P.O. 202 Application for Training			
Effective From:	10/20/2025	Effective To:	Current

P.O. 202 – Application for Training

1. APPLICATION PROCEDURES
   - i) The responsibility of each applicant who desires to attend any training course is to initiate a written request in compliance with the following procedures and make all necessary arrangements to attend training.
     - a) All applicants for training shall be in good standing with the department while not being subject to any form of investigation, sanction, suspension, or disciplinary process at the time of selection for training.
     - b) Officers shall submit a Training Request and/or Travel Request Form through the chain of command for final approval or disapproval.
       1) A Command Inspector serves as the "Final Approver" with the authority to approve or deny requests originating within their command in which the cost is under $1,500, and the request is in-state. If the request is paid via CBA, Command Inspectors shall ensure the necessary documentation is provided to their applicable Deputy Superintendent's office for proper processing.
       2) A Deputy Superintendent or Executive Staff Officer serves as the "Final Approver" with the authority to approve or deny requests originating within their command in which the cost is $1,500 or greater, and/or the request is out-of-state.
     - c) The Superintendent or Assistant Superintendent may approve or disapprove requests in sections that report directly to the Superintendent or Assistant Superintendent.
   - ii) All participants of state- or federally-funded training shall submit a Travel Expense Report in the Louisiana Employees Online (LEO) My Travel tab and in accordance with P.O. 221, Expense Reimbursement.
   - iii) The "Other Expenses" section on the DPSMF 1382 shall reflect those expenses that may be claimed but are not covered in previous categories.
2. FBI NATIONAL ACADEMY/NORTHWESTERN UNIVERSITY APPLICANT REQUIREMENTS
   - i) To apply for attendance at the FBI National Academy or Northwestern University School of Police Staff and Command, a candidate must:
     - a) Have attained the rank of Lieutenant or above and have at least seven (7) years of continuous service with the Louisiana State Police.
3. FBI-LEEDA APPLICANT REQUIREMENTS
   - i) To apply for attendance at FBI-LEEDA Training:
     - a) Commissioned personnel must have attained the rank of Sergeant or above and have at least five (5) years of continuous service with the Louisiana State Police.
4. TRAINING RECORDS
   - i) Training records must be accurately updated in a timely manner due to their importance regarding promotional considerations and organizational needs.
     - a) Training conducted at the LSP Academy or in the field by the Academy Staff is routinely recorded.
     - b) Officers must enter all decentralized training, including diplomas and certifications received, into their training profile in Acadis.
       1) Additional step-by-step instructions can be found on PowerDMS at Acadis - Uploading Training Records 06.12.2024.