

MESA POLICE Department Policy Manual	Member Training	DPM 1.5.15 Effective 01/10/2013 Revised 12/05/2023
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines for training.

2. ORIENTATION TRAINING

- A. All new members, sworn and professional staff, are provided orientation training by the City of Mesa (COM) Human Resources Personnel and the MPD.
- B. A member orientation checklist is completed to show fulfillment of required training.

3. SWORN ACADEMY TRAINING

3.1 MPD Basic Training Academy

- A. In accordance with Arizona Peace Officer Standards and Training Board (AZPOST) requirements, COM policy, and MPD practice, all sworn officers are to be currently certified peace officers in the State of Arizona. [ALEAP 14.1]
- B. All sworn officers complete training at an AZPOST certified Basic Training Academy, or successfully pass the AZPOST waiver test, before assuming the duties of a police officer. [ALEAP 14.1]
- C. Prior to graduation from a certified academy, Department and academy rules and regulations govern police recruits.
 1. Police recruits shall not carry a firearm or impact weapon in a police capacity prior to completion of the Basic Training Academy.
 2. A lateral officer, who does not attend the Basic Training Academy, completes the appropriate training prior to carrying a firearm or impact weapon in a police capacity.
- D. The Basic Training Academy:
 1. Includes a curriculum based on job-task analysis of the most frequent assignments of police officers.
 2. Must meet or exceed the minimum hours prescribed by AZPOST for peace officer certification and follow a State-mandated curriculum.
 3. Uses evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

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4. Requires officers, while in attendance, to complete written tests and assignments which reflect a knowledge and understanding of Department policies and procedures.

3.2 Pre-Academy & Post-Academy

- A. Any police recruit attending a certified training academy other than the MPD Basic Training Academy shall attend a one-week pre-academy program presented by the MPD Training Division.
- B. Any police recruit or AZPOST-certified Lateral Peace Officer who graduates from a certified academy, including the MPD Basic Training Academy, attends the MPD Post-Academy.

4. ADVANCED TRAINING

- A. The Training Division is responsible for scheduling and facilitating police sponsored/oriented mandatory and elective training for MPD's sworn members.
- B. The Training Division maintains the training records for received training.
- C. Training opportunities (e.g., AZPOST, Department, and other police training) are made available to all members through the [Training Courses](#) SharePoint page.
- D. When a training request is required, it will be submitted using the protocols described in [DPM 1.5.5 Training Protocols](#).
- E. Members who are selected for advanced training must successfully complete the prescribed courses of instruction to receive credit.

5. MANDATORY TRAINING & CONTINUING EDUCATION [ALEAP 14.4]

5.1 Professional Staff

- A. The MPD Training Division may provide annual training for all professional staff through Continuing Education Units (CEUs) or other mechanisms identified by the Training Lieutenants.
 1. This training should be designed to update skills and to increase knowledge for new job responsibilities.
 2. Training Division Lieutenants or other designees identify these training topics.

5.2 Sworn

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- A. Mandatory training courses for Department members are determined by the demands of the area for which training is undertaken or at the direction of the Chief of Police or designee.
- B. A minimum number of Continuing Officer Education (COE) hours must be completed annually. AZPOST currently requires 12 hours a year of training (continuing, proficiency, or a combination of both). This training can include, but not be limited to, a review of: [ALEAP 1.3G]
 - 1. Use of Force/De-escalation (required annually).
 - 2. Firearms Qualifications and Judgement Shoots (required annually).
 - 3. Defensive Tactics.
 - 4. CPR/First Aid.
 - 5. Immediate Action Teams.
 - 6. Ethics & Professionalism.
 - 7. Search & Seizure.
 - 8. Employee Wellness.
- C. Policy/procedures, rules and regulations, and legal updates are provided on an annual basis to members.

6. INCUMBENT TRAINING

- A. Incumbent members, both sworn and professional staff, receive supplemental training as required when transferring assignments or when an assignment is materially affected by major procedural or organizational changes.
 - 1. This can only be done when the Training Division receives an approved training request.
 - 2. This training is initiated as soon as it is available.

7. SPECIALTY TRAINING

- A. Specialized training will be required for any member assigned to a specialty position requiring needed skills (e.g., sworn members in CIU, Tactical Teams, etc. or professional staff such as dispatchers, detention officers, etc.).
- B. The member may be enrolled upon recommendation of a supervisor or transfer, and training will be initiated as soon as it is available.
- C. Specialized training includes the following:
 - 1. Enhancement/development of knowledge, skills, and abilities particular to that assignment.
 - 2. Policies and procedures related to the assignment.

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3. Any supervised on-the-job training.
4. Any performance objectives for the position.

8. BRIEFING TRAINING

- A. Briefing training provides a means for Department members to become better informed about:
 1. Policy and procedure changes.
 2. Updated AZPOST requirements between periods of formal training.
 3. Productive ways to address issues occurring at Divisions.
 4. Other topics of interest to Division members.
- B. Each Division is responsible for determining the subject matter appropriate to the Division's particular training needs and scheduling an appropriate amount of time for covering the subject.
- C. Planning for briefing training includes:
 1. Identification of the topic to be covered.
 2. The training objectives to be accomplished.
- D. Unit supervisors select training instructors and have final determination reference the subject matter to be taught.
- E. Officers within the squad are responsible for the material that is given during briefing training.
- F. Briefing training may be presented in the form of tapes, lectures, practical exercises, etc.
- G. Division Commanders may request assistance from the Training Division to assist with Division/member specific training.
- H. See [DPM 2.8.25 Patrol Briefings](#) for further information on briefings.

