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| Peoria Police Department Policy and Procedure Manual | |
| Policy 3.03 | Training |



I. POLICY

It is the policy of the Peoria Police Department that all employees receive such training as mandated by the State and adequate additional instruction in all areas required for the proper performance of their specific job tasks.

II. PROCEDURES

A. Organization and Administration

1. **Authority.** The authority and responsibility for all training for both sworn and civilian personnel shall be vested in the Staff Services Bureau Manager of the Peoria Police Department.
2. **Management.** Under the management of the Staff Services Bureau Manager and the supervision of the Training Specialist, the Staff Services Bureau shall: (11.1.1)
 - a. Determine training needs through interaction with the Training Committees and outside sources such as the City and County Attorney offices, Arizona Peace Officer Standards and Training (AZPOST), etc.
 - b. Plan, develop, coordinate, and implement in-house training programs that have received prior approval by the Chief of Police, and coordinate all other training programs for Peoria Police Department personnel.
 - c. Notify supervisors and employees of required or optional training available.
 - d. Notify supervisors and employees of AZPOST courses for which they have been scheduled to attend.
 - e. Ensure that all personnel have attended and satisfactorily completed all mandated training.
 - f. Determine job-relatedness of requested training through interaction with appropriate supervisory personnel.
 - g. Ensure that all training is directed toward the accomplishment of the Peoria Police Department mission by ensuring that each in-house program presented:
 - (1) Focuses on the elements of the job for which formal training is needed
 - (2) Provides clear statements of what is to be learned
 - (3) Provides a basis for evaluation by the participants
 - (4) Provides a basis for evaluating the effectiveness of the training program.
 - h. Assist in the selection of Peoria Police Department training instructors.
 - i. Maintain accurate records of all training received by Peoria Police Department members.
 - j. Evaluate all training programs through employee and supervisor feedback.
 - k. Act as Peoria Police Department liaison with police academy staff. (33.4.3.d)

“Our Community...Our Commitment”

B. Peoria Police Department Training Committee

1. The Peoria Police Department Training Committee (non-sworn and sworn) shall be formed for the purpose of identifying training needs within the Peoria Police Department and assisting in developing programs to meet those needs.
2. The Committee shall consist of a number of members as determined by the Chief of Police. Each major operational component within the Peoria Police Department shall be represented on the Committee. (33.1.1.a)
3. Members of the Committee shall be selected by the Chief of Police to serve a term of two years, coinciding with the fiscal year. If a member is unable to complete their two-year term, a replacement will be selected to fill the unexpired portion of that term. (33.1.1.b)
4. Committee Responsibility. The Committee has the responsibility and authority to: (33.1.1.d)
 - a. Evaluate all training programs used by the Peoria Police Department, both internal and external as required.
 - b. Identify other training needs within their respective Bureaus for command staff consideration.
5. The Training Committee has no authority over the Peoria Police Department's Training function but acts in an advisory capacity through the Chief of Police. (33.1.1.c and d)
6. The Committee shall meet at least twice a year at a time set by the Staff Services Bureau Manager who shall serve as chairperson of the Committee. (33.1.1.e)
7. Upon the conclusion of each meeting, the Staff Services Bureau Manager shall prepare and forward to the Chief of Police the minutes of the meetings and the recommendations regarding current and future training needs.

C. Program Development

1. The Staff Services Bureau Manager, with the assistance of the Training Specialist and the Training Committee, shall use available resources and personnel to identify in-service training needs and develop appropriate training programs to satisfy those needs. Such resources may include, but are not limited to:
 - a. A review of Peoria Police Department inspection reports, staff reports and/or meetings.
 - b. A review of citizen and internal complaints and investigative reports.
 - c. Consultation with field officers, field training officers, and supervisors.
 - d. A review of employee training evaluations.
 - e. A review of the Training Committee's minutes of semi-annual meetings.
 - f. Consultation with the City and County Attorney's Offices.
 - g. Consultation with Deputy Chiefs, Commanders, and Bureau Lieutenants/Managers.
 - h. Consultation with the Chief of Police.
2. The proposed development of new training programs shall be made to and approved by the Chief of Police, through the chain of command, by the Staff Services Bureau Manager. The proposal shall include those resources used to determine the need for the program, and shall address first the areas mandated by AZPOST to maintain peace officer certification.

