



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Police Officer Standards and Training Council
Connecticut Police Academy

Procedure for Requesting a Seat in POST Police Academy

To: Chief Law Enforcement Officers
Training Officers
Resident Troopers

From: Amie Ledoux
Administrative Assistant

Date: April 18, 2023

Subject: Update to Procedure for Basic Training Seat Requests

1. Locate the Basic Training Seat Request form on the POST website.
 - Link: https://portal.ct.gov/-/media/POST/BASIC_TRAINING/BTD-Seat-Request-Form-REV-41823.pdf
2. Locate the Tentative Basic Training Start Dates 2023-2025 POSTC Academy Seating on the POST website.
 - Link: https://portal.ct.gov/-/media/POST/BASIC_TRAINING/POST-Tentative-Session-Start-Dates-2023-2025-updated-41923.pdf
3. Complete the Basic Training Seat Request form and email to Amie.Ledoux@ct.gov.
4. Confirmation of the agency's request for seating will be given within three business days.
5. Seat notification will be made by Amie Ledoux to the agency on or before the Seat Notification Deadline which is noted on the Tentative Basic Training Start Dates Spreadsheet.
6. All paperwork is due on or before the deadline on the Tentative Basic Training Start Dates Spreadsheet.
 - Recruit paperwork can now be delivered electronically, in person or by mail

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