9. LEADERSHIP & SUPERVISORY TRAINING

9.1 Non-Supervisory Training – Professional Staff & Sworn [ALEAP 14.2]

- A. Professional staff and sworn members in non-supervisory positions may select training in leadership skills from the approved training calendar.

9.2 Supervisory Training – Professional Staff & Sworn [ALEAP 14.2]

- A. All supervisors, both professional staff and sworn, are required to complete mandatory supervisory training offered through COM Human Resources.
- B. It is the responsibility of the newly promoted supervisor to register for these training classes.

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1. Immediate supervisors are responsible for monitoring employee completion of these courses.
- C. All supervisors are required to take classes at hire or upon promotion to supervisor. See the [Employee Development Guide](#) for a list of required courses and timelines for completion.

9.3 Sergeant Training [ALEAP 14.2]

- A. The Training Division coordinates specialized supervisory training for Sergeant Candidates (SCs) and sworn members promoted to Sergeant. [ALEAP 15.1]
- B. The Human Resources Division Commander/Manager, upon approval from the affected Assistant Chief, determines the number of members on the list to participate in the training, which includes the Sergeant Training & Enhancement Program (STEP). [ALEAP 15.1]
 1. This training commences when a Sergeant's promotion list is established.
 2. The Basic Training Lieutenant obtains this list and notifies members on the list of the supervisory training.
- C. The duration of STEP is approved by the affected Assistant Chief or designee. [ALEAP 15.1]
- D. [STE 2.2F1 Program Structure Diagram](#) is completed for each SC during STEP. The diagram will be:
 1. Reviewed and documented in its entirety by the Field Training Sergeant.
 2. Maintained in the SC's electronic workstation file.
 3. Reviewed by the Field Training Sergeant with the SC's lieutenant prior to the completion of STEP.
- E. The chain of command during STEP will be the SC's assigned chain of command, not the Field Training Sergeant's.
- F. Extending time for a SC in STEP is at the discretion of the Training Commander.
- G. Sergeant Candidates are assigned to STEP:
 1. When possible, in a Patrol Division they are not currently assigned.
 2. On a shift other than their assigned squad to avoid any distractions.
- H. If a SC in STEP fails to perform at the level expected for an entry level sergeant, the SC will be removed from the current Sergeant Promotional List and will need to retest. [ALEAP 15.1]
- I. SC's will not be compensated as a supervisor during STEP.
- J. Field Training Sergeants (FTSs):
 1. Interested Sergeants within the Patrol Division will submit an interest card for selection.

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- a. Training Commander:
 - Determines the number of FTSs in each Division.
 - Selects the FTSs in each Division using a Department-wide, standardized process as established by the Training Division.
2. Should be selected from different shifts within the Division.
3. Once selected, retain the FTS designation, regardless of transfers between Patrol Divisions.
4. Will be compensated as trainers.
- K. New FTSs will meet with the Training Division and will cover the following:
 1. Administrative responsibilities.
 2. Major incidents.
 3. Department resources/call-out procedures.
 4. Equipment assignment.
 5. Disciplinary and documentation processes.
 6. Developing a mentorship relationship with the SC. [ALEAP 14.5B]
- L. The Training Division monitors STEP by receiving and retaining a completed copy of [STE 2.2F1 Program Structure Diagram](#).
- M. Patrol Lieutenants periodically review and update [STE 2.2F1 Program Structure Diagram](#).
- N. See the **STEP Supplemental Manual** for further information on the STEP Program.

9.4 Lieutenant Training

- A. All Recently Promoted Lieutenants (RPLs), or those who have been designated for promotion, will complete the Lieutenant Education & Preparation (LEAP) Program. See [LEP 1.1 Lieutenant Education & Preparation Program](#).
- B. All RPLs will go through the Arizona Leadership Program (ALP) or the equivalent within one year of promotion.

9.5 Command/Professional Staff Equivalent (PSE) Training

- A. Advanced training may be provided to managerial positions aimed at improving the professional competence of members who have demonstrated leadership capabilities.
 1. This training may be provided through approved academies (e.g., the FBI Academy, SMIP, Northwestern University, etc.).
 - a. Commanders are required to attend one of these academies for leadership development.

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2. Advanced training will be afforded to members, Commander/PSE level or above, or other members at the discretion of the Chief of Police and upon acceptance into the school.
 - a. Selection is based upon recommendation of the Assistant Chiefs of Police and approval of the Chief of Police.

REFERENCES

- [DPM 1.5.5 Training Protocols](#)
- [DPM 2.8.25 Patrol Briefings](#)
- [Employee Development Guide](#)
- [LEP 1.1 Lieutenant Education & Preparation Program](#)
- [STE 2.2F1 Program Structure Diagram](#)