



**5100 TRAINING** (Revised November 6, 2009)

**5110 SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER (SALETC)  
BASIC TRAINING**

The Southern Arizona Law Enforcement Training Center (SALETC) provides AZPOST sanctioned basic training to recruits from law enforcement agencies throughout southern Arizona. SALETC is a component of the Tucson Police Department's Training Division and is based out of the City of Tucson's Public Safety Academy located at 10001 S. Wilmot Road in Tucson, Arizona. Specific information on the operation and organization of the program is available in the SALETC *Training Operations Manual*.

Prior to the start of each new recruit training academy, recruits are sent a new Recruit Orientation Packet. The new recruit training curriculum is based on tasks associated with the initial patrol assignment of newly trained personnel and includes the use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. In addition to providing the basic training course approved by AZPOST, the center also strives to provide law enforcement recruits with a solid foundation of knowledge and skill that will serve to improve their performance and foster personal growth. Personnel involved in training at the center are expected to meet the criterion established by AZPOST for instructor certification.

The basic training of non-sworn members of the agency may be conducted within the member's own division, or may be coordinated with the assistance of the training division.

**5120 CONTINUING OFFICER TRAINING**

**5121 General**

The primary responsibility of the Advanced Officer Training (AOT) section is to ensure that sworn members are provided with the training opportunities necessary to retain their certification through AZPOST. The Training Division is not responsible for ensuring that officers complete the required training. That responsibility rests with the individual officers.

AZPOST rules require peace officers to successfully complete the following training:

- **Firearm Qualifications:** At least once each calendar year for all peace officers.
- **Continuing Training:** At least eight (8) hours each calendar year for all full authority peace officers, following the date the individual received certified status. (Note: for a limited authority peace officer, it is eight (8) hours every three- (3) years from the date of certification).
- **Proficiency Training:** At least eight (8) hours every three (3) calendar years for peace officers below the first level supervisory position.

The Training Division will keep members apprised of AZ POST training requirements and will provide any training necessary to meet this mandate.



**5122 Scheduling**

Training schedules will be compiled and distributed to all sworn personnel via the TPD intranet and the COTEU website. Members are expected to schedule themselves with approval from their respective chains of command in order to meet all of their training requirements.

Once the scheduled training is complete, the Tucson Police Department will not offer any make-up sessions, except as necessary for limited duty and injured officers. Officers who fail to attend the mandatory training and make-up sessions when offered, are responsible for obtaining the required training on their own time and at their own expense. To receive credit for the training, they must also submit verification that the training was successfully completed to the Advanced Officer Training Section of the Training Division.

**5123 Lesson Plans**

All training lesson plans shall include at a minimum:

- A statement of training goals/performance objectives
- Discussion of applicable techniques
- Testing process

Lesson plans are approved through the SALETC Commander and copies retained on file at the Training Center. Lesson plans for required AZPOST courses, must meet all AZPOST standards and are approved by AZPOST before instruction.

**5124 Briefing Training**

All sworn members are responsible for conducting Continuing Online Training via the TPD intranet and COTEU website ([www.coteu.org](http://www.coteu.org)). All sworn members are responsible for being up to date with continuing online training. Other information and updates, including quarterly legal bulletins or other topical bulletins will be made available to all members either in electronic format or written version and will be available in unit briefing areas.

**5125 Specialized In-Service Training**

Members requiring specialized training shall receive periodic instruction and on-the-job training through their bureau as required to maintain certification and skills.

Positions which require pre and in-service specialized training are:

- Crime Lab positions,
- Crime Scene Technician, and
- Communications positions.

Supervisors and those who engage in career counseling will receive management and supervisory and other necessary training (i.e. EEO, personnel policies) periodically as



appropriate. Upon promotion, the department will provide job-related training and members are encouraged to seek out any supplementary training to enhance their skills.

**5126 Failure to Meet Training Requirements**

Officers who fail to meet training standards or qualification shall be offered remedial training tailored to the specific training area. Officers who fail to complete their annual training requirements will be reported to AZPOST and their peace officer certification may be suspended. If AZPOST suspends an officer's certification for failing to meet training requirements, the Training Commander will notify the affected officer's Bureau Commander of the suspension.

Officers shall not be allowed to work while their certification is suspended. Officer's may use vacation leave, compensatory leave or leave without pay. Officers may return to work when they have successfully completed the required training and AZPOST has reinstated their peace officer certification.

Important Note: When an officer's certification is suspended, it is not automatically reinstated upon completion of the required training. Suspensions will remain in effect until the officer completes the required training, submits verification of the training to the training commander, and AZPOST is notified.

Officers who are unable to participate in required training for the majority of a calendar year due to military deployment, illness or injury, shall notify the training division to make arrangements for obtaining any of the necessary training they have missed.

Officers who are unable to attend scheduled training due to a short-term emergency, illness or injury, shall contact their immediate supervisor and log into the COTEU website ([www.coteu.org](http://www.coteu.org)) to cancel their class. Upon returning to work, the member is expected to reschedule any training they miss through their respective divisions by checking the COTEU website for other classes and available dates.

Officers who do not notify the Training Division or who fail to schedule a make-up date will be included in the list of officers who did not complete the required training.

**5130 ASSIGNMENT TRAINING**

**5131 General**

When a member's assignment substantively changes, the department will ensure that the member is appropriately trained to assume their new assignment. This includes movement between field assignments and special assignments.

**5132 Special Assignments**

Members assuming non-uniform or non-patrol assignments will be trained in the duties of that assignment. Training will be the responsibility of the division under which the assignment falls. Such training will be documented and stored at the division that provided the training.



**5133 Re-assignment Training**

When members returning from a one-year or longer assignment to a non-uniform/non-patrol special assignment are reassigned to a uniform patrol assignment the member shall complete Reassignment Training. The division receiving the member is responsible for administering the training using the Reassignment Workbook. The trainer and the chain of command determine the length of the training based on the needs of the individual member and given consideration for how long the member has been in a non-patrol assignment. The training center shall be the repository for completed reassignment workbooks.