

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject PEACE OFFICER TRAINING ADMINISTRATION	Policy Number GG-1 Effective Date 10-26-23
Related Information CP-2, <i>Code of Conduct</i> CP-8, <i>Preventing Racial and Other Bias-Based Profiling</i> GB-2, <i>Command Responsibility</i> GC-4(S), <i>Sworn Employee Performance Appraisals and Management</i> GC-7, <i>Transfer of Personnel</i> GC-17, <i>Employee Disciplinary Procedures</i> GD-21, <i>Business Travel and Travel Expenses</i> GG-2, <i>Detention/Civilian Training Administration</i> GH-4, <i>Bureau of Internal Oversight Audits and Inspections</i> GH-5, <i>Early Identification System</i> GJ-23, <i>Firearms</i> GJ-26, <i>Sheriff's Reserve Deputy Program</i> GJ-27, <i>Sheriff's Posse Program</i> GJ-30, <i>TASER Conducted Energy Weapon (CEW)</i>	Supersedes GG-1 (11-17-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the administration of training for all deputy recruits, deputies-in-training, deputy sheriffs, reserve deputies, deputy services aides (DSAs), posse members, and deputy supervisors.

POLICY

It is the policy of the Office to ensure that deputy recruits, deputies-in-training, deputy sheriffs, reserve deputies, DSAs, posse members, and deputy supervisors are trained to perform the job duties of their respective classifications.

DEFINITIONS

Advanced Officer Training (AOT): For the purpose of this Office Policy, this training provides information to update and refresh the knowledge, skills, and abilities necessary to perform the duties of sworn personnel who have completed the Basic Training Academy and Field Training Program.

Arizona Peace Officer Standards and Training Board (AZPOST): The state agency overseeing the certification of peace officers in Arizona; AZPOST provides formal guidelines for the sworn Basic Training Academy and annual training requirements needed to maintain certification as an Arizona peace officer.

Basic Training Program: A program designed to provide information for deputy recruits and deputies-in-training to develop the knowledge, skills, and abilities necessary to perform the duties of a deputy sheriff. This program consists of a Basic Training Academy, a Post-Academy, and a Field Training Program.

Check Ride: When the Sworn Field Training Coordinator or the Field Training Supervisor accompanies an officer-in-training (OIT) on a patrol shift and makes independent observations to aid in the determination of whether to extend a field training phase, as well as for how long to extend the phase.

Compliance Coordinator: An employee whose responsibilities are to monitor compliance results generated within TheHUB learning system and to report to the Training Division Commander on the percentage of employees who have completed training throughout the year.

Court Order Required Training (CORT): The section of the Training Division that covers CORT Technical Support, CORT Curriculum Development, CORT Implementation, CORT Administration, and a supervisor to oversee all positions.

Curriculum Vitae (CV): A complete list in clear, chronological order of an individual's whole career. It is intended to be a full record of a career history.

Deputy Recruit: A new hire attending the Office's Basic Training Academy or another AZPOST-approved academy.

Deputy Services Aide (DSA): A civilian employee who is not a law enforcement officer, does not have arrest authority, and shall not act in a law enforcement capacity. A DSA is trained to assist Office patrol districts with various law enforcement functions to include administrative duties, lower priority level calls for service which do not require the response of a sworn deputy, and other events determined by a sworn supervisor to allow patrol deputies to respond to higher priority calls for service.

Field Training Officer (FTO): A deputy who has received specialized training, has demonstrated a professional demeanor, is able to communicate effectively, has good organizational skills, is self-motivated and decisive, has an above average knowledge of Office Policy, and who has been delegated the responsibility of guiding a deputy-in-training through the Field Training Program. This individual has successfully passed the rigors of a Professional Standards Bureau (PSB) disciplinary review as required by this Office Policy.

Field Training Program: On-the-job training provided after successfully completing the Office's Basic Training Academy or another AZPOST-approved academy.

Mandatory Training: Mandatory training includes, but is not limited to, all court ordered training and all training specifically designated as mandatory by command staff.

Misconduct: Includes any violation of Office Policy or Procedure, federal, state, or local criminal or civil law, constitutional violations, whether criminal or civil, administrative rules including, but not limited to, the Maricopa County Merit System Rules, or Office regulations.

Criminal Misconduct: Misconduct by an employee that a reasonable and trained supervisor or internal affairs investigator would conclude could result in criminal charges due to the apparent circumstances of the misconduct.

Minor Misconduct: Misconduct that, if sustained, would result in discipline or corrective action less severe than a suspension.

Minor misconduct, while a violation of Office Policy, can often be addressed with supervisor-initiated intervention intended to improve a situation, or prevent a potential negative work performance situation from progressing into a misconduct investigation. To address these employee behaviors, supervisors may initiate an intervention method, as specified in Office Policy GH-5, *Early Identification System*, to include; Squad briefing; meeting with supervisor; employee services; supervisor ride-along/work along; training; supervisor evaluation period; action plan; meeting with the commander; re-assignment; and coaching. The use of intervention shall only be used to address employee minor misconduct or behavior that does not exceed a Category 1, First or Second Offense or a Category 2, First Offense, and which has not been received by the Office as an External Complaint, or has not already been assigned to the Professional Standards Bureau (PSB).

Serious Misconduct: Misconduct that, if sustained, would result in discipline of a suspension, demotion, or dismissal.

Officer: For the purpose of this Office Policy, an officer is a deputy sheriff who maintains certification as a peace officer through AZPOST.

Officer-In-Training (OIT): A deputy sheriff who participates in the Field Training Program after successfully completing the Office's Basic Training Academy or another AZPOST-approved academy.

