

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 33 TRAINING AND CAREER DEVELOPMENT CALEA Standard(s):	General Orders
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CHAPTER 33 TRAINING AND CAREER DEVELOPMENT

33.1 TRAINING

- A. The profession of law enforcement requires ongoing training in base proficiencies and familiarity with best practices in each area of assigned duties. The Department will maintain a training program that meets State standards for sworn personnel.
- B. In order for training to qualify for AZPOST training credit, the instructors shall have completed the AZPOST General Instructor course.
- C. All training shall be supported by appropriate documentation.

33.2 RECRUIT TRAINING

- A. The Department shall assign newly hired sworn personnel who are not yet AZPOST certified to attend an AZPOST approved training academy. The Chief (or Chief's designee) shall maintain regular contact with the academy regarding the progress of any recruit placed at the academy.
- B. No recruit shall be permitted to carry a weapon or make an arrest prior to certification, except as a part of an academy training process.
- C. Sworn personnel must become certified and maintain certification as an AZPOST certified peace officer. Recruits who fail to complete the academy are subject to termination for failure to meet probationary standards.
- D. All sworn personnel will complete a Field Training Program (FTO) prior to completion of their probation or release to work as a solo officer on patrol. Generally, the FTO program for new officers is 12 weeks long. Field training for officers who have previously served as peace officers in Arizona may be adjusted

to reflect their experience. The field training of sworn personnel will last until the officer has demonstrated proficiency in required skills and knowledge, as well as in agency policies, procedures, rules and regulations.

E. The Sergeant in charge of the FTO program shall maintain an FTO manual that defines the program in detail and shall supervise officers assigned as FTO's in their duties as FTO's. The FTO program shall rotate officers in their field assignments among different shifts and areas of the city using different FTOs, as permitted by Department staffing.

F. Field Training Officers, selected by the Chief based on their qualifications and experience, are responsible for consistent evaluation of recruits and consistent application of the training policies in accordance with the FTO manual. They shall be trained by the FTO program supervisor and shall submit evaluations of recruits as required by the program.

G. Field training shall also be provided for newly promoted sergeants. The program shall be the responsibility of the FTO Sergeant. .

H. Non-sworn employees shall be trained by the supervisor to whom they are assigned, or the person designated by the supervisor to train the employee.

I. All training shall be thoroughly documented and maintained in an employee's training file.

J. The FTO Sergeant shall assure that out-of-state lateral sworn employees have had training on handling situations involving the mentally ill; if not, it shall be provided.

33.3 PROFICIENCY AND CONTINUING TRAINING REQUIREMENTS

A. Sworn personnel shall meet AZPOST's annual proficiency and continuing training requirements, as well as any required Department proficiency and continuing training requirements. An employee who fails to attend assigned required training must provide the employee's supervisor with a written explanation of the reason for the employee's absence. Employees who do not meet mandated annual training requirements necessary to maintain certification shall be relieved of duty. Failure to attend scheduled training or complete training requirements may subject the employee to discipline, up to and including termination.

The Training Officer is responsible for scheduling all training, arranging for make-up sessions when reasonably required and maintaining documentation that meets AZPOST requirements for annual training.

B. At least every three years, training of officers shall include training on handling situations involving the mentally ill and on the impropriety of bias based policing, including the legal requirements and sanctions.

C. Every year, the Department shall conduct training on legal updates, revisions in agency policy/procedures and rules and regulations, and the All Hazards Plan as noted in 47.2. Employees required to use fire extinguishers will also receive annual training on the proper use of the extinguisher.

D. The department shall regularly provide awareness training for events involving hazardous materials per 47.3.E.

33.4 NON-SWORN TRAINING

The training of non-sworn employees shall depend upon the classification of the employee but may include basic on-the-job training specific to the assignment and periodic training intended to further the skills of the employee.

A. In-service training is required for the following positions: Dispatcher, Records Clerk, Property and Evidence Custodian, Administrative Secretary, and Crime Analyst.

B. All new non-sworn employees shall receive training regarding:

1. the Department's role, purpose, goals, policies and procedures,
2. working conditions and rules and procedures,
3. responsibilities and rights of employees, and
4. the importance of customer service.

33.5 REMEDIAL TRAINING

Remedial training in critical job skills may be made available for an employee, based on available resources. When made available, the employee shall attend and successfully complete the remedial training. Failure to attend or complete remedial training may affect the employee's employment status.

33.6 TRAINING FOR SPECIALIZED DUTIES, SPECIAL ASSIGNMENTS AND PROMOTIONS

A. Specialized Duties. Specific duties, such as accessing the state criminal history database or operating certain equipment, may require specialized training or certification. Necessary certification, training and retraining requirements should be identified, supervised, documented and managed by the supervisors or commanders of the unit requiring the training.

B. Specialized Assignments. Certain assignments require training specific to the unit (SWAT, motor officers, canine handlers). Necessary training and retraining

requirements should be identified, supervised and managed by the supervisors or commanders of the unit requiring the training.

C. Promotion. Job related training should be provided to all newly promoted personnel, either prior to promotion or within their first year on the job. Sergeants shall complete an FTO program for sergeants; all other training will be accomplished or arranged for by the employee's newly assigned supervisor.

All supervisors promoted to mid-management level positions shall successfully complete or register for the AZPOST's Arizona Leadership Development (ALP) program or equivalent, within one year of promotion.

33.7 TRAINING FILES

A. A training file should contain a record of all training received by the employee from the date of hire. The record shall include the type of training received, the date of the training, the name of the instructor, the length of the training and, if a test was administered at the conclusion of the training, whether or not the employee succeeded in the test.

B. The record shall include both proficiency training and continuing training and shall record the employee's compliance, if sworn, with the AZPOST continuing education and proficiency training requirements.

C. Records shall also be maintained for each training class. The records shall include the lesson plan or course content, names of attendees, and performance of individual attendees on any tests.