



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 1.16 TRAINING PROGRAM

Effective:
08/08/2024

Replaces:
03/27/2024

Approved:


1. PURPOSE AND SCOPE

1. 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) certification retention 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.
2. 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.

2. ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD

1. General
 - A. Goodyear Police Department sworn officer employee requirements exceed that required by AZPOST. Goodyear employees may be required to meet department standards above that described in this policy or required by AZPOST.
 - B. The AZPOST Board is the administrative body responsible for establishing the minimum qualifications for recruitment, appointment, and retention of all peace officers in Arizona. AZPOST prescribes minimum standards for certification retention, and conducts audits to determine whether agencies are adhering to established standards.
2. Certification
 - A. Upon successful completion of the AZPOST certification requirement, sworn members are responsible for maintaining their certification by meeting all AZPOST firearms, continuing training, and proficiency training standards throughout their career. AZPOST may review members' records at any time and has the authority to revoke certification for cause. It is the responsibility of the individual to understand and maintain the standards of training and performance required for continued certification.
3. AZPOST Accredited Hours
 - A. Continuing/Proficiency training required
 1. A peace officer shall complete twelve hours of POST qualifying training each year beginning January 1 following the date the officer was certified.
 - B. Firearms qualification required
 1. A peace officer shall qualify to continue to be authorized to carry a firearm each year beginning January 1 following certification by completing a AZPOST prescribed 40 shot daytime semi-automatic qualification course, using a service handgun and service ammunition, and a AZPOST prescribed target identification and judgement course.
 - C. Each individual officer is responsible for ensuring they complete their required training under AZPOST and Department mandates.

3. REQUIRED TRAINING TOPICS

1. The following training topics will be administered to the designated personnel. Training for these topics may occur during mandatory training days, shift briefings, administered via training videos,

web-based trainings, or any other means as determined by the Chief of Police. Additional and all other training topics will be determined by the Chief of Police or their designee.

- A. Ethics – All personnel shall receive training in ethics, at a minimum, biennially.
- B. Unlawful or Improper Bias in Public Safety – All personnel shall receive initial training prior to their assigned role, and will receive annual refresher training thereafter to include legal aspects.
- C. Hazmat Awareness – All sworn personnel shall receive awareness level training for events involving hazardous materials.
- D. Use of Force – All personnel authorized to carry weapons shall receive in-service training on the Goodyear Police Department's use of force policies, to include use of deadly force and associated conditional terms and definitions, at a minimum, annually.
- E. In-Service Training Program – All sworn personnel will receive in-service training consistent with their position held and functions performed, including legal updates, at a minimum, annually.
- F. TASER – All personnel authorized to carry a TASER shall demonstrate proficiency and receive in-service training on the device, at a minimum, annually.
- G. Less Lethal / Control Devices – All personnel authorized to carry less lethal / control devices shall receive in-service training on these devices, at a minimum, biennially.
- H. Weaponless Control Techniques – All personnel authorized to execute weaponless control techniques shall receive in-service training for these techniques, at a minimum, biennially.
- I. Motor Vehicle Pursuits – All sworn personnel shall receive initial training on the Goodyear Police Department's pursuit policy, and a documented annual review of the policy thereafter.
- J. Interacting with Individuals with Mental Health Issues / Disabilities – All agency personnel shall receive initial training, and shall receive annual refresher training thereafter.
- K. Body-Worn Cameras – All personnel issued body-worn cameras shall receive training in their use, as well as training requirements for supervisors.
- L. All Hazards Plan – All affected agency personnel shall receive annual training on the Goodyear Police Department's All Hazard Plan, to include the Incident Command System (ICS), as well as a tabletop or full-scale exercise to assess the Department's capabilities with the All Hazard Plan and the ICS to occur, at a minimum, biennially.
- M. Active Threats – Documented annual review of policy and training needs.
- N. Processing and Temporary Detention – All personnel charged with monitoring temporarily detained individuals within the Goodyear Police Department's processing and temporary detention facility shall receive initial training on the use of these facilities, and shall receive in-service training, at a minimum, quadrennially thereafter.
- O. Holding Facility – Personnel shall receive initial training on the operations of the holding facility, to include fire suppression and equipment provided for use, and shall receive in-service, at a minimum, quadrennially thereafter.
- P. Accreditation Process Orientation – All newly hired agency personnel will receive information regarding the accreditation process within thirty days after their employment or within thirty days after completing the recruit academy, and all agency personnel will receive information with achieving initial accreditation during the self-assessment phase.

4. TRAINING UNIT

- 1. The Training Unit shall consist of sworn officers assigned to and supervised by a Training Unit Sergeant.
- 2. The Department will determine training needs through interaction with the Training Advisory Group (TAG) and outside resources such as the city and county attorney offices, AZPOST, etc.

3. Objectives

A. The objectives of the training program are to:

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

4. Responsibilities

A. Training Unit

1. Provide training as identified by the TAG.
2. Provide or facilitate training to meet the requirements mandated by state, federal, and City of Goodyear policies
3. Provide advanced training that meets or exceeds the annual training requirements established by AZPOST or determined by the Department to be necessary or important to its mission.
4. Maintain training records for sworn officers. Training records consist of lesson plans, rosters, and individual officer certificates and forms. It is the responsibility of the officer to submit training documents
5. Maintain weapon assignment records for individual officers, both department and personally owned, as directed by Policy 2.29 Firearms and Qualifications.