D. Lesson Plans - Each instructor assigned to present a training class shall prepare a lesson plan for the course of instruction.

1. The lesson plan shall be comprehensive and accurate. The lesson plan shall be required of both internal and visiting instructors unless the lesson has been pre-approved by AZPOST.

2. Guidelines and format of the lesson are to include:
 - a. Course: The title of the course or school, i.e., Emergency Vehicle Operations.
 - b. Subject: The title of the block of instruction the lesson covers, i.e., The Mechanics of Driving.
 - c. Instructional Unit: The subdivisions for each block of instruction. The subject "Mechanics of Driving" may have instructional units covering backing, skid control, obstacle course, etc. (33.1.4.b)
 - d. Lesson Number: Some courses will consist of more than one lesson. Number the lessons consecutively.
 - e. Method: The type of instructional procedures to be used. Method may include some or all of the following: (33.1.4.b)
 - (1) Lecture.
 - (2) Demonstration.
 - (3) Discussion.
 - (4) Role Playing.
 - f. Time: The amount of time needed to present the lesson.
 - g. Audience: To whom the lesson is directed, i.e., civilian employees, police officers, etc.
 - h. Teaching Aids: Teaching aids to be used during the presentation. These may include:
 - (1) Overhead projector.
 - (2) Handouts.
 - (3) Audio or video tapes.
 - (4) File or slide projector.
 - (5) Flip charts.
 - (6) Marker board or chalkboard.
 - (7) PowerPoint presentations.
 - i. Reference Materials: List reference materials used in developing the lesson.
 - j. Assignments: List the assignments, if any, that will be given the students.
 - k. Student Materials: List the materials the student will need in order to be prepared for the class, i.e., pencil, paper, calculator, ruler, etc.
 - l. Job Related Objective: What the student should learn upon the completion of the class, i.e., "Upon completion of this course the student should be able to..." (33.1.4.a)
 - m. The lesson plan must indicate that the material presented in class will be reviewed prior to testing.
 - n. Type of test, if any, to be given, i.e., essay, multiple choice, practical, etc. The Staff Services Bureau Manager must receive a copy of the test prior to lesson presentation. (33.1.4.d)

E. Approval of Lesson Plans (33.1.4.c)

1. For AZPOST

- a. All instructors shall, no less than 10 days prior to the presentation of a lesson, submit an electronic copy of the lesson plan with a description of the learning objectives to the Training Specialist who will ensure the lesson plan is within appropriate format as well as complete. The instructor will further provide a copy of the lesson plan and all handout materials to the Training Specialist. The Training Specialist will then forward the lesson plan to the Staff Services Bureau Manager for approval.
 - b. The Staff Services Bureau Manager shall verify that the objectives meet Peoria Police Department requirements and shall either approve the lesson for presentation or return it for further information prior to sending it to the Support Services Division Commander for approval.
2. Non-AZPOST Approved Classes
- a. All instructors shall, no less than 30 days prior to the presentation of a lesson, submit an electronic copy of the lesson plan to the Training Specialist who will ensure the lesson plan is within appropriate format as well as complete. The instructor will further provide a copy of the lesson plan and all handout materials to the Training Specialist. The Training Specialist will then forward the lesson plan to the Staff Services Bureau Manager for approval.
 - b. The Staff Services Bureau Manager shall ensure that the lesson plan is consistent with the lesson plan development guidelines, existing state requirements and agency policies, and shall either approve the lesson plan or return it for further information prior to sending it to the Support Services Division Commander for approval.
3. Lesson Plan Retention
- a. All approved lesson plans will be maintained electronically by the Training Specialist. Lesson plans shall be maintained within two categories:
 - (1) Active
 - (2) Inactive
 - b. The electronic copy of all lesson plans and related handouts will be placed on a CD every six months and maintained by the Training Specialist.
 - c. Lesson plans should be updated every two years. Once a lesson plan is found to be obsolete or no longer necessary, it will be moved from the active file to the inactive file. Lesson plans will be maintained in the inactive file for a period of three years plus six months from the last revision date, at which time it will be destroyed.

