

Training Policy

208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that meets the standards of the Arizona Peace Officers Standards and Training Board's (AZPOST) continuing training, proficiency training and firearms qualifications requirements and that provides for the professional growth and continued development of its personnel. By doing so, the Department seeks to ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the AZPOST or other regulatory or nationally recognized entities.

208.3 OBJECTIVES

The objectives of the training program are to:

- Enhance the level of law enforcement service to the public.
- Increase the technical expertise and overall effectiveness of Department personnel.
- Provide for continued professional development of Department personnel.
- Assist in compliance with AZPOST rules and regulations concerning law enforcement training.

208.4 TRAINING PLAN

It is the responsibility of the Training Section to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Department required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging training for personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Section shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required minimum mandated training of personnel.

Training listed may be provided in basic training programs. The Training Section is responsible for ensuring members of the Department have been trained as required.

208.4.1 STATE MANDATED TRAINING

State training requirements include, but are not limited to:

(a) Basic training:

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- 1 Sworn members of the Department must successfully complete basic training pursuant to AAC § R13-4-110 before being granted certified status and performing the duties of a peace officer.
- 2 The basic training requirement may be waived when this department utilizes an individual under exigent circumstances, under the direct supervision of a certified peace officer as part of the field training program or the individual has otherwise received an AZPOST waiver.

(b) Certification retention:

- 1 All sworn members of the Department shall receive continuing training, proficiency training and firearms qualification courses as required by AAC § R13-4-111.
- 2 An officer who fails to satisfy AZPOST required continuing or proficiency training, shall not engage in enforcement duties, carry or use a firearm on-duty, wear or display a badge, wear a uniform, make arrests, perform patrol functions or operate a marked vehicle (AAC § R13-4-109.01(C)).

208.5 TRAINING NEEDS ASSESSMENT

The Personnel and Training/Youth Services Manager will conduct an annual training-needs assessment and complete a report of the training-needs assessment, including recommendations from the Training Advisory Board. The report will be provided to the Chief of Police or designee. Upon review and approval by the Chief of Police or designee, the needs assessment will form the basis for the training plan for the ensuing fiscal year.

208.6 TRAINING ADVISORY GROUP

The Training Advisory Board serves to review the training practices of the Department and to make recommendations to the Chief of Police regarding needed changes in curriculum, training facilities, policy or direction to meet AZPOST standards.

208.6.1 TRAINING ADVISORY GROUP GUIDELINES

The Peoria Police Department Training Advisory Group (TAG) (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. (33.1.1.a)

The TAG 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 TAG. (33.1.1.a)

Members of the TAG 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)

Responsibility-the TAG has the responsibility and authority to: (33.1.1.d)

- Evaluate all training programs used by the Peoria Police Department, both internal and external as required.
- Identify other training needs within their respective sections for command staff consideration.

The TAG 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) (33.1.1.d)

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The TAG shall meet at least twice a year at a time set by the Youth and Support Services Section Manager who shall serve as chairperson of the TAG. (33.1.1.e)

Upon the conclusion of each meeting, the Youth and Support Services Section Manager shall prepare and forward to the Chief of Police the minutes of the meetings and the recommendations regarding current and future training needs.

208.7 TRAINING RECORDS

The Training Section is responsible for the creation, filing and storage of all training records in compliance with AZPOST (AAC § R13-4-108(B)(6) and AAC § R13-4-111(A)(5) and (B)(5)). Training records shall be retained as long as the employee's personnel file is retained. If an officer satisfies the requirements for certification retention training from an outside provider, he/she shall provide the Training Sergeant with attendance verification and information that documents that the training meets AZPOST standards.

208.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Peoria Police Department policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Section. Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Section.

Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.