

# ARAPAHOE COUNTY SHERIFF'S OFFICE



<b>POLICY AND PROCEDURE MANUAL</b> ADMINISTRATIVE	<b>EFFECTIVE</b> 03/01/1988	<b>REVISED</b> 05/14/2021
<b>TITLE</b> TRAINING	<b>POLICY NUMBER</b> ADM 401	

## **PURPOSE:**

To establish a Training Unit to meet the training needs of the Sheriff's Office. Training in law enforcement is perhaps the most important administrative responsibility for the agency. Training supplies the agency with well-trained members who are better prepared to act decisively and correctly in a myriad of situations; members who provide greater productivity and effectiveness; and members who cooperate and focus on a unity of purpose. Planning and research is a vital element of effective and efficient management. Complex demands for services require careful research into operational alternatives and planning future programs.

## **DEFINITIONS:**

**AUXILIARY:** A part-time, non-salaried and non-sworn Explorer, Victim Assistance volunteer, office volunteer, or other volunteer who performs services directly for the Sheriff's Office and has no law enforcement authority. <45.3.1.a>

**COURSE CONTENT:** Any training materials, handouts, or tests used to instruct a specific topic as identified in a lesson plan.

**DIRECTED REMEDIAL TRAINING:** Training that must be provided to a member who has a sustained preventable vehicle incident, identified deficiencies in skills areas, officer safety, or other job related tasks, requiring remediation.

**ELECTRO-MUSCULAR DISRUPTION (EMD) DEVICES:** A weapon that disrupts the body's ability to communicate messages from the brain to the muscles causing temporary motor skill dysfunction of a subject.

**LESS LETHAL IMPACT MUNITIONS (LLIMS):** Extended range impact projectiles fired, launched, or otherwise propelled for the purpose of safely incapacitating dangerous person(s) from a distance that minimizes the danger to the officers involved.

**LESSON PLAN:** A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources and method of evaluating or testing students.

**LICENSED VETERINARIAN:** A person who is licensed pursuant to Colorado Revised Statutes, Article 64 of Title 12, to practice veterinary medicine in this state.

**MANDATORY TRAINING:** Required by law, policy, accreditation standards, litigation, POST, or as defined by the annual Required Class List published by the Training Unit.

**OLEORESIN CAPSICUM (OC):** A substance that affects the mucous membranes of the mouth and eyes and results in the inflammation of the upper respiratory system.

**PERFORMANCE OBJECTIVES:** Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed and the criteria for satisfactory performance.

**POLICE BATON:** An impact weapon, designed to be used by striking the combative subject or used as a leverage device, in order to neutralize their ability to cause harm and gain control of the person.

**QUALIFIED ANIMAL BEHAVIOR EXPERT:** An individual with an advanced degree (MA, MS, or Ph.D.) in a behavioral science that includes a concentration or specialization in animal behavior from an accredited college or university, or a Doctor of Veterinary Medicine (DVM) with post-graduate training in animal behavior. The individual should also have extensive practical experience with dogs.

Qualified dog behavior experts may include certifications or credentials as noted below:

- Certified Professional Dog Trainer - CPDT-KA OR CPDT-KSA
- Certified Canine Behavior Consultant - CCBC-KA
- Certified Dog Behavior Consultant - CDBC
- Veterinarians licensed in the State of Colorado
- Certified Animal Control Officer (ACO) through the Colorado Association of Animal Control Officers (provided they have three (3) or more years of work as an ACO)

**REASONABLE BELIEF:** The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances. <4.1.2>

**SPECIALTY CHEMICAL MUNITIONS (SCM):** Extended range chemical projectiles using OC and CS fired, launched, or otherwise propelled for the purpose of safely incapacitating dangerous person(s) from a distance that minimizes the danger to the officers involved.

**STAFF DIRECTED TRAINING:** Required by policy or accreditation standards, and/or at the direction of the Command Staff, as defined by the annual Required Class List published by the Training Unit.

< >: Numbers in brackets are Accreditation references.

## **POLICY:**

The Sheriff's Office shall maintain a Training Unit responsible for the development, implementation, and administration of agency training programs, and the coordination of all training through other agencies, institutions, and providers. Training is provided as a means to accommodate the professional needs of the agency, and to actualize the interest and concern the agency has for the job-related and personal development needs of the sworn and non-sworn personnel. Planning and research shall enhance the overall operational effectiveness and efficiency of the Sheriff's Office. <4-ADLF-7B-06, 4-ALDF-7B-08, 15.1.1, 46.1.9, P.1.2.8, P.7.1.5>

## **PROCEDURE:**

### **Section A**

Agency training goals are identified as follows:

1. To provide job-related and personal development training to all agency members.
2. To better prepare members to act decisively and correctly in a broad spectrum of situations through training and education opportunities.
3. To enhance member productivity and effectiveness through greater job knowledge.
4. To foster cooperation and unity of purpose among agency members through common training.

### **Section B**

Activities of the Training Unit shall include, but are not limited to:

1. Annual training plan development and training programs
2. Notifying personnel of required and available training
3. Maintaining training records
4. Implementing training programs
5. Monitoring program attendance
6. Manage instructors program to include selection, certification, re-certification, and scheduling
7. Coordinating training programs
8. Evaluating training programs
9. Examining research trends and technological developments <15.1.1, P.1.2.7>
10. Coordination of seminars, workshops and symposiums
11. Coordinating and/or assisting with special events to include:
  - a. Ceremonies
  - b. Graduations
  - c. Community outreach programs and academies
12. Supporting the needs of outside agencies
13. Coordination of the Employee Fund Store

14. Publication of monthly training bulletin
15. Coordination of internal training academies (Non-Certified Detentions Academy, Patrol Orientation Academy, Promotional Academies) and co-coordination of external POST Academy
16. Coordination of the Training and Planning Committee and Subcommittees
17. Submit annual range requests through the Highlands Ranch Law Enforcement Training Facility
18. Manage and coordinate usage of the drive track
19. Submit annual agency ammunition order to include duty ammunition, training ammunition, less lethal ammunition, and simunition cartridges
20. Manage agency armorer program
21. Annual compliance reporting to POST on required training
22. Fulfill training records requests
23. Coordination with initial employee training programs

## **Section C**

### The Structure of the Training Unit

1. Sergeants supervise the Training Unit, at the direction of the Support Services Bureau Administrative Lieutenant and Bureau Chief. Sergeants are responsible for the overall management of the agency's training program, research and development, drive track, and firearms range. <4ALDF-7B-06, 33.1.1.c.d.e, P.1.2.8>
2. Training Coordinators coordinate and conduct training, special events, the drive track, firearms range, and research and development projects.
3. A Training and Planning Committee has been established to develop, plan and evaluate agency training needs and coordinate agency research and development. The Training and Planning Committee represents all components of the agency and serves in an advisory capacity to the Sheriff's Command Staff. <15.1.1, 33.1.1.d.e, P.1.2.7, P.1.2.8>
  - a. Committee Structure - The Training and Planning Committee shall consist of agency members as appointed by members of Command Staff as follows: <33.1.1.a.b, P.5.1.1.a.b>
    - i. A Training Unit Sergeant - Chairperson (non-voting member except in the case of a tie) <33.1.1.a, P.5.1.1.e>
    - ii. Support Services Representative

- iii. Detention Services Operations Representative
  - iv. Detention Services Administrative Representative
  - v. Investigations Services Representative
  - vi. Patrol Services Representative
  - vii. Patrol Special Operations Representative
  - viii. Administration Representative
  - ix. Communications Representative
  - x. Support Services Bureau Chief and Administrative Lieutenant
    - 1. Ensures access to necessary information resources <P.1.2.8>
    - 2. Has direct access to the Sheriff <15.1.2, P.1.2.8>
  - xi. Accreditation Unit Representative
  - xii. Other representatives as assigned by the Support Services Bureau Chief with no voting status
  - xiii. A sub-committee of members with recognized training and/or expertise in a subject may be assembled as needed at the direction of a Training Unit Sergeant. These sub-committees would assist the Training and Planning Committee by providing technical expertise for proposals, projects and/or revisions to agency training, tactics and equipment. Members of the sub-committees have no voting status. <15.1.1, P.5.1.1.a.c, P.5.2.11.e>
- b. The Support Services Bureau Chief shall report all vacancies to Command Staff. <33.1.1.b, P.5.1.1.b>
  - c. The Training and Planning Committee reports directly to the Sheriff and Command Staff through the Support Services Bureau Chief. <33.1.1.c.e, P.5.1.1.e>
  - d. Training and Planning Committee members are responsible for identifying the training needs of the agency.
  - e. Training and Planning Committee members are responsible for staff studies, analyzing and reporting on potential new resources and programs and assisting in the development of projects as directed by Command Staff. <15.1.1, P.5.1.1.c>
  - f. Members have the authority to review goals and objectives, and shall receive input from the Sheriff and Command Staff. <33.1.1.d, P.5.1.1.d>

**Section D**

The agency's training curriculum may include:

1. Training provided by the agency for members.
2. Training provided by the agency for members of other agencies.
3. Training made available to members by other agencies, educational institutions or private entities.
4. Training made available to members of the community.

