



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 5	Regional Training Coordinators	Origination Date: December 4, 2013
Procedure # 1	Subject: Monthly Regional Training Reports	
Reference:	IDAPA Rule	11.11.01.251(05-06); 11.11.01.281 through 283
	ISP Policy	N/A
	IPOST Policy	N/A
Commentary:	<p>The POST Council has a responsibility to ensure that staff meet the training record and collaboration needs of the law enforcement agencies and officers in Idaho. This reporting process assists the POST Council to document the activities of the Regional Training Coordinators so the information can be used to provide the public and the Governor’s Office with summary information useful to the administration of government.</p>	
Policy:	<p>It is the policy of the Idaho Peace Officer Standards and Training (POST) that Regional Training efforts of POST and the many law enforcement agencies be documented, and that such information be reported to the POST Administrator as a measure to quantify the law enforcement training conducted throughout the State of Idaho.</p>	
Purpose:	<p>To accurately record the activities of POST Regional Training Coordinators and the law enforcement agencies they are responsible to monitor.</p>	
Authority and Interpretation	<p>This policy is issued by the POST Division Administrator and supersedes any previous policy issued before the effective date of this policy.</p> <p>The POST Division Administrator is the final authority responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the POST Division Administrator for interpretation or determination.</p>	
Definitions:	None	
Procedure: R.A.C.I. Regional Training Coordinators	<ol style="list-style-type: none"> 1. Each Regional Coordinator shall complete a monthly regional report form to document the activities of their training region. The monthly regional report form template can be obtained by going to the POST “I” Drive at I:\Regional Monthly Reports\Monthly Report Region 1 v2 Template file. (See Addendum #1) 	



2. Each Regional Training Coordinator shall complete the approved monthly regional report form and submit it to the POST "I" Drive at: I:\Regional Monthly Reports, in their Region File no later than three days after the last day of each month.
3. The POST Administrator and POST Deputy Administrator shall review the monthly reports and notify the Regional Training Coordinator of any errors, omissions or clarifications needed. The monthly reports shall be compiled and summarized into one comprehensive final monthly report.
4. Information provided from the Regional Training Coordinators monthly reports shall be used to compile and report information to the POST Council through the POST Dashboard on the POST website.

Approving Authority	William L. Flink	Official Authority	Division Administrator	12/4/2013 Date
Revision Date: 07/16/2014	This policy has been rescinded			Last Revision: 07/16/2014