Proficiency Instructor: A person qualified to teach a specific topic or topics related to proficiency training. Qualifications include, at a minimum: meeting the qualifications for General Instructor; maintaining instructional competency through continued course work and/or Office experience; and successfully completing a proficiency instructor course in a topic area listed in Arizona Administrative Code R13-4-111(B) (2) (b) that includes a competency assessment to instruct in that area within the Basic Training Academy course or completing an AZPOST-prescribed form that documents advanced training and experience in the topic area including a competency assessment to instruct in that area within the Basic Training course.

Recruit Training Officer (RTO): A deputy who oversees academic testing and grading; monitors and tracks recruit progress throughout all instruction, including defensive tactics, physical conditioning, report writing, and use of computer-based systems; instructs Basic and Advanced Officer Training; mentors recruits; and completes performance appraisals on recruits based on performance in the Office's Basic Training Academy.

Resume: A brief, targeted list of the skills and achievements of an individual.

Serious Offense: For the purpose of this Office Policy, serious discipline offenses for which Office personnel have been disciplined or are the subject of an ongoing investigation that would bar that Office personnel from serving as an instructor include, but are not limited to: engaging in discrimination that violates law or policy; failure to follow the requirements of court orders; criminal acts; providing false information in a misconduct investigation; and failing to report observed misconduct of another Office employee or volunteer.

Shift Briefings: Informal sessions of short duration to keep employees' knowledge levels high, to keep employees up-to-date on new trends and developments, to keep employees notified of changes in schedule and assignments, and to provide training updates as determined by the Training Division.

Sworn Field Training Coordinator: A deputy who coordinates the Office's Field Training Program, the duties include, but are not limited to, being in regular contact with Field Training Officers, compiling statistics related to Field Training Officer activities to ensure quality and quantity of training and providing feedback during the evaluation process to district command staff.

Test: A series of questions, problems, or practical tasks to gauge somebody's knowledge, ability, or experience.

TheHUB: The learning management system by which employees, reserve deputies and posse members are provided access to Office Policies; and where the acknowledgment of all Office Policy updates and revisions, indicating that they have been reviewed and understood by the viewer, are recorded. TheHUB shall also be used by employees, reserve deputies, and posse members to complete training requirements, and to register for in-person courses.

Training: Office approved instruction that meets the requirements of this Office Policy and has an approval code, other than Basic Training Academy curriculum, that is issued or provided by the Training Division, or AZPOST which will be tracked in TheHUB. All other instruction that does not meet this definition shall not be considered training for the purpose of this Office Policy. Out of agency training shall be addressed, as specified in this Office Policy.

PROCEDURES

1. Instructors and Instructor Criteria:

- A. The Training Division shall maintain an instructor database containing contact information and instructor qualifications, including a Curriculum Vitae (CV) or, in the case of outside instructors, a resume shall be provided, to facilitate the staffing of training provided by the Office. Instructors are required to update their CVs, resumes, or other documentation of qualifications at least annually. If an instructor fails to update their qualifications, the Training Division may determine that the instructor lacks the necessary instructional competency to continue as an instructor. The instructor may be deemed ineligible due to the criteria or at the direction of the Chief Deputy, the Chief of Administration, or the Training Division Commander.

- B. The Training Division shall conduct Misconduct and Disciplinary Reviews on instructors and Sworn FTOs.
 - 1. Annual Misconduct and Disciplinary Reviews shall be conducted on all active Office instructors assigned to the Training Division as full-time Training Division staff. No additional Misconduct and Disciplinary Review is required for these personnel throughout the year, unless the Training Division Commander determines an additional review is warranted.
 - 2. Instructors delivering CORT Training shall have a Misconduct and Discipline Review within 30 days from the anticipated first offering of the specific course of instruction. These reviews remain valid until the last offering of the specific course of instruction or annually if the delivery of the training exceeds a 12 month period.
 - 3. Instructor Misconduct and Disciplinary Reviews: These annual reviews shall meet the following requirements:
 - a. If an instructor or employee proposed as an instructor has a disciplinary history of three or more sustained allegations of misconduct, or one sustained violation of a Category 6 or Category 7 Offense from the Office’s disciplinary matrices that resulted in discipline, the employee shall be presumptively ineligible to be an Office instructor.
 - (1) Discipline involving a sustained Office Policy violation of a Category 1-3 offense shall be considered for three years.
 - (2) Discipline involving a sustained Office Policy violation of a Category 4-7 offense shall be considered for five years.
 - (3) There shall also be an overall ten-year lookback review conducted for patterns of behaviors and misconduct.
 - b. For sustained violations resulting in discipline, the employee, or their commander or designee may submit to the Training Division Commander a waiver of the presumptive ineligibility. The Training Division Commander shall provide written justification outlining their approval or denial of the application of waiver. This written justification shall be included in the instructor’s folder maintained at the Training Division.
 - c. If there is a pending administrative investigation for a serious offense, the instructor will not be considered until that investigation has concluded. The Training Division Commander may submit written justification for a waiver of the presumptive

ineligibility to the PSB. The PSB Commander or designee shall indicate their concurrence or disagreement with the justification. The commander's written justification and the PSB's determination shall be included in the instructor's folder maintained at the Training Division.

