



State of Utah

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Peace Officer Standards & Training

J. SCOTT STEPHENSON

Director

October 23, 2019

Historically, scheduling of the EVO Range is done on a yearly basis. Once the schedule for POST's Basic Academy classes, hired satellite academy graduates, and EVO instructor courses are scheduled, POST then releases all available dates to local and state law enforcement agencies. Currently, reservations come to us in multiple formats: contacting POST by phone, email, texts, and in person. These requests can be a lengthy process (due to going back forth between POST staff and the respective law enforcement entity), because an agency/department doesn't know what dates are available when they contact us.

Typically, this results in the need for the requestor to find available dates, and then take back available dates to their agency for final approval. Once dates are approved by the agency/department, they then must contact POST to finalize the dates. At times, the dates your agency/department approves are no longer available because the dates have been reserved by another agency/department during the meantime. With such little time available on the range, dates go extremely fast, making the current process inefficient and less than ideal for POST's customers.

To help alleviate some angst and strain created by the scheduling process, POST is replacing its current method with a web-based scheduling application in the 2020 calendar year. This change will enable agencies/departments to view the EVO range availability online without contacting POST directly. Once you have determined your desired dates, you will be required to submit a reservation request for each day you would like to train. Once a reservation request has been submitted, your agency/department will receive a confirmation email of the dates you have requested.

All requests are presented to the POST staff in the order they are received. If POST receives more than one request for a single date, the request that was received first will be granted the date and all other requests for this date will be denied—an email will be sent to the agency/department approving or denying the request. Once the request has been approved, the reservation will be automatically populated in the EVO range calendar.

This new process will make the EVO range scheduling process more efficient and enable POST to maintain a digital record of all submitted requests, approved requests and denied requests—all interaction with this new process will be time stamped.

On November 1, 2019, the POST EVO calendar/schedule will be available for "view only" until November 5, 2019. On November 5, 2019, POST will begin accepting reservation requests.

We appreciate your support and welcome any feedback that you may have. We look forward to working with all agencies/departments as we implement this new process and hope it makes reserving the EVO range more efficient. If you have any questions, please contact Jayme Garn at 801-256-2311 or jgarn@utah.gov.

Respectfully,

A handwritten signature in black ink that reads "J. Scott Stephenson".