



**BASIC PEACE OFFICER WAIVER PROCESS**  
**Revised December 2021**

## **PREFACE**

The Arizona Peace Officer Standards and Training Board is responsible for establishing minimum law enforcement training standards. Pursuant to A.R.S. § 41-1822(A)(4), the Board prescribes minimum training requirements for peace officers and minimum standards for training institutions. The Board believes the instructional process is not an end in itself. Rather, the instructional process, if it is good, makes its contribution by the effect it has on learning, teaching and moreover on the ultimate product: a law enforcement officer who is dedicated, competent and professional.

## WAIVER APPLICANT QUALIFICATIONS

Pursuant to Arizona Administrative Code R13-4-110, no peace officer shall receive certified status or be used as a peace officer until the individual has successfully completed basic training. Prior to the Board authorizing a waiver of the basic training requirements, the agency must have verified for the staff of AZPOST that the applicant meets the minimum qualifications specified in section R13-4-105.

Individuals who have served honorably as a peace officer in Arizona and whose certified status has lapsed, or a person who has functioned in the capacity of a peace officer for another state or a federal law enforcement agency, may be eligible to gain AZPOST certification through Waiver Testing in lieu of attending an Arizona peace officer basic course at an academy.

To be eligible, a person must:

1. Have previously served as a certified peace officer in Arizona, another state, or a federal law enforcement agency.
2. Have completed basic and advanced training that demonstrates substantial comparability to the Arizona basic course.
3. Meet all of the minimum qualifications for certification as an Arizona peace officer.
4. Obtain an appointment from an Arizona law enforcement agency.

If a candidate meets all of the above qualifications, the appointing agency may provide an AZPOST Waiver Application Form to be completed by the applicant, including appropriate documentation and verification of training. An application is submitted by an agency on a form prescribed by AZPOST. Written verification of previous law enforcement experience and training must accompany the application. All training and experience will be considered on a case-by-case basis.

The Waiver Process has two (2) components:

1. Proficiency testing must be conducted after appointment and before the comprehensive final exam (CFE). The three-part proficiency component consisting of:
  - A. Firearms qualification (day, night, target, identification/discrimination).
  - B. Tactical driving qualification.
  - C. The Peace Officer Physical Aptitude Test (POPAT) which contains five events including a 500 yard run, scaling a 6-foot chain link fence followed by a 25-yard sprint, scaling a 6-foot solid wood fence followed by a 25-yard sprint, a 99-yard obstacle course and a 165 pound “dummy” drag. (All events are timed and scored in a pass/fail mode).
2. The written component covers functional areas 1 through 8 in the learning curriculum.
  - A. The comprehensive final exam (CFE) is divided into three testing blocks. Each block must be passed with a minimum score of 70%.

## WAIVER APPLICATION PROCEDURES

Waivers of the basic training requirements are initiated **ONLY** at the request of an applicant's Arizona appointing agency. Authorized representatives of the Arizona appointing agency shall coordinate the following procedures with the applicant and AZPOST staff:

- A. Prior to any processing of the waiver request, the agency must have established the applicant meets the minimum qualifications for appointment specified in section R13-4-105 and ensure the AZPOST Form A1 has been electronically submitted to the Board.
- B. The Application for Waiver of Training (AZPOST Form WB) must be completed by the applicant, signed by the appointing agency, and submitted with documentary evidence of the applicant's prior law enforcement experience and training. Applicants must have graduated from a state-approved basic training academy and have at least one year as a certified peace officer.
- C. Applications will be reviewed by AZPOST staff to determine if the applicant is waiver process eligible. If insufficient documentation exists, an agency will be advised of additional requirements. An applicant's eligibility will only be made once all requested documents have been received.
- D. The agency will be notified of the applicant's eligibility for waiver process participation when all required/requested documents have been received and evaluated.
  - 1. If the minimum qualifications cannot be established, the application will be denied and the applicant will be required to attend a basic academy in order to receive certified status.
  - 2. It is the responsibility of the agency to schedule their applicant for completion of the three-part proficiency component between the time the agency appoints the applicant and the written exam.
  - 3. If the applicant meets the minimum qualifications, the agency will be contacted to schedule a date for the comprehensive final exam (CFE).
- E. The agency will be notified of the applicant's effective date of certification after successful completion of all phases of the waiver process.