## **Section E**

The following means are used to determine training needs for members:

1. Review of new laws, court decisions, litigation, POST, accreditation, and agency directives.
2. Evaluation of the success of training programs in meeting agency objectives.
3. Identification of problems associated with physical facilities, materials or scheduling.
4. Consultation with the Sheriff and Command Staff.
5. Feedback from members.
6. Current events.
7. Other resources such as inspection reports, staff reports, consultation with field personnel, Training and Planning Committee reports, training evaluations, training needs questionnaire, issues as identified by the Support Services Bureau Chief, and technology research for law enforcement obtained through Internet sources.
8. Any training mandates from the Department of Homeland Security shall be in compliance with the National Incident Management System (NIMS), and the National Response Plan (NRP).

## **Section F**

Attendance and Participation Requirements <J-C-04, 33.1.2, P.5.1.2>

1. Attendance of personnel at training programs shall be documented by the Training Unit and shall become a part of the permanent training record. <J-C-04>
2. Advanced notice of training programs shall be made available to all members.
3. Mandatory training attendance requirements:
  - a. Mandatory training, as defined by the annual Required Class List, shall be attended by all members.
  - b. A member may be excused from mandatory training by a member of Command Staff. This excuse shall be submitted in writing to a Training Unit Sergeant.
  - c. If a member is unable to attend a mandatory training class, it is the member's responsibility to arrange to make up any missed training. Multiple sessions are made

available to ensure attendance. <J-C-04>

- d. Outside training courses may be used to take the place of mandatory training. The performance objectives of the outside training course must meet and/or exceed the performance objectives of the mandatory course as determined by the Training Unit. The member must submit a letter to a Training Unit Sergeant through their chain of command; giving the course name, the performance objectives, and the reason that the outside training course is being used to cover a mandatory course.
  - e. Non-excused absences from mandatory training are subject to discipline, up to and including termination.
4. Members are exempt from regularly scheduled or staff directed training when sick, on vacation, or when excused by a member of Command Staff or their designee.
  5. Members who are scheduled to attend training offered by outside agencies or organizations (seminars) shall notify the Training Unit immediately if they are unable to attend. If possible, the Training Unit shall attempt to schedule another member for the training in their place.
  6. Members are required to actively and appropriately participate in all mandatory and staff directed training for their position. <J-C-04>
  7. Prior to any training that involves physical exertion; members shall be asked by instructors/training coordinators if any are injured and/or unable to fully participate in the training. Members who report injuries, pre-existing conditions or any other reason why they cannot fully participate shall be immediately referred to the supervisors from their Bureau who are present. Supervisors shall determine if the members should be sent back to work, excused from the training, referred for medical evaluation/treatment, or continue with the training in a limited fashion. If necessary, the supervisor shall obtain the appropriate permissions/concurrence for that decision from their Bureau chain of command. The Training Coordinator shall be advised of all outcomes.
  8. Instructors/Training Coordinators shall direct and/or lead a period of warm up/stretching for all members who are to participate in the physical training. Members should maintain a level of fitness and general health that would enable them to fully participate in all training required for their position. To minimize injuries to themselves and others, members should be aware of their physical limitations and personal medical histories and only exert themselves to the level that they are safely able.
  9. Members who are obviously or seriously injured during training shall immediately report the injury to the instructors/training coordinators and the supervisors from their Bureau who are present. A supervisor from their Bureau shall complete the appropriate Worker's Compensation reports. The injured member shall be taken to the appropriate Worker's Compensation care provider or approved after hours medical facility. The Training Coordinator or Lead Instructor shall notify the Training Supervisor of all reported injuries. The supervisor handling the Worker's Compensation report shall immediately report the injury to the on-duty watch commander from the member's Bureau.
  10. After any training that involves physical exertion, members present shall be asked by instructors/training coordinators if any were injured during the training. Members who believe they were injured shall report any known injuries to the lead instructor/training coordinator and

a supervisor from their Bureau. The supervisor from their Bureau shall complete the appropriate Worker's Compensation reports. If the supervisor directs it or if the member chooses, the member shall be directed to or taken to the appropriate Worker's Compensation care provider or approved after hours medical facility. The Training Coordinator or Lead Instructor shall notify a Training Unit Sergeant of all reported injuries. The supervisor handling the Worker's Compensation report shall immediately report the injury to the on-duty watch commander from the member's Bureau.

11. Members who leave the training session and subsequently conclude that they sustained an injury during training, shall immediately report the injury to their immediate supervisor, and follow the Worker's Compensation reporting requirements. The supervisor handling the Worker's Compensation report shall immediately report the injury to the on-duty watch commander from the member's Bureau. This information shall be forwarded to a Training Unit Sergeant as soon as possible.
12. Sworn members are required to successfully complete an annual skills evaluation in law enforcement driving, firearms, and any other job specific skill requiring certification/recertification (see ADM 402-Driving Training/Training Facility).

## **Section G**

### Remedial Training <4.3.3.c, 33.1.5.a.b, P.5.2.8>

1. Remedial training may occur through formalized training programs, when a member's performance is substandard, as a result of a disciplinary finding, or when identified as a deficiency during an inspectional process.
  - a. Remedial training during a formalized training program shall be handled within the parameters of the training, and documented accordingly by the trainer(s). Documentation shall include the deficiency and amount of time spent to bring performance into an acceptable level.
  - b. Remedial training identified as substandard, as a result of a disciplinary finding, or when identified as a deficiency during an inspectional process shall be scheduled within thirty (30) days, excluding extraneous circumstances or facility scheduling conflicts.
  - c. Command Staff shall use recommendations from Training Unit personnel, instructors, supervisors or a review of performance evaluations.
  - d. A Captain, Bureau Chief, or Internal Affairs Unit member may direct the member, in writing through the Training Unit, to attend specific instruction designed to address the particular deficiency.
  - e. All directed remedial training shall be conducted one-on-one (instructor(s) to student).
  - f. In the event a member fails to attend a scheduled remedial date, this absence shall be reported to a Training Unit Sergeant.
  - g. Upon completion of remedial training, members shall be evaluated to determine whether or not existing deficiencies were alleviated. Results of the evaluation shall be documented on the Remedial Training Form (AC 795), unless the remedial training was



completed as part of a formalized training program, and a recommendation forwarded through the affected chain of command. A copy of the form shall be provided to the Support Services Bureau Chief, a Training Unit Sergeant, and if applicable, the Internal Affairs Unit.

