State of California – Department of Justice
**POST-APPROVED FIELD TRAINING PROGRAM (FTP)
OR POLICE TRAINING PROGRAM (PTP) APPLICATION**
POST 2-229 (10/2024) - Page 1 of 2

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

INSTRUCTIONS

- Complete this form to comply with requirements for POST's **Field Training Program (FTP)** or **Police Training Program (PTP)** per Commission 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 print all required information legibly. To access this form on our website, go to *www.post.ca.gov*.

- Mail or email the complete and signed form to POST at the above address or *FTP@post.ca.gov*. 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 / DEPARTMENT	2. TRAINING PROGRAM (**CHOOSE ONE**)
	☐ FTP ☐ PTP

3. NAME OF FIELD/POLICE TRAINING SUPERVISOR / ADMINISTRATOR / COORDINATOR (SAC)	4. SAC EMAIL ADDRESS

5. TITLE / RANK	6. 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 Commission Procedure 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 Commission 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 Commission Regulation 1004(a)(4)(A–E) and 1004(d).

☐ 5. Trainees shall be supervised depending upon their assignment in accordance with Commission Regulation 1004(a)(5)(A-B).

☐ 6. Trainee performance shall be documented and monitored in accordance with Commission Regulation 1004(a)(6)(A-B).

☐ 7. Each FTO or PTO shall be evaluated by the trainee and FTP SAC or PTP SAC as described in Commission Regulation 1004(a)(7)(A−B).

☐ 8. Upon completing the program, trainees shall complete a FTP or PTP evaluation as described in Commission Regulation 1004(a)(8).

☐ 9. The 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 their designee, shall be retained in department records. Retention length shall be based upon department record policies.

☐ 10. The Training Program shall comply with the legislative training requirements for a POST-approved FTP or PTP set forth in Penal Code 13515.295.

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

Continues on next page

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