## **PROFICIENCY SKILLS PROCESS**

The waiver process consists of a battery of examinations designed to ensure that the applicant has received the required training and retained its intended benefits. The applicant's knowledge of the cognitive areas of the basic training course is examined, as well as skill and ability in performing the more critical tasks required of a peace officer. The examination process is broken down into the following academic and proficiency skill phases:

### **PROFICIENCY SKILLS PHASE**

Unless approved by the Board, all applicants must successfully complete all proficiency skills. The demonstrated proficiency evaluations shall be conducted **after the applicant's appointment** and prior to the comprehensive final exam.

The critical areas of firearms qualification, physical aptitude, defensive and pursuit driving are examined. Proficiency testing will be conducted at the convenience of the appointing agency. The appointing agency will be responsible for coordinating this phase of the waiver process with AZPOST recognized proficiency instructors.

The applicant must successfully complete all parts of the proficiency skills phase in order to pass the waiver process.

1. Applicants will be allowed no more than one retest in each category of practical exercises listed below.
2. Failure to successfully complete the entire proficiency skills phase will require an applicant to successfully complete an entire approved basic training academy in order to attain peace officer certification.

### **A. FIREARMS QUALIFICATION**

1. The firearms qualification will be administered by a Board recognized firearms proficiency instructor. An applicant must bring the following equipment and supplies to the testing site or no examination will be administered:
  - a. The applicant's service weapon and holster,
  - b. 150 rounds of service ammunition,
  - c. Weapon cleaning equipment,
  - d. Proper eye and ear protection.
2. The actual testing procedure will require the applicant to demonstrate proficiency on the approved qualification course. This course includes the following:
  - a. 50-shot daytime qualification course using a TQ-15 (or silhouette as approved by the Board) target with a minimum score of 210 using service handgun and ammunition,
  - b. 50-shot nighttime qualification course using a TQ-15 (or silhouette as approved by the Board) target with a minimum score of 210 using service handgun and ammunition,
  - c. Target identification and discrimination course (selecting/firing on the wrong target disqualifies student) pass/fail only.

Details concerning the specific requirements for each listed course of fire are provided in the "Firearms Qualification" section of the AZPOST Rules and Procedures Manual.

## **B. PHYSICAL APTITUDE TEST (POPAT)**

1. The following segments of the Peace Officer Physical Aptitude Test (POPAT) must be successfully completed as required in Arizona Administrative Code R13-4-110(D)(4), for those waiver applicants previously identified in this section.
  - a. **99-YARD OBSTACLE COURSE:**

Run a 99-yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34-inch high obstacle that must be vaulted.
  - b. **BODY DRAG:**

Lift and drag a 165-pound life-like dummy 32 feet.
  - c. **CHAIN-LINK FENCE CLIMB:**

Run five yards to a six-foot chain-link fence, climb over fence, and continue running another 25 yards.
  - d. **SOLID FENCE CLIMB:**

Run five yards to a six-foot solid fence, climb over fence, and continue running another 25 yards.
  - e. **500-YARD RUN:**

Run 500 yards (equivalent to one lap plus 60 yards of a standard running track).
2. A combined minimum score of 384 points must be obtained to demonstrate sufficient physical ability to perform as a patrol officer. All waiver applicants who score below 384 points must be provided with remedial training and must be permitted to re-test at least once. A more complete and detailed description of the POPAT (with accompanying point conversion charts) can be found in the “Physical Aptitude Test” section of the AZPOST Rules and Procedures Manual.
3. Prerequisites