## **Section H**

### Member Conduct During Training

1. Members shall conduct themselves in an appropriate and professional manner during all training sessions. Supervisors attending training shall monitor, and if necessary, correct the behavior of subordinate members during training session. Training coordinators, instructors or any supervisor present may correct the inappropriate behavior of any member, and if necessary, remove members from any training session when the member's conduct is disruptive or inappropriate to the learning environment. Training coordinators, instructors and supervisors who are present shall cooperatively resolve any conduct issues immediately so that the training session may continue. Removed members shall be directed to immediately report to their Bureau Chief, Captain or designee.
2. If a member is removed from a training session, the complainant shall advise the training coordinator who shall notify the Training Unit chain of command. The complainant shall complete a Service Comments Form to be forwarded to Internal Affairs.
3. Members shall follow all safety instructions, rules and facility regulations during all training sessions. Any member who observes what they believe is an unsafe condition or unsafe behavior shall immediately call a halt to the training and alert an instructor or training coordinator. The instructor/training coordinator shall correct the condition or behavior and determine if the training should continue or be altered to ensure the safety of participants.
4. Members shall appropriately use any training equipment and refrain from use or misuse that may damage the equipment. Equipment damaged to the point that it is unusable or unsafe shall be removed from service. Members shall use training facilities, both Arapahoe County owned and other properties, in a respectful and appropriate manner. Members in attendance shall be responsible for the cleanliness of the area and returning the space to the condition it was in prior to the session. Any damage to equipment or to facilities shall be reported to the training coordinator/instructor and documented by the member on an incident report. Members who found or witnessed the damage, or had a role in the incident that caused the damage, shall submit supplemental reports. A Training Unit Sergeant shall be notified of all damage to equipment or facilities.
5. On in-service training days and/or at Sheriff's Office hosted training seminars, sworn members shall have ready access to their firearm, radio, body armor and either a complete uniform (for those who normally wear a uniform), or ID/raid vest (for those who normally wear plain clothes). If the training event is at the Sheriff's Administration and Coroner's Facility or at the Sheriff's Office Detention Facility, it is acceptable to have the above items in employee lockers at either facility. Supervisors shall be responsible for periodically checking member's duty equipment.
6. Members are expected to bring all necessary personal equipment to training sessions based on the type of training and/or specific instructions published in the monthly training announcement. Members who fail to bring this equipment shall be referred to their supervisor.

Members who do not have appropriate safety equipment shall be barred from participation in the training until they are properly equipped.

## **Section I**

Lesson Plans - Lesson plans are required for all training courses to ensure that the subject of the training is addressed completely and accurately. <J-C-04>

1. If a current version is not already on file, lesson plans shall be submitted for approval, in electronic or writable form, to a Training Unit Sergeant no later than one week prior to each class. <33.1.4.c>
2. Lesson plans shall include:
  - a. The proper format and sequence in accordance with other training materials, including a list of references and resources used in the development and delivery of the curriculum, teaching techniques, responsibilities of the participants, and plans for evaluation of the participants. <33.1.4.c>
  - b. A statement of performance and job-related objectives. <33.1.4.a, P.5.1.4.a>
  - c. A statement of performance objectives, the content of the training and specification of the instructional techniques. <33.1.4.b, P.5.1.4.b>
  - d. A Training Unit Sergeant's approval of lesson plans and course content for training programs prior to the course. <33.1.4.e, P.5.1.4.c>
  - e. Identification of any tests to be used in the course. <33.1.4.f, P.5.1.4.d>
3. All lesson plans and training materials created by members for the instruction of Sheriff's Office staff are the intellectual property of both the instructor and the Sheriff's Office, and shall be retained according to the Sheriff's Office Records Retention Schedule. Copyrighted materials or materials from other sources utilized in whole or in part shall be appropriately credited and shall remain the intellectual property of the authors. <33.1.7.d>

## **Section J**

Training Records - Upon the completion of each training session, program or course, employee training records shall be updated to reflect the acquired training. Training records shall be compiled and shall include: <4.3.3.b, 33.1.6, P.5.1.6>

1. The lesson plan, type of training, subject matter and course content. <J-C-04, 33.1.7.a, P.5.1.7.a>
2. Names of personnel attending. <J-C-04, 33.1.7.b, P.5.1.7.b>
3. Hours spent in training. <J-C-04>
4. School, agency or instructor providing training. <J-C-04>
5. Measured performance, certification, or test results, if any. <J-C-04, 4.3.3.b, 33.1.7.c, P.5.1.7.c>

6. Instructor Assessment Forms and Instructor Evaluations from the students. <J-C-04>
7. The release of training records to outside agencies or individuals is at the authority of the Sheriff, a designee or by subpoena.
8. Upon employee separation, original training records shall be scanned, and maintained by the Training Unit according to the Sheriff's Office Records Retention Schedule. <33.1.7.d>

## **Section K**

### Instructor Selection and Requirements

1. Members who desire to be an in-service training or academy instructor in any area must meet the following minimum requirements:
  - a. Not be on initial or probationary status unless waived by the Support Services Bureau Chief with concurrence of the affected member's Captain or Bureau Chief.
  - b. Have a minimum of eighteen (18) months experience as a member of the Arapahoe County Sheriff's Office unless waived by the Support Services Bureau Chief with concurrence of the affected member's Captain or Bureau Chief.
2. Those members meeting the above requirements should consult with the Training Unit to see if instructors are needed in their area of interest.
  - a. To be considered as a skills or POST academy instructor, members shall apply by submitting the following documentation to a Training Unit Sergeant:
    - i. A letter of interest, stating the discipline in which the member wishes to become an instructor, that the member meets the minimum requirements and the member's motivation for becoming an instructor. The letter should address qualifications in the areas of education, experience, integrity, suitability and leadership.
      1. All letters must be approved by the member's chain of command along with a letter of recommendation from their first and second level supervisors.
    - ii. A resume, no more than two (2) pages in length.
  - b. A Training Unit Sergeant shall submit the names of each applicant to the Internal Affairs Unit for a file review.
  - c. Upon review and approval of the documentation, members of the Training Unit shall conduct an oral board and skills assessment with the applicant.
3. Upon successful completion of an oral board and skills assessment, successful applicants shall be reviewed by the Support Services Bureau Administrative Lieutenant and Bureau Chief, who shall make recommendations to Command Staff for final selection.
  - a. The Training Unit shall advise applicants of the Command Staff decision.

- b. Approved applicants shall be advised of the process necessary to attend instructor training certification. Those applicants who were denied may re-apply after a period of one (1) year.
  - c. Command Staff approval is valid for one (1) year from the date of approval. If the potential instructor has not successfully completed an instructor certification course in their intended discipline, they must reapply for consideration by Command Staff.
4. To be considered as an instructor for non-skills topics or a non-POST academy, members shall apply by submitting the following documentation to a Training Unit Sergeant:
  - a. A letter of interest stating the discipline in which the member wishes to become an instructor, that the member meets the minimum requirements, and the member's motivation for becoming an instructor. The letter should address qualifications in the areas of education, experience, integrity, suitability, and leadership.
    - i. All letters must be approved through the member's chain of command along with a letter of recommendation from their first and second level supervisors.
  - b. A resume, no more than two (2) pages in length.
  - c. Completed applications shall be reviewed by a Training Unit Sergeant, Support Services Bureau Administrative Lieutenant and Bureau Chief who shall make the final approval. The Training Unit shall advise applicants of the decision.
5. Required abilities for instructors in agency training programs include knowledge of teaching theories, methods and practices, and current knowledge of subject matter.
6. When an instructor does not satisfy these requirements, but does provide a particular specialization, the training program must be supervised by a Training Coordinator, Program Lead Instructor or Lead Instructor.
7. Instructors may be required to meet state instructor certification requirements or possess other specific, documented certification as required by the subject matter.
  - a. Firearms instructors shall be certified in Casualty Care (CC) and Basic Life Support (BLS). <4.3.5.f>
8. In addition to knowledge of the subject matter, Training Coordinators assigned to the Training Unit, and full-time instructors shall complete at least a forty (40) hour train-the-trainer course which includes, at a minimum: <4-ALDF-7B-06, 33.3.1, P.5.1.5>
  - a. Lesson plan development. <33.3.1.a, P.5.1.5.a>
  - b. Performance objective development. <33.3.1.b, P.5.1.5.b>
  - c. Instructional techniques. <33.3.1.c, P.5.1.5.c>
  - d. Learning theory.
  - e. Testing and evaluation techniques. <33.3.1.d, P.5.1.5.d>

f. Resource availability and use. <33.3.1.e, P.5.1.5.e>

9. Instructors must submit to the Training Unit: documentation of instructor status, lesson plans, type of training to be conducted, subject matter, and course content prior to conducting the class. The names of personnel attending (to include all instructors) when instructing a class, hours spent in training and measured performance, certification, or test results, if any, after the class. <33.1.4>
10. At the conclusion of each training session, the instructor shall initiate an Instructor Assessment Form and have it signed and completed by a Training Coordinator, Program Lead Instructor or Lead Instructor for that discipline. The white copy shall be forwarded to the Training Unit and the yellow copy kept by the instructor. The Training Unit shall compile monthly statistics on instructor activity.
11. To ensure the quality, professionalism and efficiency of agency training programs, the Training Unit shall establish minimum orientation and participation requirements for new and existing instructors in each discipline. These standards shall be approved by the Training and Planning Committee and Command Staff. The standards shall include the required hours of instruction, required continuing education, meeting attendance and compliance with approved training documentation. If an Instructor is denied participation by their supervisor, the instructor must notify a Training Unit Sergeant, in writing, so that the continuing participation standards may be waived upon verification. <4.3.5.f>
12. Failure to comply with the requirements of an instructor may result in the suspension of the instructor from conducting future training and/or in attending future outside training until such instructor requirement(s) have been corrected or the instructor's status is revoked. A Training Unit Sergeant shall submit recommendations for suspension or revocation of an instructor's status through the chain of command to the Support Services Bureau Chief who shall present the issue to Command Staff for a final decision.
13. As needed, instructors will be requested and scheduled by the Training Unit. Members who instruct on regular duty or flex time shall get approval from their assigned chain of command prior to instructing.

