

State of California – Department of Justice
**POST-APPROVED FIELD TRAINING PROGRAM (FTP)
 OR POLICE TRAINING PROGRAM (PTP) APPLICATION**

Commission on
 Peace Officer Standards and Training (POST)
 860 Stillwater Road, Suite 100
 West Sacramento, CA 95605-1630
 916 227-3909

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INSTRUCTIONS

Go to: **FTP/PTP Approval Checklist (Form 2-230)**

- Complete this form to comply with requirements for POST's **Field Training Program (FTP)** or **Police Training Program (PTP)** per Regulations [1004](#), [1005](#), and [Procedure D-13](#). All department heads **MUST** complete General Information and Sections A and B or C based upon the type of approval requested.
- Type or legibly print (in ink) all information required on the printed form. To access this form on our website, go to www.post.ca.gov.
- Return the completed and signed application to POST at the above address. Approval notification will be sent to you within 45 working days from the date the completed application and applicable training program package are received.

GENERAL INFORMATION

1. AGENCY		2. TRAINING PROGRAM (CHOOSE ONE) <input type="checkbox"/> FTP <input type="checkbox"/> PTP	
2. NAME OF FIELD TRAINING SUPERVISOR / ADMINISTRATOR / COORDINATOR (SAC)		3. SAC EMAIL ADDRESS	
4. TITLE / RANK		5. PHONE () - EXT	

PART A. DEPARTMENT HEAD REQUEST FOR PROGRAM APPROVAL

INSTRUCTIONS: Check each applicable box to acknowledge compliance with the following *minimum* approval requirements. Any omission may prevent or delay approval of this request.

- 1. The Training Program identified above shall be delivered over a minimum of **10 weeks (FTP)** or **15 weeks (PTP)** based upon the structured learning content as specified in PAM, [Section D-13](#).
- 2. A trainee shall have successfully completed the [Regular Basic Course](#) before participating in the Training Program.
- 3. The Training Program shall have a FTP or PTP Supervisor/Administrator/Coordinator (SAC) who meets the criteria contained in Regulation 1004(a)(3)(A–C) and 1004(c).
- 4. The Training Program shall have Field Training Officers (FTOs) or Police Training Officers (PTOs) who meet the criteria contained in Regulation 1004(a)(4)(A–D) and 1004(d).
- 5. Trainees shall be supervised depending upon their assignment:
 - a. A trainee assigned to general law enforcement uniformed patrol duties shall be under the direct and immediate supervision (physical presence) of a qualified FTO or PTO, **or**
 - b. A trainee temporarily assigned to non-enforcement specialized functions(s) for the purpose of specialized training or orientation (e.g., complaint/dispatcher, records, jail, investigations) is not required to be in the immediate presence of a qualified FTO or PTO while performing the specialized function(s).
- 6. Trainee performance shall be:
 - a. Documented daily through FTP Daily Observation Reports (DORs) or PTP journaling/daily training notes, and shall be reviewed with the trainee by the FTO or PTO, **and**
 - b. Monitored by a FTP SAC or PTP SAC or FTP/PTP designee who shall review and sign the FTP DORs or complete and sign PTP weekly written summaries of performance (e.g., Supervisor's Weekly Report, Coaching and Training Reports) which are reviewed with the trainee.
- 7. Each FTO or PTO shall be evaluated by the trainee and FTP SAC or PTP SAC as described in Regulation 1004(a)(7)(A–B).
- 8. Upon completing the program, trainees shall complete the program evaluation for FTP or PTP.
- 9. The FTO or PTO attestation for each trainee's competence and successful completion of the Training Program and a statement that releases the trainee from the program, along with the signed concurrence of the department head, or his/her designee, shall be retained in department records. Retention length shall be based upon department record policies.

PART B. DEPARTMENT HEAD ATTESTATION AND SIGNATURE

I attest that the above statements describing my department's Training Program are true and that this department will adhere to these described minimum requirements.

PRINT NAME	DEPARTMENT HEAD SIGNATURE 	DATE
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PART C. APPLICATION FOR TRAINING PROGRAM EXEMPTION POST Regulation 1004(b)

I attest that my department is exempt from the FTP / PTP requirements because: **(check one)**

- 1. The department does not provide general law enforcement uniformed patrol services; **or**
- 2. The department only hires lateral entry officers possessing a POST Basic Certificate and who have either (1) completed a POST-approved Training Program, or (2) one year previous experience performing general law enforcement uniformed patrol duties.

The above determination is based upon the following explanation and/or supporting documentation (additional documentation may be attached):

PRINT NAME	DEPARTMENT HEAD SIGNATURE 	DATE
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POST USE ONLY

REVIEWED BY CONSULTANT	DATE	APPROVED BY BUREAU CHIEF	DATE	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
				NOTIFICATION SENT: <input type="checkbox"/> YES <input type="checkbox"/> NO