B. Training Unit Sergeant

1. Planning, developing and evaluating training programs
2. Identifying and notifying personnel of required and available training
 1. This generally takes one of two forms, either a training announcement/advertisement or Department assigned training.
3. Proper notification via chain of command instances of absences and or failure to achieve required training hours or qualifications.
4. Instructor Recommendation
 1. Instructors shall be recommended based on multiple factors to include interest, specialty skills and instructional ability.

5. DEPARTMENT ASSIGNED TRAINING

1. The attendance of personnel that have signed up for or are otherwise registered for a class shall be mandatory within the following guidelines

- A. Attendance will be documented by instructors via class roster. It is the responsibility of the officer to sign each class roster.
- B. Any excused absence, other than an emergency, for scheduled training requires Lieutenants approval. In the case of a Lieutenant's excused absence a Deputy Chief's approval is required.
 1. This is submitted via chain of command.
 2. It is the responsibility of the officer to notify the Training Sergeant of a submitted Excuse from Training Form.

2. Absent/Tardy

- A. The course date and times will be adhered to. Officers shall be present and prepared for class at the posted starting time
- B. Being tardy, absences during the class, and leaving early will be considered an absence from the class.

- C. The instructors certifying signature on a training roster confirms each student's attendance and participation. Therefore, nonparticipation and or use of electronic devices such as MDC's and cellular telephones during a class may subject the officer to removal from class.
 - D. Officers are responsible for coordinating and scheduling make-up classes with the Training Unit.
3. Officers assigned to a Task Force outside the Goodyear Police Department
- A. Officers will attend training as designated by the task force training coordinator and approved by the employee's supervisor.
 - B. Officers may be required to complete specific City of Goodyear training and specialized Goodyear Police Department training.

6. TRAINING PLAN

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

7. CERTIFICATION RETENTION RESTRICTION

- 1. An officer who fails to satisfy annual AZPOST training or qualification requirements, 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. (Arizona Administrative Code 13) Additional departmental requirements shall be met and enforced via the department policy regulating that standard.
- 2. Documentation and return to duty
 - A. When an officer fails to meet AZPOST annual requirements a Restriction of Certified Peace Officer Status Acknowledgement will be completed by the Training Sergeant. This will be signed by the officer and submitted to the Chief of Police.
 - B. If an officer later fulfills the requirement, a Return to Certified Peace Officer Status Acknowledgement will be completed by the Training Sergeant. This will be signed by the officer and submitted to the Chief of Police.

8. TRAINING ADVISORY GROUP

- 1. The TAG serves to review the training practices of the Department and determines needed changes in curriculum, training facilities, policy or direction to meet AZPOST and department standards.
- 2. Training Advisory Group Standards
 - A. The Goodyear Police Department TAG shall be formed for the purpose of identifying training needs within the Goodyear Police Department and assisting in developing programs to meet those needs.
 - B. The TAG shall consist of contributing stakeholders as appointed by the Chief of Police
 - C. The TAG has the responsibility and authority to:

1. Evaluate all training programs used by the Goodyear Police Department, both internal and external as required.
2. Identify other training needs within their respective sections for command staff consideration.
- D. The TAG has no authority over the Goodyear Police Department's training function, but acts in an advisory capacity to the Chief of Police.
- E. The TAG shall meet at least once a year at a time set by the Training Unit Sergeant who shall serve as chairperson of the TAG.
- F. Upon the conclusion of each meeting, the Training Unit Sergeant shall prepare and forward to the Chief of Police the minutes of the meetings and the recommendations regarding current and future training needs.

9. TRAINING RECORDS

1. Documentation of training and qualifications
 - A. For training classes and qualifications offered by the Goodyear Police Department, the Training Unit is responsible for the approval, filing and storage of training records in compliance with AZPOST standards and Arizona Administrative Code 13.
 1. Exceptions to this standard will apply to Specialty Units conducting Unit specific training, in which case the individual unit supervisor will approve and store the training records.
 - B. For all other classes, it is the responsibility of the individual officer to submit to the Training Unit the attendance verification certificate.
 - C. Training records shall be retained as long as the employee's personnel file is retained.

10. TRAINING INSTRUCTORS

1. Department training
 - A. All department training will be conducted by instructors approved by the Professional Standards Division Lieutenant.
 - B. Instructors are responsible for all documentation concerning the instruction for which they are assigned. This includes, but is not limited to, outlines, rosters and individual attendance records.
 - C. Assigned instructors will be paid a single flat rate, determined by the City, for each day in which they teach a subject providing a benefit to department personnel, wherein the instruction lasts for at least one hour.
 1. This does not include Citizen's Academy, Youth Cadets, Teen Academy or briefing trainings.
 2. All instructors required to conduct the class, as determined by the Professional Standards Division, will receive this trainer pay.
2. Field Training & Communications Training
 - A. On those days training an employee assigned to Field Training or Communications Training, for at least one hour, the trainer will receive the same single flat rate as instructors for department training.