## **Section L**

### **Instructor Expectations**

1. Instructors shall dress in a manner that portrays a positive and professional image. All clothing shall be presentable and free of defects. Acceptable dress includes:
  - a. Duty uniform.
  - b. Training uniform that includes BDU style pants and a black or tactical type belt. Shorts shall be 511 style khaki.
  - c. Business attire.
  - d. All firearms instructors shall wear their issued body armor unless directed otherwise by the assigned lead instructor.

2. At no time shall an instructor use gratuitously foul or derogatory language while in the presence of, or toward agency members or others in attendance at training. This does not include lecture, scenario or video presentations when it may be necessary to make a factual point or illustration.
3. At no time shall intentional demeaning or derogatory language or actions be levied upon any agency member or others in attendance at training by an instructor.
4. Instructors shall be on time for their block of instruction, and be prepared to instruct at the scheduled time. Class preparation and set up shall not occur during the scheduled training time.
5. If instructors need handouts produced for their class they shall advise the Training Unit a week in advance to allow ample time to produce the information.

## **Section M**

### New Employee Training and Orientation

1. All POST certified Deputies must possess a current State of Colorado Peace Officer Standards and Training (POST) certification in compliance with POST rules, regulations and training.
2. Some portions of the orientation for all positions may be satisfied during the first phase of recruit/field training program.
3. All new part-time staff and contract personnel receive formal orientation appropriate to their assignment and additional training, as needed. <4-ALDF-7B-13>
4. All initial training and certifications with weapons, both lethal and less lethal, shall be conducted in accordance with the provisions of ADM 801-Firearms and Weapons, and ADM 502-Use of Force/Response to Resistance. All personnel authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented. <4.3.4>
5. All sworn members shall receive initial training on the use of force policy (see ADM 502-Use of Force/Response to Resistance) including:
  - a. Choke holds and carotid control holds. <4.1.5, 4.1.6>
  - b. The duty to intervene within their scope of authority and training. <1.2.10>
6. All members, sworn and non-sworn, shall receive awareness training on the process of criminal and administrative investigations in use of force investigations (see ADM 538-Critical Incidents). <11.3.4.e.f>
7. New auxiliaries shall receive training in those authorized and assigned duties. <45.3.2>
8. All new members shall receive initial training regarding the interaction with persons suspected

of suffering from mental illnesses. Members shall receive this training in their respective academy or field training programs. <41.2.7.d>

## **Section N**

### Firearms Range Usage

1. Members shall adhere to the rules and regulations of the range facility being utilized.
2. Verbal and/or written safety briefings covering safety procedures and range rules shall be reviewed prior to all firearms training. <4.3.5.b>
3. Members shall be provided with facility rules and regulations. Use of the firearms range shall be provided and updated by the range facility. At a minimum, the rules and regulations will include: <4.3.5.b>
  - a. The purpose for which the range shall be utilized, with any restrictions. <4.3.5.a>
  - b. The type of weapons, ammunition, targets, and equipment permitted for use on the range. <4.3.5.d>
  - c. Required personal safety equipment. <4.3.5.e>
    - i. The wearing of body armor is strongly recommended during live fire training.
4. Weapons shall not be stored at the range. <4.3.5.g>
5. Ammunition shall be stored in a locked cage, within the locked storage building. Only firearms instructors shall have access to the cages. <4.3.5.g>
6. A responsible range supervisor shall be designated during all times the range is in use. <4.3.5.c>

## **Section O**

### Academy Training

1. Communications Academy – Newly hired Communications personnel shall receive designated hours of academy training prior to beginning the Communications Training Program. The academy shall use the current curriculum provided by The Association of Public Safety Communications Officials (APCO) and be conducted by Communications Section staff. <P.5.2.3>
2. Non-Certified Deputy Sheriff (NCDS) Academy - Newly hired non-POST certified Detention deputies shall attend a NCDS Academy. The academy shall use the current curriculum as developed by the Detention Services Bureau and the Training Unit. All curriculum shall be approved by the Sheriff.
  - a. The NCDS Academy Administration and Operation Manual is a written directive with provisions for the administration and operation of the academy, to include: <4-ADLF-7B-10>

- i. A statement of the academy's goals and responsibilities
    - ii. Organization and staffing
    - iii. Administrative procedures
    - iv. Operating procedures
    - v. An orientation handbook issued to all new non-certified Detention deputies at the time the academy training begins.
  - b. The academy shall be conducted in either the Sheriff's Office training rooms, Sheriff's Office Detention Facility Emergency Operations Center or other suitable facility that includes, at a minimum:
    - i. Classroom space consistent with the curriculum being taught
    - ii. Office space for instructors, administrators and secretaries
    - iii. Physical training capability
    - iv. A library
3. Patrol Orientation Academy – New hires and deputies transferring to Patrol Services shall receive academy training in conjunction with the assessment process. The Human Resources Section shall conduct the assessment; the Training Unit shall coordinate the academy and approve the curriculum; Patrol Field Training and Evaluation staff shall provide the curriculum and instructors for the academy.
4. Investigations Transition Academy – Deputies transferring to Investigation Services shall receive academy training in conjunction with the assessment process. The Human Resources Section shall conduct the assessment; the Training Unit shall coordinate the academy and approve the curriculum; Investigation Field Training and Evaluation staff shall provide the curriculum and instructors for the academy.
5. Victim Assistance volunteers must complete a fifty (50) hour training academy prior to independent assignment.
6. Promotional Academies for Sergeants and Lieutenants
- a. Members who are assessing for promotion to the rank of Sergeant and Lieutenant shall receive forty (40) hours of academy training in conjunction with the assessment process. The Human Resources Section shall conduct the assessment; the Training Unit shall coordinate the academy and approve the curriculum. <4-ALDF-7B-11, 33.8.2>
    - i. Non-sworn supervisors and managers shall attend the next scheduled Sergeant's or Lieutenant's Academy to participate in the training portion. <P.5.2.12>
7. Members Trained in Outside Academies
- a. The Human Resources Section shall recommend outside POST academies to provide



the initial POST training of new deputies. Command Staff shall select the academy based on an assessment of cost and quality of instruction. Unless otherwise agreed to with the selected academy, the following shall apply: <33.2.3>

- i. The Sheriff's Office may review the POST credentials and curriculum in advance or during the academy to ensure that training needs are being met.
  - ii. The Sheriff's Office generally retains liability and responsibility for its members (i.e., worker's compensation, FLSA requirements, actions taken by the deputy other than those directed as part of the academy, etc.). The academy is generally liable for the content of the training and activities conducted by deputies as directed by academy staff.
  - iii. The legal basis for participation in the academy shall be the agreement to provide POST approved training in exchange for payment. If circumstances arise, determination of other legal liability of the Sheriff's Office shall be referred to the Support Services Bureau Chief.
  - iv. The Sheriff's Office Training Unit shall ensure the required academy records are obtained and entered on the deputies training record. While attending an outside POST academy, members shall be assigned to the Training Unit.
  - v. The Sheriff's Office may provide suggestions to the academy through the Training Unit.
  - vi. The Sheriff's Office may provide staff, facilities, instructors, and other resources to the academy. All requests from either party shall be routed through the Training Unit.
  - vii. The Sheriff's Office shall pay the academy upon receipt of an invoice for tuition and any student/training fees. Any other financial claims shall be directed to the Support Services Bureau Chief.
- b. Newly sworn members trained in outside academies shall receive copies of agency policies, procedures, rules, and regulations at orientation upon hiring and shall receive training on agency policies, procedures, rules, and regulations during their field, in-service and/or roll call training. <33.2.4, P.5.2.4>