Prior to participating in the physical aptitude test, the following prerequisites must be established in order to ensure the safety of the applicant and limit the liability of the appointing agency and the Board. In addition, recommendations for general physical conditioning prior to taking the POPAT have been provided:

  - a. Licensed physician signed statement verifying the applicant can safely participate in the required physical tests. This statement is to be provided on the Peace Officer Physical Aptitude Test Consent Form (AZPOST Form PC).
  - b. Blood pressure test performed and recorded under the direction of a licensed physician.
  - c. Resting heart rate test performed and recorded under the direction of a licensed physician.
  - d. Step test heart rate performed and recorded under the direction of a licensed physician.
  - e. Informed consent form signed by applicant.

After all prerequisites have been established, a Board recognized physical fitness instructor will screen the applicant to determine if he/she is properly prepared to participate in the testing.

#### 4. Recommendations

It is highly recommended that a person receive a physical examination from a physician prior to participating in any physical conditioning program. Once a person is cleared to participate in a regular exercise program, the following guidelines are recommended:

##### a. Include stretching in your exercise program:

- (1) Do not stretch too far at the start. Begin with a slight stretch and increase the stretch as you feel yourself relax. If your body is vibrating, ease up. You cannot relax if you are straining.
- (2) Do not bounce. Stretch and hold it.
- (3) Be careful when stretching before exercising because your muscles are not thoroughly warmed up.
- (4) Breathing is important. Do not stretch to a point where you cannot breathe normally. Exhale as you bend forward.
- (5) Regularity is the most important factor of stretching.
- (6) Do not compare yourself with others. A good stretch is a relaxed stretch, at your own limits, without comparisons.
- (7) Stretch whenever you feel like it. There is no maximum. Stretch both before and after physical activity, during times of tension or after standing or sitting for a long time.
- (8) Exercises which arch (hyper-extend) the back. When bending at the waist, bend the knees slightly to take the pressure off the lower back; the large muscles of the legs will compensate. When exercising on the floor, (i.e., sit-ups and leg-lifts), be sure the small of the back is flattened on the floor (by bending at least one knee).

##### b. Sit-ups.

Use a progressive routine. Do as many bent leg sit-ups (hands behind the head) as possible in one minute. At least three times per week, do three sets (three groups of the number of repetitions completed in one minute).

##### c. Push-ups.

If you have access to weights, determine the maximum weight you can bench press at one time. Use 60% of that poundage as your training weight. You should be able to do 8 to 10 repetitions. Do three sets of 8 to 10 repetitions, increasing the weight 3-5% every week. If you do not have access to weight equipment, then the push-up exercise may be substituted. Determine how many push-ups you can do in one minute. At least three times per week, do three sets of as many push-ups as you can complete in one minute.

##### d. Running.

The following graduated schedule enables a beginner to safely perform at maximum effort for the various running phases of the POPAT. You should increase your workout gradually to the next level per the weekly schedule. You may do the prescribed distance in less than the allotted time, as long as you do not over exert yourself.

### Beginning Walking/Jogging Routine

<u>Week</u>	<u>Activity</u>	<u>Distance</u>	<u>Time</u>	<u>Frequency</u>
Week 1	Walk	1 Mile	20:15	5x week
Week 2	Walk	1.5 Miles	29:30	5x week
Week 3	Walk	2 Miles	35:30	5x week
Week 4	Walk	2 Miles	30:30	5x week
Week 5	Walk/Jog	2 Miles	27:00	5x week
Week 6	Walk/Jog	2 Miles	26:00	5x week
Week 7	Walk/Jog	2 Miles	25:00	5x week
Week 8	Walk/Jog	2 Miles	24:00	5x week
Week 9	Jog	2 Miles	23:00	4x week
Week 10	Jog	2 Miles	22:00	4x week
Week 11	Jog	2 Miles	21:00	4x week
Week 12	Jog	2 Miles	20:00	4x week