F. Lesson Presentation - Each class presentation shall include at least the following:

1. Introduction - This first phase of instruction is used to prepare the student to receive the lesson or instruction that will be presented. The introduction should include at least the following:
 - a. At the beginning of each course, participants shall be instructed as to the performance objectives of the course, the type of testing that will be used and the requirements for a passing score. (33.1.4.a and d)
 - b. Why the lesson is being taught.
 - c. The benefits derived from learning the material presented.
2. Presentation - The step by step teaching of the material.
3. Application/Demonstration - Explanation of the application of the material presented or hands on performance by the student when applicable.
4. Review - A summary of the material presented with emphasis on major points of instruction.
5. Test - The determination of the student's comprehension of the lesson content. All written tests are to be approved by a qualified instructor. Tests may be formal written exams or may consist of informal questioning sequences by the instructor. The purpose of any test shall be to ensure student comprehension of the covered material.

6. Course Critique - A written evaluation of the course content and effectiveness of the instructor as perceived by the student.
- G. Curriculum Records - In addition to the employee training file, the Staff Services Bureau Manager shall maintain records on training classes conducted within the Peoria Police Department and attended by Agency employee(s). These records shall contain:
1. Lesson plans or course content. (33.1.7.a)
 2. Names of Agency attendees. (33.1.7.b)
 3. Performance of individual attendees as measured by test, if administered. (33.1.7.c)
- H. Training Records
1. Attendance at all training schools or sessions shall be documented and records maintained by the Staff Services Bureau Manager. The employee's training file shall be updated following the successful completion of each training program. Employees attending courses or schools outside the Peoria Police Department shall be responsible for submitting a certificate of completion or other appropriate documentation to the training function. This documentation shall be provided as soon as practical after completion of the course or school. (33.1.6)
 2. In-house Training. The file for in-house training shall contain at least the following information:
 - a. The name and date of the course attended.
 - b. The length of the course in hours.
 - c. The name(s) of instructors.
 - d. Hours of AZPOST credit awarded for each class, if applicable.
 - e. The employee's performance as measured by tests, if administered.
 - (1) Participants of all in-service training courses may be tested in their ability to use the knowledge and skills covered in the course.
 - (2) Competency-based testing, based upon the performance objectives of the course, may be employed.
 - f. A copy of the course certificate, if issued.
 3. Release of Training Records
 - a. Training records shall not be released outside the agency without specific legal authority.
 - b. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Staff Services Bureau Manager who shall in turn forward the request to the City Attorney through the Chief of Police, along with the "Request for Release of Information" form.
- I. Attendance
1. Mandatory Attendance. When attendance at a training course is mandatory, the training order shall stipulate that the training is mandatory and shall list the personnel who are required to attend.
 2. Exceptions. All employees shall be required to attend mandatory training except under the following conditions: (33.1.2)
 - a. Persons with pre-approved vacation shall not be required to attend the training class if there is a conflict, however, must be scheduled to attend another session by their immediate supervisor.

- b. Exceptions to attendance may be granted by the applicable Bureau Lieutenant/Manager, such as illness, court attendance or personal or Peoria Police Department business of an emergency nature. Every effort shall be made to schedule the employee in another scheduled session.
- c. Any other make-up training, if required, shall be scheduled through the chain of command to the Staff Services Bureau Manager.

3. Training Attire

- a. Employees will dress in appropriate business attire (see City of Peoria Employee Dress Code Guidelines, City Policy 5-3) for all in-service training. Exceptions may be made for physical training or training held outdoors.
- b. Denim, regardless of color, will not be worn to training (an exception may be made by the Staff Services Bureau Manager due to the type of training or if it is "Casual Friday".)
- c. On all scheduled modular training days, when in-service training is being conducted, officers are required to have a complete uniform (and equipment) available in the station in the event training ends early or a situation occurs that requires additional staffing. Officers may wear their uniforms to training if they choose.