4. The Law Enforcement Rule 15 Disclosure (Brady List) standing shall be considered in all instructor selection decisions.
 5. The selection of the instructor may be denied due to the criteria or at the direction of the Training Division Commander, division commander, the Chief Deputy, or the Chief of Administration.
- C. Instructors must provide documentation to the Office for forwarding to AZPOST that demonstrates the expertise and ability to enhance peace officer training in a special field or possess a community college or university teaching certificate.
- D. The Instructor Classifications and Qualification Standards are adopted from the requirements of AZPOST listed in the Arizona Administrative Code R13-4-114. The Training Division shall conduct an annual review of all instructors' qualifications.
1. General Instructor: A person qualified to teach topics not requiring a proficiency instructor. Qualifications include, at a minimum:
 - a. Two years' experience as a certified peace officer;
 - b. Maintaining instructional competency through continued course work and/or Office experience; and
 - c. Successfully completing an Office or AZPOST-sponsored general instructor training course, or community college or university teaching certificate.
 2. Proficiency Instructor: A person qualified to teach a specific topic or topics related to proficiency training. Qualifications include, at a minimum:
 - a. Meeting the qualifications for General Instructor;
 - b. Maintaining instructional competency through continued course work and/or Office experience; and
 - c. Successfully completing a proficiency instructor course in a topic area listed in Arizona Administrative Code R13-4-111(B) (2) (b) that includes a competency assessment to instruct in that area within the Basic Training Academy course or completing an AZPOST-prescribed form that documents advanced training and experience in the topic area including a competency assessment to instruct in that area within the Basic Training Academy course.
 3. Specialist Instructor: A person other than an Arizona peace officer qualified to teach a topic in which the instructor has special expertise but who does not qualify as a General Instructor.
 - a. Qualifications for instructing Non-AZPOST Credit Curriculum include, at a minimum:
 - (1) Obtaining an approval from the Training Division Commander;

- (2) Maintaining instructional competency through continued course work or experience; and/or
 - (3) Possessing a professional license or certification other than a peace officer certification that relates to the topics to be taught.
- b. Prior to instructing a course that results in the award of AZPOST credit, documentation of the above listed qualifications indicating the instructor's expertise and ability to enhance peace officer training in a specialty field shall be forwarded to AZPOST for review.
4. Train-the-Trainer courses should be utilized when practical for courses that are to be taught by multiple instructors to establish expectations and to ensure curricular consistency. All CORT Training courses that are to be taught by multiple Office instructors shall require the instructors participate in a Train-the-Trainer course.

2. **Test Criteria:**

- A. The Training Division shall assess whether training participants adequately understand the content or can proficiently perform the skills learned in training. Along with other proposed training materials, instructors shall submit to the Training Division a proposed test and any associated testing criteria, such as a rubric.
1. Tests regarding knowledge shall measure understanding through a written examination. When possible, written examinations shall be taken in person. Instructors providing classroom training shall use written and/or competency (proficiency) tests with the use of one remediation. Training participants attending classroom-based instruction shall demonstrate mastery through written assessment by the use of the Scantron System, or through TheHUB, by correctly answering 75% of assessment questions.
 2. Instructors providing basic and/or advanced officer training, shall use proficiency tests to measure whether the training participants achieved mastery of the learning objectives. Proficiency tests may be developed by the Proficiency Instructor or adopted from AZPOST training requirements and approved by the Training Division.
 - a. Tests regarding skills shall measure proficiency through practical or scenario-based activities.
 - b. Competency tests are graded on a pass/fail basis.
 - c. Training requiring testing in regard to competency (proficiency) may also require testing through TheHUB or Scantron Systems or a combination of these and practical testing.
 3. When an Office training test is given through TheHUB as part of a stand-alone (online only) computer delivered course and there is no prior attended live training, participants shall demonstrate mastery of the subject matter by correctly answering 75% of assessment questions.
- B. All tests following mandatory training shall be administered immediately after training absent extraordinary circumstances as determined by the Training Division, and participants shall have two opportunities to pass the test. If a training participant fails to satisfy the testing criteria, or as determined by the Training Division Commander, the participant shall be required to retake the class and retest.

- C. The Training Division shall maintain the results of all testing, whether written or proficiency, for at least two years or for a longer period at the discretion of the Training Division Commander. These results shall be used with the Training Cycle to evaluate the effectiveness of Office training.

3. **Law Enforcement Training:**

- A. The Basic Training Program for a deputy recruit shall consist of instruction through the Office's Basic Training Academy or another AZPOST-approved academy. The Basic Training Program may also consist of Pre-Academy Training or Post-Academy Training.

- 1. Pre-Academy Training is optional training provided by the Training Division and offered to deputy recruits based upon the needs of the individual recruit and the timing of new hire processing. The training may include, but is not limited to, academy orientation, physical conditioning, and an introduction to Office Policy and procedures.

- 2. Deputy recruits shall attend and successfully complete the course of study in the Basic Training Academy to achieve the requisite number of training hours mandated by AZPOST for all certified peace officers. This training may be provided through the Office's Basic Training Academy or by another AZPOST-approved academy.

- a. The Office's Basic Training Academy shall be administered by sworn personnel, including the Basic Training Academy Commander, Class Sergeant, RTOs, or various certified instructors throughout the Office. All Basic Training Academy instructors must be certified as an AZPOST General Instructor and have a minimum of two years of experience in the field or related to the field that they are teaching. For specialty classes such as firearms, driving track, and defensive tactics, the instructor must have the additional, appropriate, required certifications in order to teach.

- b. The Basic Training Program is based upon the standards and curriculum mandated by AZPOST, and an analysis of the most frequent duties performed by sheriff's deputies, as determined by the Training Division staff.

- c. All recruits must meet the requirements set forth by AZPOST and the Office's Basic Training Academy or another AZPOST-approved academy. The deputy recruits' mastery of requirements will be assessed throughout the Basic Training Academy.

- d. Deputy recruits shall abide by the rules and regulations of the Basic Training Academy, including adherence to the chain of command. The Training Division Commander shall be advised, as soon as possible, of any serious incidents involving a deputy recruit.

Failure of a deputy recruit to meet Basic Training Academy standards is grounds for dismissal from the Basic Training Academy and the Office.

- e. Successful completion of an AZPOST-approved Academy is required prior to performing any law enforcement duties in which a deputy recruit carries a firearm or makes an arrest. The Basic Training Academy's field ride-along and the traffic control exercises, in which the deputy recruit is uniformed, armed, and under the supervision of a deputy, are the only exceptions to this requirement.

