

POST ACADEMY  
RENEWAL APPLICATION REVIEW PROCESS  
2021

POST is statutorily responsible for ensuring compliance for law enforcement training academies. The number of POST academies has surpassed the staffing ability of POST to ensure compliance efficiently and effectively (i.e. more academies continue being approved but POST staffing remains the same and the compliance expectation remains the same legislatively). POST ensures compliance by doing the following for each POST academy:

- Reviewing individual hours of academy schedules
- Reviewing all documentation verifying recruits are eligible for certification
- Proctoring certification exams and issuing certificates
- Coordinating and conducting audits and inspections

POST Rule 21 now requires all continuing academies to submit an application to the POST board for renewal every five years. Please submit the following application for review by the POST board to make a determination regarding your ability to continue hosting a POST academy.

1. Selection:

POST compliance staff uses the following to help determine order of reapplication:

- Academy statistics ranking (for past three years)
- Compliance issues (for past three years)

There should not be repeat application (i.e. the same academy should not have to reapply more than once in the five-year period). If an academy is selected to reapply and has submitted documents for approval for spring/fall session, one process should not impact the other unless there are compliance issues. *Please note that each year at least one Reserve and/or Refresher academy should be included in the selection process. Since these academies may not be reflected in the academy statistics data, random selection may be necessary.*

2. Notification:

POST compliance staff selects eight academies to be reviewed each year, based on the aforementioned criteria. POST will notify at least two of the eight selected academies per quarter. A written notice will be provided requiring a reapplication (see form) with the accompanying documentation:

1. Five curriculum lesson plans to be determined by POST compliance staff.
2. Statistical data detailing the need for continuing the POST academy along with pertinent information to assist the POST board in making a determination, which may include:
  - Total number of academies completed in the past five years
  - Success rate (graduation rate, pass rate for POST exam, FTO and employment rates, etc.)
  - Occupancy rate (i.e. percentage of recruits attending vs. total possible recruits allowed to attend)
  - Nearest POST academy in the region

3. Response:  
Provide deadline of 60 days to submit all required information to POST compliance staff.
4. Processing:  
POST compliance staff processes/reviews information submitted for each academy and review POST files for any compliance issues. If documentation is incomplete, contact academy and request missing documentation and provide seven day-deadline. Correspondence should indicate delays in providing requested information can delay decision making (i.e. approval).
5. Review:  
When documentation is complete provide it to sub-committee of the POST board for a hearing. The subcommittee will vote to approve, deny, or table for more info. Any finding to decertify an academy will automatically be sent to the full post board for review and a vote.
6. Communicate Decision:  
Provide decision in writing to academy.