J. Training Requests

- 1. All requested training classes must be submitted on the Peoria Police Department authorized Training Request form and routed to the appropriate level in the chain of command. The form will then be forwarded in its entirety to the Training Specialist. If it is an AZPOST sponsored class, the Training Specialist shall register the employee for the class. The Training Specialist shall note on the bottom of the form the date that the employee's registration was called in to AZPOST. Once this is completed, the Training Specialist shall place the white copy of the form in the employee's training file and will notify the employee and their supervisor by email that the employee is approved for training.
 - a. All registrations for classes other than AZPOST sponsored classes will follow the same procedure, using the Training Request form. Registration fees, including travel arrangements, reservations, etc., will be made by the Administrative Assistant assigned to the Staff Services Bureau. Once the employee is properly registered and the fees are covered, the employee will receive an Itinerary/Confirmation Form from the Administrative Assistant assigned to the Staff Services Bureau.
 - b. Regardless if the requested training is approved or disapproved, the completed Training Request form shall be forwarded to the Staff Services Bureau Manager for distribution.
- 2. Routing. In-state travel requests must be routed through the employee's immediate supervisor to the appropriate level in the chain of command. Out-of-state travel requests must be approved by the employee's Deputy Chief, Commander, the Chief of Police, and the Deputy City Manager.

K. Reimbursement - Employees shall be reimbursed for expenses incurred as a result of attending training programs in accordance with established city policy. Reimbursement will not be made for expenses incurred from attending any type of training for which an employee has not received prior approval from the Chief of Police or designee. (33.1.3)

L. Police Academy - The basic police officer academy consists of a designated number of training hours as specified by the Academy Director. The curriculum, approved by AZPOST, uses evaluation techniques designed to measure competency in the required skills, knowledge, and abilities on the most frequent jobs assigned to officers. The Peoria Police Department will use only available regional academies, which are mandated to provide basic police officer training for non-certified recruits at no cost to law enforcement agencies throughout the State of Arizona. The Glendale Community College Law Enforcement Academy will be used only for reserve officers and the Peoria Police Department will pay the required fee upon sponsorship. (33.2.3)

- 1. The Peoria Police Department shall provide input to the academy regarding training needs through participation on the academy advisory committee. (33.2.3)
 - a. The Chief of Police shall appoint an employee to serve on the Committee at his discretion.

- b. The appointee shall obtain input from the Staff Services Bureau Manager and other Peoria Police Department supervisors regarding needed changes, additions, or deletions to the academy training programs, and present this input at the scheduled advisory meetings.
2. Newly sworn officers shall not be authorized to carry a firearm or to make an arrest until they have successfully completed the academy's basic peace officer training program. The only exception to this is if it is part of the approved field training program, or if the employee has received a waiver certification from AZPOST. (33.4.1)
 - a. The academy provides an orientation handbook to all new recruit personnel at the time academy training begins. (33.2.4)
 - b. Any member of the Peoria Police Department suffering an injury as a result of activity or instruction at the academy will be covered under the State Compensation Fund. The academy shall not be responsible for any medical bill incurred by a recruit as a result of attending the academy.
 - c. Any member of the Peoria Police Department who suffers any civil action as a result of participation in the academy is covered by the city police liability insurance carrier. (33.2.3)
 - d. The Peoria Police Department may provide Recruit Training Officers (RTO's) and qualified guest instructors to teach at the academy when requested, based on staffing availability. (33.2.3)

M. Orientation Period (1.2.9)(33.2.5)

1. Duration. Upon accepting full-time employment as a Peoria Police Officer and after achieving AZPOST Certification, officers shall be assigned to a minimum of a two (2) week orientation period. During orientation, instruction shall be given in Peoria Police Department policies and procedures, rules and regulations, city ordinances and codes, Bias Based Profiling, and other specialized training specific to the City of Peoria, such as MDC's and Pronet operation. The orientation period may be extended if additional training is necessary, before active participation in the Field Training Program, as determined by the Staff Services Bureau Manager.
2. Input will be received from other various sources (Training Specialist, FTO's, instructors, staff, etc.) to assist in the determination of additional training.

