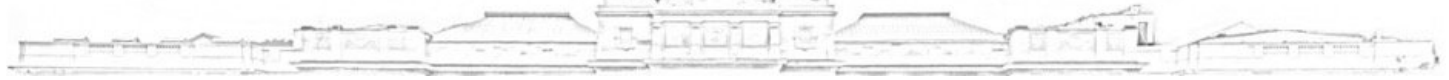




ADMINISTRATIVE RULES OF MONTANA



23.13.305 PROCESS FOR OBTAINING POST APPROVAL FOR PUBLIC SAFETY OFFICER TRAINING COURSES

- (1) POST may provide approval for POST credit hours for training that is instructed by a POST-certified instructor, or which is being hosted by a governmental agency with a Montana location.
- (2) A POST-certified instructor seeking course credit for training provided to public safety officers must have an active POST instructor certificate that is not revoked, suspended, or subject to POST sanctions and must submit an application for accreditation to the director or the director's designee and retain documentation of:
 - (a) an education or training record that indicates the officer has received education or training in the specific field, subject matter, or academic discipline to be taught;
 - (b) material showing course content, including an agenda, syllabus and/or lesson plan, and student handouts; and
 - (c) a copy of the course advertisement.
- (3) To receive POST training credit, a governmental agency hosting a training for a public safety officer or officers must submit an application for accreditation to the director, or the director's designee, and retain documentation of:
 - (a) if the instructor is a POST-certified instructor, a copy of the instructor's instructor certificate and an education or training record that indicates the officer has received education or training in the specific field, subject matter, or academic discipline to be taught; or
 - (b) if the instructor is not a Montana public safety officer, a copy of the instructor's biography;
 - (c) material showing course content, including an agenda, syllabus and/or lesson plan, and student handouts; and
 - (d) a copy of the course advertisement.
- (4) Any application for POST training credit hours must be submitted within one year of the end of the course.
- (5) It is the responsibility of the POST-certified instructor or the governmental agency hosting a training to retain the required documentation set forth in these rules and monitor the standards for training, trainee attendance, and performance as set by the council. Records maintained under this rule are subject to audit by the director or the director's designee during normal business hours upon reasonable notice to the agency.
- (6) When a POST-certified instructor or governmental agency applies for POST training credit, the POST-certified instructor or governmental agency may request a waiver of the requirement to open and advertise a specific course, which the director may approve or reject, as a matter of

discretion, and based upon good cause. The POST-certified instructor or governmental agency must retain documentation of its reasons for requesting the waiver, as outlined in (5).

- (7) The director or the director's designee will review the application and approve or reject the application, unless the director determines, as a matter of discretion, that the council's review is necessary due to extenuating circumstances.

Authorizing statute(s): 2-15-2029, MCA

Implementing statute(s): 2-15-2029, 44-4-403, MCA

History: NEW, 2024 MAR p. 607, Eff. 3/23/24; AMD, 2025 MAR, 23-13-284, Eff. 1/11/25.