## **Section P**

### Recruit Training/Field Training

1. Initial Recruit/Field Training (Sworn Members) - Prior to any regular assignment in any capacity in which the deputy is allowed to carry a weapon or is in a position to make an arrest (except as part of a formal field training and evaluation program), deputies must complete a minimum of one-hundred sixty (160) hours of a recruit/field training for their respective entry-level positions. Initial training programs are specific to each assignment and training program manuals are on file in the Training Unit. <33.4.1, 33.4.3.a>
  - a. The criteria for each recruit/field training program shall be established by each Bureau based on the needs of the area of responsibility. It is required that the basic recruit/field

training program include, at a minimum: <4ALDF-7B-10, 33.4.1, 33.4.3.a>

- i. A curriculum based on tasks of the most frequent assignment associated duties of deputies who complete field training. <33.4.2.a>
  - ii. Use of evaluation techniques designed to measure competency in the required knowledge, skills and abilities. <33.4.2.b>
  - iii. An orientation handbook is issued to all new recruits at the time the training academy begins. <33.4.2.c>
  - iv. A selection process for field training officers. <33.4.3.b>
  - v. Supervision of field training officers. <33.4.3.c>
  - vi. Liaison with academy staff. <33.4.3.d>
  - vii. Training and in-service training of field training officers. <33.4.3.e>
  - viii. A rotation of trainee field assignments. <33.4.3.f>
  - ix. Guidelines for the evaluation of trainees by field training officers. <33.4.3.g>
  - x. Reporting responsibilities of field training officers. <33.4.3.h>
- b. The following positions have a formal recruit/field training program prior to independent assignment: <33.7.2>
- i. Detention Services Certified and Non-Certified Deputies shall receive agency approved field training prior to independent assignment. Deputies may be accelerated or extended based on their performance with the approval of their chain of command. <4-ALDF-7B-10>
  - ii. Patrol Services Deputies shall receive agency approved field training prior to independent assignment. Deputies may be accelerated or extended based on their performance with the approval of their chain of command. The Patrol Field Training and Evaluation Program is supported by the Administrative Sergeant with assistance from the Training Unit. A Lieutenant shall be selected to manage the program. Further information on the program may be found in the Patrol Services Field Training and Evaluation Manual.
  - iii. Investigation Services Deputies shall receive agency approved field training prior to independent assignment. Deputies may be accelerated or extended, based on their performance with the approval of their chain of command.
  - iv. Court Services Deputies <73.5.1>
    1. Initial training shall cover operation of the court holding facilities to include fire suppression and equipment provided for use by the agency.
    2. Deputies shall receive retraining on these operations at least once every two

(2) years.

- v. Support Services Bureau commissioned positions to include Civil Unit deputies, Training Unit, Office of Professional Standards, and Human Resources shall receive training prior to independent assignment.

2. Initial Field Training (Non-sworn Members) - Newly hired non-sworn members shall be provided supplemental training on Sheriff's Office policies, procedures rules and regulations. The following positions have a formal recruit/field training program prior to independent assignment: <33.7.2, P.5.2.1>

a. Communications Technician I and II. The Communication Training Program includes both classroom training and field training, which includes provisions in the manual for the following: <P.5.2.1, P.5.2.2>

- i. A curriculum based on tasks of the most important and frequent assignments. Curriculum shall include call handling specifically related to missing and exploited children. <P.5.2.2.a, 6.2.14.d>
- ii. Use of evaluation techniques and guidelines designed to measure competency in the required skills, knowledge and abilities. <P.5.2.2.b>
- iii. Field training of at least four (4) weeks for trainees, during and/or after the required classroom training. <P.5.2.1, P.5.2.2.c>
- iv. Rotation of trainee assignments.
- v. Provisions for training or orientation of lateral-entry personnel. <P.5.2.2.d>
- vi. A selection process for Communication Training Instructors (CTIs). <P.5.2.11.a>
- vii. The training and in-service training of CTIs. <P.5.2.11.b>
- viii. The supervision of CTIs. <P.5.2.11.c>
- ix. Reporting responsibilities of CTIs. <P.5.2.11.d>
- x. Liaison between the CTIs and other training staff. <P.5.2.11.e>
- xi. Upon completion of the agency's new hire training program, documented evaluations shall be conducted which includes the following:
  - 1. CTI feedback of program effectiveness. <P.5.2.5.a>
  - 2. Student evaluation of program and CTI's effectiveness. <P.5.2.5.b>
  - 3. Supervisor reviews. <P.5.2.5.c>
  - 4. Measurement of learning that has occurred during the training. <P.5.2.5.d>
  - 5. Identification of results or tangible consequences of training. <P.5.2.5.e>

- b. Community Services Specialist
  - c. Crew Leader <4-ALDF-7B-08>
  - d. Detentions Operations Technician <4-ALDF-7B-07, 4-ALDF-7B-08>
  - e. Inmate Services Technician <4-ALDF-7B-07>
  - f. Administrative Technicians (Records Unit, Civil and Warrants Unit)
  - g. Detention Maintenance Technician
3. Once recruit/field training has ended, all original training records shall be sent to the Training Unit.

## **Section Q**

### In-Service Training

1. All members of the Sheriff's Office shall attend annual training as determined by their assignment/job description as published on the annual Required Class List. The Required Class List shall be based upon POST, accreditation standards, litigation, and case law for annual re-training and other training as determined by Command Staff. <4-ALDF-7B-07, 4-ALDF-7B-08, 4-ALDF-7B-10-1, 4-ALDF-7B-16, J-C-04, J-G-05, 33.5.1, 33.7.2, P.5.2.6>
2. All sworn members shall be administered the Validated Physical Ability Test (VPAT) on an annual basis. Test results shall be documented on the Validated Physical Ability Test form (AC 81), and the form returned to the Training Unit. All sworn members shall fully participate in the VPAT by going through the course in its entirety and shall attempt each obstacle. <22.2.2, 22.3.1, 22.3.2>
  - a. Sworn members not hired under the established standard will not be required to meet the time or successful obstacle completion standard.
  - b. Sworn members tested and hired under the established standard shall be required to meet the established time and obstacle completion standard.
  - c. Sworn members tested and hired under the established standard who fail to meet the time and obstacle completion standard shall be placed in a remedial program under the guidance of a certified Tactical Strength and Conditioning (TSAC) Professional or equivalent, as determined by a Training Unit Sergeant.
  - d. Sworn members who perform a physical abilities test for agency specialized teams (SWAT, SORT, Bomb) are exempt from having to participate in the annual VPAT.
3. All sworn members shall receive annual training on the prohibition of biased policing, to include legal aspects, and the provisions of ADM 531-Biased Policing. <1.2.9>
4. All sworn members shall receive annual training on the use of force and use of force policy (ADM 502-Use of Force/Response to Resistance) including: <1.2.10, 4.1.2, 4.1.5, 4.1.6, 4.3.2,

#### 4.3.3>

- a. A review of the definition of conditional terms such as, but not limited to, those for reasonable belief and serious bodily injury.
  - b. Choke holds and carotid control holds.
  - c. The duty to intervene within their scope of authority and training.
  - d. Training with all approved weapons, both lethal and less lethal. Proficiency with weapons must be demonstrated in accordance with the provisions of ADM 801-Firearms and Weapons, and ADM 502-Use of Force/Response to Resistance.
5. All sworn members shall receive annual training regarding response to crowd control situations. <46.1.12>
6. All sworn members shall receive annual training on evidence and crime lab procedures, to include DNA collection requirements. <83.2.1.b>
7. In addition to their required mandatory and staff directed classes, members assigned to Patrol Services shall attend courses of instruction and maintain certification in the following:
- a. Deputies
    - i. Horizontal Gaze Nystagmus
    - ii. Standardized Field Sobriety Testing
    - iii. Intoxilyzer Operations (deputies only)
    - iv. Chemical agents/OC
    - v. Taser
    - vi. Tactical Vehicle Intervention (TVI)
  - b. Lieutenants and Sergeants
    - i. Chemical agents/OC
    - ii. Taser
8. All sworn and non-sworn members who are considered to be first responders shall attend ICS/NIMS classes appropriate to their rank or assignment and annual updates in accordance with their job classification as published on the annual Required Class List. <4-ALDF-7B-10-1>
- a. Deputies/Non-Sworn shall be required to have the NIMS ICS-100 and ICS-700.
  - b. Sergeants/Non-Sworn Supervisors shall be required to have the NIMS ICS-100, ICS-200, ICS-700 and ICS-800.