- B. The Training Division shall require deputies to complete the Post-Academy Training if the deputy was AZPOST certified at the time of hire without attending the Office's Basic Training Academy.

The Post-Academy Training shall include all mandatory and essential training required of new hires.

- C. All Office training instructors shall comply with Office Policy CP-2, *Code of Conduct* requirements as it relates to conduct of professionalism except when contrary behavior is for a specific and stated training purpose as part of a training curriculum.
- D. Following graduation from the Basic Training Academy and the MCSO Post-Academy, a sheriff's deputy shall enter the Field Training Program as an OIT. Each OIT shall be assigned to a Sworn Field Training Officer (FTO) who shall conduct field training and evaluate the OIT's performance.

1. Field Training Program Personnel:

- a. The Field Training Program shall be administered by the Sworn Field Training Coordinator. The Sworn Field Training Coordinator shall oversee the development, review, and annual revision of the standards and practices of the Field Training Program.
- b. The Advance Officer Training Supervisor shall assist the Sworn Field Training Coordinator and work with district command staff to ensure that each OIT is fully prepared to work as a deputy sheriff.
- c. Each patrol district shall have a designated supervisor, as determined by the district commander, to act as a liaison between the district and the Sworn Field Training Coordinator. The supervisor may rotate at the district commander's discretion.
- d. Sworn FTOs are directly assigned to supervise an OIT.
 - (1) The FTO shall demonstrate professional and ethical behavior, reinforce the policies and procedures of the Office, and generally assist the OIT as they transition from a Basic Training Academy to the field.
 - (2) The FTO shall be assessed on these criteria by their supervisor. All deficiencies shall be documented in Blue Team and the FTO's annual Employee Performance Appraisal (EPA).

2. Sworn FTO requirements shall include the following:

- a. A written recommendation from the deputy's immediate supervisor, forwarded through the chain of command to the Sworn Field Training Coordinator.
- b. A minimum of two years of peace officer experience with the Office, or two years of peace officer experience from another agency.
- c. Meets a minimum of "Successful Performance Rating" on the last two consecutive EPAs.
- d. Have current cardiopulmonary resuscitation (CPR) and first aid certification.
- e. Successful completion of the 40-hour AZPOST-accredited General Instructor School.
- f. Successful completion of the 24-hour FTO Academy.

3. Sworn FTO Misconduct and Disciplinary Reviews: The Training Division shall be responsible for maintaining a current list of all sworn FTOs and ensuring Misconduct and Disciplinary Reviews are completed on all sworn FTOs at the beginning of each quarter (January, April, July, and October). These reviews shall be completed no later than 14 calendar days from the beginning of the designated quarter. No further checks are required during the quarter by the Training Division for these personnel, unless the Training Division Commander determines an additional review is warranted. The Training Division shall maintain records of these reviews.

If during a quarterly FTO Misconduct and Disciplinary Review an allegation of misconduct is identified not previously addressed, as specified in this Office Policy, or if a district supervisor or commander of an FTO becomes aware of an allegation of misconduct regarding one of their FTOs, to include a serious offense, the OIT assigned to the FTO shall immediately be reassigned to another FTO until a final determination has been made regarding the FTO's eligibility, as specified in this Office Policy. When a district supervisor or commander becomes aware of any allegation of misconduct regarding one of their FTOs they shall immediately notify the Training Division Commander, who may consult with the PSB to determine subsequent action.

- a. If a Sworn FTO or a deputy proposed as an FTO has a disciplinary history of three or more sustained allegations of misconduct, or one sustained violation of a Category 6 or Category 7 Offense from the Office's disciplinary matrices that resulted in discipline, the deputy shall be presumptively ineligible to be an FTO.
 - (1) Discipline involving a sustained Office Policy violation of a Category 1-3 offense shall be considered for three years.
 - (2) Discipline involving a sustained Office Policy violation of a Category 4-7 offense shall be considered for five years.
 - (3) There shall also be an overall ten-year lookback review conducted for patterns of behaviors and misconduct.
 - b. For sustained violations resulting in discipline, the employee or proposed FTO, or their commander or designee may submit to the Training Division Commander a waiver of the presumptive ineligibility. The Training Division Commander shall provide written justification outlining their approval or denial of the application of waiver. This written justification shall be included in the FTO's folder maintained at the Training Division.
 - c. If there is a pending administrative investigation for a serious offense, the employee will be presumptively ineligible to be utilized as an FTO until that investigation has concluded. The Training Division Commander may submit written justification for a waiver of presumptive ineligibility to the PSB. The PSB Commander or designee shall indicate their concurrence or disagreement with the justification. The commander's written justification and the PSB's determination shall be included in the FTO's folder maintained at the Training Division.
4. The Law Enforcement Rule 15 Disclosure (Brady List) standing shall be considered in all FTO selection decisions.
 5. Requirements to Remain an Active Sworn FTO: The following requirements will be reviewed annually by the Training Division Commander or designee in order to remain an active FTO.