N. Officer in Training Program (OIT)

1. OIT's, after successful completion of the basic academy, and newly hired lateral sworn officers, are required to complete a structured Field Training Program prior to being solo qualified.
 - a. For new officers who have recently graduated from an academy, the sixteen (16) week training period for OIT's shall be divided into four, four (4) week phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase has a duration as follows: (33.4.3.a and f)
 - (1) Phase I – Four (4) weeks
 - (2) Phase II – Five (5) weeks
 - (3) Phase III – Five (5) weeks
 - (4) Phase IV – Two (2) weeks
 - b. For newly hired lateral officers, the field training may be shortened based on their prior law enforcement experience and demonstrated performance.
 - c. Following the successful completion of the sixteen (16) week Field Training Program, solo-qualified officers shall be evaluated weekly for an additional twelve (12) weeks by their immediate supervisor.
2. During the Field Training Program, the OIT shall receive additional training and evaluations in such areas as Peoria Police Department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the Peoria Police Department Field Training Manual. (33.2.5)

- a. The Field Training Program shall identify the tasks most frequently performed by certified officers and evaluate the OIT's job performance in those dimensions. (33.4.2.a)
 - b. Standardized evaluation techniques designed to measure the OIT's competency in the required skills, knowledge, and abilities shall be used. (33.4.2.b)
3. The field training period may be extended when the performance of the OIT indicates additional training is needed, as indicated in the FTO evaluations.
 4. New employees shall be informed of the activities and actions involved in the accreditation process as part of their orientation period with the Peoria Police Department. (33.5.3.a)
 5. The Training Specialist will maintain a liaison with the FTO's for the purpose of assisting with training problems and for conducting end of phase evaluations at the completion of each of the four training phases. The Training Specialist will maintain responsibility of the training files containing the FTO evaluations. (33.4.3.c)
 6. All reserve officers are required to successfully complete a structured Field Training Program prior to attaining solo status.
 7. Reserve officers are required to complete a minimum of 640 hours of field training divided into the four (4) phases. This minimum 640 hour four (4) phase training must be completed within three years of completion of the reserve academy or appointment as a reserve officer. If the reserve officer fails to complete the FTO Program within the three year period without reasonable justification, or if the reserve officer is failing to progress through the field training program due to performance problems, a recommendation of termination will be made by the Staff Services Bureau Manager to the Support Services Division Commander.
 8. Following the successful completion of the minimum 640 field training program, solo reserve officers will be evaluated monthly for an additional six months by their immediate supervisor.
 9. The field training period may be extended when the performance of the reserve officer indicates additional training is needed, as indicated in the FTO evaluations.
- O. Field Training Officer Selection and Training (33.4.3.b)
1. Selection. Selection of Field Training Officers will be in accordance with Policy #3.05 - Transfer, Assignment and Career Development of Personnel, and assigned at the discretion of the Chief of Police.
 2. FTO Training. All officers assigned as FTO's will successfully complete an approved field training program prior to receiving a slot as an FTO. All officers assigned as FTO's will receive FTO orientation training conducted by the Training Specialist. (33.4.3.e)
 3. Evaluation. FTO's' training effectiveness shall be evaluated by their immediate supervisor and Training Specialist. (33.4.3.c)
 4. Required Reports. FTO's shall conduct their training and make required reports and recruit evaluations as outlined in the Field Training Officer's manual. (33.4.3.g and h)
 5. OIT's and lateral sworn officers shall evaluate each FTO from which they have received training after completion of each phase in the FTO program. This shall be accomplished in writing, as outlined in the FTO Manual, utilizing the appropriate form.
- P. Selection of Instructors for In-Service Training
1. Instructors for all training courses conducted by the Peoria Police Department shall be selected by the Staff Services Bureau Manager. Instructors shall be selected on the basis of:
 - a. Specific knowledge in the area to be taught.
 - b. Knowledge of teaching theories and methods.