- c. Lieutenants/Non-Sworn Managers shall be required to have the NIMS ICS-100, ICS-200, ICS-300, ICS-700 and ICS-800.
  - d. Command Staff shall be required to have the NIMS ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800.
  - e. Annual refresher of the All Hazard Arapahoe County Emergency Operation Plans and any ICS/NIMS updates. <46.1.9.a, P.7.1.5>
    - i. Biennially, a tabletop training or full scale exercise shall be conducted (see ADM 901-Office of Emergency Management). <46.1.9.b>
  - f. Command Staff and members assigned to Emergency Management positions in the Special Operations Section must also complete ICS-701a, 702a, 703a, 704, 706, and 800b.
9. All members shall receive annual training on ethics and rules of conduct. <1.1.2>
  10. All members shall receive periodic training regarding Limited English Proficiency procedures (see ADM 618-Limited English Proficiency).
  11. All members shall receive annual training which addresses the collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities with appropriate entities. <40.2.3, 42.1.6.c, 46.3.1, P.7.3.1>
  12. All members shall receive annual refresher training regarding the interaction with persons suspected of suffering from mental illnesses. Members shall receive this refresher training in their respective in-service sessions or in roll call training format. <41.2.7.e>
  13. Annually, the Victim Assistance Program supervisor or designee shall provide continuing training and updates to all necessary members on the Address Confidentiality Program (see ADM 51-Address Confidentiality Program).
  14. Victim Assistance volunteers must attend ongoing training, including mandatory meetings and training each month. Volunteers must receive training appropriate to the duties and responsibilities associated with crisis intervention on behalf of crime victims and their families. Victim Assistance staff shall work with the Training Unit to ensure members receive training on County resources and with other support agencies that provide victim services.

## **Section R**

### Training from Outside Sources

1. Members requesting training from outside sources shall complete a Training Request form (AC 413) as soon as possible.
  - a. The completed form, with attached copies of relevant course brochures, registration forms, tuition and course information, shall be forwarded through the chain of command for approval.
  - b. If the requested training is for a specialized unit or team (i.e. SWAT, SORT, Bomb Squad,

etc.), the request must first be forwarded to the special unit or team commander for approval.

- c. If the requested training is for instructor certification, re-certification or continuing education, the request must first be forwarded to the Training Unit for approval.
- d. Considerations prior to approval may include:
  - i. Overall staffing levels on the date(s) and time(s) the member would be attending training.
  - ii. Applicability to the member's current duties or assignment and/or relation to the member's career development goals.
  - iii. Overall benefit/value to the Sheriff's Office, Bureau, Section, Unit, or Team.
  - iv. Overall estimated cost(s) associated with the training:
    - 1. Tuition and cost of required materials.
    - 2. Travel, lodging, and per diem (if applicable).
  - v. The availability of the same or similar quality training which is less costly or geographically closer to the Sheriff's Office.
- e. Command Staff may cancel previously approved training based on staffing considerations or other priority needs of the agency.

- 2. Completed Training Requests (AC 413) approved by the appropriate chain of command shall be forwarded to the Training Unit.
  - a. During review of the Training Request form by the Training Unit, calculations of the costs associated with the course are made and indicated on the request form.
  - b. The Training Unit shall notify members in a timely manner of the status of their training requests.
  - c. It shall be the responsibility of each member to make necessary work schedule arrangements for the attendance of training courses.
- 3. The Training Unit shall be responsible for the coordination of registration, lodging, transportation, per diem, fees, or reimbursements for mileage, meals, or materials (as applicable) for approved training obtained from outside sources. <33.1.3, P.5.1.3>
  - a. Per diem is available when overnight lodging is required. Per diem shall begin the day of departure and end the day of return, but shall be prorated by meal.
  - b. Reasonable lodging costs shall be paid by the agency.
  - c. The agency shall pay for transportation.

d. The agency shall pay for the following items:

- i. Registration fees
- ii. Official phone calls
- iii. Personal calls - up to \$10.00 per week
- iv. Parking fees
- v. Mileage for personal vehicles
- vi. Rental cars including insurance when pre-approved
- vii. Road toll charges

e. The agency shall not pay for the following:

- i. Entertainment expenses, alcoholic beverages, movie rentals, etc.
- ii. Personal expenses
- iii. Travel insurance

4. Completed training request packets shall be sent to the Sheriff's Finance Section for initiation of payments. <33.1.3>

5. A copy of the completed training request packet shall be sent to the Training Unit for filing. <33.1.3>

6. After attending outside training, members:

- a. May be requested to discuss the applicability of certain training materials and subject matter for the preparation of Sheriff's Office training sessions.
- b. May be requested to complete a course evaluation to assess the overall applicability and value of sending future attendees.
- c. Shall send a copy of any certificate (s) issued at the training to the Training Unit for computer entry and inclusion in the member's training record.
- d. Submit all receipts and airline ticket stubs to the Sheriff's Finance Section with a completed Arapahoe County Post Travel Expense Report within two (2) weeks.

## **Section S**

Roll Call/Shift Training <33.5.2., P.5.2.7>

- 1. The Training Unit, in cooperation with supervisors, may use the roll call/shift training format when the use is practical and reflects the needs of the agency and may be provided through the Learning Management System (LMS), email, or in person.



- a. The Training Unit shall coordinate the creation, approval and dissemination of standardized roll call training for topics of broad applicability to members.
  - b. Supervisors may create and conduct roll call training for their section, unit or team by:
    - i. Using previously approved roll call, in-service, specialized, field or academy training materials or other legitimate written directives (policy and procedure, official memos, supervisor meeting minutes, etc.); or
    - ii. Submitting new training materials to a Training Unit Sergeant for approval.
2. Supervisors shall be responsible for conducting all roll call training.
  3. Upon completion of roll call training, supervisors must forward any training materials and an attendance roster or line up/shift schedule to the Training Unit, unless the briefing training was assigned online through the LMS.

## **Section T**

### Specialized Unit Training

1. Specialized training may be required of members assigned to specialized activities, technical assignments and positions. Planning and conducting specialized training is the responsibility of the special element's chain of command, in cooperation with the Training Unit and in compliance with the applicable provisions of ADM 401. Specialized training is required for the following positions: <33.6.1.a-c, 33.6.2, P.5.2.10>
  - a. SWAT Tactical Team members must attend an initial SWAT Academy and attend SWAT Team scheduled specialized in-service training while assigned to the team. Members may be sent to SWAT related training offered by other agencies or organizations from time to time.
  - b. SWAT Negotiators must attend an initial Hostage Negotiator certification class from a reputable organization and attend scheduled specialized in-service training while assigned to the team. Members may be sent to SWAT related training offered by other agencies or organizations from time to time.
  - c. Communications Training Instructors (CTI) – CTIs shall complete the APCO Public Safety Telecommunicator Instructor course upon selection and attend scheduled specialized in-service and on-the-job training while assigned as a CTI. Refer to the Communications Training Program Manual. <P.5.2.10.a-c>
  - d. Special Operations Response Team (SORT) members must have one year of experience in the Detention Facility, and shall receive forty (40) hours of specialized training before undertaking their assignment. Refer to policy DET 801-Special Operations Response Team for annual training requirements. <4-ALDF-7B-12, 33.6.2>
  - e. Gang Intervention Team (GIT) deputies shall attend scheduled meetings, training sessions and any other special training at the direction of the GIT chain of command or Command Staff.