- a. Maintain a “Meets Minimum Performance Standards” rating on EPAs;
 - b. Attend the mandatory, annual FTO training;
 - c. Complete CPR and first aid certification as required; and
 - d. Meet the required quarterly Sworn FTO Misconduct and Disciplinary Review standards, as specified in this Office Policy.
 - (1) If there is a pending administrative investigation for a serious offense, an FTO shall be presumptively ineligible to be assigned an OIT until that investigation has concluded. The Training Division Commander may submit to the PSB Commander or designee written justification for a waiver of presumptive ineligibility for assigning an OIT to the FTO. The PSB Commander or designee shall indicate their concurrence or disagreement with the justification. The commander’s written justification and the PSB’s determination shall be included in the FTO’s folder maintained at the Training Division.
 - (2) The FTO may be deemed ineligible for the FTO program due to these criteria or at the discretion of the Training Division Commander, division commander, the Chief Deputy, or the Chief of Administration.
6. Field Training Program:
- a. The standard version of the Field Training Program shall last 15 weeks. The Training Division may offer a 10-week accelerated Field Training Program based upon the skills, knowledge, and experience of the individual officer-in-training.
 - b. Absent extraordinary circumstances, FTOs shall submit Weekly Observation Reports regarding their assigned OIT within one week of the OIT’s completed prior week. The observation reports shall be submitted to an immediate supervisor and the Sworn Field Training Coordinator.
 - c. When notified of missing FTO paperwork, it is the responsibility of the designated district supervisor liaison, as determined by the district commander, to resolve paperwork missing by the district's FTO.
 - d. The Field Training Program may be extended one time for remediation if an OIT has not demonstrated proficiency based upon the performance criteria in the Field Training Program checklist.
 - (1) The decision to extend the Field Training Program for an OIT shall be made based upon:
 - (a) The recommendation of the assigned FTO, the Advanced Officer Training Program Supervisor, or the district commander;
 - (b) A review of the Weekly Observation Reports; and
 - (c) Other information from the FTO.

- (2) All requests for extension must be forwarded through the chain of command to the Sworn Field Training Coordinator for review.
 - (3) The review of the OIT may include a check ride conducted by Training Division personnel, at the recommendation of the Training Division Commander.
 - (4) At the discretion of the district commander and the Sworn Field Training Coordinator, the OIT may be assigned to a different FTO and squad.
 - (5) An OIT may receive an extension of a phase for one to three weeks based upon the observed and documented deficiencies for that phase. Under extreme circumstances, a full remediation of a phase may be granted by the Training Division Commander, based upon the advice of the Field Training Program Sergeant and the recommendation of the FTO.
- e. A district commander, following the review of documentation provided from the Sworn FTO and the Sworn Field Training Coordinator, may recommend the dismissal of an OIT from the Field Training Program and the Office for failure to meet required standards during the Field Training Program. The district commander shall forward the documentation to the Training Division for audit as to format, completeness, and required documentation, prior to the recommendations going through the chain of command to the Sheriff or designee. The recommendation for dismissal shall then be forwarded to the Administrative Services Division for administrative action. The recommendation for dismissal paperwork shall include:
- (1) All Weekly Observation Reports and other field training reports from the FTO or deputies;
 - (2) The check ride documentation from the Sworn Field Training Coordinator or Field Training Program Supervisor;
 - (3) Dismissal documentation from the Field Training Program by the Sworn Field Training Coordinator; and
 - (4) A memorandum with the date and time of a meeting between the district commander and the FTO or deputies, Sworn Field Training Coordinator, and Field Training Program Supervisor, during which the performance of the OIT was discussed. All present at the meeting will be listed on the memorandum and shall sign with name and serial number. The memorandum shall be forwarded, with the termination paperwork, to the Administrative Services Division.
- E. Advanced Officer Training:
1. All deputies are required to attend Advanced Officer Training according to any applicable deadline. Failure to complete mandatory training as directed can result in disciplinary action, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
 - a. All deputy sheriffs, reserve deputies, DSAs and posse members shall receive 12 hours of comprehensive and interdisciplinary training on bias-free policing and 6 hours of training on the Fourth Amendment, including detentions, arrests, and the enforcement

of immigration-related laws, within 90 days of the start of their service.

- b. All deputy sheriffs, reserve deputies, DSAs and posse members shall annually receive, at a minimum, 6 hours of comprehensive and interdisciplinary training on bias-free policing and, at a minimum, 4 hours of training on the Fourth Amendment including detentions, arrests, and the enforcement of immigration-related laws.
 - c. Failure by reserve deputies and posse members to complete mandatory training may result in disciplinary action, as specified in Office Policies GJ-26, Sheriff's Reserve Deputy Program and GJ-27, Sheriff's Posse Program. Failure by DSAs to complete mandatory training as specified in this Office Policy may result in disciplinary action,
2. Deputies shall participate in mandatory training to satisfy the AZPOST continuing and/or proficiency training credit-hour requirement. Mandatory training also includes firearms training and remedial training ordered by a deputy's chain of command. All other mandatory training shall be designated by the Training Division Commander or command staff.
 3. Required employees shall complete TASER CEW requirements, as specified in Office Policy GJ-30, *TASER Conducted Energy Weapon (CEW)*.
 4. Deputies may participate in optional, Office-sponsored training to advance their knowledge in specific subject areas of interest.
 5. Block Training.
- E. Supervisory Training:
1. All sworn supervisory personnel shall receive, at a minimum, six hours of comprehensive and interdisciplinary training on supervision strategies and supervisory responsibilities. This training shall occur at the first available class prior to assuming supervisory responsibilities as a result of a promotion. This training shall address, at a minimum, the topics identified in relevant court orders.
 2. All sworn supervisory personnel shall annually receive, at a minimum, four hours of supervisor-specific training, consisting of the topics identified in relevant court orders.
 3. All sworn supervisory personnel shall receive training and updates as required on conducting Administrative Investigations, utilizing the PSB Checklist and standardized forms, and Internal Affairs Training.
 4. All sworn supervisors shall attend 40 hours of comprehensive training on conducting employee misconduct investigations and eight hours annually thereafter.
 5. All sworn supervisors shall receive training on their obligations when called to a scene by a subordinate to accept a complaint from a member of the public about that subordinate's conduct. This training shall also cover the supervisor's obligations when they are phoned or e-mailed directly by a member of the public filing a complaint on one of their subordinates.
- G. The Early Intervention System (EIS) Blue Team Training:
1. All sworn Office personnel shall receive training regarding EIS Blue Team as appropriate to facilitate a proper understanding and use of the system.