5. Advice for the Beginning Walker/Jogger
  - a. Do not keep track of how far you go; just keep moving for 20-30 minutes.
  - b. Take interesting routes or vary your activity.
  - c. Enjoy yourself.
  - d. Remember - start slowly. It does not have to hurt to be good for you.
  - e. Be patient. You are asking your body to do things it may not have done in months or years.
  - f. Vary your activities.
  - g. If workouts are consistent (3-5 times per week), you will begin traveling further without added effort.
  - h. Do not walk/jog alone. If possible, workout with someone at an equivalent fitness level to that of your own. The support and company will help you over the rough spots associated with the first few weeks (new regimen, sore muscles, apprehension).
  - i. If you have not been jogging, start with walking.
  - j. Log (record) the time you spend walking/running and the days you exercise, rather than the mileage.
  - k. Once you are comfortable walking or jogging, change your routine, add variety.



**C. DEFENSIVE/PURSUIT DRIVING**

1. This phase of the examination requires the student to successfully demonstrate a basic understanding of defensive driving techniques, hazardous road conditions, and the dynamics of a moving vehicle. The applicant will be required to drive a vehicle under simulated hazardous conditions and use defensive driving techniques to avoid collisions. An understanding of pursuit techniques for high-speed vehicle control, risk reduction, and methods to successfully stop fleeing vehicles, will be evaluated.
2. This is a pass/fail examination. The agency should ensure that the applicant has a valid Arizona driver's license and is provided a fully equipped, marked department patrol vehicle. The vehicle should be equipped with red lights and a siren. All equipment must be in good working order. A point should be made to check at minimum: the fluid levels, shocks, gauges, fan belts, and tire condition. All glass must be intact and the vehicle must have emergency restraint devices in good working order.

## ACADEMIC PROCESS

The academic phase of the waiver process examines the applicant's retention of the cognitive aspects of all functional areas (with related course topics) prescribed in the Basic Peace Officer Course.

- A. All applicants will take all three blocks of the comprehensive final exam. Applicants are required to pass each block with a score of 70% or higher.
  1. Those receiving a failing score will be afforded an opportunity to participate in a retest of the failed block after receiving remedial training from their agency. The date of the re-test will be coordinated between AZPOST staff and the appointing agency's designee. The first re-test shall occur within 30 days of the initial examination.
  2. The applicant must pass the re-test with a score of 70% or higher.
  3. At the discretion of the appointing agency an applicant, failing the first retest, may be afforded an opportunity to participate in a final re-test. The date of the final re-test will be coordinated between AZPOST staff and the appointing agency's designee. The final re-test shall occur within 30 days of the initial examination.
  4. Applicants failing the final retest will be able to attain peace officer certification **ONLY** through the successful completion of an approved basic training academy.

## STUDY RESOURCES AND REFERENCES

Instruction provided at the basic academies must cover the Board's prescribed course content and accomplish the prescribed performance objectives. The written, oral, or practical demonstration examinations used in the waiver process measure individual attainment of the performance objectives prescribed. Model performance objectives for each block of instruction are available from the Board to aid an applicant in preparation.

The performance objectives were developed in cooperation with law enforcement academy commanders /directors and Subject Matter Experts (SMEs). The performance objectives are one of the best study sources for a person wishing to successfully complete the waiver process. They serve to facilitate review and provide a "road map" to other areas of study that the student may require. All questions in the academic phase test relate directly to the specified performance objectives of the academy basic training curriculum. Practical examinations for the proficiency phase of the examination are also derived from these performance objectives.

Copies of the performance objectives are normally provided to waiver applicants by the hiring agency. The AZPOST Model Lesson Plans are available from the hiring agency for review to prepare for the written exam. These are also critical study materials.

Waiver applicants should coordinate acquiring their study materials through their hiring agency.

Listed below are the three (3) items that are highly recommended in order to properly prepare for the written component of the waiver process:

- A. Arizona Criminal and Traffic Law Manual (A.R.S.),
- B. AZPOST Basic Training Curriculum Performance Objectives,
- C. AZPOST Model Lesson Plans (available only at the agency in a controlled environment).