- f. School Resources Officers (SRO) should attend training and obtain certification as determined by the POST Board within six (6) months of assignment.
  - g. Bomb Squad members shall be expected to attend meetings, trainings, and other activities to maintain qualifications and/or certifications as directed by the Bomb Squad chain of command (see ADM 907-Bomb Squad). <33.6.2>
  - h. Honor Guard deputies shall attend scheduled meetings, training sessions, and any other special training at the direction of the Honor Guard chain of command or Command Staff.
  - i. Canine Handler and Canine Decoy training is a continual process coordinated by the canine trainer and canine handlers (see ADM 615-Canine Procedures).
  - j. Mounted Unit horse and rider training is a continual process coordinated by the Mounted Unit Supervisor (see ADM 917-Mounted Unit).
  - k. Traffic Accident Reconstructionist are designated members of the Traffic Safety Unit who possess the training and certifications for advanced accident investigations (see PSB 405-Traffic Enforcement).
  - l. All Reserve Deputies shall complete a recruit academy training program that is approved by POST and is in compliance with current CALEA standards. Reserve Deputies shall also complete any special training required by their assigned duties (i.e., special teams training). In-service training shall be required annually, and is coordinated between a Training Unit Sergeant, SWAT Commander, and other members as necessary based upon assignment (see ADM 621-Reserve Deputy Program). <33.4.4, 33.5.1>
2. Any retraining, including in-service training, or re-certification requirements shall be met by the team or unit members and documentation forwarded to the Training Unit. <33.6.1.b, P.5.2.10.b>

## **Section U**

### Accreditation Training <33.5.3>

- 1. Familiarization with the ACA, CALEA, PSCAP, and/or NCCHC accreditation process shall be provided to all newly hired Sheriff's Office members within thirty (30) days after their employment begins or within thirty (30) days after completing the recruit academy. <33.5.3.a, P.5.2.9.a>
  - a. Familiarization with new accreditation programs shall be provided to all members during the self-assessment phase associated with achieving initial accreditation. <33.5.3.b, P.5.2.9.b>

## **Section V**

### Health Care Related Training

- 1. Medical Section staff shall receive training as indicated for their positions, in accordance with the annual Required Class List.

2. Training and continuing education specific to Medical staff shall be conducted in accordance with the provisions of DET 919-Credentialing and Training.
3. The Training Unit shall provide all Sheriff's Office members and contracted employees with applicable health care related training as determined by accreditation standards. Annual training shall be developed in cooperation with the Health Services Administrator (HSA), the Physician, and the Administrative Manager. The contracted medical vendor shall make available any training documentation deemed appropriate by the Sheriff's Office. Training shall include, at a minimum, the following: <4-ALDF-4C-32, 4-ALDF-4D-08, 4-ALDF-7B-08, J-C-04, J-D-07, 33.5.1>
  - a. The administration of first aid. <4-ALDF-4D-08, J-C-04>
  - b. Recognizing the need for emergency medical care and intervention in life-threatening situations. This topic may be included in first aid training. Training shall include reacting to health-related situations with a four (4) minute response time. <4-ALDF-4D-08>
  - c. Recognizing the acute manifestations of certain chronic illnesses such as seizure, asthma, diabetes, intoxication and withdrawal, and adverse reactions to medications. <4-ALDF-4D-08, J-C-04>
  - d. Recognizing other chronic medical or disabling conditions and signs and symptoms of mental illness. <J-C-04>
  - e. Suicide intervention/prevention. <4-ALDF-4C-32, 4-ALDF-4D-08, J-C-04>
  - f. Dental emergencies. <J-C-04>
  - g. Precautions and procedures with respect to infectious and communicable diseases. <J-C-04>
  - h. Cardiopulmonary resuscitation and AED use for Sheriff's Office employees only. The contracted medical vendor ensures the proper credentialing is maintained by their employees. <4-ALDF-4D-08, J-C-04>
  - i. Training on inmate receiving screenings and initial medical intake (Detention Services only).
  - j. Procedures for the appropriate referral of inmates with medical, dental, and mental health complaints to health care professionals within the Detention Facility, and the transfer of inmates or arrestees to appropriate medical facilities, as well as methods for obtaining medical assistance. <4-ALDF-4D-08, J-C-04>
  - k. Maintaining patient confidentiality. <J-C-04>
    - l. Recognition of signs and symptoms, and knowledge of action that is required in potential emergency situations (see Arapahoe County Detention Facility Emergency Response Plan). <4-ALDF-4D-08>

#### 4. Individual First Aid Kit (IFAK) Training

- a. Prior to any member being issued or deploying the IFAK, they shall attend training on the proper use of the items contained within the IFAK. <4-ALDF-7B-08>
- b. Training shall consist of classroom, and hands on training based on the curriculum of the National Association of Emergency Medical Technicians (NAEMT) Tactical Casualty Combat Care (TCCC), NAEMT Casualty Care for Law Enforcement, and Tactical Emergency Casualty Care (TECC).
- c. Only agency members who have attended either the TCCC or TECC shall be eligible to instruct IFAK agency training.
- d. Medical professionals such as paramedics, emergency medical technicians, combat medics, and medical doctors may assist with instructing training.
- e. All training curriculum shall be reviewed and approved by the contracted Medical Director.
- f. Once members have completed the initial training, they shall receive refresher training as a part of the CPR and first aid training courses.

#### 5. Infectious Disease <4-ALDF-4C-14>

- a. The Training Unit shall obtain and disseminate information concerning infectious diseases to all personnel.
- b. Annually, the Training Unit shall provide training concerning infectious diseases that will explain:
  - i. OSHA regulations governing blood-borne diseases.
  - ii. The nature of blood-borne and airborne diseases, and their methods of transmission.
  - iii. The elements of the agency's exposure control plan.
  - iv. Engineering and work practice controls related to their area and/or position.
  - v. The use of protective barrier clothing and equipment.
  - vi. Emergency response procedures involving blood or bodily fluid exposure.
  - vii. Proper handling of blood or bodily fluid exposures.
  - viii. Post-exposure procedures, decontamination, disposal, and reporting.
  - ix. The Hepatitis B vaccination and follow-up program.
  - x. The proper use of packaging, labeling, and color coding.
- c. Each sections on-the-job training program shall include a module for all new employees

whose position requires a risk of exposure to blood-borne and/or air-borne transmitted disease. The training module shall include all elements of the annual training requirements in Section B of this policy. New employees shall demonstrate their proficiency in the precautions required and the use of protective equipment/clothing.

#### 6. Naloxone (Narcan)

- a. Initial training for deputies may be conducted during the Patrol Orientation Academy or through other training based on the deputy's assignment. Deputies shall be retrained every two (2) years through briefing training or during in-service.
- b. The HSA and Medical Director shall approve the training, and review training annually along with other medical training policies and/or protocols.
- c. Naloxone shall only be administered when it is safe to do so, and only after the deputy has received the appropriate training. If any member has any clarifying questions, the Medical Director shall be notified for training and clarification purposes.

### **Section W**

#### Prison Rape Elimination Act (PREA) Training

1. All members who may have contact with inmates shall receive initial information on the Sheriff's Office zero-tolerance policy on sexual abuse/harassment and reporting requirements at orientation.
2. Members who may have contact with inmates shall receive documented PREA training. Training shall include, but is not limited to: <4-ALDF-7B-08, 4-ALDF-7B-10-1, J-F-06, 115.31(a)>
  - a. Zero-tolerance policy;
  - b. How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
  - c. The inmate's right to be free from abuse/harassment;
  - d. The right of inmates and staff members to be free from retaliation for reporting abuse/harassment;
  - e. The dynamics of sexual abuse in confinement;
  - f. The common reactions of sexual abuse and sexual harassment victims;
  - g. How to avoid inappropriate relationships with inmates;
  - h. How to communicate effectively and professionally with inmates;
  - i. How to comply with relevant laws related to mandatory reporting; and
  - j. Cross-gender pat downs and searches of transgender and intersex inmates. <115.15(f)>

3. Members shall receive refresher training every two (2) years thereafter, to ensure that all staff members know the Sheriff's Office current sexual abuse and sexual harassment policies and procedures. In years in which a member does not receive refresher training, the Sheriff's Office shall provide refresher information on current sexual abuse and sexual harassment policies. <J-F-06>
4. All volunteers, auxiliaries and contractors who have contact with inmates shall be trained on their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. <4-ALDF-7B-08, J-F-06, 115.32(a)>
5. The level and type of training provided to such volunteers, auxiliaries, and contractors shall be based on the services they provide and level of contact they have with inmates. <115.32(b)>
6. Such volunteers, auxiliaries, and contractors shall at a minimum be notified of the agency's zero-tolerance policy regarding sexual abuse/harassment and informed how to report such incidents. <115.32(b)>
7. Members who conduct criminal or administrative investigations shall receive training on conducting sexual abuse investigations in confinement settings. Training shall include: <115.34>
  - a. Techniques for interviewing sexual abuse victims.
  - b. Proper use of Miranda and Garrity warnings.
  - c. Evidence collection in confinement settings.
  - d. The criteria and evidence required to substantiate a case for administrative action or prosecution referral.
8. All full-time and part-time medical and mental health care practitioners who work regularly in the Detention Facility shall receive the following training: <4-ALDF-7B-08, J-B-05, J-F-06, 115.35>
  - a. How to detect and assess signs of sexual abuse and sexual harassment.
  - b. How to preserve physical evidence of sexual abuse.
  - c. How to respond effectively and professionally to victims of sexual abuse and sexual harassment.
  - d. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.
9. The agency shall document through signature or electronic verification that all recipients understand the training they have received. <115.31(d), 115.32(c), 115.35(c)>
10. The agency shall maintain documentation that the agency's investigators have completed the required special training in conducting sexual abuse investigations. <115.34>