- c. Personal desire and ability to teach others.
 - d. General knowledge of law enforcement and related fields.
 - e. AZPOST instructor certification.
2. The tenure of instructors for Peoria Police Departmental training programs shall be dependent upon:
 - a. The training needs of the Peoria Police Department.
 - b. The availability of qualified instructors to satisfy training needs.
 - c. AZPOST instructor certification.
 3. Inter-agency Training. The Peoria Police Department recognizes and encourages the exchange of qualified training instructors between the Peoria Police Department and other local criminal justice agencies in order to:
 - a. Promote better understanding between agencies.
 - b. Obtain training specialties not available within the Peoria Police Department.
 - c. Provide exposure to various training techniques.
 4. Outside Instructors. It shall be the responsibility of the Staff Services Bureau Manager to ensure that visiting instructors are properly qualified to instruct the particular subjects for which they are used.
 - a. Proper AZPOST instructor certification or academic qualifications shall be determined when appropriate.
 - b. Course objectives shall be submitted and approved by the Support Services Division Commander prior to training by a visiting instructor, unless an AZPOST lesson plan is utilized.
 5. AZPOST certified instructors shall be used by the Peoria Police Department to instruct in-service and advanced training courses and shall be trained in the areas of lesson plan and performance objective development, techniques of instruction, testing and evaluation, and effective resource utilization. (33.3.1.a through e)

Q. In-Service Training

1. Training Schedule. The Training Specialist shall schedule training for all sworn employees. This training shall address those areas mandated by AZPOST to maintain peace officer certification, and any other areas based upon the needs of the Peoria Police Department.
2. All sworn employees shall receive annual training in the following areas: (33.5.1)
 - a. Firearms qualification. (See Peoria Police Department Firearms Policy #4.09)
 - b. Use of force policy review. (See Peoria Police Department Policy #1.03)
 - c. Law and legal updates. (See Peoria Police Department Policy #7.03)
 - d. Bloodborne pathogens (OSHA mandated)
 - e. Hazardous materials (HAZMAT) first responder (OSHA mandated)

R. Advanced Training (33.5.1)

1. Purpose. Advanced training for Peoria Police Department personnel shall be made available within Peoria Police Departmental budget and staffing constraints. Advanced training will be used to improve the capabilities of employees who have shown qualities beneficial to the Peoria Police Department and to provide training necessary to qualify personnel to fill needed positions within the Peoria Police Department.

2. While some advanced training is not mandated by Peoria Police Department policy, it may be considered as a factor in promotion and job assignment, and is necessary for career development. Examples of advanced training include AZPOST classes, such as Interview and Interrogation, General Instructor Certification, etc.
- S. Specialized Training.
1. Specialized training shall be required for any employee assigned to positions requiring specialized skills such as; bicycle patrol officer, hostage negotiator, range master, police service dog handler, traffic officer, and Critical Incident Stress Management (CISM) team member.
 2. Specialized training provided to personnel assigned to specialized positions shall include the following:
 - a. Enhancement/development of knowledge, skills, and abilities particular to the assignment. (33.6.1.a)
 - b. Instruction on applicable personnel policies regarding the function of, as well as training in supervision, management, and administration. (33.6.1.b)
 - c. Instruction on the agency procedures, rules, policies, and regulations specifically related to the function.
 - d. Structured/supervised on-the-job training. (33.6.1.c)
- T. Roll Call Training - Roll call training shall be used to supplement all other training and to keep officers current on applicable issues between in-service training sessions. (33.5.2)
1. Responsibility. Supervisors shall be responsible for conducting roll call training sessions. They shall plan dates and times of presentation so that all applicable personnel under their command receive the appropriate information.
 - a. Roll call training will normally be from 10 to 15 minutes in duration and may be conducted as part of the shift briefing.
 - b. Training will normally include but is not limited to:
 - (1) Updates in policies, procedures, and programs.
 - (2) Job related videotapes and films.
 - (3) Legal updates.
 - (4) Training Bulletins.
 - (5) AZPOST teleconference classes offered on videocassette and/or DVD.
 - c. Instructional techniques may consist of:
 - (1) Showing videos or films.
 - (2) Lecture or demonstration.
 - (3) Review of written material.
 - (4) Other methods as deemed appropriate by the presenter.
 2. Roll call training may be conducted by supervisors, training personnel, other employees with specific expertise in the area to be taught or guest instructors.
 - a. Although not a formal training session, each roll call training session should have a stated learning objective that the student is aware of, at the beginning of the training session.
 - b. Student evaluation, while not mandatory, is permissible. Evaluation may be in the form of a written examination or a questioning sequence designed to ensure the learning objective has been met.