Waiver applicants should coordinate acquiring their study materials through their hiring agency. Listed below are the two (2) items that are highly recommended in order to properly prepare for the proficiency skills component of the waiver process:

- A. AZPOST Firearms Qualifications,
- B. AZPOST POPAT Manual.

RECORD OF EQUIVALENT TRAINING				
APPLICANT NAME:			DATE	
<b>INSTRUCTIONS TO THE WAIVER APPLICANT:</b> The following section shall be completed <b>by any applicant</b> who has not previously been certified as a peace officer with AZPOST. Applicants shall include all basic and in-service training received as a sworn peace officer.  <b>All training listed in the application must have verifiable documentation attached.</b> It shall be the <b>responsibility of the applicant</b> to secure any necessary training records, curriculums, reports, etc., for inclusion with the application.				
FUNCTIONAL AREA	DESIRED HOURS	APPLICANT TRAINING		
		HOURS OF BASIC	HOURS OF IN-SERVICE	AZPOST Notes
<b>1.0 INTRODUCTION TO LAW ENFORCEMENT</b>	<b>22</b>			
1.1 Criminal Justice Systems				
1.2 History of Law Enforcement				
1.3 Law Enforcement Services				
1.4 Supervision and Management				
1.5 Ethics and Professionalism				
1.6 Stress Management				
Other (Specify)				
Other (Specify)				
<b>2.0 Law &amp; Legal Matters</b>	<b>93</b>			
2.1 Introduction to Criminal Law				
2.2 Laws of Arrest				
2.3 Search and Seizure				
2.4 Rules of Evidence				
2.5 Summonses, Subpoenas and Warrants				
2.6 Civil Process				
2.7 Administration of Criminal Justice				
2.8 Juvenile Law and Procedures				
2.9 Courtroom Demeanor				
2.10 Constitutional Law				
2.11 Substantive Criminal Law (A.R.S. Titles 4, 13, 36 ONLY)				
2.12 Liability Issues				
Other (Specify)				
Other (Specify)				
<b>3.0 Patrol Procedures</b>	<b>67</b>			
3.1 Patrol and Observation Part I				
3.2 Off Duty Officer Safety and Responsibility				
3.3 Domestic Violence				
3.4 Mental Illness				
3.5 Crimes in Progress				
3.6 Crowd Control Formations and Tactics				

3.7 Bomb Threats and Disaster Training				
3.8 Intoxication Cases				
3.9 Communication and Police Information Systems				
3.10 Hazardous Materials				
3.11 Bias-Motivated Crimes				
3.12 Fires				
3.13 Civil Disputes				
Other (Specify)				
Other (Specify)				
Other (Specify)				
<b>4.0 Traffic Control</b>	<b>56</b>			
4.1 Impaired Driver Cases				
4.2 Traffic Citations				
4.3 Traffic Collision Investigation				
4.4 Traffic Collision Practical				
4.5 Traffic Direction				
4.6 Substantive Traffic Law (A.R.S. § Title 28 ONLY)				
Other (Specify)				
Other (Specify)				
Other (Specify)				
<b>5.0 Crime Scene Management</b>	<b>62</b>			
5.1 Preliminary Investigation and Crime Scene Management				
5.2 Crime Scene Investigation (Practical)				
5.3 Physical Evidence Procedures				
5.4 Interviewing and Questioning				
5.5 Fingerprinting				
5.6 Sex Crimes Investigations				
5.7 Death Investigations				
5.8 Organized Crime Activity				
5.9 Investigation of Specific Crimes				
5.10 Narcotics and Dangerous Drugs				
Other (Specify)				
Other (Specify)				
Other (Specify)				
<b>6.0 Community and Police Relations</b>	<b>31</b>			
6.1 Cultural Awareness				
6.2 Victimology				
6.3 Interpersonal Communication				