- a. All supervisors, whether as part of the Initial Supervisory Training or as a stand-alone training, shall receive training on EIS Blue Team to ensure that each supervisor has a complete and current understanding of the employees under the supervisor's command.
 - b. All commanders and supervisors shall receive training in evaluating and making appropriate comparisons in order to identify any significant individual or group patterns.
2. As needed, all relevant sworn Office personnel shall receive training regarding significant changes to EIS.
- H. Court Compliance and Court-Order Training to be completed by Appropriate Sworn Personnel:
1. **Biased-Free Policing:** Training that reinforces the procedures to ensure deputies are fair and equitable in deciding whether to make citizen contacts and take law enforcement actions. Age, nationality/national origin, immigration status, religious beliefs/religion, race, color, gender, culture/cultural group, sexual orientation, gender identity/expression, veteran status, ancestry, physical and mental disability, ethnic background, or socioeconomic status shall not be a motivating factor in any law enforcement action to include, but not limited to calls for service, traffic stops, arrests, detentions, consensual and non-consensual contacts. Racial and bias-based profiling is strictly prohibited. Training related to Bias-Free Policing shall be completed, as specified in Office Policy CP-8, *Preventing Racial and Other Bias-Based Profiling*.
 2. **4th Amendment:** Training that reinforces the guidelines regarding search and seizure. The Fourth Amendment to the U.S. Constitution places limits on the power of law enforcement to make arrests, search people and their property, and seize objects and contraband (such as illegal drugs or weapons). These limits are the bedrock of search and seizure law.
 3. **The Early Intervention System (EIS):** Training that provides procedures for an Early Identification System which is designed to identify the Office's operating procedures that may need reevaluation and to assist supervisors with consistently evaluating employees, identifying those whose performance warrants further review and, when appropriate, intervention. The Office uses data from the Early Identification System to support effective supervision, evaluation, and management of employees in order to promote lawful, ethical, and professional police practices and to evaluate Office operating procedures.
 4. **Body-Worn Cameras:** Training that provides a standardized system for creating, impounding, retaining, redacting and restricting audio and/or video recordings made with body-worn cameras during investigative or law enforcement activities and contact with members of the public.
 5. **TraCS:** Training that provides deputies with guidelines for using the Traffic and Criminal Software (TraCS). This is an electronic forms management program that the Office utilizes for, but does not limit its use to, electronic Traffic Citations, Traffic Crash Reports, and MCSO Vehicle Stop Contact Forms.
 6. **Supervisory:** Training to ensure supervisors, at all levels, provide proper direction, coordination, and control of subordinates. Supervisors shall direct their efforts toward the intelligent and efficient performance of the functions of the Office and shall require their subordinates to do the same.

- I. Misconduct-Related Training:
 - 1. All supervisors responsible for conducting employee misconduct investigations and employees assigned to the PSB shall attend 40 hours of comprehensive training on conducting employee misconduct investigations and eight hours annually thereafter.
 - 2. All employees shall attend training on identifying and reporting misconduct; the consequences for failing to report misconduct; and the consequences for retaliating against a person for reporting misconduct or participating in a misconduct investigation.
 - 3. All supervisors shall receive training on their obligations when called to a scene by a subordinate to accept a complaint from a member of the public about that subordinate's conduct. This training shall cover the supervisor's obligations when they are phoned or e-mailed directly by a member of the public filing a complaint on one of their subordinates.

- J. Firearms Training: All deputies must attend and successfully complete an annual firearms qualification training course, an annual judgmental shooting course, and any other training deemed mandatory by the Office, as specified in Office Policy GJ-23, *Firearms*.
 - 1. Range staff from the Training Division shall schedule range use and training events for Office personnel and other federal, state and local governmental agencies.
 - 2. The use of an authorized firing range shall be strictly limited to the personnel responsible for conducting the training event and those scheduled to participate in the event.

- K. Specialized Assignment Training: Each division commander or designee shall be responsible for recommending to the Training Division specific training programs necessary to satisfy specialized assignment training needs for their division, when the necessary training programs or needs cannot otherwise be accomplished by the division or through outside training. The Training Division shall assist the division with the development of a lesson plan for the specialized training, as specified in this Office Policy. The training should be provided to all personnel newly assigned to a specialized assignment.
 - 1. A division seeking to provide its own specialized assignment training must send a copy of the lesson plans to the Training Division. The lesson plan shall be reviewed annually by the Training Division, with the assistance of the specialized division. Any updates to the lesson plan shall be done following the procedures in this Office Policy.
 - 2. The Training Division shall be the repository for all Office developed training programs.
 - 3. Specialized Assignment Training should normally be initiated within 30 days of assignment, and be completed in any event, no later than 90 days of assignment, and shall, at a minimum, address the following:
 - a. Relevant Office and unit policies, procedures, protocols, rules, and regulations;
 - b. Development of the skills, knowledge, and abilities particular to the specialization;
 - c. Performance standards associated with the assignment; and
 - d. Each division's supervised on-the-job training program must contain documentation of performance standards and associated tasks to be completed by new personnel and a deadline by which new personnel must successfully demonstrate the ability to

perform each task.