3. Record of Training. Supervisors shall be responsible for scheduling roll call training for their employees based on time and staffing constraints. A record of the training shall be sent to the Training Specialist showing the date, topic, length in time of presentation, and persons in attendance for inclusion in the employee's training file.
4. Materials. Supervisors shall be responsible for obtaining needed materials from the Staff Services Bureau, or may utilize other resources, such as the video library at the academy.
5. The Training Committee, based on input from supervisors, employees and the training academy, shall be responsible for identifying proper topics to be addressed during roll call training. The Training Specialist shall forward suggestions for roll call training needs to the Staff Services Bureau Manager who will coordinate this need with their peers.

U. Training Bulletins

1. Training bulletins will be issued by the Training Specialist as necessary regarding recent court decisions and other applicable issues.
2. Content. These bulletins shall include:
 - a. The source of the material being presented.
 - b. A brief description of the issue.
 - c. An explanation of how the issue applies to the Peoria Police Department, if necessary.
3. Distribution. Supervisors shall be responsible for reviewing training bulletins with those employees affected by the issues in the bulletin.
4. Input. Employees having material or topics they feel should be covered in a training bulletin should forward the material and/or their ideas to the Training Specialist for consideration.

V. Civilian Training

1. Orientation. All newly appointed civilian employees shall receive orientation training in which such topics as the Peoria Police Department's role, policies, procedures, rules, regulations, working conditions, employee rights and responsibilities, accreditation, etc., are covered. This training shall be in addition to the new employee orientation conducted by the Human Resources Department. (33.7.1.a & b & c)
2. Job Responsibility. Civilian employees shall receive training to meet the requirements of the various job responsibilities to which they are assigned.
3. Specialized and In-service Training. Due to the nature of some civilian positions, in-service, specialized training or orientation shall be necessary prior to the employee assuming the responsibilities of the position. This training may include, but is not limited to, the areas of community oriented policing, report writing, civil liability, and communications/customer service. These positions include: (33.7.2)
 - a. Animal Control personnel.
 - b. Communications personnel.
 - c. Records Management personnel.
 - d. Police Services Officers.
 - e. Public Education Specialists.

- W. Skill Development - All newly promoted supervisors shall receive on-going training to obtain or enhance their knowledge, skills, and abilities. This shall be accomplished through in-house classes or advanced classes offered by AZPOST, or other approved vendors. (33.8.2)

X. Remedial Training (33.1.5)

1. Participants who fail to pass a required in-service training course shall be given the opportunity to receive remedial training and take another test when the scheduling of the training function permits. Failure to meet minimum requirements may result in corrective action. It shall be the responsibility of the class instructor to advise the Training Specialist in writing when a Peoria Police Department employee fails to pass an in-service training course. This shall be accomplished as soon as possible so that remedial training can be scheduled. Remedial training shall normally be scheduled within ten (10) days following the unsuccessful completion of the training course.
2. If a Peoria Police Department employee fails to qualify with their Peoria Police Department issued firearm, or has an accidental discharge and remedial training cannot be immediately conducted at the range, that employee shall be assigned to administrative duties until such time as they qualify with their firearm. The Peoria Police Department Rangemaster shall forward a memorandum to the Staff Services Bureau Manager outlining the necessity for remedial training. Remedial training shall normally be scheduled within ten (10) days.
3. For the purposes of this policy, a failure to pass in-service firearms training occurs when the employee has tested three consecutive times, within a twenty-four hour period, and has not successfully completed the firearms course.

Y. Accreditation (33.5.3.b & c)

1. The Accreditation Specialist shall familiarize all agency personnel with the accreditation process during the self-assessment phase associated with achieving the initial accreditation and each subsequent re-accreditation. This can be done through monthly newsletters (which should also be sent to the City Manager for his distribution), in-service training, or roll-call training.
2. Prior to each on-site assessment, the Accreditation Specialist shall familiarize all agency personnel with the accreditation process.

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