

	<p><b>SUBJECT:</b> Outside Training (Vendors) Procedures</p> <p><b>DATE:</b> October 21, 2020</p> <p><b>SUPERSEDES:</b> August 3, 2020</p>	<p><b>POLICY AND PROCEDURE</b></p> <p><b>NUMBER</b> <b>02-11</b></p>
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## **I. PURPOSE**

This policy establishes the process for control and management of outside training providers (vendors) seeking approval for distance/e-learning courses or in person courses. All outside training providers will be referred to as vendors and will be vetted by AZPOST staff.

## **II. POLICY**

Vendors who offer law enforcement related courses frequently request AZPOST training credit for officers who participate in their classes. Pursuant to Rule 13-4-111A.3; R13-4-114, an vendor/outside provider may conduct continuing training provided the individual requirements are met.

## **III. DEFINITIONS**

- A. Asynchronous Learning – Students work at their own pace and complete assignments at dates and times of their own choosing.
- B. Distance Learning – A formal teaching and learning system designed to be carried out remotely using electronic communication methods.
- C. Instructional Hours – The time in which students engage in learning activities conducted by approved vendors.
- D. Synchronous Learning – The officer interacts with the instructor and fellow students at set dates and times. Examples are webinars, web-conferences, live streaming conferences and classes, and on-line courses.
- E. Vendor – A company or agency not recognized as an Arizona Law Enforcement Agency.

## **IV. VETTING OF VENDORS FOR DISTANCE/ON-LINE LEARNING BY AZPOST STAFF**

- A. Vendor provided distance or on-line training, including proficiency skill topics, is only eligible for continuing training credits. (Proficiency training credit is only available for proficiency classes provided by AZPOST recognized proficiency instructors/Specialist Instructors).
- B. Pursuant to Administrative Rule 13-4-111(A)(3)(c), a vendor may conduct continuing training that has been reviewed and approved by AZPOST staff. Vendors are required to furnish the following documentation prior to the approval of training credit:

1. A description of the course sufficient enough to allow staff to determine if the course contains remedial or advanced instruction on a topic area supporting the 585-hour basic training curriculum.
  - a. In person and distance learning courses for training credits must be a minimum of 30 minutes in length.
2. The name and biography of the instructor to ensure compliance with R13-4-114.A.2. or R13-4-114.A.2.b.
  - a. If a designated course instructor changes, the vendor shall submit a biography for the new instructor at least 10-business days prior to the date of the class or as soon as practical under exigent circumstances.
3. The agency/company name requesting the training approval;
4. Contact person/name (phone number and email);
5. Agency/company mailing address and phone number;
6. A description of the training course they wish to provide;
7. A course schedule that lists the number of instructional hours;
8. A signed AZPOST attestation form in which the vendor shall, upon request, make the lesson plan or other information sufficient to determine compliance, available for audit.
9. Distance learning vendors shall also submit information showing the specific procedures taken to ensure student attendance and participation. Such steps may include, but are not limited to the following:
  - a. Signing in/out at the beginning and end of each class or session.
  - b. Minimum login time requirements for completion of the class.
  - c. Use of a camera so an instructor or proctor can actually see the students during the class.
  - d. Requiring student participation or interaction with the instructor or fellow students during instruction.
  - e. Providers can send messages/quizzes to students at random times during the class asking to confirm attendance.
  - f. The assignment of tasks or completion of tests/quizzes before a student can proceed to the next block of instruction or receive credit for completion.
  - g. Preventing students from fast-forwarding through a screen or session until all information is presented.
  - h. Providing an attestation for students to complete, confirming attendance and completion of the training class or session.
  - i. Vendors will also specify if their training is asynchronous or non-synchronous in nature.

Vendors shall:

10. Inform students of ethical responsibilities pertaining to academic issues; specifically, that dishonesty involving attendance or cheating during the class could result in disciplinary sanction against their Arizona Peace Officer certification.
11. Maintain attendance rosters for all in person and distance learning classes.
12. Furnish a program confirmation form to officers who satisfactorily complete a class (this form will be created by AZPOST staff and supplied to the vendor).
13. Provide new vetting documents to AZPOST every three years to determine if the original information is unchanged, revised, or eliminated.

C. AZPOST responsibilities:

1. Per Rule 13-4-111.3.d, confirmation of a course **is not an evaluation of the course content**. Confirmation only indicates the vendor topic supports the 585-hour basic training curriculum as a remedial or advanced course of instruction.
2. AZPOST staff will determine the number of training hours an officer will receive for a particular class.
  - a. Distance learning class time lengths will be predetermined by AZPOST. Training hours will not be adjusted based on the actual time it takes an individual to successfully complete the course.
3. Vendor approvals are good for three years. At the conclusion of that three-year period, the Vendor will need to resubmit the paperwork for approval of another three-year time period. It is up to the Vendor to keep track of the three-year conclusion date.
4. AZPOST staff reserves the right to audit any course/provider at any time.

## V. VETTING OF VENDORS FOR IN-PERSON CLASSES BY AZPOST STAFF

- A. An outside (non-law enforcement agency/company) training provider who seeks POST approval for continuing training program shall submit the following:
  - a. The agency/company name requesting the training approval;
  - b. Contact person/name (phone number and email);
  - c. Agency/company mailing address and phone number;
  - d. A description of the training course they wish to provide;
  - e. A course schedule that lists the number of instructional hours;
  - f. Instructor's name and bio for determination of expertise in this area;
  - g. A lesson plan or other information sufficient to determine compliance with POST Rules.
  - h. A signed AZPOST attestation form in which the vendor shall, upon request, make the lesson plan or other information sufficient to determine compliance, available

for audit.

B. AZPOST responsibilities:

1. POST staff shall review the provider's request, confirm that the course meets the requirements of Rule, and assign a program approval number on POST PA Form. POST staff shall maintain an Approval Log for each calendar year's submissions.
2. POST staff shall notify the training provider of the course approval number and provide the POST PA form for distribution upon completion of the training. It is the responsibility of the training provider to maintain class attendance rosters and to provide participants who successfully complete training with a copy of the program approval form for their individual training records.
3. Vendor approvals are good for three years. At the conclusion of that three-year period, the Vendor will need to resubmit the paperwork for approval of another three-year time period. It is up to the Vendor to keep track of the three-year conclusion date.
4. Per Rule 13-4-111.3.d, confirmation of a course **is not an evaluation of the course content**. Confirmation only indicates the vendor topic supports the 585-hour basic training curriculum as a remedial or advanced course of instruction.
5. AZPOST staff reserves the right to audit any course/provider at any time.