- e. The start and completion of the specialized training program by new personnel shall be documented by the supervisor in Blue Team. The division shall maintain the training program documentation for all new personnel, with a copy provided for placement in the employee's training file.
 4. Division commanders shall be responsible for the administration and management of the specialized training of their employees. Division commanders and supervisors may access training materials held by the Training Division, as described in this Office Policy.
 5. Certain assignments, as determined by a bureau chief, may require formalized training beyond what is available within the Office. In these instances, that training shall be provided within one year of the assignment.
 6. Personnel who receive specialized training and are transferred to another assignment may be required to provide service to the Office using their specialized training as long as their certification and expertise is maintained.
- L. **Detective Status Training Courses:** All employees working in a detective assignment shall be required to attain detective status. Newly assigned detectives who have not yet attained detective status shall complete the required training within one year of their detective assignment. Detective status training is offered annually through the Training Division. Detective status can be completed prior to working in a detective assignment.
1. The curriculum shall be approved by the Investigations Bureau Chief.
 2. To obtain detective status, all employees working in a detective assignment must take 88 hours of course work pursuant to the curriculum established by the Training Division. Classes included in the curriculum include, but are not limited to:
 - a. Instruction and Overview of Criminal Investigations, 24 hours;
 - b. Search Warrants or Search and Seizure, 16 hours;
 - c. Interview and Interrogation, 24 hours; and
 - d. 24 hours of elective or specialty classes (Generally three separate investigatory courses; does not include CORT).
 3. Approved classes shall be of a nature that will enhance the employee's skill level in the area of their specialized assignment or current investigative techniques.
 4. Training for the approved classes may be through an outside provider or the Training Division.
 5. Deputies seeking detective status must track their progress through the required courses. Upon completion of required courses, whether through an outside provider or through an Office-sponsored course, the deputy shall submit a memorandum and the MCSO Detective Course Completion form to the Sworn Advanced Training Section of the Training Division.
- M. **Annual Detective Status Continued Training:**

1. After receiving detective status, a detective working in a detective assignment shall be required to complete annual detective continued training. The detective unit supervisor shall select training courses for their detectives and ensure the detectives are in compliance with annual detective continued training. One of the following class topics should be completed each year to improve efficiency:
 - a. Interview and Interrogation;
 - b. Crime Scene Processing;
 - c. Social Media Investigation Techniques;
 - d. Search Warrant Methodology;
 - e. Financial Crimes/Fraud Investigations;
 - f. Report Writing; or
 - g. Missing Persons.
 2. Additional course topics may be completed if approved by the Investigations Bureau Chief.
 3. The detective unit supervisors over specialized units, such as Lake Patrol, the Special Investigations Division, the Major Crimes Division and the General Crimes Division, shall ensure the annual detectives continued training courses pertain to their unit's specific focus.
 4. Upon completion of any annual detective continued training courses, whether through an outside provider or through an Office-sponsored course, the detective shall submit a copy of their course completion documentation to the Sworn Advanced Training Section of the Training Division.
- N. CPR and First Aid Training: All deputies holding the rank of sergeant or below shall be required to complete CPR and first aid certification as required.
- O. Remedial Training: Supervisors are responsible for identifying those employees who do not meet established performance standards and initiate appropriate measures to correct deficient performance. Supervisors should work with the Training Division to identify established training courses to correct deficient performance. When practical, a qualified FTO will deliver the remedial training in coordination with the Training Division. Requests for remedial training shall be completed through Blue Team and tracked by the Training Division.
1. If a supervisor notices that an employee is deficient in their performance; the supervisor shall document this performance deficiency utilizing the EIS Blue Team Supervisor Notes and the employee's annual EPA, as specified in Office Policy GC-4(S), *Sworn Employee Performance Appraisals and Management*. Upon the supervisor determining what remedial training action needs to be completed by the employee, a Blue Team Incident type 'Remedial Training Request' shall be created. Additional notification shall be made to the Training Division through electronic or memorandum format. A copy of that notification shall be placed into the employee division file and sent to the Training Division for placement into their training file. Follow-up by the Training Division shall be made to ensure that the training need has been addressed and remediated.
 2. If deficient performance has been identified, the employee's routinely assigned duties may be

temporarily modified, as determined by the division commander or designee to facilitate the successful completion of remedial training. However, the employee shall not be reassigned outside the normal work location unless circumstances clearly indicate that public and employee safety or efficient operations require such reassignment.

- a. The supervisor shall review the deficiency with the employee to determine if remedial training is appropriate and a Blue Team Supervisory Note shall be made to document the conversation and outcome.
 - b. If successful remediation of deficient performance cannot be achieved using the resources available to the employee's immediate command, a memorandum shall be submitted to the Training Division, through the employee's chain of command, requesting remedial instruction. One copy of the memorandum shall be placed into the employee's division file and one copy shall be sent to the Training Division for placement in the employee's training file. A Blue Team Supervisory Note shall be made to document the action.
3. Training staff shall determine the appropriate training to be undertaken to address the extent of the deficiency as well as the method of delivery of the training. The recommended course of action, when appropriate, may be returned to the employee's chain of command to correct the problem or Training Division personnel shall schedule specialized training for the employee to correct the deficiency.
 4. Successful remediation must be completed within 60 days unless operational circumstances dictate otherwise. The remediation period shall not extend beyond 90 days absent extraordinary circumstances from the date the Training Division was first notified of the need for remedial training.
 - a. The Training Division Commander shall report the results of the remedial instruction to the employee's bureau chief through Blue Team if the training was delivered by the Training Division.
 - b. If the remedial training was delivered by an FTO, the FTO shall report the results of the remedial instruction through Blue Team to the bureau chief. The employee's supervisor shall make a Blue Team Supervisor Note of the resolution. This note shall be captured in the employee's annual EPA, as specified in Office Policy GC-4(S), *Sworn Employee Performance Appraisals and Management*.
 - c. In those instances where successful remediation is not achieved within the specified time frames, the Training Division shall be responsible for notifying the employee's bureau chief. The bureau chief shall initiate any appropriate administrative or disciplinary action.
 5. Attendance is mandatory for all remedial training which is initiated for the affected employee. An employee failing to attend as scheduled shall be referred to the Early Intervention Unit (EIU) for entry into Blue Team and notification to the appropriate supervisor for administrative or disciplinary action, and to evaluate their continued fitness for duty.
- P. Deputies are encouraged to seek out-of-agency training opportunities. Once a deputy has completed an out-of-agency training class and wants to have that class recorded in TheHUB, they must provide the Training Division with: a memorandum containing the pertinent details of the training, including the subject, date, sponsoring agency or organization, and length of training; copies of any resource materials

obtained through the training; and a copy of any certificate issued to the participant.