## **Section X**

Supervisor Specific Training – In addition to the initial supervisor and management training provided in the promotional academies and the rank specific ICS/NIMS courses: <4-ALDF-7B-11, 33.8.2>

1. Newly promoted Sergeants shall attend a basic supervisor course within the first year following their promotion.
2. Newly promoted Lieutenants shall attend management training within one (1) year of promotion.
3. Newly promoted Captains and Bureau Chiefs shall receive training appropriate to their duties as directed by the Sheriff or Undersheriff.
4. Newly promoted, hired or assigned non-sworn supervisors and managers shall attend training commensurate with their duties within one (1) year of assignment. <P.5.2.12>
  - a. Those assigned to the Detention Facility must attend forty (40) hours of initial supervisory or management training. <4-ALDF-7B-11>
5. All supervisors and managers shall receive additional supervisory and/or management training each year. Training may be conducted at monthly supervisor meetings, by attending select in-service training classes which have a designated supervisory/management component, or by attending outside seminars. <4-ALDF-7B-11>
  - a. Detention Services Bureau supervisors and managers shall receive at least twenty-four (24) hours of such training per year. <4-ALDF-7B-11>
  - b. Public Safety Bureau and Support Services Bureau supervisors and managers shall receive at least twelve (12) hours of such training per year.
6. Newly assigned supervisors shall receive Employee Assistance training in the program services, supervisors' role and responsibility, and identification of employee behaviors based on policy ADM 311-Employee Assistance. <22.2.6.f, P.2.2.6.c>
7. All Sheriff's Office supervisory members, sworn and non-sworn, shall receive training on the responsibilities of their respective roles in use of force investigations (see ADM 538-Critical Incidents). <11.3.4.e>

## **Section Y**

### **Dog Encounters and Dog Protection Act Training**

1. All sworn members shall receive training on differentiating between aggressive and non-threatening dog behaviors, alternatives to lethal force, how to properly utilize animal control officers, and utilizing opportunities for dog owners to intervene and save their dogs, where feasible, while keeping officer safety of the utmost importance.
  - a. At a minimum, the training and instruction shall include instruction on assessing what dog posture, barking and other vocalizations, and facial expressions typically signify; the options of distracting and escaping from a dog, options for safely capturing a dog, and

defensive options in dealing with a dog (See ADM 535-Encounters With Dogs).

- b. The instruction provided to sworn members shall be wholly or principally provided or overseen by a licensed veterinarian, or qualified animal behavior expert.
- c. All sworn members hired after January 1, 2015, shall attend and complete the initial dog encounters training within their first year of employment.
- d. After completion of the initial training course, each sworn member shall attend a refresher course annually.

## **Section Z**

### Less Lethal Weapons Training

#### 1. Oleoresin Capsicum (OC)

- a. Initial Certification Requirements – All deputies and community service specialists shall be trained and certified in the use of OC. The initial certification class shall provide instruction on the use, decontamination, and general safety information on OC. The class shall cover the use of force provisions listed in ADM 502-Use of Force/Response to Resistance. <4-ALDF-7B-15, 4.3.2, 4.3.4>
- b. Re-Certification and Continuing Training Requirements – In accordance with the annual Required Class List all deputies certified with OC shall receive an annual refresher class on the use of OC. <4-ALDF-7B-15, 4.3.3.a>
- c. Inspections and Maintenance <4.3.1.c>
  - i. OC canisters should be inspected for excessive wear and damage by members at least monthly. OC canisters are subject to inspection by supervisors at any time.
  - ii. OC is to be replaced every five (5) years.

#### 2. Police Batons

- a. Initial Certification Requirements – All deputies shall be trained in the use of batons. The initial certification class shall provide instruction on the use of the baton. The class shall cover the use of force provisions listed in ADM 502-Use of Force/Response to Resistance. <4.3.2, 4.3.4>
- b. Re-Certification and Continuing Training Requirements – In accordance with the annual Required Class List all deputies shall receive an annual refresher class on the use batons. <4.3.3.a>
- c. Inspections and Maintenance <4.3.1.c>
  - i. Batons should be inspected for damage by deputies at least monthly. Batons are subject to inspection by supervisors at any time.

#### 3. Electro-Muscular Disruption (EMD) Devices



- a. Initial Certification Requirements – All deputies shall be trained in the use of EMDs that are issued to them, or required of their assignment. The initial certification classes shall provide instruction on the use of the specific EMD. The class shall cover the use of force provisions listed in ADM 502-Use of Force/Response to Resistance, and the technical training required by the manufacturer. <4.3.2, 4.3.4>
  - i. Taser - Initial certification class, to include the discharge of two (2) cartridges into a target.
- b. Re-Certification and Continuing Training Requirements – In accordance with the annual Required Class List all deputies shall receive an annual refresher class on the use of assigned EMDs. <4.3.3.a>
  - i. Taser - Re-certification class to include the discharge of two (2) cartridges into a target.
- c. Inspections and Maintenance <4.3.1.c>
  - i. Individually assigned EMDs shall be inspected for damage by deputies at least monthly. EMDs are subject to inspection by supervisors at any time. Deputies should perform daily spark tests to ensure the unit is functional.
  - ii. Each deputy shall maintain their own unit. Responsibility shall rest with the deputy to keep the unit clean, in good working order, and maintain an acceptable power source to required levels of operation.
  - iii. There shall be no attempt by a deputy to alter, tamper with or repair the unit. If any unit appears to need repair or to malfunction, the deputy shall immediately inform their designated supervisor verbally and if necessary in writing. If the unit appears to require repair, that unit shall not be carried for that tour of duty or until such unit is again rendered operable. If the unit is dropped or knocked out of the hand, upon recovery, immediately test the unit to determine damage, if any.
  - iv. Taser devices shall receive an annual inspection by a certified Taser armorer, as well as a software update, and internal clock synchronization. Annual inspections shall take place during in-service training.

#### 4. Less Lethal Impact Munitions (LLIMS) and Specialty Chemical Munitions (SCM)

- a. Initial Certification Requirements – Designated deputies shall be trained in the use of LLIMS/SCM launchers and munitions. The initial certification class shall provide instruction on the use of the LLIMS/SCM launchers and devices, and cover the use of force provisions listed in ADM 502-Use of Force/Response to Resistance. <4.3.2, 4.3.4>
  - i. Each deputy assigned to the Sheriff's SWAT Team or SORT shall attend a LLIMS certification course annually.
  - ii. Only members who have certified with LLIMS/SCMs shall be allowed to deploy with the 12-gauge less lethal shotgun, 37mm smooth bore gas gun, 40mm rifled gun, or LLIMS grenades.

- b. Re-Certification and Continuing Training Requirements – Each deputy assigned to the Sheriff’s SWAT Team or SORT shall attend a LLIMS/SCM certification course annually. The re-certification class shall provide instruction on the use of the LLIMS/SCM launchers and devices. <4.3.3.a>
  
- c. Inspections and Maintenance <4.3.1.c>
  - i. LLIMS shall only be maintained and controlled by certified members of the Sheriff’s SWAT Team and SORT.
  
  - ii. SCM shall only be maintained and controlled by SWAT or SORT members certified in the use of these weapons.
  
  - iii. LLIMS/SCM launchers should be inspected for damage by deputies at least monthly. LLIMS weapons shall be inspected by certified instructors/armorerers at least annually. LLIMS launchers are subject to inspection by SWAT and SORT supervisors at any time.