

Policy and procedure for auditing training hours

Policy

POST will conduct random audits of officer and/or agency training records in order to ensure compliance with POST ARMs 23.13.201, 23.13.301 and 23.13.302. Should records be lacking, POST will provide officers and agencies an opportunity to remedy the matter.

Procedure for auditing POST-accredited training:

- During the last full week of every month, POST staff will use a computer program to automatically generate a 6-digit number. The first 6-digit number generated which is the POST ID number of an active public safety officer will determine the officer or training to be audited.
- The training transcript of the officer will be reviewed, and the most recent POST-accredited training on the transcript will be audited.
- POST staff will locate the application which corresponds to the training and contact the agency, entity or individual who is required to retain the record pursuant to ARM 23.13.301.
- The contact will be made in the form of a written letter, which will provide the agency, entity, or individual with 30 days from the date of the letter to provide a copy of the training records which have been retained pursuant to ARM 23.13.301.
- If POST staff does not receive a response, the training credit hours related to the training may be removed from the officer or officers' training transcript upon written notice to the officer or officers.
- If POST receives a response which is lacking required information, POST will make written contact with the agency, entity, or individual in the form of a letter. The agency, entity, or individual officer will be given 30 days from the date of the letter to obtain the required documentation and submit a copy to POST.
- If POST staff does not receive a response, or the response received does not remedy the issue, the training credit hours related to the training may be removed from the officer or officers' training transcript upon written notice to the officer or officers.

Procedure for auditing training required pursuant to ARM 23.13.201

- During the last full week of every month, POST staff will use a computer program to automatically generate a 6-digit number. The first 6-digit number generated which is the POST ID number of an active public safety officer will determine the officer to be audited.
- POST staff will contact the officer's employing authority in the form of a written letter, which will provide the employing authority and the officer with 30 days from the date of the letter to submit to POST a copy of the officer's training records which demonstrate the officer received 20 hours of training in the last 2 years, to include an ethics training.
- If POST receives a response which is lacking required information, POST will make written contact with the agency and officer in the form of a letter. The agency and officer will be given 30 days from the date of the letter to obtain the required documentation and submit a copy to POST.
- If the officer has not received the required training, or if no response is received, POST will contact the officer and agency in the form of a written letter. The agency and officer will be given 6 months from the date of the letter to obtain and document the required training and submit it to POST. No training obtained during the 6-month period may be used toward the next 2-year training requirement.
- At the agency's request, POST may provide training material or options for bringing the officer into compliance with ARM 23.13.201.
- Once the officer has obtained the requisite training, the employing authority will submit a letter to POST, stating that the officer has been brought into compliance. The employing authority will attach a transcript or other written record establishing that the officer's training is in compliance.