Q. Employees requesting travel/ training outside the Training Division shall follow procedures, as specified in Office Policy GD-21, *Business Travel and Travel Expenses*.

4. Training Cycle: The Training Cycle consists of six steps to include: Training Diagnosis and Need Review; Training Development; Training Delivery; Initial Training Tests and Evaluation; Revision of Training; and Documentation of Process. These steps shall be applied to all MCSO-generated training. Procedure details for each of the training cycle steps shall be maintained in the Training Division Operations Manual.

5. TheHUB: The Training Division shall work in coordination with Maricopa County to maintain TheHUB learning management system on behalf of the Office. All recruits, deputies-in-training, deputies, reserve deputies, and posse members shall have a unique user profile to access TheHUB for training course work, tests taking, for accessing Office Policy, and completing Policy revisions and update acknowledgments.

A. Training Through TheHUB:

1. TheHUB shall be used to deliver online training courses, conduct electronic written tests, distribute training materials for live courses, and track successful participant completion of mandatory and elective courses. This electronic format allows personnel to complete required courses from locations outside of the training building, such as at the employee's designated work assignment.

2. Web based deliveries shall conform to the AZPOST Policy statement regarding the issuance of AZPOST Continuing Education Credits for vendors.

3. Depending upon the subject matter of the course work, courses delivered through TheHUB may qualify for AZPOST credit hours.

4. All sworn related online training courses offered by the Training Division through TheHUB shall be approved by the Sworn AOT Supervisor. The AOT Supervisor or designee shall designate employees required to complete the online training course and assign a deadline for the completion of each course.

5. Electronic written assessments delivered through TheHUB shall follow the test requirements, as specified in this Office Policy.

6. TheHUB records successful participant completion of mandatory and elective training courses. TheHUB Dashboard provides each individual training compliance reports.

7. Division commanders, or their designees, shall ensure TheHUB training compliance within their division by utilizing the TheHUB Dashboard purview. Division commanders or their designees shall review the reports, as specified in Office Policy GB-2, *Command Responsibility*.

B. Office Policies Through TheHUB:

1. TheHUB will allow all recruits, deputies-in-training, deputies, reserve deputies, and posse members access to Office Policies, and to record the acknowledgment required when an Office Policy is new, updated, or revised. TheHUB will also include The Briefing Board for time sensitive changes to Office Policy.

2. Office Policy revision, update, or newly created policies will be received by the Training Division from the Policy Development Section directly, or through the chain of command, for dissemination, through TheHUB.
 3. Unlike credits earned through TheHUB training courses, the credits assigned in TheHUB for policy matters will not count toward AZPOST credit hours but are instead used for acknowledgment of an employee's understanding of the policy and tracking purposes.
 4. The CORT Supervisor or designee shall approve the release of all policies through TheHUB. The CORT Supervisor or designee shall then designate employees required to receive and acknowledge understanding of the policy and assign a deadline for the review of each policy.
 5. Where necessary, tests used to check understanding of policy changes will be developed by the CORT Supervisor with assistance from relevant Office personnel. These tests shall comply with the requirements found in the Training Cycle, Step 4: Training Assessment and Evaluation.
 6. TheHUB records acknowledgments of Office Policies. TheHUB Dashboard provides each individual compliance reports. Division commanders or their designees shall review the reports, as specified in Office Policy GB-2, *Command Responsibility*.
 7. Division commanders or their designees shall ensure compliance with review timelines within their division by utilizing the TheHUB Dashboard purview.
6. Master Training Calendar: The Training Division shall maintain a Master Training Calendar, containing the dates, times, and locations of Office-offered training. The Training Division shall regularly update the Master Training Calendar to reflect the addition or cancellation of Office-offered training.
- A. The Training Division shall use the Master Training Calendar to ensure all OITs, deputies, reserve deputies, and posse members meet their annual training requirements related to these courses.
 - B. The Master Training Calendar shall include, at a minimum, information related to: Bias-Free Policing Training; Detentions, Arrests, and Immigration-Related Law Enforcement Training; Court Order-Related Supervisory Training; EIS Training; PSB Investigative and Checklist Training; TraCS Training, and Body-Worn Camera Training.
 - C. The Master Training Calendar may include information related to other law enforcement training at the discretion of the Training Division Commander.
7. Training Division Database:
- A. The Training Division shall maintain a central repository of the following categories of documents:
 1. The results of the Training Diagnosis and Needs Review that uses the Training Cycle Checklist to compile data on courses;
 2. Training materials, including, but not limited to, performance objectives, curriculum research, sample lesson plans or instructional guides, scenarios or other learning activities, tests, instructor critiques, and course evaluations;
 3. Participant information, including attendance rosters, participant test results, and Course Assessment forms, associated with specific courses;

4. Documentation associated with the Training Revision, including the feedback from course participants and observers; and
 5. Training Cycle Checklists.
- B. All training materials shall be available to instructors for the purpose of developing training. These materials may also be available to supervisors for coaching purposes.
8. EIU Report: On a quarterly and annual basis, within 30 days of the end of the period, the EIU will document and review all EIS Alerts generated from the IA Pro database. Based upon that review, the EIU Commander will send a report to the Sworn Advanced Officer Training Commander recommending specific formal training topics for individuals or groups to improve employee performance and address systemic issues. The EIU Commander and staff will be available to assist and consult with the Sworn Advanced Officer Training Commander in identifying EIS performance patterns or trends requiring attention. The Sworn Advanced Officer Training Commander or designee will review the report and any associated documents for the purpose of drafting a memorandum to the Training Division Commander. The memorandum will recommend the training action, including an Office Policy refresher or training course work through TheHUB, instructor led training course work, and/or initiation of the Training Cycle, to address the systemic issue; the memorandum also will identify the individuals or divisions that will attend the training.