Contact Information

**Minnesota Chiefs of Police Association**

Executive Leadership College

Program Director:  Stephanie K. Revering

Phone:  612-490-6769

Email:  stephanie@mnchiefs.org

# Student Acknowledgement Form

**Minnesota Chiefs of Police Association Executive Leadership College**

I acknowledge that I have received and reviewed the Executive Leadership College Student Handbook.

I understand my responsibilities and agree to comply with all policies, procedures, and expectations established by the Minnesota Chiefs of Police Association.

Student Name: _____

Agency: _____

Position/Title: _____

Signature: _____

Date: _____